

Submit and Pay

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
 - a. Click on Fee Sheet
 - b. If Red circle go back, you have something not finished
 - c. Page one - If green circle shows click "Fees
 - d. Page two - Put in your Name, title and Phone Number, Skip the Federal transportation fees unless you deliver bulk petroleum.
 - e. Then click Submit.
 - f. Page three - Check the Box "Tier II is ready to submit."
 - g. If all facilities are complete, then click "OK"
 - h. Then click Submit and View. Print this page as your dated record
 - i. If there is a past due payment you will need to click payment. You can pay electronically by Credit Card or by E-Check
 - j. Print the conformation page as you receipt
3. Printing the Tier II
 - a. Go to company
 - b. Click "facility list"
 - c. Click "View"
 - d. Print Tier II