

# SYSTEM LOGIN & REPORT INSTRUCTIONS

The new 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.

The screenshot shows the homepage of the Missouri Emergency Response Commission. At the top, there is a navigation bar with the Missouri Department of Public Safety logo and the text "Missouri Emergency Response Commission". A red arrow points to the "Log In" link in the top right corner. Below the navigation bar, there is a green banner that says "WELCOME TO THE NEW MISSOURI TIER II WEBSITE". The main content area is divided into two columns. The left column contains a "WELCOME TO THE NEW WEBSITE" section with a paragraph of text and a list of steps for creating an account. The right column contains two sections: "Training" and "Documents". The "Documents" section has a list of links: "Tier Two Form Instructions", "Confidential Location Information Sheet", "Frequently Asked Questions", and "Instructions filling out the Tier Two Form".

Then click “Request Account”.

The screenshot shows the "MO Login" page. At the top, there is a dark blue header with the Missouri state outline and a key icon, and the text "MO Login". Below the header, there is a "Login" section with a form. The form has two input fields: "Registered Email" with the value "eaglesonke@yahoo.com" and "Password" with a masked password "\*\*\*\*\*". Below the input fields is a blue "Login" button. To the right of the "Login" button are two links: "Forgot Password" and "Request Account". A red arrow points to the "Request Account" link. To the right of the login form is a "Login Request from DPS - Missouri Emergency Response Commission Prod" section. It contains a notice: "\*\*\* 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." Below the notice is a paragraph: "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); as or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications."

# SYSTEM LOGIN & REPORT INSTRUCTIONS

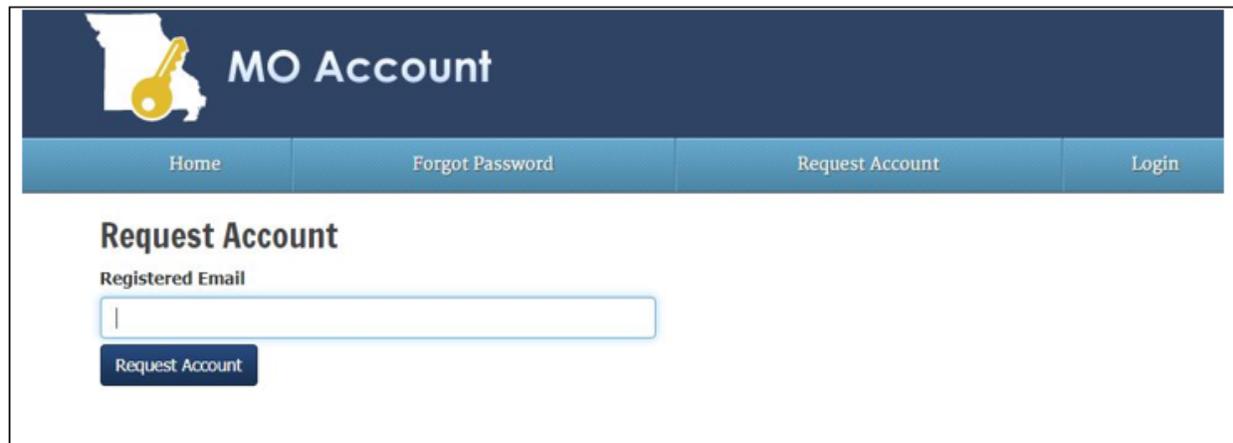
An email will be sent, to the email address you used when registering.



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”.



When you click “Account Registration Link” you will be prompted to enter your email. Enter email, then click “Request Account”.



## SYSTEM LOGIN & REPORT INSTRUCTIONS

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”.

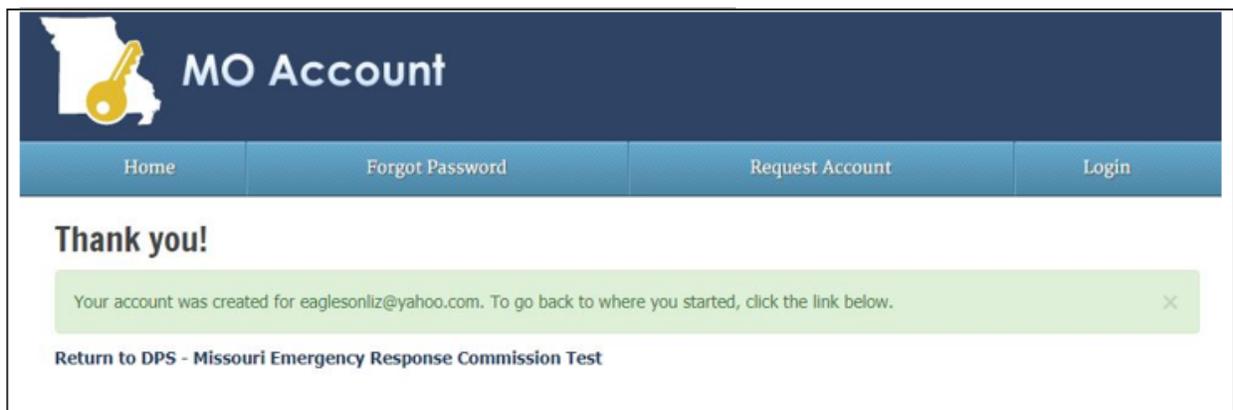


The screenshot shows a registration form with the following fields: First Name, Middle Name, Last Name, Email, Password, and Confirm password. A 'Create Account' button is located at the bottom left. A 'Password Rules' box on the right lists the following requirements:

- 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 !@#\$%^&\*()\_+~'`=[]{}|:;<>7,./
- Must not be a recent password

Now you have succeeded in registering for the MO Login.

*Please safeguard your password and save for next year.*



The screenshot shows the 'MO Account' confirmation page. It features a navigation bar with links for Home, Forgot Password, Request Account, and Login. A 'Thank you!' message is displayed, followed by a green notification box stating: 'Your account was created for eaglesonliz@yahoo.com. To go back to where you started, click the link below.' Below the notification is a link: 'Return to DPS - Missouri Emergency Response Commission Test'.

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.

You must now log out then log back in at <https://hazmat.dps.mo.gov> to create your company or facility information.

**NOTE: YOU MUST CLOSE OUT OF MO LOGIN THEN LOG BACK INTO <https://hazmat.dps.mo.gov>**

# SYSTEM LOGIN & REPORT INSTRUCTIONS

Go to the website: <https://hazmat.dps.mo.gov>. “Begin Tier II”.

Missouri Department of Public Safety  
**Missouri Emergency Response Commission** Log In

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 and 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

Yes we are logging in again. This is where you will put in the email and password you created for your MO Login, click “Login”.

**MO Login**

**Login**

MO Login

Registered Email

Password

[Login](#) [Forgot Password](#) [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.

## SYSTEM LOGIN & REPORT INSTRUCTIONS

IN THE DROP DOWN - CHOOSE COMPANY, FACILITY USER or COUNTY USER.

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

\* If you are a Company, select “Company” (if you are paying the fee you choose this role),

\* If you are a contractor or filing a facility for your company, select “Facility”,

\* If you are an LEPC representative or a Fire Department, select “County User”.

*Each county may have two LEPC representatives and two representatives for each Fire Department.*



The screenshot shows the Missouri Department of Public Safety Missouri Emergency Response Commission website. The page title is "User Request". The "User" field is populated with "Kay Eagleson". The "Role" field is a dropdown menu currently showing "Please Select". A red arrow points to the "Submit" button, and another red arrow points to the "Role" dropdown menu.

***Your User Request will have to be approved by a MERC Staff Member. You will receive an email stating that you have been approved, then you may begin your Tier II.***

If you receive an error message that means you have not been approved. Companies will receive an email of approval before they may continue. ***If you do not receive an email within one hour of request, please contact our office 573-526-9249. MERC staff will be approving user requests during regular work hours-(7:30-4:00, M-F). If you are completing this outside of these times, please allow additional time for approval.***

# SYSTEM LOGIN & REPORT INSTRUCTIONS

**Company:** please fill in all applicable boxes.

**Company:** if you have someone filing your Tier II you must assign them to a facility (see below).

**Facilities:** after your login request, the company must assign you to your facility.

The Facility User will also need to get an email and a password, so that the Company user can link that person to that specific facility.

**Company;** click “facility list” to begin your Tier II. If you have a facility filing you must click facility list, then add the facility name in your facility list (see Tier II instructions).



**Company;** if you are assigning “facility user(s)” type in **the facility name only** then click “Save and Go To Company”.

# SYSTEM LOGIN & REPORT INSTRUCTIONS

## [1] Facility For XYZ company

Save And Add Contacts

Save And Go To Company



[1a] Facility Location

Company Name: XYZ company      Submission: Initial

Facility Name      Reporting Year

     2019

Street Address

City      State      Zip

     Missouri     

Phone      Fax

E-Mail      County

     Please Select

Max No. of Occupants      Status

     Manned

**Company;** to add a “facility user” (contractors or facilities filing for parent company),

Select “Add/Remove Facility User”.

Home Company

## Company List

Add Company      Add/Remove Facility User Access

Company Name

XYZ company      Edit Company      Facility List      Fee Sheet      Users

Companies; to add your “facility user”, the company must search an **email** for the facility user (contractor) to add to their company, then click “Search User”.

# SYSTEM LOGIN & REPORT INSTRUCTIONS

Home | Company

## Add Facility User

Remove Facility User Access 

Facility User Registered Email

Search User 

The company then must “Grant Access” to the facility name(s) they want this person to have access to. Click “Save Facility User” button.

**Facility User:** after you log in all you have to do is click “Facility List”.

Home | Company

## Company List

Company Name
Red
<a href="#">Facility List</a>

# SYSTEM LOGIN & REPORT INSTRUCTIONS

Your assigned facilities will come up automatically. Click "Update Facility" to start Tier II.

## Facility List for Red

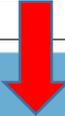
Any information in **Red** needs to be completed before submission.

Add Facility

Facility Name Search

Year

Filter



Facility Name	Year	View Tier II	Update Facility	Update Contacts	Update Inventory	Fee Sheet	Copy/Modify	Delete
Red	2019		Update Facility	Update Contacts	Update Inventory		Copy	
green field	2019		Update Facility	Update Contacts	Update Inventory		Copy	