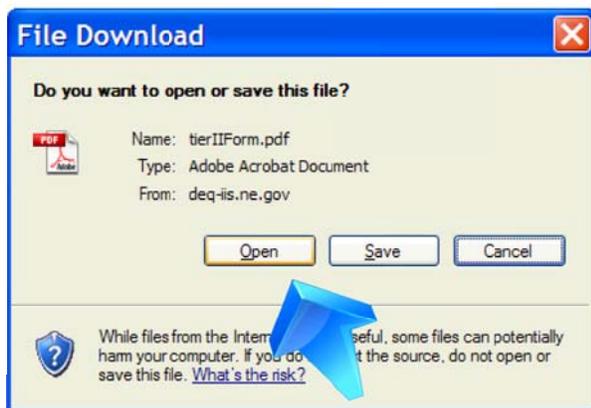


Instructions for Saving / E-mailing a Copy of Electronic Tier II Form to Local Emergency Planning Committees

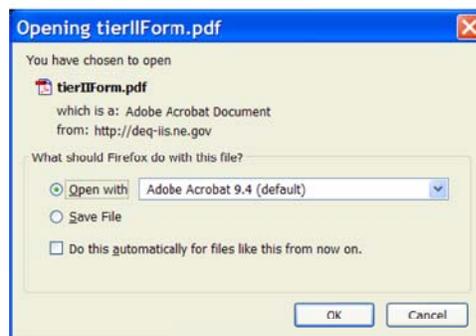
1. After filling out the form on-line, start by clicking the "**Sign Tier II Form**" button on the NDEQ Tier II website. This brings you to the final step of the web application.
2. Click on the "**Show Certified Form**" button. This will open a PDF file dialog window which varies by browser (below).

The screenshot shows the NDEQ Integrated Information System interface. At the top left is the logo for NDEQ Integrated Information System. To its right, it says "Tier II Form Submitted". Below the logo, there are "Tier II Online Data Entry Steps" listed: 1. Registration (Edit), 2. Submit Authorization (Edit), 3. Submit Facility Information (Edit), 4. Submit Tier II Contacts (Edit), 5. Submit SIC Code (Edit), 6. Submit Tier II Chemicals (Edit), and 7. Sign Online Tier II Form (Finish). To the right of these steps is a blue banner that says "TIER II FORM SUBMISSION SUCCESSFUL". Below the banner is a "Certification Agreement" box with the following text: "Thank you. Your Tier II form has been received. If there are any problems with the form, a NDEQ Tier II representative will contact you. **Do not close your browser window yet.** Be sure to click on the **Show Certified Form** button to display the new Tier II form and print copies for you and your LEPC and fire department(s). Once you are finished saving and printing your Tier II form, please click the Log-Out button in the upper right-hand corner of the browser." Below the agreement is a "Show Certified Form" button, which is highlighted with a blue arrow. At the bottom of the page, there is a section for Adobe Reader with the text: "Your Tier II form is in [Portable Document Format \(PDF\)](#), and can be viewed using [Adobe® Reader®](#) or any other [PDF viewer](#)." A blue arrow points to the "Show Certified Form" button.

3. Then click on the "**OPEN**" button - this will open a PDF file of the form.



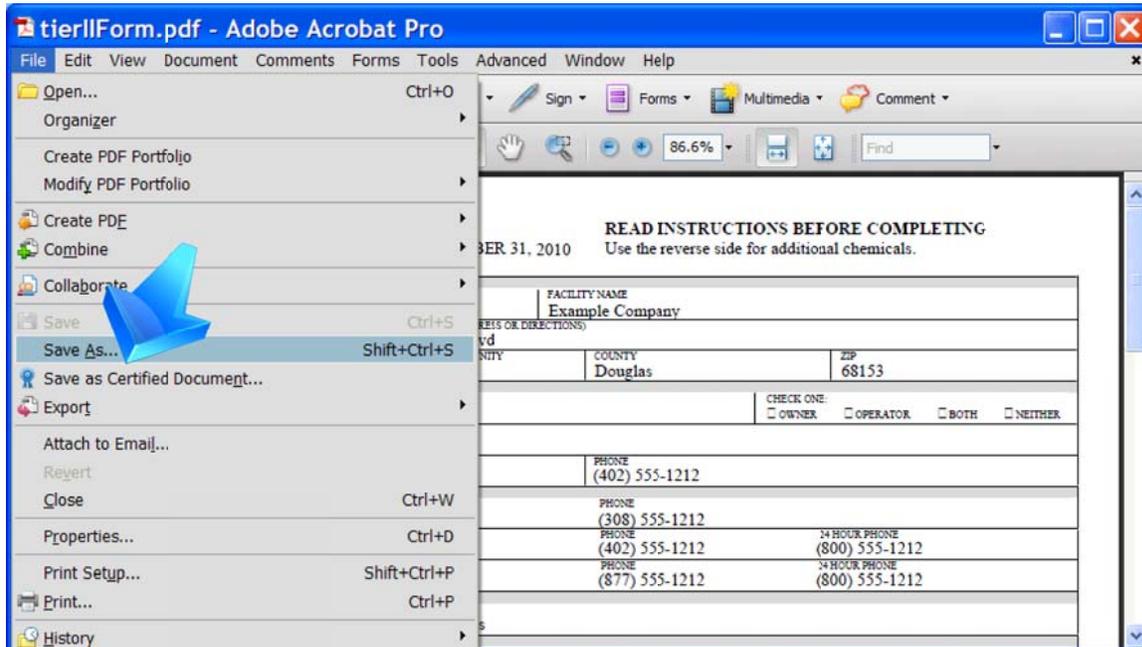
Internet Explorer



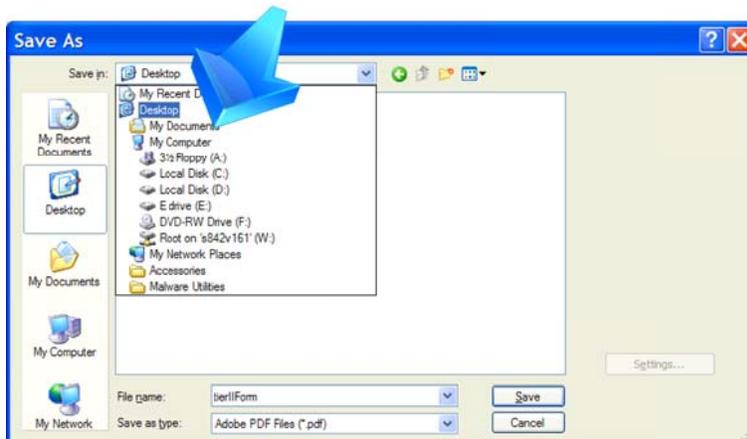
Firefox

The program name in the "**Open with**" field will be whatever program is the default reader associated with PDF files on your system. It will probably be Adobe Reader but if you have Adobe Acrobat it will appear as shown.

4. After reviewing the submitted form (and noting that it says "*Electronically Submitted*" in the signature line), click on the "**File**" button in the upper left hand corner and select "**Save As...**"



5. Once you do this, click on the arrow in the "**Save in**" drop-down field on the upper left hand side of the window. Select "**Desktop**" or your folder of choice. You can also rename the file by typing in the "**File name:**" field.



6. Click on "**SAVE**" (this will save the PDF file to the Desktop).
7. Finally, send an email to your LEPC and attach a copy of the PDF (from your Desktop) to the email. A listing for the LEPC email addresses is found on the first page of this website, or at the following link:
http://www.nema.ne.gov/content/SERC/SERC/tier_ii_poc.pdf

If you need additional information or instruction(s) on saving a copy of your electronic submission, contact Mark Lohnes (NDEQ) at 402-471-4251.