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
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
2. Click “Create a new account” in the right-hand column.

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.”

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.
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.”

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**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.”

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.”
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 wait 72 hours before trying again.
      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.

   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.
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](image_url)

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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 for 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).
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.”

   ![Manage Consultants and Preparers](https://example.com/image.png)

   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.

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.

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 with the subject “Application is ready for review and submit.” You may then follow the instructions in Step 6d below.
18. If you created an account as an RO and will not be using a Preparer:
   a. Click the “Go to your dashboard” icon
   
   ![Dashboard Icon]

   b. Hover over the “Submittal” tab and click “Start a new submittal.”
   
   ![Submittal Icon]

   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.
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.

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

i. Check the box and complete the two fields before clicking “Submit” to submit your Tier II Report.

j. Print out the “CONFIRMATION OF SUBMITTAL” receipt and send in the check or money order with the four-digit Submittal ID noted upon it.
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
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 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:
   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.
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.”
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.