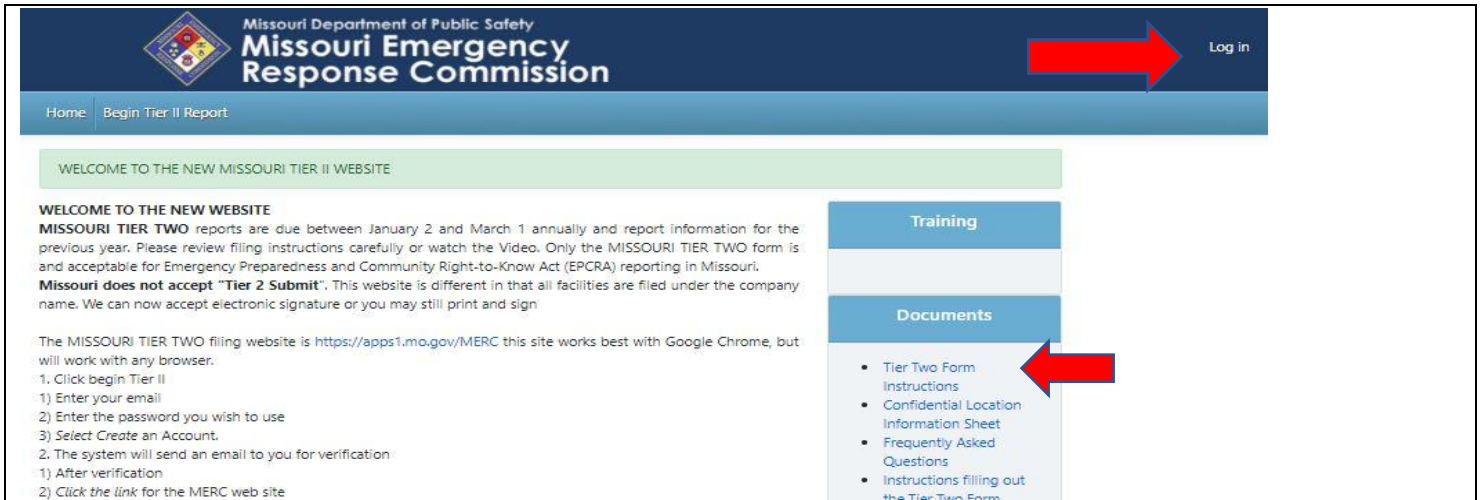


MISSOURI TIER II SYSTEM LOGIN INSTRUCTIONS

The system requires all Tier II filers to have a Missouri State Login registration. Please register your email and create your password. The following are the step-by-step instructions.

Go to the website: <https://hazmat.dps.mo.gov>. Home page - Click on “Log in”, you will then be creating your State Login for our new Tier II System.



Missouri Department of Public Safety
Missouri Emergency Response Commission

Home Begin Tier II Report

WELCOME TO THE NEW MISSOURI TIER II WEBSITE

WELCOME TO THE NEW WEBSITE
MISSOURI TIER TWO reports are due between January 2 and March 1 annually and report information for the previous year. Please review filing instructions carefully or watch the Video. Only the MISSOURI TIER TWO form is acceptable for Emergency Preparedness and Community Right-to-Know Act (EPCRA) reporting in Missouri. **Missouri does not accept "Tier 2 Submit"**. This website is different in that all facilities are filed under the company name. We can now accept electronic signature or you may still print and sign

The MISSOURI TIER TWO filing website is <https://apps1.mo.gov/MERC> this site works best with Google Chrome, but will work with any browser.

1. Click begin Tier II
- 1) Enter your email
- 2) Enter the password you wish to use
- 3) Select Create an Account.

2. The system will send an email to you for verification

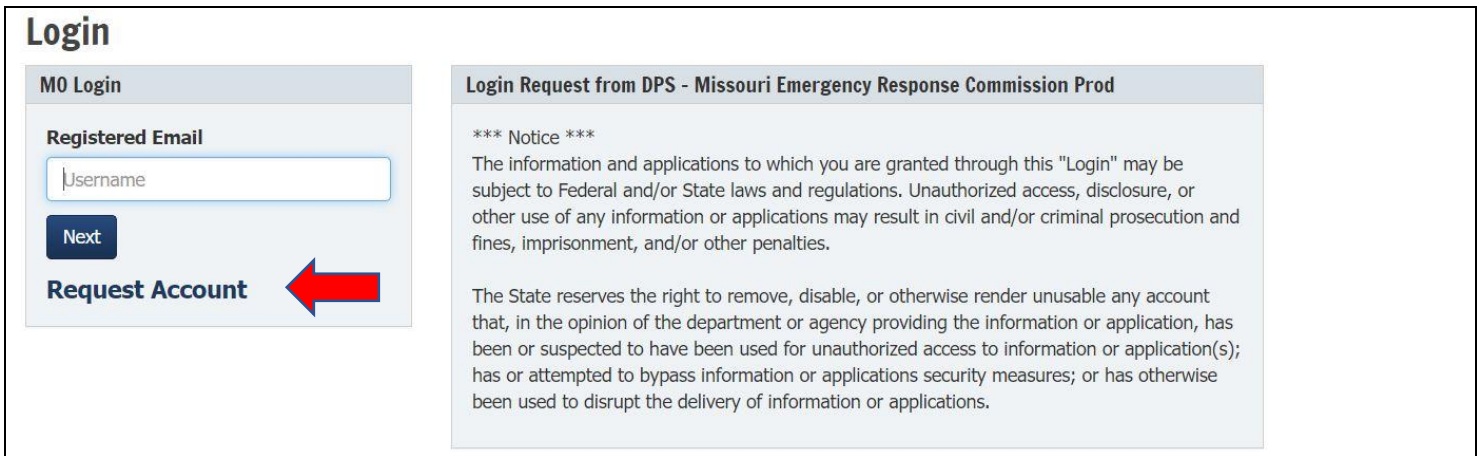
- 1) After verification
- 2) Click the link for the MERC web site

Training

Documents

- Tier Two Form Instructions
- Confidential Location Information Sheet
- Frequently Asked Questions
- Instructions filling out the Tier Two Form

First-time users enter your email, Then click “Request Account”.



Login

MO Login

Registered Email

Username

Next

Request Account

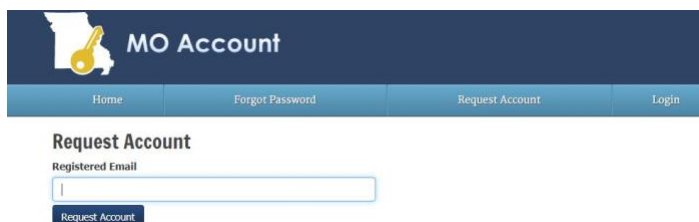
Login Request from DPS - Missouri Emergency Response Commission Prod

*** Notice ***

The information and applications to which you are granted through this "Login" may be subject to Federal and/or State laws and regulations. Unauthorized access, disclosure, or other use of any information or applications may result in civil and/or criminal prosecution and fines, imprisonment, and/or other penalties.

The State reserves the right to remove, disable, or otherwise render unusable any account that, in the opinion of the department or agency providing the information or application, has been or suspected to have been used for unauthorized access to information or application(s); has or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications.

Then you will be prompted to enter your email again, enter email, then click “Request Account”.



MO Account

Home Forgot Password Request Account Login

Request Account

Registered Email

Request Account

MISSOURI TIER II SYSTEM LOGIN INSTRUCTIONS

An email will be sent, to the email address for Varification and Password creation.

If you are logging in for the first time, follow the prompts back to your email to verify the email then click “Account Registration Link”.

 External images are now more secure, and shown by default. [Change in Settings](#)

An account registration request has been received for the State of Missouri MO Login account for this email. If you requested this account registration, please click the **Account Registration Link** below or copy and paste the **Full Link** into your browser to complete the process. For security reasons, this link expires in 1 hour.

[Account Registration Link](#) 

Full Link:


<https://test-moaccount.azurewebsites.us/Account/Register/?Code=6b4d4d79-039e-4915-a92f-5743b4279175&ReturnUrl=https://merc-test.azurewebsites.net/signin-oidc?&ClientID=DpsMerc-Test>

If you did not request this account registration, please delete this email.

Password is case sensitive & must be 12 characters long. Please make a note of this password for verification in the next step.

Now you are ready to create an account in MO Login. Fill in all into. The password you input will be the same one you created in the last step. Confirm password & hit “Create Account”.

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		
Password		
<input type="text"/>		
Confirm password		
<input type="text"/>		
<input type="button" value="Create Account"/>		

 **Password Rules**

- Must be at least 12 characters
- Must contain at least 3 of the following:
 1. Upper case character
 2. Lower case character
 3. Number
 4. Special character. Examples include !@#\$%^&*()_+~`'-=[]{}|:;<>?.,/
- Must not be a recent password

Please safeguard your password and save for next year.

Congratulations, you have completed the MO Login procedure. You will only have to do this step once. Make a note of your Mo Login credentials & keep in a safe & secure location.

NOTE: YOU MUST CLOSE OUT OF MO LOGIN THEN LOG BACK INTO

<https://hazmat.dps.mo.gov>

See next page;

MISSOURI TIER II SYSTEM LOGIN INSTRUCTIONS

Now that you are back at <https://hazmat.dps.mo.gov>

- Click on login.
- Put in your email and click next.
- Put in password and click login.

You are now logging in to our system. **Select your Role access** (*see below*)

This is an important step; this is your role designation for system recognition.

* If you are a Company, select “Company” this person is responsible for payment
(*if you are paying the fee, you choose this role*),

* If you are a contractor or filing the facility under your company, select “Facility.”
(the company role person links the facility user to the facility)

* If you are a Fire Department, select “Fire Department”.
(Each Fire Department may have two representatives)

* If you are an LEPC representative select “County user.”
(*Each county may have two LEPC representatives one of those can be the LEPC coordinator*)

You may not be “MERC admin” that is for staff only.

Your User Request will have to be approved by a MERC Staff Member. You will get an email when approved.

For companies you will receive an email stating that you have been approved,

If your company already exists in our system, please contact us so we can link your account to the company in our system.

For first time filers you should now see the company information to fill out. Then go to the new filer guide. (*see Home page documents*)

If you need assistance at this point, see instructions for new tier II filers, facility user or instructions to copy past year to current year. (*See Documents on home page*)

Contact staff during regular work hours-(7:30-4:00, M-F) at 573-526-9249 except during State holidays. If you are completing this Form outside of these times, please allow additional time for approval.