



# CEOS for Tier II Step-by-Step Guides



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For more information, visit

<https://www.colorado.gov/pacific/cdphe/tier-ii-hazardous-chemical-inventory-reporting>



# Creating a Tier II Account in CEOS

**CEOS:** Colorado Environmental Online System (“see-ohs”). CEOS is a gateway for environmental permitting, compliance reports, financing, and more. As an online platform, CEOS can be accessed from any computer with an internet connection. It reflects CDPHE’s effort to comply with federal electronic reporting rules and clears the way for single-point Tier II submission.

## Steps to Creating a Tier II Reporting Account in CEOS

1. Go to [https://ceos.colorado.gov/CO/CEOS/Public/Client/CO\\_CIMPLE/Shared/Pages/Main/Login.aspx](https://ceos.colorado.gov/CO/CEOS/Public/Client/CO_CIMPLE/Shared/Pages/Main/Login.aspx)
2. Click “Create a new account” in the right-hand column.

Welcome, CEOS is your gateway for environmental permitting and finance needs. This platform allows you to manage permits, compliance reports, financing and more including:

- Submit applications.
- Monitor submittal progress.
- Receive notification and alerts.
- Update current requests with revisions as needed.

**Public Login**

User name

Password

**Login**

[Need more help?](#)

[Create a new account](#)

[Forgot your login user name or password?](#)

Release Date: November 22, 2017  
Version: 4.0017.1122.29132

CDPHE-CEOS uses Adobe Reader for some online document viewing. Please click the following link to install Adobe Reader Plug-in software.

[Get ADOBE READER](#)

Colorado Department of Public Health & Environment

3. Complete fields. Please note that as soon as you type in your first and last name, a username will be suggested to you; you can change it in the UserName field if you wish. Also, please note that the address fields should be completed with the company address. Once the fields are completed, click “Next.”

4. Choose an Account Group option:
  - a. **Responsible Official:** The Responsible Official (RO) is the person authorized to certify the Tier II report filed. A company can have multiple ROs, and an RO may be responsible for multiple companies. Once an account is created for an RO, the RO must be approved before filings may be authorized. The identity of an RO may be verified in one of two ways: either by completing the e-verify step or by sending a signed hard copy of the Electronic Signature Agreement to CDPHE (see Step 10 below).
  - b. **Preparer:** If you're preparing a Tier II filing on the behalf of a company but are not the person who certifies it, please select the "Preparer" radio button (this is also the best option for environmental consultants). Then, once the RO representing that company has created an account and has been approved, that person will be able to certify the report you file. A Preparer is not able to submit or certify a report - only an authorized RO is able to do so.
5. Then, choose an Account Type. (The Preparer option is limited to "Preparer;" Responsible Officials should choose "RO/Owner for Tier II Reporting.") If you chose the Preparer option, click "Next" and please skip down to Step 11 in this tutorial. If you chose the Responsible Official option, click "Associate Facility."

**Create Account**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the UserName field below.  
 The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

\* Account group:  Preparer  Responsible Official  Viewer  
Responsible Official: A representative of an entity that is authorized to certify and sign a submittal to CDPHE.

\* Account type:  
 RO/Owner for Clean Water Construction Permits  RO/Owner for Air Emission Permits  RO/Owner for Drinking Water Revolving Fund  RO/Owner for Water Pollution Control Revolving Fund  
 RO/Owner for Tier II Reporting

**Associated Facility List**

It is recommended that you associate all facilities that you are going to work on at this time

| Name  | Mailing Address | Physical Location | Submittal Type | Source | Status |
|---|-----------------|-------------------|----------------|--------|--------|
| Associate Facility <small>If you do not see your facility and need further assistance please contact your permit administrator.</small> |                 |                   |                |        |        |

Back To Login << Previous Next >>

6. Since this is the first year that CEOS is being used to collect Tier II reports, each company will need to "Create New Facility." However, to ensure that facilities are not accidentally duplicated, the structure within CEOS requires that users search for their facility first before allowing them to "Create New Facility." So, type "Tier" into the Facility Name field and then click "Search." After that, a "Create New Facility" button will appear at the top of the "Search Facility" screen.

**Search Facility**

Create New Facility If you can't find facility in the system, please create new facility.

Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility name might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search. For user who would like to enter State Revolving Fund program, please make sure you select all submittal types.  
 Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, please contact your regulatory representatives.

Facility for Tier II reporting (SARA Title III) is the reporting entity.

Facility Name:  Facility Identifier:  Address:  Organization Name:

Registered / Non-registered:

Search To go to the next step you need to enter your facility name and then hit the search button.

Close

7. **It is important to enter the name of your company in the Facility Name field with - Tier 2 after it (example: COMPANY NAME - TIER 2).** Complete all of the fields, even those without an asterisk (including the Mailing Address field(s), county, city, state, and zip). Please note, however, that the latitude and longitude fields DO NOT need to be completed. The mailing address fields should be the primary location where the company receives correspondence - it doesn't have to be a Colorado address, nor does it need to be a physical location (PO boxes are fine). Choose "same as above" to populate the fields below and click "Create."

The screenshot shows a web form titled "Search Facility". At the top, there is a warning icon and the text "Please fill in the Facility/Property Address". Below this, the form contains several sections:

- Facility Name:** A text input field containing "Jane Doe's Company - Tier 2". An orange arrow points to this field.
- Mailing Address 1:** A text input field containing "12345 Main Street".
- Mailing Address 2:** An empty text input field.
- County:** A dropdown menu with "Clear Creek" selected.
- City:** A text input field containing "Lawson".
- State:** A dropdown menu with "CO" selected.
- Zip:** A text input field containing "55555".
- Same as above
- Facility/Property Address:** A text input field containing "12345 Main Street".
- County:** A dropdown menu with "Clear Creek" selected.
- City:** A text input field containing "Lawson".
- State:** A dropdown menu with "CO" selected.
- Zip:** A text input field containing "55555".
- Latitude:** An empty text input field.
- Longitude:** An empty text input field.
- 

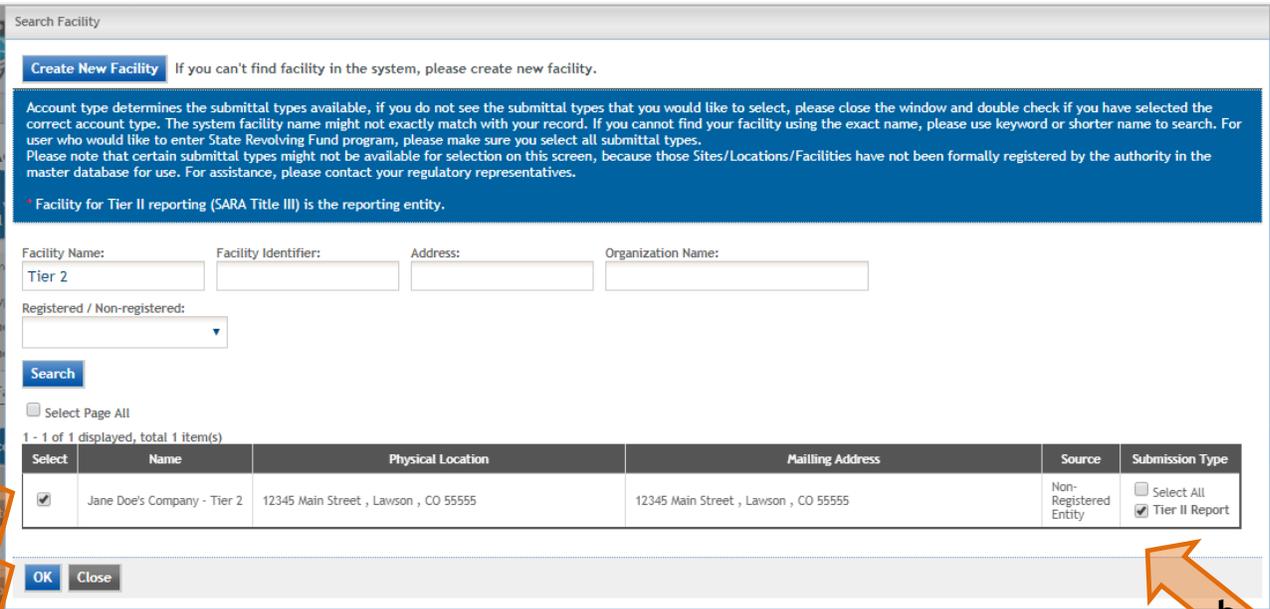
At the bottom of the form, there are two buttons: "Create" and "Close". An orange arrow points to the "Create" button.



**Do I have to enter all of my different facility locations through "Associate Facility?"**

**No, only enter the main company name and address** where correspondence is received. You'll list all of your distinct facilities in Tier2Submit. Don't forget to add Tier 2 after the Company Name, as in Doe Company - Tier 2.

8. a.) Click the box under the “Select” column. b.) click “Tier II Report” under the Submission Type column. c.) click “OK.”



Search Facility

Create New Facility If you can't find facility in the system, please create new facility.

Account type determines the submittal types available, if you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. The system facility name might not exactly match with your record. If you cannot find your facility using the exact name, please use keyword or shorter name to search. For user who would like to enter State Revolving Fund program, please make sure you select all submittal types. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, please contact your regulatory representatives.

Facility for Tier II reporting (SARA Title III) is the reporting entity.

Facility Name: Tier 2 Facility Identifier: Address: Organization Name:

Registered / Non-registered:

Search

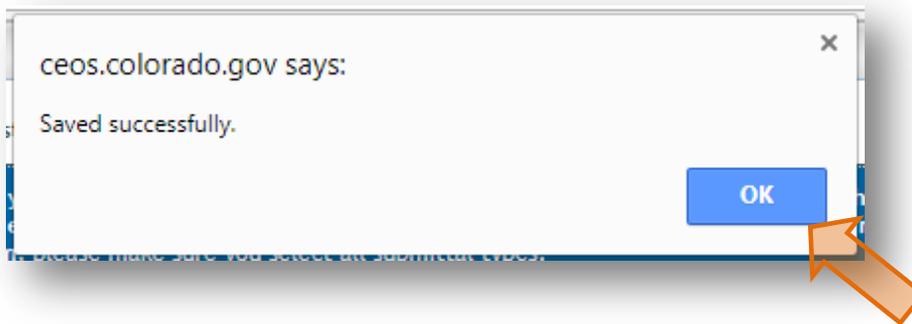
Select Page All

1 - 1 of 1 displayed, total 1 item(s)

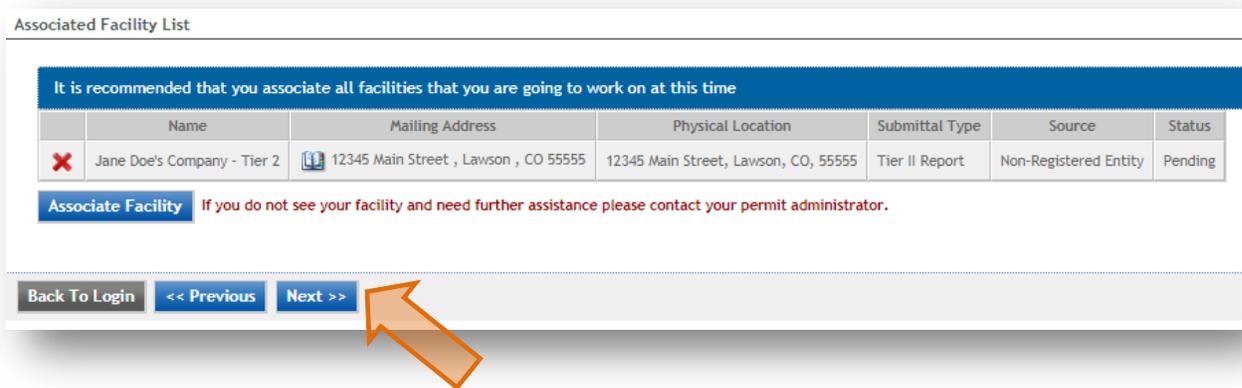
| Select                              | Name                        | Physical Location                     | Mailing Address                       | Source                | Submission Type   |
|-------------------------------------|-----------------------------|---------------------------------------|---------------------------------------|-----------------------|---|
| <input checked="" type="checkbox"/> | Jane Doe's Company - Tier 2 | 12345 Main Street , Lawson , CO 55555 | 12345 Main Street , Lawson , CO 55555 | Non-Registered Entity | <input type="checkbox"/> Select All<br><input checked="" type="checkbox"/> Tier II Report |

OK Close

9. You should receive a message reading “ceos.colorado.gov says: Saved successfully.” Click OK on that screen, and then click “Close” on the screen underneath it (pictured in Step 8 above) to move onto the next step.



10. You will return to the previous screen with the “Account group” and “Account type” radio buttons, and the facility (company) will now be listed below. Click “Next.”



Associated Facility List

It is recommended that you associate all facilities that you are going to work on at this time

|   | Name                        | Mailing Address                       | Physical Location                    | Submittal Type | Source                | Status  |
|---|-----------------------------|---------------------------------------|--------------------------------------|----------------|-----------------------|---------|
| ✘ | Jane Doe's Company - Tier 2 | 12345 Main Street , Lawson , CO 55555 | 12345 Main Street, Lawson, CO, 55555 | Tier II Report | Non-Registered Entity | Pending |

Associate Facility If you do not see your facility and need further assistance please contact your permit administrator.

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11. Answer the five security questions and click "Next." Each security question has a dropdown menu, so please feel free to choose different questions beyond the default questions.
12. Complete the Picture Verification. Preparers should click "Create Account." If you chose the Responsible Official option, this is where you have a choice to make:
  - a. **E-Verify:** To proceed with e-Verify identity verification (recommended), click the "Proceed with e-Verify Option." Complete the fields and click "Continue Registration Process." There are 3 attempts to complete the identity verification process. If you are unable to complete the process after 3 attempts, you must submit the Subscriber Agreement (please see Step 12b below).
 

Tips for successful authentication:

    - i. **Entering Your Address:** Do not type your house/unit/street number in the "Street Name" field -- only type your street name.
    - ii. **Entering Your Name:** Please use your legal name as listed on official forms of documentation, such as your driver's license, Social Security card, or birth certificate.

**Create Account**

For a public user to create a new user account. (\*) Denotes a required field.  
A username will be suggested to you when you enter your first and last name. You may change the suggestion.  
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human review, and sending spams.

**Picture Verification**

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to misspell.

**FXFnFx**

\* Enter the characters you see (case sensitive; no spaces):  
FXFnFx

**Identity Proofing**

The System needs to verify your identity in order to grant you the Responsible Official privilege for the subscription.

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security number before your last move. The E-Verify will complete the verification online. If successful, you will be informed only allow you for two tries. If the E-Verify is not successful, it means the System is unable to authenticate. The E-Verify option is recommended for time sensitive submissions, such as applying for general permits or to expedite.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency. You will receive an email notification after an Agency's decision is made. The ESA will take some time because it involves submitting your ESA, please contact the Agency to follow up.

(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify.

Back To Login << Previous **Proceed with e-Verify Option** Proceed with ESA Option

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**Validation Information**

**Authorized Representative**

\* Last Name: Doe \* First Name: Jane \* Middle Name: \* SSN (Last 4 digits): 5555

\* Home Address 1: Main Street \* Home Address 2:

\* Home City: Lawson \* Home State: CO \* Home Zip: 55555

\* Home Phone (555-555-5555): 555-555-5555 \* Date of Birth (MM/DD/YYYY): 01/01/2000

e-Verify Help Message (Your account has 3 opportunities to use e-Verify option).  
You have (3) opportunity (opportunities) left

**e-Verify Results**

Continue Registration Process Cancel

- b. **Print Subscriber Agreement:** If authentication on e-Verify fails or if you prefer a different method to e-Verify, you may obtain a document that may be printed, completed, hand-signed, and mailed to CDPHE. Please click the "Proceed with ESA Option" button.

**Create Account**

For a public user to create a new user account. (\*) Denotes a required field.  
A username will be suggested to you when you enter your first and last name. You may change the suggestion.  
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human review, and sending spams.

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(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify.

Back To Login << Previous **Proceed with e-Verify Option** **Proceed with ESA Option**

Colorado Department of Public Health & Environment

- i. Then, click the blue “Print Subscriber Agreement” link. Please note that the “Print Subscriber Agreement” link will not be active until a facility is associated. See Steps 5-10 to associate a facility.

**Create Account**

For a public user to create a new user account. (\*) Denotes a required field.  
 A username will be suggested to you when you enter your first and last name. You may change the suggested username in the UserName field below.  
 The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

📧 Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the procedure below:

- (1) If you have registered as a Preparer
  - The System will send you a login credential to your email address.
  - You must inform the Responsible Official from the Entity of your interest to authorize you the access to prepare submittal for the Entity
  - After being authorized by the Responsible Official, you can then begin preparing submittal for the Entity.
- (2) If you have registered as a Responsible Official and completed the identity proofing using the E-Verify option.
  - The System will send you a login credential to your email address.
- (3) If you have registered as a Responsible Official and have NOT gone through E-Verify option or failed the identity proofing using the E-Verify option.
  - The System will send you a login credential to your email address.
  - You must print, sign and mail the Subscriber Agreement to the following address:  
 Colorado Department of Public Health and Environment  
 Attn: Environmental Technology Division  
 4300 Cherry Creek Drive South  
 Denver, CO 80246
- (4) If you have registered as a Viewer,
  - The System will send you a login credential to your email address.
  - You must inform the Responsible Official from the Entity of your interest to authorize you the access to view information related to for the Entity
  - After being authorized by the Responsible Official, you will then be able to view information of the Entity.

[Back To Login](#) [Print Subscriber Agreement](#)

If you do not wish to continue with e-Verify Option, you may print out Subscriber Agreement, sign and mail to Agency for manual identity proofing.

[Colorado Department of Public Health & Environment](#)

- ii. Print, complete, sign, and return the Electronic Signature Agreement (ESA) to CDPHE by mail. The FIS Facility ID and Permit # spaces should be left blank. The ESA must be sent as a hand-signed hard copy to

Colorado Department of Public Health & Environment  
 4300 Cherry Creek Dr S  
 DEHS-A2, Tier II/SARA Title III  
 Denver, CO 80246

13. The final steps here for everybody, regardless of whether you’re a Responsible Official or a Preparer, are to check your email and log in for the first time. In your email, look for a message from GovOnline@enfotech.com containing your login name and a temporary password. Return to the Login and enter your login name and password (be sure to only have one instance of the website open in your browser at once). When you log in the first time, you will receive a prompt to change your password and to create a PIN.

## What happens next:

- Reports may be filed from January 1 until 5:00 p.m. (MST) March 1, 2018. Reports received after 5:00 p.m. (MST) March 1 will be considered late.
- See instructions in the next sections to start a new submittal for ROs and for Preparers and upload a validated Tier II Submit file (T2S).

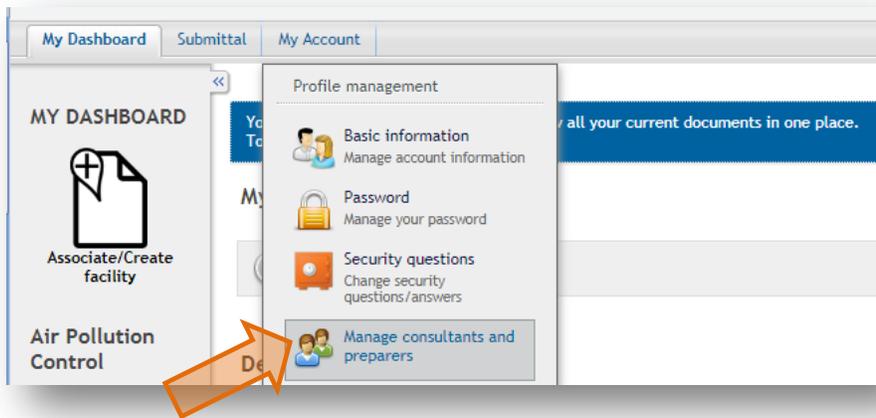


# For ROs (Responsible Officials): Submitting a Tier II Report in CEOS

## Steps to Submitting a Tier II Report in CEOS as an RO

Preparers may consult the version of this guide *For Preparers: Submitting a Tier II Report in CEOS*

14. Create an account in CEOS using the step-by-step *Creating a Tier II Account in CEOS* guide
15. Go to [https://ceos.colorado.gov/CO/CEOS/Public/Client/CO\\_CIMPLE/Shared/Pages/Main/Login.aspx](https://ceos.colorado.gov/CO/CEOS/Public/Client/CO_CIMPLE/Shared/Pages/Main/Login.aspx)
16. Enter your user name and password in the fields at right and click “Login.” If this is the first time you’re logging in, please consult the email that you received after creating an account. It will be from [GovOnline@enfotech.com](mailto:GovOnline@enfotech.com) and will contain your login name and a temporary password.
17. **If you created an account as an RO (Responsible Official) and a Preparer is helping to file your Tier II report:** Once you receive notification from CDPHE that your identity has been verified through e-Verify or ESA/Subscriber Agreement (see Step 12 in *Creating a Tier II Account in CEOS*), you may associate a Preparer with your facility. For an RO to associate a Preparer, please note that the Preparer must have already created an account.
  - a. The RO may log in, click the “Go to your dashboard” icon, hover over the “My Account” tab, and click “Manage consultants and preparers.”



- b. Click the “Add User” button.

- c. Type the email address of the Preparer and set the effective date to yesterday's date. Click the "Validate & Associate" button.

My Account > Profile management > Manage consultants and preparers

Back to Consultant List

Add New Consultant

Managing consultants & preparers - for Responsible Officials

Consultant permission types:

- Prepare Only
  - Authorized to fill out forms for the Responsible Official.
  - Once completed, you will be notified by email of the submittal action waiting to be certified and submitted.
- Prepare and Submit
  - Authorized to fill out forms AND submit them on behalf of the Responsible Official
  - Once completed, the consultant will submit the forms and you will be notified by email of the submittal. You can view the submittal in CEOS.

The consultant must have a CEOS account before you can add them to your consultant list. To add the consultant to your list, you need to know the email address the consultant's account is registered under.

After you add the consultant to your list, you can add authorizations for that consultant.

Requesting authorization - for Consultants/Preparers

Consultant can request authorization through CEOS. This sends a notification email to the Responsible Official. To use this feature, the RO must have a CEOS account and the consultant needs to know the email address the RO's account is registered under.

Denotes a required field

Consultant information

\* Email

\* Effective Date  Expiration Date

Validate & Associate

- d. Then, click the "Add Authorizations" button that appears near the bottom of the page. In the window that opens, click all of the boxes in the row or rows related to the facility or facilities that you'd like your Preparer to have access to and click "OK." Then, click the "Email Notify" button to send the Preparer a message acknowledging that he or she is now connected with your facility.

Applications Search

Submittal Type:  Type:  Search

Uncheck All  
1 - 1 of 1 displayed, total 0 item(s)

|                                     | App Name       | Type           | Permission                                       | Facility                                    | Notes |
|-------------------------------------|----------------|----------------|--|---|-------|
| <input checked="" type="checkbox"/> | Tier II Report | SARA Title III | <input checked="" type="checkbox"/> Prepare Only | <input checked="" type="checkbox"/> 0104180 |       |

OK Cancel

- e. Multiple Preparers may be added using the "Add User" button and the same steps listed above. When the Preparer has finished with the .t2s file and has attached it, you will receive an email from [GovOnline@enfotech.com](mailto:GovOnline@enfotech.com) with the subject "Application is ready for review and submit." You may then follow the instructions in Step 6d below.

My Dashboard Submittal My Account

Profile management

- Basic information  
Manage account information
- Password  
Manage your password
- Security questions  
Change security questions/answers
- Manage consultants and preparers

My Account > Profile management > Manage consultants and preparers

Consultant List

Consultants List

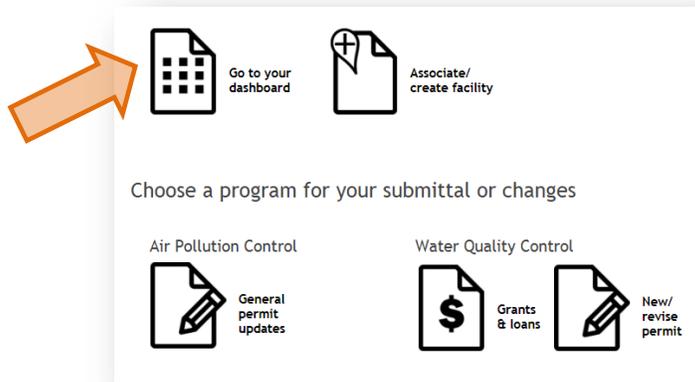
1 - 1 of 1 displayed, total 1 item(s)

|                                     | First Name | Last Name | Facility | Permission | Submittal Type | Effective Date | Expiration Date | Status |
|-------------------------------------|------------|-----------|----------|------------|----------------|----------------|-----------------|--------|
| <input checked="" type="checkbox"/> | CEOS       | Preparer  |          |            |                | 01/01/2018     |                 |        |

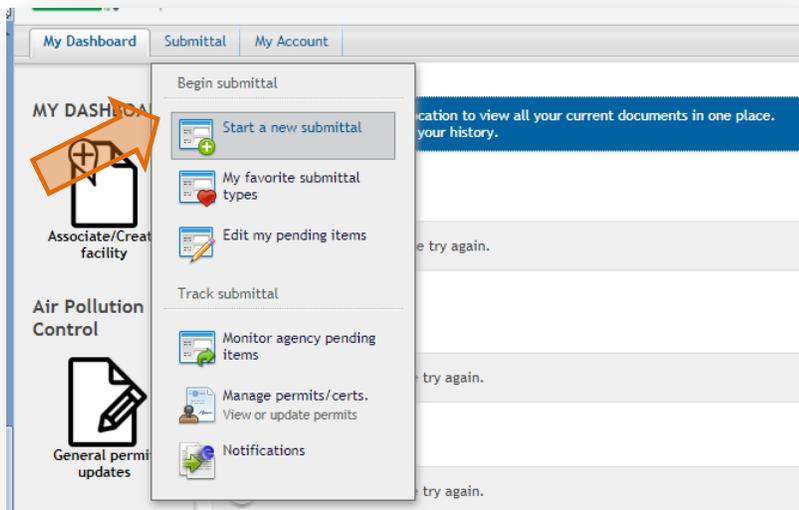
Add User

18. If you created an account as an RO and will not be using a Preparer:

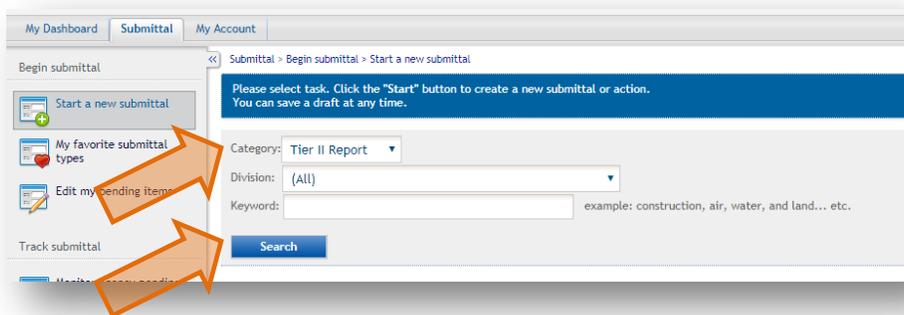
a. Click the “Go to your dashboard” icon



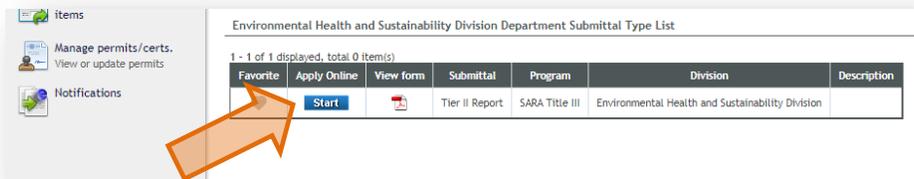
b. Hover over the “Submittal” tab and click “Start a new submittal.”



c. Select “Tier II Report” within the dropdown menu and click “Search.”



d. When the blue “Start” button appears, click it.



e. Complete the fields in the form and click the appropriate radio buttons. (Please note that your screen may be more elaborate than the screenshot below depending on the information entered.) When finished, click “next.” **Important Tips:**

- i. To file a new Tier II report, be sure to select the “Section 312 Annual Tier II Report” radio button.
- ii. make sure to enter in the correct number of facilities and number of chemicals/substances in the fields at the bottom before clicking “Calculate” (if available). Please make sure to account for the chemicals at each location appropriately: each chemical should be counted each time it occurs at each facility. For example, a facility that has three locations that each have one single same chemical should put 3 in the first box and 3 in the second box; if instead those three locations have all of the same two chemicals, the facility should put 3 in the first box and 6 in the second box. Thus, the second box should never be less than the first box. It can be the same or more, but not less.

**Submittal Type**

\* Are you required to submit Tier II report this year?  
 Yes  No

\* Section :  
 Section 307/511  Section 312 Annual Tier II Report

\* Does your NAICS code begin with 111, 112, 113, 114, 115? :  
 Yes  No

**Additional Reporting Entity Information (Reporter must select only one category from below)**

Retail Motor Fuel Outlet  
 Federal, state, local governments or university  
 Federally recognized tribe  
 General Industry / Business

**Facility and Chemical Information**

Total number of facilities with at least one chemical above reporting thresholds:

Total number of chemicals and extremely hazardous substances above reporting thresholds:

TOTAL FEE = \$60.00

If you need to revisit a form before submitting it, please click “Save.” Please note that clicking “Save” DOES NOT submit the Tier II report; it only saves it in CEOS so that you or Preparers associated with your facility can return to it and work on it later. Saved forms will then be accessible via the “Edit my pending items” option under the “Submittal” tab. Once “Edit my pending items” is clicked, you may search for this form by selecting “Tier II” from the dropdown menu and then clicking “Search.” Then, click the icon under the “Edit” column. This will return you to the location shown in the above screenshot.

- f. On the next screen, click “Online” and click “Upload” to upload your .t2s files and any other supporting documents. Following the prompts, locate the files on your computer and click “open” to upload them.

The screenshot shows the 'Attachment' step of a wizard. On the left, a 'Wizard Panel' lists five steps: 1. Data Entry, 2. Attachment (selected), 3. Validation, 4. Payment, and 5. Submission. The main content area is titled 'Attachment (Submittal ID: 4072)'. It contains a blue instruction box, a note about the 30MB file size limit, a radio button selection for 'Online' (selected), 'Mail', 'Other', and 'N/A', an 'Upload' button, and an 'Attachment description' text area. Two orange arrows point to the 'Upload' button and the 'Attachment description' field.

- g. Make sure your intended documents are correctly uploaded and click “Next.”

The screenshot shows the 'Validation' step of the wizard. The title is 'Validation (Submittal ID: 4072)'. A blue instruction box asks the user to review submittals and attachments. Below are two summary sections: 'Application Form(s) Summary' showing 'Online Tier II Report' and 'Tier II Report - Form View' with green checkmarks, and 'Attachment(s) Summary' showing '.T2S file' and 'Other supporting documents' with green checkmarks. At the bottom, there are three buttons: 'Exit', 'Previous', and 'Next'. An orange arrow points to the 'Next' button.

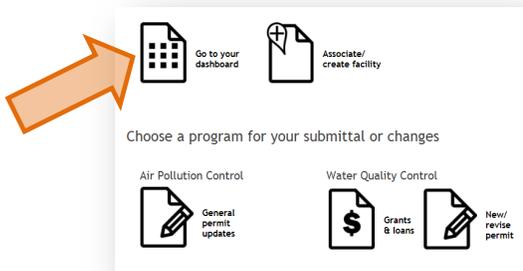




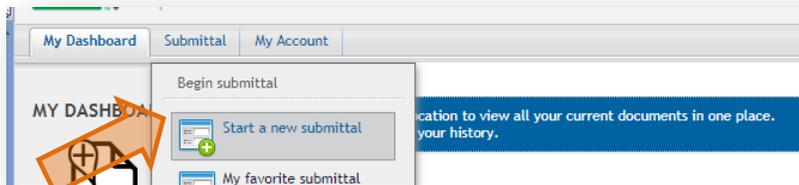
# For Preparers: Preparing a Tier II Report for Submittal in CEOS

ROs may consult the version of this guide *For ROs: Submitting a Tier II Report in CEOS*

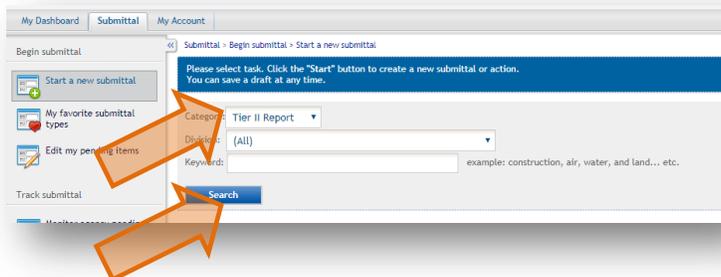
19. Create an account in CEOS using the step-by-step *Creating a Tier II Account in CEOS* guide
20. The RO (Responsible Official) who will certify the Tier II report you prepare and submit will need to first associate your profile with the facility before you can start the report submittal process. Please reference Step 4 in the “For ROs: Submitting a Tier II Report in CEOS” guide.
21. Go to [https://ceos.colorado.gov/CO/CEOS/Public/Client/CO\\_CIMPLE/Shared/Pages/Main/Login.aspx](https://ceos.colorado.gov/CO/CEOS/Public/Client/CO_CIMPLE/Shared/Pages/Main/Login.aspx)
22. Enter your user name and password in the fields at right and click “Login.” If this is the first time you’re logging in, please consult the email that you received after creating an account. It will be from [GovOnline@enfotech.com](mailto:GovOnline@enfotech.com) and will contain your login name and a temporary password.
23. Click the “Go to your dashboard” icon.



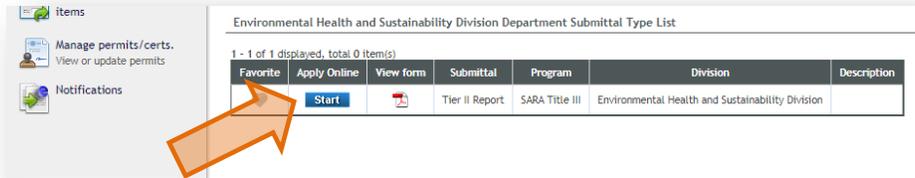
- a. Hover over the “Submittal” tab and click “Start a new submittal.”



- b. Select “Tier II Report” within the dropdown menu and click “Search.”



c. When the blue “Start” button appears, click it.



- d. Complete the fields in the form and click the appropriate radio buttons. (Please note that your screen may be more elaborate than the screenshot below depending on the information entered.) When finished, click “next.” **Important Tips:**
- To file a new Tier II report, be sure to select the “Section 312 Annual Tier II Report” radio button.
  - make sure to enter in the correct number of facilities and number of chemicals/substances in the fields at the bottom before clicking “Calculate” (if available). Please make sure to account for the chemicals at each location appropriately: each chemical should be counted each time it occurs at each facility. For example, a facility that has three locations that each have one single same chemical should put 3 in the first box and 3 in the second box; if instead those three locations have all of the same two chemicals, the facility should put 3 in the first box and 6 in the second box. Thus, the second box should never be less than the first box. It can be the same or more, but not less.

If you need to revisit a form before submitting it, please click “Save.” Please note that clicking “Save” DOES NOT submit the Tier II report; it only saves it in CEOS so that you or Preparers associated with your facility can return to it and work on it later. Saved forms will then be accessible via the “Edit my pending items” option under the “Submittal” tab. Once “Edit my pending items” is clicked, you may search for this form by selecting “Tier II” from the dropdown menu and then clicking “Search.” Then, click the icon under the “Edit” column. This will return you to the location shown in the above screenshot.

- e. On the next screen, click “Online” and click “Upload” to upload your .t2s files and any other supporting documents. Following the prompts, locate the files on your computer and click “open” to upload them.

- f. Make sure your intended documents are correctly uploaded and click “Next.” Corresponding with your chosen way to pay, click “check” or “money order” on the Payment Method dropdown menu and click “Next.”

| Item                  | Amount          |
|-----------------------|-----------------|
| Fee Amount:           | \$150.00        |
| Amount Due:           | \$150.00        |
| <b>TOTAL PAYABLE:</b> | <b>\$150.00</b> |

- g. Check the box and complete the two fields before clicking “Notify owner ready for review and submittal” to let the RO for the facility know that the Tier II Report is ready to be submitted.

My Dashboard Submittal My Account Hello, Jane Help

Wizard Panel

- 1 Data Entry  
To fill in all Data Entry Forms
- 2 Attachment  
To upload or mail in all required documentations
- 3 Validation  
To validate all required data and documentations
- 4 Payment  
To make a payment
- 5 Submission  
To submit

Submit Submittal (Submission ID: 4096)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your submittal.

Certification of Submission

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.

Question: What is the name of the hospital where you were born?  
Answer:

PIN:

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent CEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The CEOS system, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. CDPHE and CEOS system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such information.

Exit Previous **Notify owner ready for review and submittal**

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.

Colorado Department of Public Health & Environment