

# HOW TO SIGN SPA:

Once logged into STEERS account, go to My Account tab at the top right side of the home screen.



## Welcome to STEERS Internet Version 6.5!

**Notice:** STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

For more information on how to navigate this site, please visit our [Help](#) section.

Select e-Permits Program Area: [Stormwater General Permits \(EPR\\_SW\)](#)

If you **DO HAVE** a TX Driver's License, go to the E-sign SPA tab.



### Account Summary

On the next page, enter your information. The TDL Audit Number is the long number at the bottom of your driver's license. Check both check boxes then click E-sign SPA.

**Sign Electronically with Your Texas Drivers License (TDL)**

All fields are required. TCEQ will not save confidential data such as TDL, audit number, birthday, and partial social security number.

**First Name:**  Your first name as it appears on your TDL.

**Last Name:**  Your last name as it appears on your TDL.

**Company Name:**

**Title:**

**TDL Number:**  8 to 10-digit number

**TDL Audit Number:**  The 11-, 16- or 20- digit number on your license.

**SSN:**  Last 4 digits only

**Date of Birth:**  mm/dd/yyyy

I, Stephanie Owens -Hale, have the authority to enter into this Agreement for TRINITY GREEN SERVICES L L C under the applicable standards listed below.

I, Stephanie Owens -Hale, certify that I am signing this document with my personal Texas Driver's License information.

**Signature verification can take several minutes.  
Please do not press the E-sign button more than once.**

# Sign Account SPA Electronically Using TDL

If you create, renew, or modify your account, STEERS must receive a signed STEERS Participation Agreement (SPA). For new and modified accounts, you will not have full access to STEERS until the SPA has been received and the account activated. If you have a valid Class "C" Texas Drivers License (TDL) you can use it to activate your account and all program areas/IDs for which you have direct authorization.

**Note:** If you do not have a class "C" Texas Drivers License, you must generate a paper SPA. Please see [Generate Paper SPA](#).

1. Log into STEERS at <https://www3.tceq.texas.gov/steers/> using your web browser.
2. Press the **My Account** button in the navigation menu at the top of the STEERS Home page.
3. Press the **E-Sign SPA** button.
4. Enter the required fields into the form at the bottom of the E-SPA:  
**Note:** TCEQ does not store confidential information like the TDL numbers, SSN, or birthdate.
  - **First Name** - Signer's first name. Pre-populated with the information from the account.
  - **Last Name** - Signer's first name. Pre-populated with the information from the account.
  - **Company Name** - Signer's company. Pre-populated with the information from the account.
  - **Title** - Signer's title. Pre-populated with the information from the account.
  - **TDL Number** - Signer's TDL number. This is the 8-digit number labelled DL on the TDL.
  - **TDL Audit Number** - Signer's TDL Audit number. The audit number is the 11- or 16- digit number printed to the left of the TDL picture or the 20 digit number at the bottom of your license preceded by DD ( Note: Do not enter the DD).
  - **SSN** - The last 4 digits of the signer's Social Security Number (SSN).
  - **Date of Birth** - Signer's date of birth in mm/dd/yyyy format.
5. Place a check in the box next to both of the signature statements and press **E-Sign SPA**. Please press this button only once.
6. The information you entered is used to verify the signer's identity.
  - If no match is found, you have up to 3 chances to sign electronically.
  - If a match is found, a receipt is displayed and a copy of record (COR) is created of the account information at the time the SPA was signed. The COR will be available by searching the submissions log.
  - If you get an error from the verification service and you have renewed or made some other modification to your TDL in the past 6-8 weeks, then your TDL record is most likely locked and cannot be used for electronic signature verification. You must generate a paper SPA, see [Generate Paper SPA](#).
  - If you get an error from the verification service and you have not recently renewed or made some other modification to your TDL, then you should try one more time. If the error is returned again, please generate a paper SPA, see [Generate Paper SPA](#).

If you **DO NOT** have a TX Driver's License, go to Paper SPA.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Help >> Contact Us >> Logout >>

[Edit Account](#) [Change Password](#) [Security Questions](#) [Paper SPA](#) [E-sign SPA](#) [STEERS Home](#)

STEERS Account Summary User: ER053547 14:12



**Account Summary**

Click generate our SPA, you will need to print out and complete the form provided. Mail a copy to the address provided by STEERS.

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[Edit Account](#) [Change Password](#) [Security Questions](#) [E-sign SPA](#) [Account Summary](#) [STEERS Home](#)

STEERS Select SPA Type User: ER053547 12:32



Please select whether you want to generate the entire SPA or a partial SPA for a specific authorization. Or select E-sign above to sign your account electronically using Texas Drivers License.

**Generate Your SPA**

To generate the entire SPA, press the "Generate Your SPA" button below.

[Generate Your SPA](#)

**The following instructions apply if you cannot electronically sign your SPA with a Texas C Class Driver's License**

## Access Paper SPA

If you create, renew, or modify your account you will need to print, sign, and mail the STEERS Participation Agreement (SPA) to STEERS. For new and modified accounts, you will not have full access to STEERS until the SPA has been received and the account activated.

1. Log into STEERS at <https://www3.tceq.texas.gov/steers/> using your web browser.
2. Press the **My Account** button in the navigation menu at the top of the STEERS Home page.
3. Press **Paper SPA** button to generate SPA.
4. You can choose to [generate a paper SPA for your full account](#) or for a [single delegating authority](#).

## Generate Account SPA

1. Access the SPA as described in [Generate SPA](#)
2. Press "Generate Your SPA" button.
3. There are 4 possible types of SPA:
  - a. New Account - generates full SPA with all authorizations.
  - b. Modification - generates SPA with only those IDs that have been modified.
  - c. Renewal - generates full SPA with all authorizations.
  - d. Renewal with Modifications - generates full SPA with any IDs that have been modified.
4. Use your browser print button to print the SPA. The print button is usually located on the browser toolbar, and is depicted as a picture of a printer. If you do not have a printer on your browser tool bar you can click "File", then select "Print" from the menu.
5. All signature blocks must be signed in ink. A signature block will print for the account holder and all persons giving the account holder authority to report for a program.
6. Mail the SPA to the address listed on the form. Due to legal requirements, STEERS cannot accept faxed or emailed forms. STEERS Staff recommend that you do not send the form certified mail, as this mail is delivered to another state agency before TCEQ which causes delays in activating accounts.