

JETI eSystems Application Process

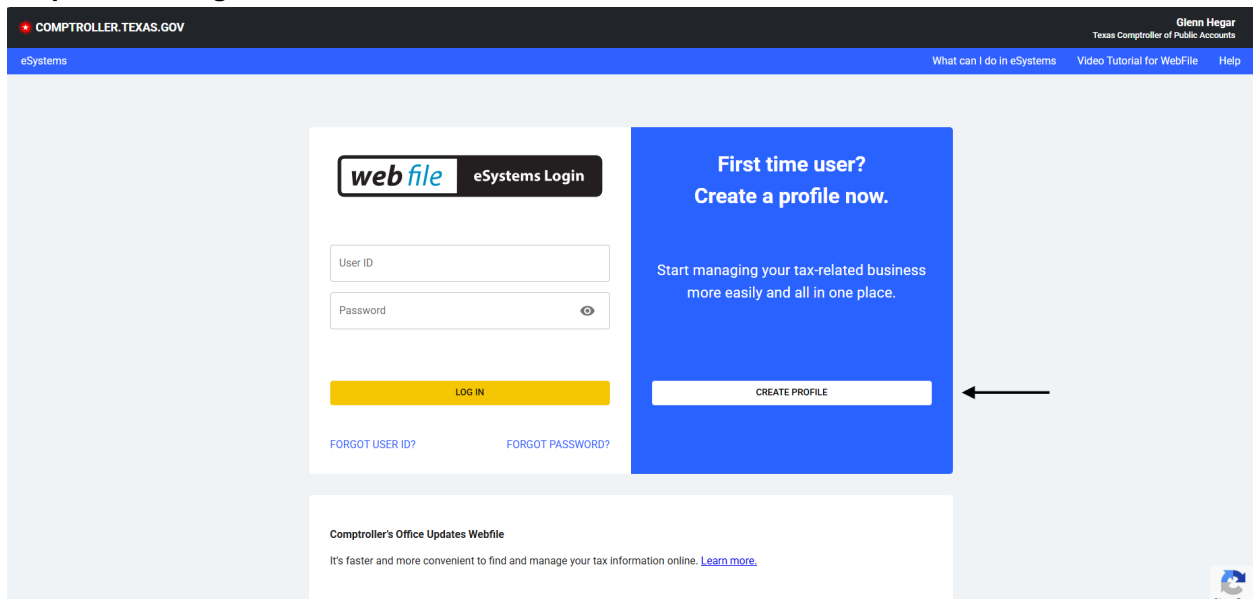
Before You Begin

The Jobs, Energy, Technology and Innovation Act (JETI) webpage provides an electronic platform to apply for JETI incentives in Texas. Before starting, create an eSystems profile. The username and password should be shared with all authorized users. Each company receives one username and password, which may be used for multiple JETI applications.

Getting Started

Step 1: On the Texas Comptroller of Public Accounts' [JETI Act](#) landing page, locate the [JETI eSystems](#) link in the “Applications Process” section.

Step 2: On the right side of the screen, in the blue section, click “Create Profile.”

The screenshot shows the JETI eSystems application page. At the top, there is a header with the Texas Comptroller of Public Accounts logo and name, and a navigation bar with links like 'eSystems', 'What can I do in eSystems', 'Video Tutorial for WebFile', and 'Help'. The main content area is divided into two sections. On the left, there is a 'web file eSystems Login' box with fields for 'User ID' and 'Password', a 'LOG IN' button, and links for 'FORGOT USER ID?' and 'FORGOT PASSWORD?'. On the right, there is a blue box titled 'First time user? Create a profile now.' with the text 'Start managing your tax-related business more easily and all in one place.' and a 'CREATE PROFILE' button. An arrow points to the 'CREATE PROFILE' button. At the bottom, there is a section for 'Comptroller's Office Updates Webfile' with a 'Learn more' link.

Step 3: Enter all required information, set security questions, agree to the *Terms of Use* and click continue after each step. A verification email will be sent.

Step 4: After email verification, return to the eSystems login page, enter the User ID and Password and select “Log In.”

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eSystems

What can I do in eSystems

web file eSystems Login

User ID

Password

LOG IN

FORGOT USER ID? FORGOT PASSWORD?

First time user?
Create a profile now.

Start managing your tax-related business more easily and all in one place.

CREATE PROFILE

Comptroller's Office Updates Webfile

It's faster and more convenient to find and manage your tax information online. [Learn more.](#)

Step 5: From the eSystems dashboard, scroll down to “eSystems Services” and click “Jobs, Energy, Technology and Innovation (JETI)” to access your *Main Menu*.

eSystems Services

Click the list below to access

Search...

eSystem Name
Register for Texas Sales and Use Tax
Search State Payments Issued
Complete Franchise Tax Accountability Questionnaire
Ag/Timber Registration
Special Purpose District Report
Cigarette, Cigar, Tobacco and/or E-Cigarette Services
Off-Highway Vehicle Use Tax
Off-Highway Vehicle Warranty Report
Qualified Research Exemption
Eminent Domain Report
Apply for CMBL
Manage CMBL Accounts
Submit Tax Increment Financing Act Chapter 311 & Tax Abatement Act Chapter 312
Submit Texas Economic Development Act Chapter 313 Form
Chapter 380 and Chapter 381
Cable/Internet/Telecom Rebate
Retail Inventory Tracking System (RITS)
Register for International Fuel Tax Agreement (IFTA) License
Temporary Fuel Trip Permit
Property Tax Arbitration System
Jobs, Energy, Technology, and Innovation (JETI)

Step 6: The *Main Menu* displays all projects submitted under your profile. Project names are only visible to the applicant to be used for tracking purposes. Accepted projects receive a unique, system-generated ID created by the system. Application status is visible on the far right.

> eSystems > Main Menu

JETI (Jobs, Energy, Technology, Innovation)

Select a Project

Project Name

Project ID 1

School District

Project Status

Project Sun

Austin ISD

In Progress

1-1 of 1

< 1 >

CREATE A NEW PROJECT

RETURN TO ESYSTEMS

Starting New Application

Step 1: From the JETI eSystems *Main Menu*, select “Create a New Project” to go to the *Initial Applicant Information* section.

> eSystems > Main Menu

JETI (Jobs, Energy, Technology, Innovation)

Select a Project

Project Name

Project ID 1

School District

Project Status

Project Sun

Austin ISD

In Progress

1-1 of 1

< 1 >

CREATE A NEW PROJECT

RETURN TO ESYSTEMS

Step 2: Enter the *Project Name* (visible to the applicant only). Select the affiliated school district from the dropdown menu. Answer “*Is the project also located in other ISD’s* (yes/no)?”

> Main Menu > Initial Applicant Information

Project Overview

Project Name *

Note: This name is for your reference only and will not be visible to CPA administrators. Choose a name that helps you easily identify this project.

Affiliated School District *

Is the project also located in other ISDs? *

Step 3: Enter the *Company Legal Name*, *Texas Taxpayer I.D.*, *NAICS Code* (use the help box for eligible codes) and *Form of Business*, and indicate whether the company is current on Texas tax payments (yes/no).

To apply to JETI, please verify that the NAICS code you enter falls within one of the acceptable NAICS ranges:

- Development of Natural Resources defined as Agriculture, Forestry, Fishing and Hunting: **111110 - 115310**
- Development of Natural Resources defined as Mining, Quarrying, and Oil and Gas Extraction: **211120 - 213115**
- Provision of Utility Services: **221111 - 221118**
- Critical Infrastructure: Water, Sewage and Other Systems: **221310 - 221330**
- Manufacturing Facility: **311111 - 339999**
- Critical Infrastructure: Petroleum Bulk Stations and Terminals: **424710**
- Critical Infrastructure: Pipeline Transportation: **486110 - 486990**
- Research, Development, or Manufacture of high-tech equipment or technology: **541713 - 541720**

Company Information

Company Legal Name *

Texas Taxpayer I.D. *

NAICS Code *

Form of Business *

Current on Tax Payment to the State of Texas? *

Step 4: Enter the company's *Street Address*, *City*, *State* and *Zip Code*. For foreign addresses, use the toggle switch and provide the required information. Select "Continue."

Company Address

☐ Foreign Address

Street Address *

City *

State *

Zip Code *

BACK

CONTINUE

Step 5: If applicable, enter parent company information. Otherwise, select "Continue" to return to the *Project Home* screen.

> [Project Home](#) > ... > Parent Company Information

Parent Company Information

Legal Name

Taxpayer I.D.

Parent Company Address

☐ Foreign Address

Street Address *

City *

State *

Zip Code *

Note: The parent company fields are optional, unless any of the fields are completed.

BACK

CONTINUE

Step 6: On the *Project Home* screen, view the application status bar and links to various sections. A green check mark and “Completed” status indicate a finished section; "In Progress" means partially completed; "Not Started" means untouched. All sections must be "Completed" for submission.

The screenshot shows the 'Project Home' screen with the following elements:

- Navigation Bar:** > Main Menu > Project Home
- Status Bar:** A progress bar with 6 steps: 1. In Progress (highlighted), 2. Submitted, 3. Accepted, 4. Complete, 5. Recommended, 6. Agreement. Below it, text reads: "JETI Application in progress of being created".
- Action Required:** A blue box with a warning icon and text: "Please ensure that an Authorized Company Representative and an Authorized School District Representative are added in Contacts before submitting your application."
- Menu:** A section with two buttons: "DELETE" and "CONTACTS".
- Test Progress Table:**

Forms	Progress
Applicant Information	Completed (Green checkmark)
Project Information	In Progress (Three dots)
Entities	Not Started (Pencil icon)
Project Timelines	Not Started (Pencil icon)
Wage Requirements	Not Started (Pencil icon)
Required Documentation	Not Started (Pencil icon)
- Bottom Bar:** "BACK" and "REVIEW" buttons.

To delete an application before submission, select "Delete" and "Confirm."

The screenshot shows a modal dialog box titled "Project Deletion" with the following content:

Are you sure you want to delete this project? It will be removed from the system.
Please confirm.

At the bottom right, there are two buttons: "CONFIRM" and "CANCEL".

To input the company contact information, select “Contacts.” Click on the link to bring up the *Authorized Contacts* list. Enter all required information for each authorized company contact. At least one *Authorized Company Representative* and one *Authorized School District Representative* must be added. Select “Continue” to return to the *Project Home* screen.

> [Project Home](#) > Contacts

Action Required

Please ensure that an Authorized Company Representative and an Authorized School District Representative are added before submitting your application.

Authorized Contacts

Contact Type	Full Name	Title	Organization	Phone Number
Authorized Company Representative				
2nd Authorized Company Representative				
Authorized Company Consultant				
Authorized School District Representative				
Authorized School District Consultant				

BACK

CONTINUE

From the *Project Home* screen, select “Project Information.”

Step 7: On the *Project Information* screen, enter all of the following: *County Name* (from dropdown), *County Population* (from Federal Decennial Census), *Central Appraisal District (CAD)* (from drop down) and the zone type for the proposed construction. Enter the legal *Zone Name* and answer the *capitalized lease* question.

If the project spans multiple counties, select “Add County.”

Minimum Investment Required and *Required Number of New Jobs* will auto update based on the county population. *Property Activity* will update based on the NAICS Code entered. Select “Continue.”

> [Project Home](#) > Project Information ←

Project Information

Please Enter the population of the County (or Counties) per the Federal Decennial Census at the time of application.

County Name	County Population	ADD COUNTY
-------------	-------------------	----------------------------

Minimum Investment Required	Required No. of New Jobs	Property Activity
\$20 million	10 Jobs	Manufacturing Facility

The Central Appraisal District (CAD) that will be responsible for appraising the property

Indicate which zone the land on which proposed new construction or new improvements is located

Zone Name

Will any of the proposed required investment be leased under a capitalized lease?

[BACK](#) [CONTINUE](#)

Step 8: Answer the required questions on the *Compelling Factor Information* screen using the dropdowns. If you answer “Yes” to any questions, a link will appear to upload the required public and confidential documents associated with each question (refer to step 19).

> [Project Home](#) > ... > Compelling Factor Information

Compelling Factor Information

Has the applicant entered into any agreements, contracts or letters of intent related to this project?

Yes

Click here to upload the required explanation: [Compelling Factor Information for Related Agreements, Contracts, or Intent Letters](#)

Has the applicant made any publicly available statements regarding the proposed project?

No

Has the applicant applied for or received any federal, state or local permits for activities at the proposed project site?

No

[BACK](#) [CONTINUE](#)

Step 9: To add grants or loans, select “Create New Grant or Loan,” enter information and select “Create.” This returns you to *Grant and Loan Form* table where you can edit, add or delete entries.

Skip this step if no grants or loans apply. Select “Continue.”

> Project Home > ... > Grants and Loans

List of Grants and Loans

CREATE NEW GRANT OR LOAN

Program Name	Proposed/Requested Amount	Action
No grants and loans available		

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BACK

CONTINUE

> Project Home > ... > Grant and Loan Form

Grant and Loan Form

Program Name *

Test

Proposed / Requested Amount

\$ 150,000


BACK

CREATE

> Project Home > ... > Grants and Loans

List of Grants and Loans

CREATE NEW GRANT OR LOAN

Program Name	Proposed/Requested Amount	Action
Test	\$150,000	 

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BACK

CONTINUE

Step 10: From the *Project Home* screen, select “Entities.” From the *Taxing Entities* home screen, select “Add New Taxing Entity.” Choose the *Entity Type* (from dropdown), enter the *Tax Entity Name/School District Name*, *Tax Rate* and *Percentage of Project*. Select “Create.” This returns you to the *Taxing Entities* home page for editing, adding or deleting entities. An M&O (ISD) taxing entity must be added before submission. Select “Continue.”

> [Project Home](#) > Taxing Entities

Action Required: Add M&O (ISD) Taxing Entity
Please note that a M&O (ISD) taxing entity must be added before submitting your application.

List of Taxing Entities ADD NEW TAXING ENTITY

Entity Type	Entity Name	Tax Rate	Percentage	Action
No taxing entities available				

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BACK
CONTINUE

> [Project Home](#) > ... > Taxing Entity Form

Taxing Entity Form

Entity Type
M&O (ISD) ▼

School District Name * ▼

Tax Rate

Percentage of Project

BACK
CREATE

> [Project Home](#) > Taxing Entities

List of Taxing Entities ADD NEW TAXING ENTITY

Entity Type	Entity Name	Tax Rate	Percentage	Action
M&O (ISD)	MONTGOMERY ISD	0.123	100	✎ ✖

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BACK
CONTINUE

Step 11: To list tax abatements, select “Add New Tax Abatement.” Choose the *Entity Type* (from dropdown) and the *Tax Abatement Type*, *Percentage*, *Start Year* and *End Year*. Select “Create.” Skip

this step if no tax abatements apply. Select “Continue.”

> [Project Home](#) > ... > Tax Abatements

List of Tax Abatements

ADD NEW TAX ABATEMENT

Entity Type	Tax Abatement Type	Percentage	Start Year	End Year	Action
No tax abatements available					

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BACK

CONTINUE

> [Project Home](#) > ... > Tax Abatement Form

Tax Abatement Form

Entity Type *

Tax Abatement Type *

Percentage *

Start year *

End year *

BACK

CREATE

> [Project Home](#) > ... > Tax Abatements

List of Tax Abatements

ADD NEW TAX ABATEMENT

Entity Type	Tax Abatement Type	Percentage	Start Year	End Year	Action
County	Test	100	2026	2029	

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BACK

CONTINUE

Step 12: From the *Project Home* screen, select “Project Timelines.” Enter the *Projected commencement year of construction*, *Projected completion year of construction*, *Projected commencement year of commercial operations* and *First year of the incentive period*. The last year of the 10-year incentive period will auto calculate. Answer the *Opportunity Zone* question. Select “Continue.”

> [Project Home](#) > Project Timelines

Project Timeline

Projected commencement year of construction *

2025

Projected completion year of construction *

2026

Projected commencement year of commercial operations

2027

First year of the incentive period *

2027

Last year of the incentive period

2036

Opportunity Zone

Is the project located on a Qualified Opportunity Zone as designated by the United States Treasury? *

Yes

Did the Applicant consider locating the proposed project in a Qualified Opportunity Zone? *

Yes

BACK CONTINUE

Step 13: Enter all required information for *Schedule A – Project Investment*. Select “Continue.”

> [Project Home](#) > ... > Construction Period

Schedule B - Construction Period

Market value in future years is a good faith estimate of future taxable value for the purposes of property taxation. Only include market value for eligible investment on this schedule.

Year of Project	Tax Year	Estimated Market Value of Land	Estimated Taxable Value of Eligible Property
1	2025	\$ 500,000	\$ 650,000
2	2026	\$ 500,000	\$ 650,000

BACK CONTINUE

Step 14: Enter all required information for *Schedule B – Construction Period*. Select “Continue.”

Schedule B - Construction Period

Market value in future years is a good faith estimate of future taxable value for the purposes of property taxation. Only include market value for eligible investment on this schedule.

Year of Project	Tax Year	Estimated Market Value of Land	Estimated Taxable Value of Eligible Property
1	2025	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
2	2026	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>

BACK

CONTINUE



Step 15: Enter all required information for *Schedule B – Incentive Period*. Select “Continue.”

Schedule B - Incentive Period

Market value in future years is a good faith estimate of future taxable value for the purposes of property taxation. Only include market value for eligible investment on this schedule.

Year of Project	Tax Year	Estimated Market Value of Land	Estimated Taxable Value of Eligible Property
3	2027	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
4	2028	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
5	2029	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
6	2030	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
7	2031	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
8	2032	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
9	2033	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
10	2034	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
11	2035	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
12	2036	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>

BACK

CONTINUE



Step 16: Enter all required information for *Schedule B – Post Incentive Period*. Select “Continue.”

Schedule B - Post Incentive Period

Market value in future years is a good faith estimate of future taxable value for the purposes of property taxation. Only include market value for eligible investment on this schedule.

Year of Project	Tax Year	Estimated Market Value of Land	Estimated Taxable Value of Eligible Property
13	2037	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
14	2038	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
15	2039	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
16	2040	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
17	2041	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
18	2042	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
19	2043	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>
20	2044	<input type="text" value="\$ 500,000"/>	<input type="text" value="\$ 650,000"/>

Step 17: Review *Schedule A* and *Schedule B* information. Select “Back” to make corrections, or “Continue” if everything is correct.

Step 18: Select “Wage Requirements” from the *Project Home* screen. Follow the instructions in the “Additional instructions provided” link. Use the “Wage resource” link for wage information from the Texas Labor Market Information webpage.

> [Project Home](#) > Wage Requirements

Wage Requirements

Wage NAICS Code

Indicate the NAICS level used

Texas Workforce Commission Quarterly Census of Employment and Wages Area

Annual Wages

Use the provided link to search by Area, Time Period, and Wage NAICS code. Find the four most recent weekly wages by quarter and enter them in the available fields. Ensure you use the most recent and consecutive four quarters.

[Wage resource](#) ←
[Additional instructions provided](#) ←

Enter the Starting Year

Starting Quarter

BACK

CONTINUE ←

Step 19: Select the “Required Documents” link from the *Project Home* screen. Items highlighted in blue indicate required uploads. Items displayed in gray are locked and do not require uploads.

To upload, click the document name link.

> [Project Home](#) > Required Documents

Required Documentation

Document Types	Status
Required Fee	
Description of Project	
Legal Description of the Real Property	
Map of Project	
Map of Multiple ISDs	
Description of Eligible Property	
Description of Ineligible Property	
Limitation as Compelling Factor	
Compelling Factor Information for Related Agreements, Contracts, or Intent Letters	
Compelling Factor Information for Public Statements regarding the proposed project	
Compelling Factor Information for Permits Applied for or Received	
Economic Benefit Statement	

[BACK](#) [CONTINUE](#)

The document screen provides a summary of CPA Administrator requirements. Upload the public portion second section. Upload any optional confidential documents in the third section. “Required Fee” is the only item not requiring a publicly displayed document. Confidential uploads must include a cover letter with the corresponding government code(s) for confidentiality and “Confidential” in the heading. All documents should be properly labeled. Once documents have been uploaded, select “Continue.” Once all blue-highlighted documents have a green checkmark, select “Continue” again.

> [Project Home](#) > ... > Description of Project

Description of Project

Please provide a detailed description of the proposed project. Include, at minimum: the nature of the business, the applicable feedstock and outputs, and the transportation of and markets for the proposed products.

Upload Your Document

Please upload the required document below. Note that this document will be posted publicly along with your application as the Comptroller will publish non-confidential application information on its website.

Please drag-and-drop or [click here](#) to upload a file

(PDF only, 1KB - 100 MB)

Optional: Confidential Upload

The Comptroller is authorized to treat certain application information as confidential and withhold it from publication. Any confidential information must be submitted as a separate file that includes the legal basis and justification for withholding the confidential materials. Please upload that document here, if applicable.

Please drag-and-drop or [click here](#) to upload a file

(PDF only, 1KB - 100 MB)

BACK

CONTINUE

> [Project Home](#) > Required Documents

Required Documentation

Document Types	Status
Description of Project	✓
Legal Description of the Real Property	✓
Map of Project	✓
Map of Multiple ISDs	⊘
Description of Eligible Property	✓
Description of Ineligible Property	✓
Limitation as Compelling Factor	✓
Compelling Factor Information for Related Agreements, Contracts, or Intent Letters	⊘
Compelling Factor Information for Public Statements regarding the proposed project	⊘
Compelling Factor Information for Permits Applied for or Received	⊘
Economic Benefit Statement	✓
Sworn Affidavit	✓

BACK

CONTINUE

Step 20: From the *Project Home* screen, select “Review.”

> [Main Menu](#) > Project Home

1

2

3

4

5

6

In ProgressSubmittedAcceptedCompleteRecommendedAgreement

JETI Application in progress of being created

Menu

DELETECONTACTS

Test

FormsProgress

Applicant Information

Project Information

Entities

Project Timelines

Wage Requirements

Required Documentation

Completed

Completed

Completed

Completed

Completed

Completed

BACK

REVIEW

Review all application information entered in the application. Click “Edit” in the upper right-hand corner and if everything looks correct, select “Continue.”

Required Documentation

EDIT

Category	Name	Type
Description of Project	Test-Page.pdf	Required
Description of Eligible Property	Test-Page.pdf	Required
Economic Benefit Statement	Test-Page.pdf	Required
Limitation as Compelling Factor	Test-Page.pdf	Required
Legal Description of the Real Property	Test-Page.pdf	Required
Description of Ineligible Property	Test-Page.pdf	Required
Map of Project	Test-Page.pdf	Required
Required Fee	Test-Page.pdf	Confidential
Sworn Affidavit	Test-Page.pdf	Required

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BACK

CONTINUE

Step 21: The authorized company representative should sign the application by typing their name in the signature box. The date will auto-populate. Select “Submit” and then “Confirm” to officially

submit the application.

> [Main Menu](#) > ... > [Submit](#)

Authorized Company Representative (Applicant) Signature

I hereby certify and affirm that the applicant has fulfilled all application requirements under Chapter 403, Government Code, and the information provided herein is true and correct to the best of my knowledge, under penalty of perjury. I also affirm that the applicant is in good standing under the laws of Texas and I am authorized to file this application on behalf of the applicant.

Signature *

Mon May 05 2025

If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.

[BACK](#) [SUBMIT](#)

Are you sure you want to submit your application?

Once submitted, your application will be locked and you will no longer be able to make any changes or edits. Please review all information carefully before proceeding.

[CONFIRM](#) [CANCEL](#)