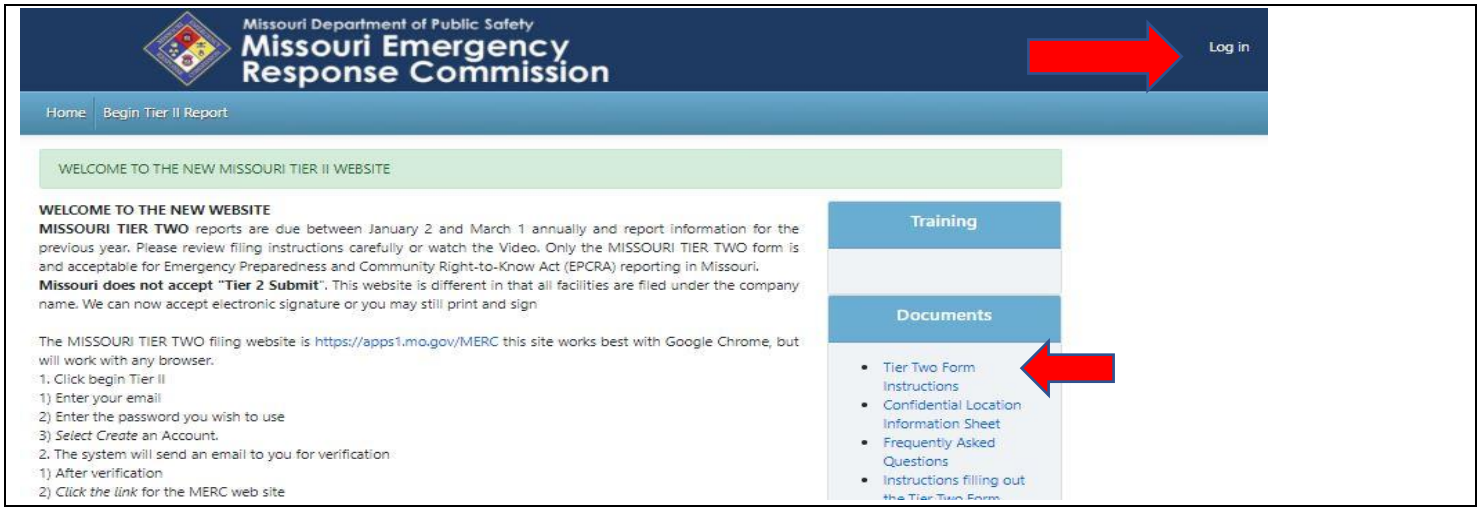
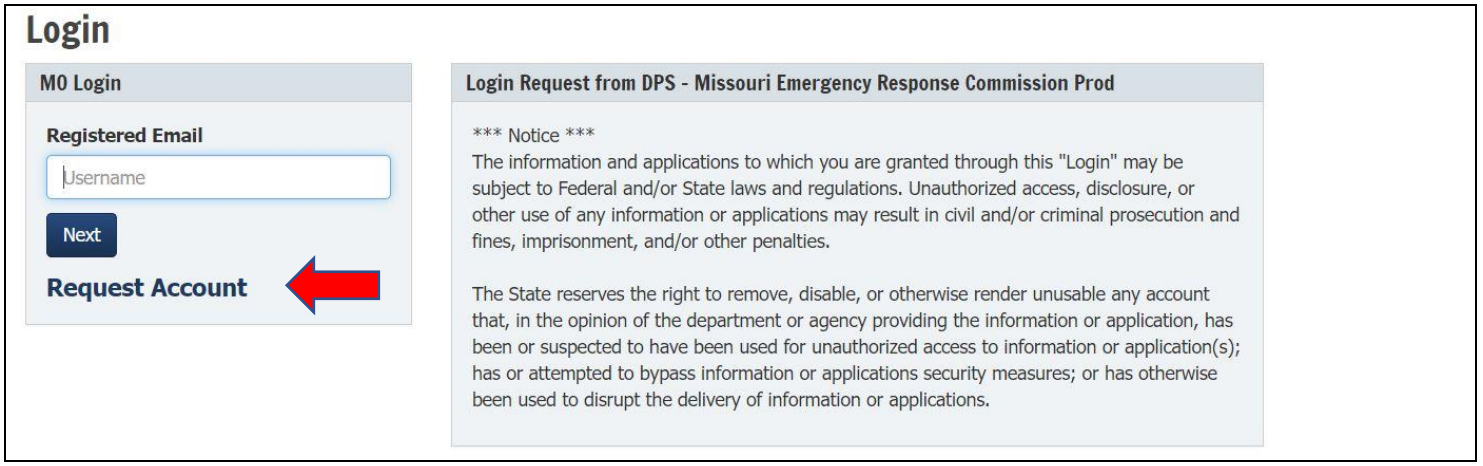
MISSOURI TIER II SYSTEM LOGIN INSTRUCTIONS

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.

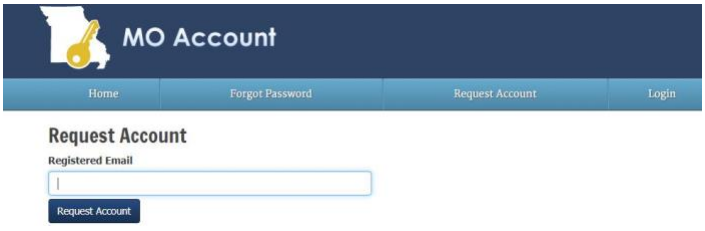
Go to the website: https://hazmat.dps.mo.gov. Home page - Click on "Log in", you will then be creating your State Login for our new Tier II System.



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



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



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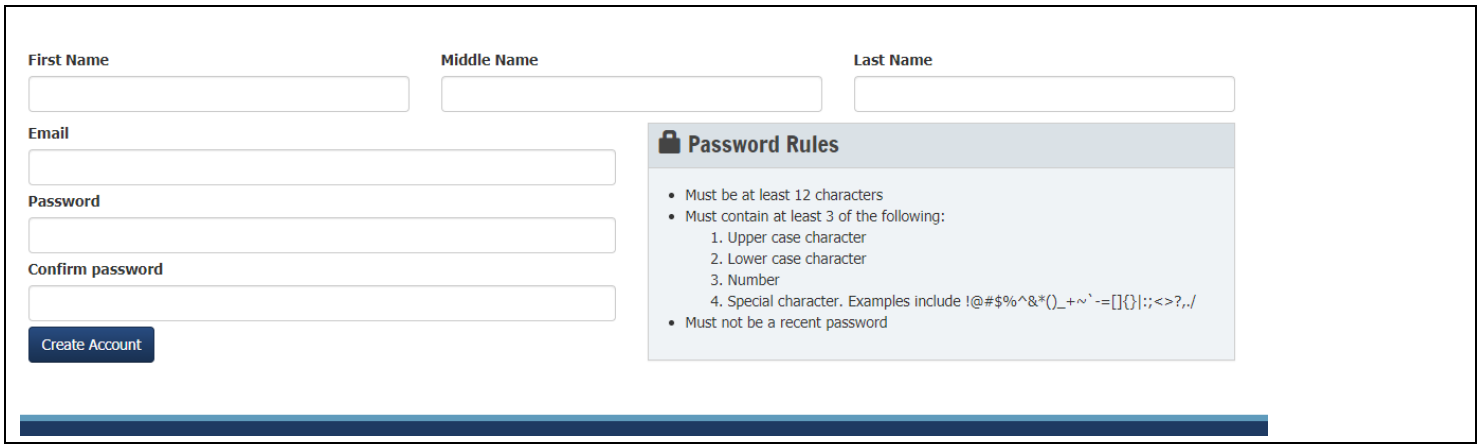
An email will be sent, to the email address for Varification and Password creation.

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”.

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”.



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;

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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 Sate holidays*. If you are completing this Form outside of these times, please allow additional time for approval.