



"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

The screenshot shows the Tier II Manager interface. At the top, it says "You must register before using this Online Reporting System". Below this, there are two paths: "If you are a new user to Tier II Manager, register for a new user account" pointing to a "REGISTER" button, and "Login if you have a Username and Password" pointing to a "Log In" form. The "Log In" form has fields for "Username" and "Password", a "Log In" button, and links for "Forgot Username?", "Forgot Password?", and "Reset Password?". A third callout, "If you Forgot your Password, click here", points to the "Forgot Password?" link. Below the registration path, there is a list of requirements:

- You need to use Internet Explorer 11 or higher, Firefox 59 or higher, or Chrome 62 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.



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TIER II MANAGER

New User Registration

What Type of User are you? *

Reporting Facility/Business User ▼



Cancel

Next

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



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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*



L 8 N N 7

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.



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

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

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

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!