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.

Then click “Request Account”.

![Login Instructions Image](image-url)
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”.

Registered Email

Request Account
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”.

Now you have succeeded in registering for the MO Login.

*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.

You must now log out then log back in at [https://hazmat.dps.mo.gov](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](https://hazmat.dps.mo.gov)**
SYSTEM LOGIN & REPORT INSTRUCTIONS

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

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”.

*** 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.

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.
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”.

![Company List](image.png)
**SYSTEM LOGIN & REPORT INSTRUCTIONS**

**Company**; to add a “facility user” (contractors or facilities filing for parent company),
Select “Add/Remove Facility User”.

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”.

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”.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Facility List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td></td>
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</table>
Your assigned facilities will come up automatically. Click “Update Facility” to start Tier II.