Instructions on how to create an account in the WQ EPS portal of STEERS and submit annual updates to Homeland Security contact information

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I. How to create a STEERS account

A STEERS account is required in order to use the *e*Permits system.

Create an account with STEERS by following these steps:

A. Create a New Account

1. Go to the STEERS webpage: https://www3.tceq.texas.gov/steers/

2. Select *I Need: to create a new account*.

3. Read the information and click *Create New Account*.

4. Enter all required information including your name, company name, and title. (If there is no company name or title, enter Owner or Individual).

5. Enter your e-mail address. It must be unique.

6. Enter your phone number and mailing address.

7. Click *Next*.

8. The next page displays your information for review. Click *Previous* to make changes or click *Next* if the information is correct.

9. If there are existing STEERS accounts that match your name, the system will display those existing STEERS accounts. If none pertain to you, click *Next*. Your ER account number will be immediately emailed to you once you click the *Next* button.

10. You will be required to provide 5 security questions/answers. It is recommended that you save this information in a safe place for future use. Each time you log in to STEERS, you will be asked to answer one security question.

    Note: During login, if the answer provided to the question is incorrect, STEERS will have you answer the next security question. You will have 3 chances before STEERS locks you out of your account. If this happens, contact STEERS by e-mail at STEERS@tceq.texas.gov or by telephone at (512) 239-6925.

11. Click *Save*.

B. Add the Program

1. Select program area "*Water Quality Emergency Preparedness System (EPR-WQEPS)*" from the drop-down menu.

2. Click *Go.*

3. Select the *access type* that you need for using ePermits. 30 TAC §305.44 requires the Executive Officer of a company, or the person if owned by an individual, to sign the application.

   - *WQ EPS Read Only* – View only
   - *WQ EPS Edit* – View, create, delete, and modify
   - *WQ EPS Preparer* – View, create, delete, modify, and submit
   - *WQ EPS Sign* – View, create, delete, modify, sign, and submit

4. Select your relationship to the facility:

   - The Facility
   - Parent Company
   - Other

5. Select who is authorizing the access:

   - The Facility/Parent Company and WQ EPS *Sign* access:
     - Select "*I, [Your Name], am applying for sign and submit role….*"
   - The Facility/Parent Company and WQ EPS *Edit/Preparer* access:
     - Select "*I, [Your Name], am applying for read, edit, or preparer role….*"

6. Click *Add Access.*

7. Once the information has been updated, you will receive the following pop-up "*Your EPR_WQEPS access has been updated. You can make additional changes or press cancel to return to Account Information.*"
If you agree to the information provided, click *Cancel.*

C. STEERS Participation Agreement (SPA)

1. Verify that your account information is accurate. The Account Status will show *PROBATION* until you sign the STEERS Participation Agreement (SPA).

2. At the top of the STEERS Home page, select *eSign SPA* or *Paper SPA.*

   - *eSign SPA* – If you have a valid Class C Texas Driver's License, you can eSign the SPA. Simply enter your personal information and your Texas Driver's License number, select both check boxes, and then click *eSign SPA.*

- **_Paper SPA_** – This allows you to print out the SPA, sign it and mail it to the address shown on the SPA. Once your paperwork is processed, you will receive an email notification that your probationary status was removed, and you will have full access to STEERS.

Note: *For testing purposes, you don't have to provide your Texas Driver's License information. The system will take a take a random number instead. Additionally, signing the SPA only activates the user account, and it will not renew or issue a TCEQ permit.*

3. Check your email for the *Welcome to STEERS Account Creation* email.

4. Follow the instructions in the email to set up your account password. Use your STEERS account number and password for login.

II. How to fill out and submit an annual update to Homeland Security contact information in STEERS

A STEERS account is required to use the *e*Permits system.

Follow these steps to submit an Annual Update application or make changes to your existing EPS record.

A. Create an Application

1. Go to the STEERS webpage: https://www3.tceq.texas.gov/steers/

2. Enter your STEERS account number and password, click *Login*.

3. Answer your security question.

   Note: During login, if the answer provided to the question is incorrect, STEERS will have you answer the next security question. You will have 3 chances before STEERS locks you out of your account. If this happens, contact STEERS by e-mail at STEERS@tceq.texas.gov or by telephone at (512) 239-6925.

4. The system will display a list of recent logins for your account. If these were made by you, click *Yes*.

5. Select ePermits Program Area: *Water Quality Emergency Preparedness System (EPR_WQEPS)*

6. Select *I want to: Fill Out an application*

7. Select the appropriate action:

   a. *Domestic Wastewater Treatment Facility (WWTF)*

   b. *Industrial Wastewater*

8. Click *Next*.

9. Enter the Security Code.

   Note: This code can be found on the TCEQ annual update notification email and/or letter.

10. Enter your WQ authorization number (WQ00xxxxxxxx).

    Note: You can search for your WQ00 authorization number using your RN number or click Forgot or don't know the RN to search by the customer's name.

11. Click *Next*.

12. Review the information displayed. Click ***Confirm Permit Information*** if the permit information is correct. If this is not the correct permit, click ***Activities*** to enter a different permit number.

13. The application has been created.

    Note: Write down and save the application reference number and the application password for future use. You can allow others to access the application by following the instructions on the screen. This allows others to review the application, sign, or submit the application.

14. Click ***Next***.

15. You are now ready to fill out your application. On the left-side of the screen, there is a Task List that identifies each section of the application. As you complete each section, the Task List is updated to show that the section is done.

16. Complete the questions on each page. Click ***Next/Save*** to save your entries and proceed to the next section.

17. After you complete all sections in the Task List, the system will take you to the Activities Screen. You must ***Sign*** the application and ***Submit*** the application to TCEQ. These are 2 separate steps.

B. Sign the Application

1. To sign your application, select the application on the Activities screen, then click ***Sign***.

    *Note: If the **Sign** button is not enabled, please verify your **Access Type** under **My Account**. An eSign SPA or paper SPA is needed when the access type is updated. Refer to Steps B and C in the previous section of this document for additional information on how to update the access type and/or update the SPA.*

2. Complete the certification statements and enter your STEERS ER Account Password. Click ***Apply Electronic Signature***.

C. Submit the Application to TCEQ

1. On the Activities screen, select the application in status "Ready to Submit", then click ***Submit***.

2. Click on the icons to view the Copy of Record (COR). You will also receive an email with instructions on how to print your confirmation letter.