Tier II Manager Cheat Sheet

All facilities must register to use Tier II Manager with new credentials (username and password). You cannot gain access using former IDEM RSP credentials.

To access Tier II Manager, use Chrome 26 and above, Firefox 20 and above, or Internet Explorer 10 or above only. Chrome seems to work best.

Approved users should receive an automated message from Tier II Manager that access has been granted. Notices may go into your spam folder or be blocked by your firewall. Allow website www.tier2manager.com or include saratr2@dhs.IN.gov in contacts if notice is not received.

Send request by email with facility names, ID numbers and addresses if you want your username to be linked to multiple facilities.

For each step in the reporting process, you must confirm accuracy and/or update information displayed by selecting Edit and then Save/Proceed.

Step 1—Be sure that you have not used hyphens, dashes, colons, semicolons, exclamation points, etc. in any of the entry boxes. Also be sure that the NAICS number has been entered.

Step 2—Edit chemical inventory by clicking on the chemical name and selecting the Edit icon in the 3rd column from the right of the page. The total chemical location amounts must be greater than or equal to the maximum daily amount.

Step 3—Select No to advance if a facility does not have RMP or TRI status.

Step 4—Be sure to indicate 2 different emergency contacts and avoid using hyphens, dashes, colons, semicolons, exclamation points, etc. in any of the entry boxes.

Step 5—Ensure that site plan attachments are less than 5 MB, and if you are having difficulty with the attachment, try using Chrome as it has been found to allow this step to go smoothly.

Step 6—Select No if your facility is not a retail gas station or government entity.

Step 7—Credit card and ACH (eCheck) payment are the preferred payment methods. (eCheck method involves entering banking numbers from bottom of paper check into the payment module.)

Please do not use the back/forward navigation options from this point on.

Step 8—Enter the name of certifying official, check the box indicating certification, and submit.

If you have any further issues, please consult the PowerPoint presentation at the website and/or email us at saratr2@dhs.IN.gov.