



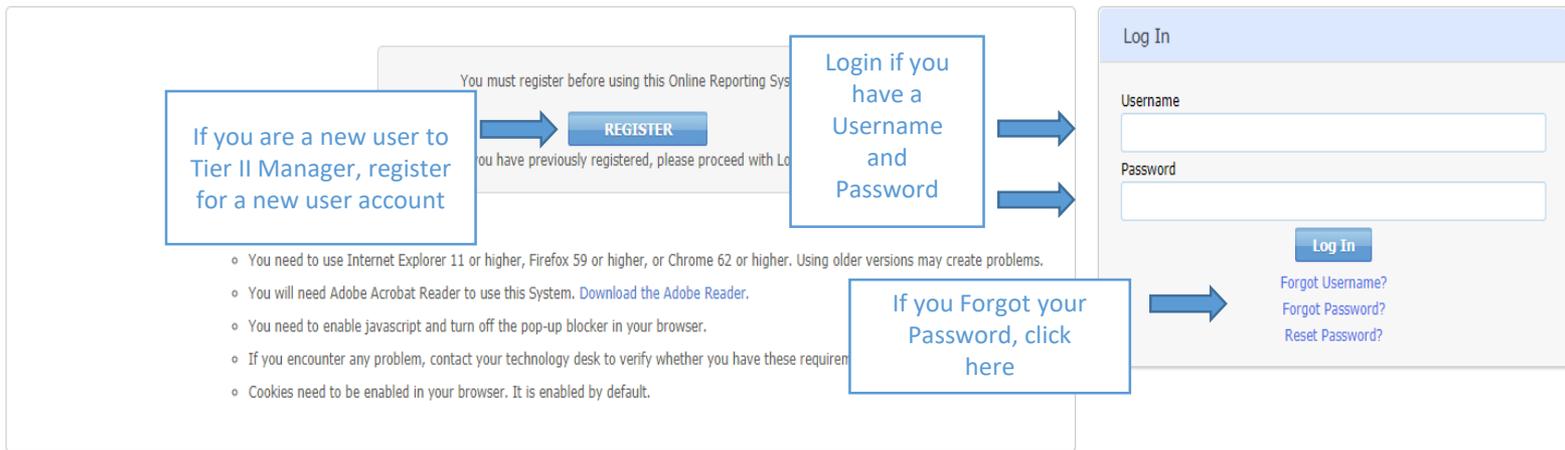
"Serving Our Commonwealth"

# Accessing/Creating an Account in Tier II Manager



Kentucky Emergency Response Commission  
100 Minuteman Parkway, Frankfort, KY 40601  
Phone : 502-607-5759

TIER II MANAGER





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**Kentucky Emergency Response Commission**  
100 Minuteman Parkway, Frankfort, KY 40601  
Phone : 502-607-5759

**TIER II MANAGER**

## New User Registration

What Type of User are you? \*

Reporting Facility/Business User ▼



Select 'Reporting Facility/Business User' from the dropdown box.

Cancel Next



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### New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

**The Company will be responsible for the User Account and all its contents. Consultants must have the Company register for a User Account.**

#### User Account Details

Username\*  Password\*  Retype Password\*

Hint Question\*  Hint Answer\*



Hint Question and Hint Answer will allow you to reset your Password if forgotten

#### User Contact

First Name\*  Last Name\*  Role\*

Company Name\*

Street 1\*  Street 2

City\*  State\*  Zip Code\*  Country\*

Email\*  Retype Email\*  Phone\*

#### Facility Details

Enter all the Facility IDs if known and/or facility name and addresses.

Facility Details

Please enter the characters as shown\*



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Enter the Name and Address of each Facility for which you will be reporting Tier II information. If you have 5 or more facilities, please email a complete list to [tiffany.sizemore@ky-em.org](mailto:tiffany.sizemore@ky-em.org).



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## You will receive an automated email notifying you that your New ‘Submit User’ Account was registered

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**From:** KYEM TIER II <KY\_Tier2\_Manager@ky-em.org>  
**Sent:** Wednesday, December 4, 2019 1:57 PM  
**To:** Tiffany Sizemore <tiffany.sizemore@ky-em.org>  
**Subject:** New 'Submit User' User Account Registered - TIER II MANAGER.

This is an Automated Message from the TIER II MANAGER.

A new user was registered on 12/4/2019 1:56:29 PM with Username: **XXXXXXXX**

The following information was registered:

Company Name: Tiffany's Feed Store  
First Name: Tiffany  
Last Name: Sizemore  
Address: **XXX** West Street, Frankfort, Kentucky 40601  
Telephone: 5026075770  
Email: [tiffany.sizemore@ky-em.org](mailto:tiffany.sizemore@ky-em.org)

The Administrator will contact you by email when your Tier II Account has been activated.



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Once your account has been approved and your facility(ies) have been transferred to your account (if you filed a 2018 Tier II Report), you will receive an email notifying you that your New ‘Submit User’ Account was approved

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**From:** KYEM TIER II <KY\_Tier2\_Manager@ky-em.org>  
**Sent:** Wednesday, December 4, 2019 2:39 PM  
**To:** Tiffany Sizemore <tiffany.sizemore@ky-em.org>  
**Subject:** New 'Submit User' User Account Approved - TIER II MANAGER.

This is an Automated Message from the TIER II MANAGER.

Your User Account for Username: **XXXXXXXXXX** has been approved as of 12/4/2019 2:38:16 PM.

You can now log in to the TIER II MANAGER with your Username and Password.

Please keep this information for future reference!