Tier II Portal Tutorial

Latest Revision January 2018

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Topics to be covered

1. Creating the *Tier2Submit* file
2. Accessing the portal
3. Populating the input fields on the portal
4. Uploading your *Tier2Submit* file
5. Successful upload message
6. Successful upload email content
7. Example of error messages
8. AristaTek Tech Support contact info

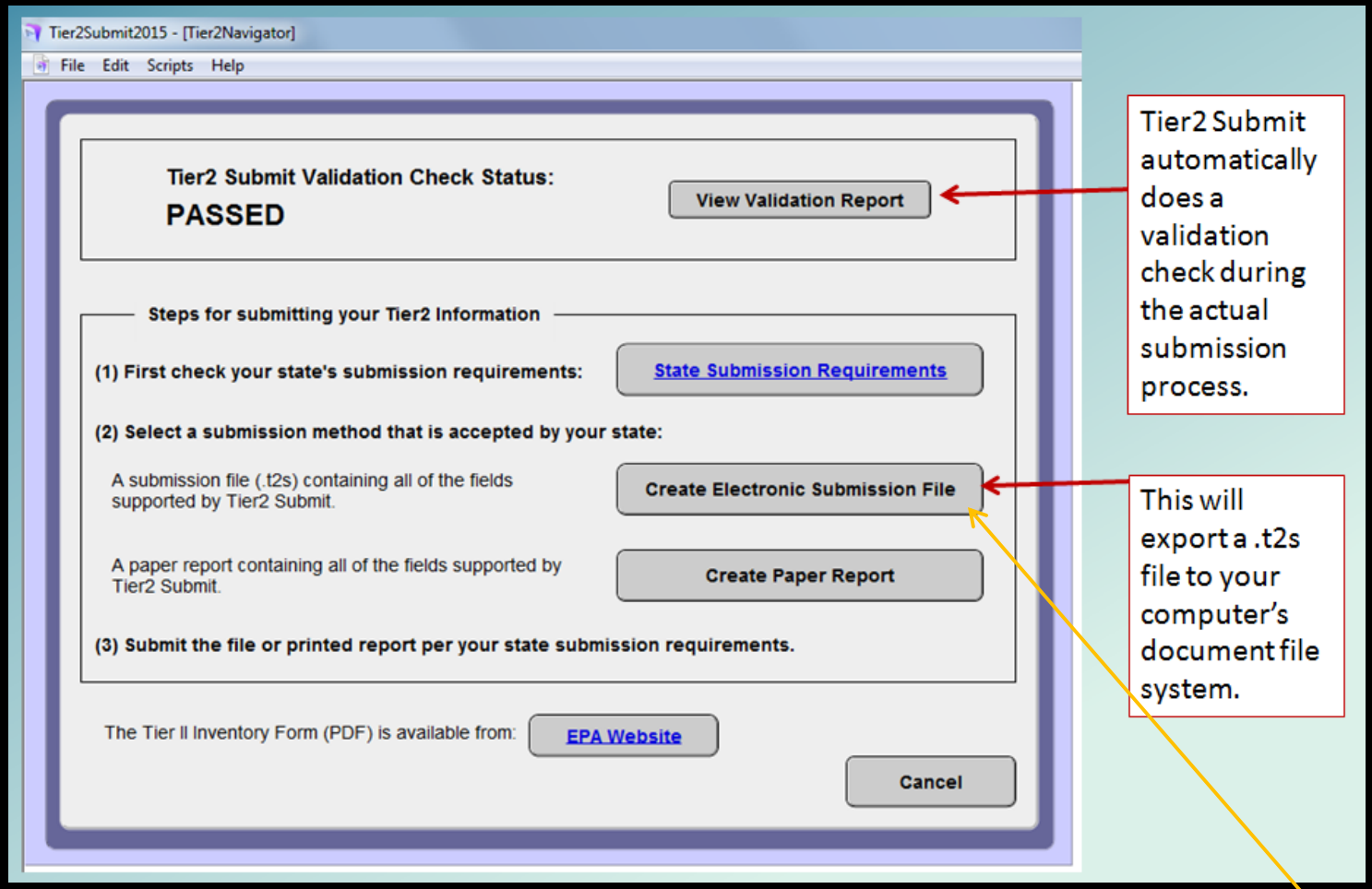
Creating the Tier2Submit file

- *Tier2Submit 2017* is a free EPA application

- The URL for downloading the *Tier2Submit* install is: https://www.epa.gov/epcra/tier2-submit-software
  - There are both Windows and Mac versions of *Tier2Submit*
  - The portal web page will have a link at the bottom to this URL

- EPA also provides links to a *Tier2Submit* tutorial
  - Both a PowerPoint and a PDF version
  - The portal web page provides these hyperlinks at the bottom of the page

Last step in the Tier2Submit creation



Tier2 Submit automatically does a validation check during the actual submission process.

This will export a .t2s file to your computer's document file system.

For the Tier II Portal this is the button you want to click on to create your Tier II submission file and save it to your system.

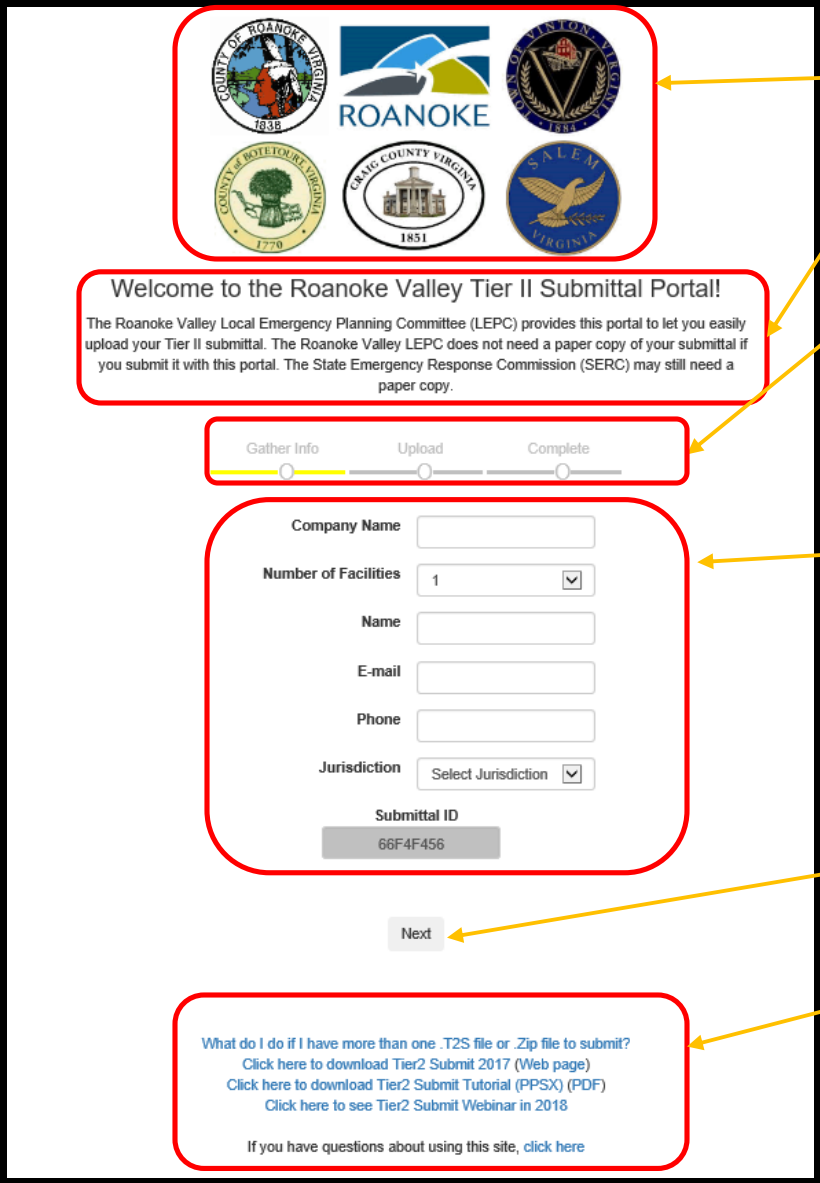
Accessing the portal

- URL for the Tier II portal will vary depending on the state, county or city the portal is servicing.
- The agency you submit your Tier II data to should provide the URL for their submissions.
- Typically the naming of the portal follows the following naming convention

  https://<NAME>.tieriiportal.aristatek.com/

  where <NAME> is the name of the state, county or city
- No username or password is required
- Data files uploaded are automatically encrypted
- You must have previously created a Tier2Submit file

Sample Portal – 1st step (Gather Info)



Logos for the agencies being served

The title of the portal and special instructions that may relate to the agencies being served,

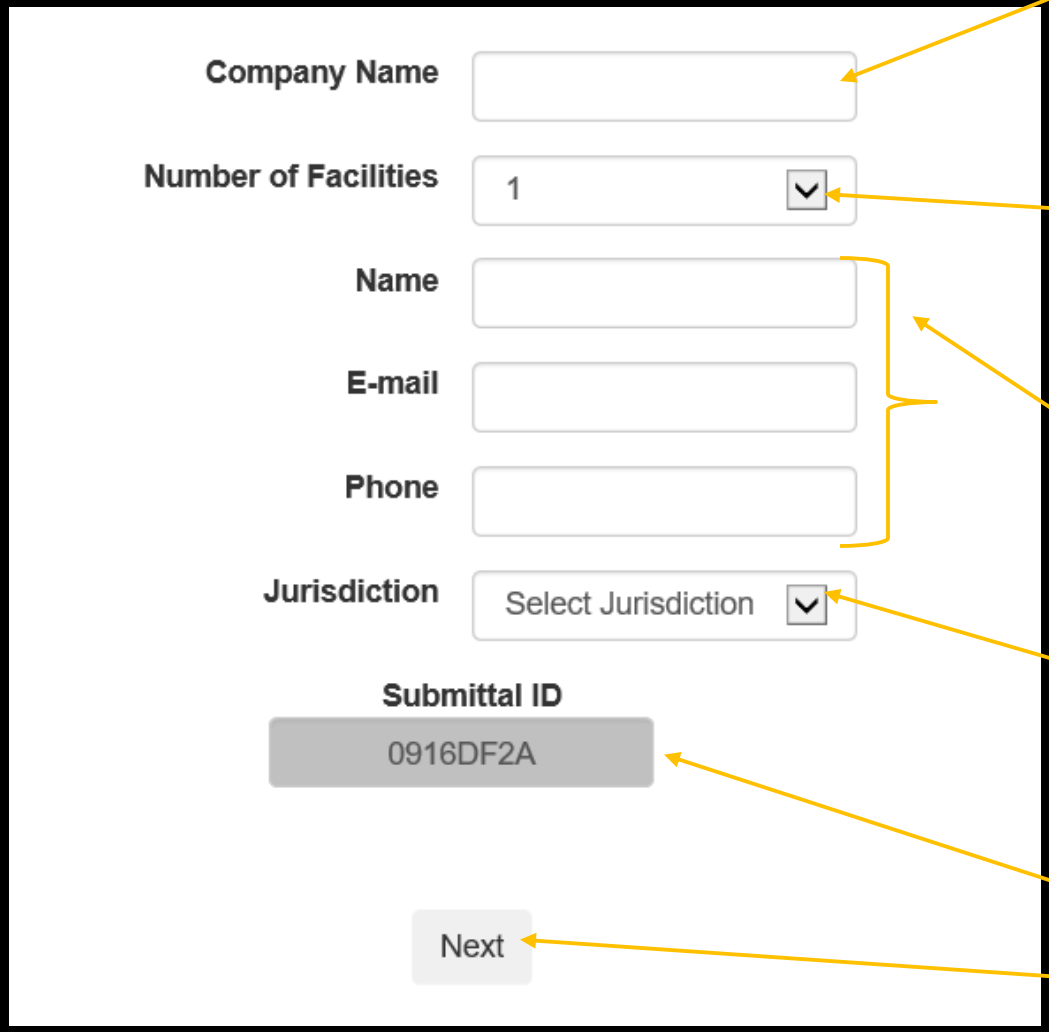
Indicator showing progress during the submission

These are the fields you will have to fill out for your Tier II submittal. The next slide will provide more information.

Click the NEXT button once all the applicable fields have been entered.

Hyperlinks are provided to the EPA Tier2Submit download, tutorial, how to contact AristaTek Tech Support, and this tutorial.

1st step (Gather Info) *(cont)*



The Company Name is the name of the facility with the chemical inventory.

If multiple facilities are included in the Tier2Submit data file you can select the number of facilities.

Enter the name of the person submitting the Tier II data. Then the person's email and their phone#.

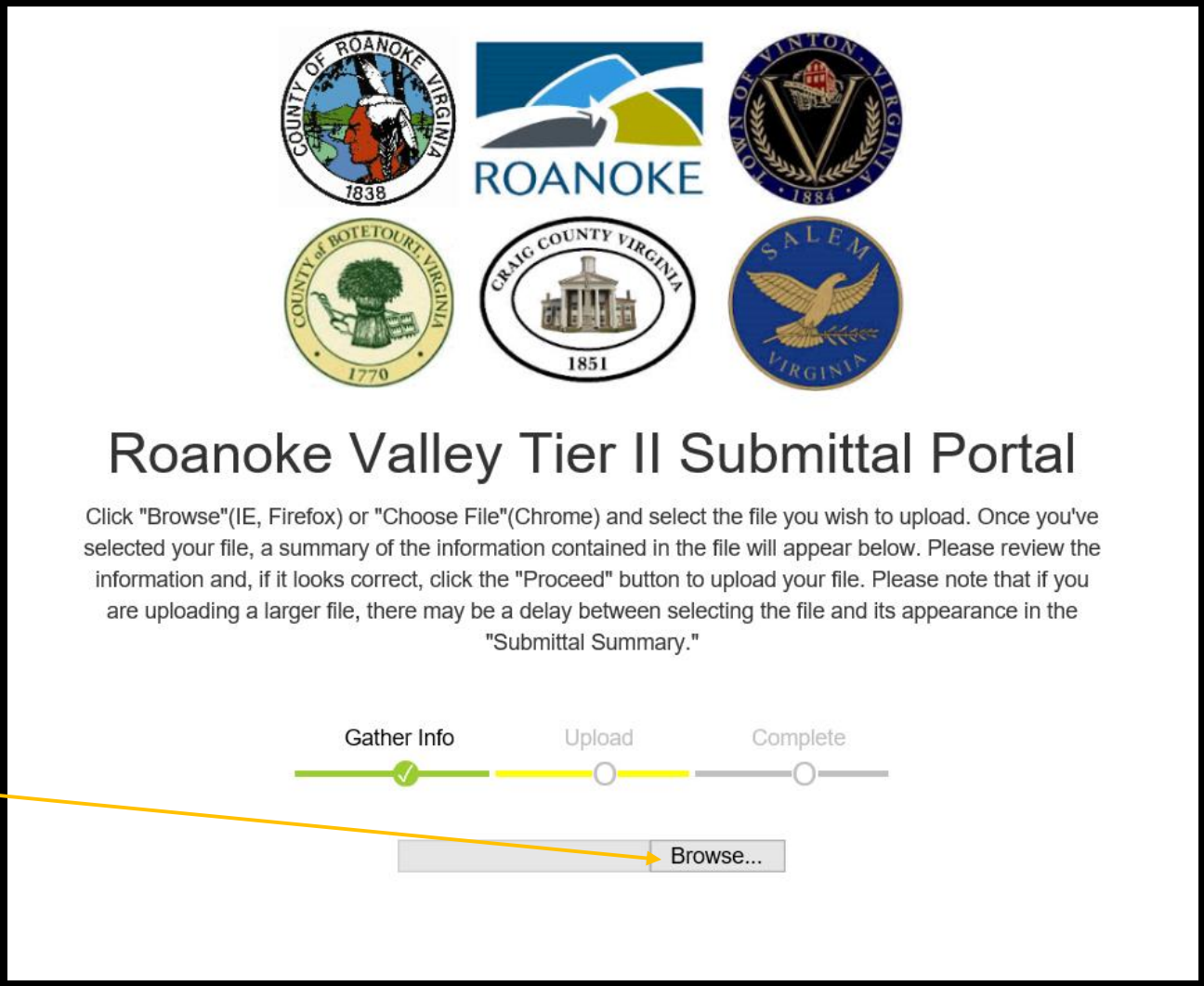
Some portals can accept data from multiple jurisdictions, so this field may or may not be present.

Submittal ID is system generated.

Click the NEXT button once all the applicable fields have been entered.

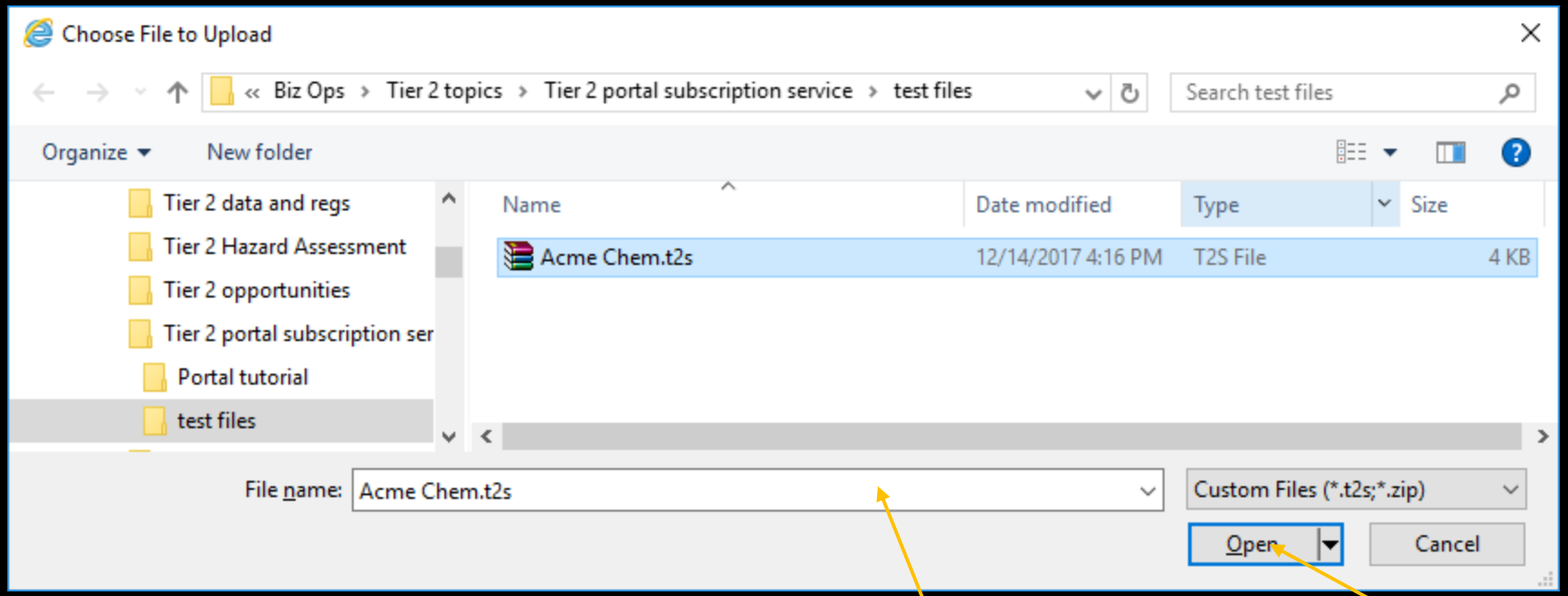
Sample Portal – 2nd step (Upload)

Click on the Browse button to find the Tier2Submit data file to be uploaded from your PC.



2nd step (Upload) *(cont)*

A window will appear allowing the user to navigate to the proper folder where the Tier2Submit “t2s” data file was saved during the data entry using the Tier2Submit application.



Highlight the desired file or enter the name in the **File Name** field and click the **Open** button to start the upload process.

2nd step (Upload) (cont)

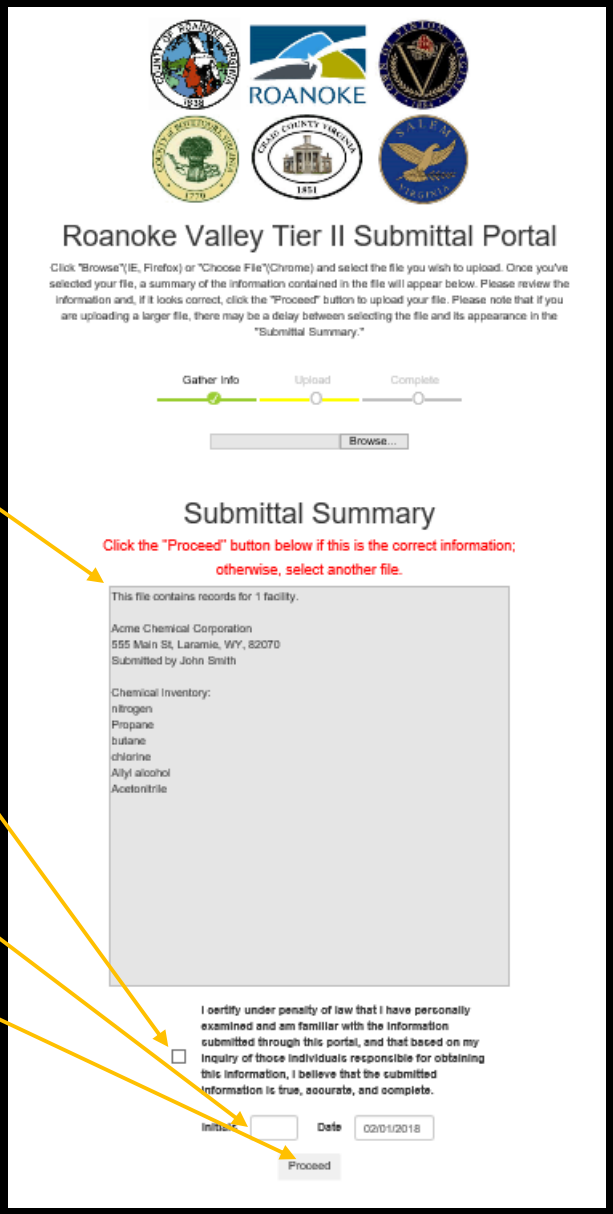
If the summary of the uploaded file is not correct, simply click the Browse button and find the correct data file to submit.

A summary of the information in the uploaded Tier2Submit data file will be displayed on the screen.

If this information is correct, complete the submission by

1. Checking the box,
2. By entering your initials in the space provided,
3. Then click the Proceed button.

You will be returned to the 1st page and can submit another data file if needed.



Successful upload email content

The Wyoming SERC has recieved your Tier II Submittal:

Submittal File Name: Acme Chem.t2s
Revision: 1
Company Name: Acme Chemical
Name: John Smith
E-mail: support@aristatek.com
Phone: (307) 721-2126
County: Albany
Submittal ID: 071191A2
Date Submitted: 01-17-2018
Time Submitted: 03:35 PM

If you need to resubmit this file click this link: Resubmit

Thank you for your upload!

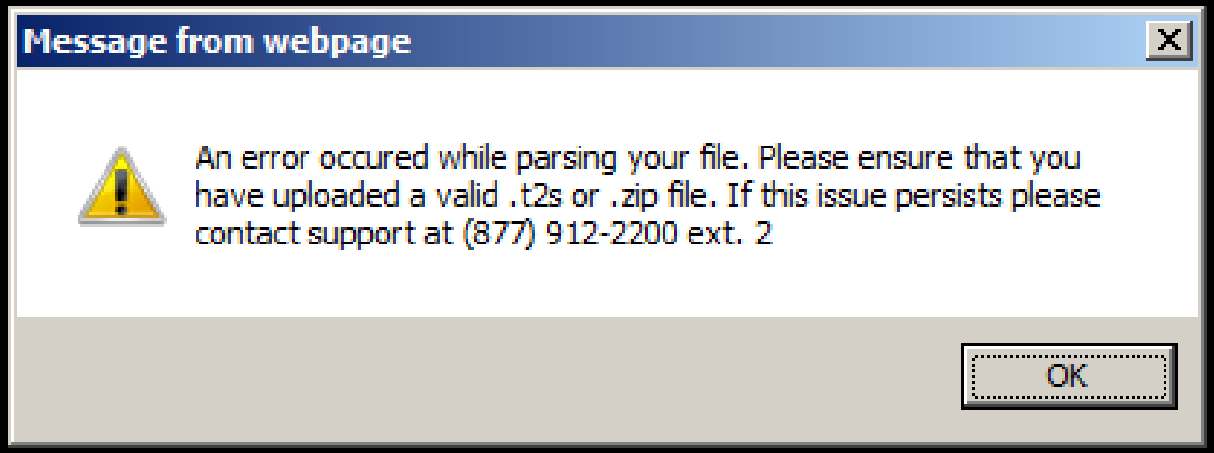
Phone: 1-877-912-2200
E-mail: TierII_Portal@aristatek.com

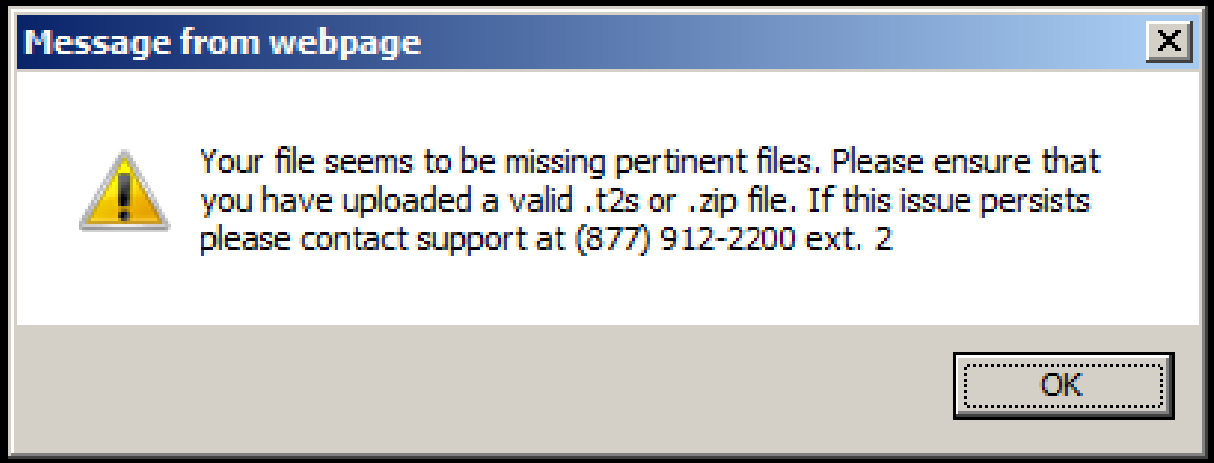
You will receive an email receipt of the submission.

It is recommended to retain this email for your Tier2Submit records .

If at a later date you recognize you need to make a change or correct a mistake in the *Tier2Submit* data file, you can use this **Resubmit** hyperlink to return to the **Wyoming Tier II Portal** and resubmit the corrected *Tier2Submit* data file which will overwrite the earlier submittal.

Examples of Common Error Messages





Questions and Support

- For technical support of the portal site
  - AristaTek Customer Support
  - Phone: 877-912-2200 option #2
  - Email: support@aristatek.com

- For all other issues related to Tier II reports contract your local agency for their answers to your questions.