Once finished with Tier II

1. If you are a facility user, you will need to contact the company user so they can submit the Tier II
2. Company users
	1. Click on Fee Sheet
	2. If Red circle go back, you have something not finished
	3. Page one - If green circle shows click “Fees
	4. Page two - Put in your Name, title and Phone Number, Skip the Federal transportation fees unless you deliver bulk petroleum.
	5. Then click Submit.
	6. Page three - Check the Box “Tier II is ready to submit.”
	7. If all facilities are complete, then click “OK”
	8. Then click Submit and View. Print this page as your dated record
	9. If there is a past due payment you will need to click payment. You can pay electronically by Credit Card or by E-Check
	10. Print the conformation page as you receipt
3. Printing the Tier II
	1. Go to company
	2. Click “facility list”
	3. Click “View”
	4. Print Tier II