How to create PHMSA Portal account

**Pipeline and Hazardous
Materials Safety Administration**

Portal Account Tips

- **Portal accounts are intended to allow access to one or more OPIDs via one username per user**

- **An email address can only be associated to one username**

- **If user already has a PHMSA Portal username, there is no need to register again. Simply login and request access to an OPID**

- **Requests to access an OPID must be approved by the Compliance Officer or Compliance Assistant on record for that OPID**

Portal Account Tips

- **Compliance Officers will have access immediately upon request in order to approve or deny the OPID access request**

- **If there is any OPID without a Compliance Officer, any Compliance Assistant or any person who has submitted an annual report will be able to add or edit the Compliance Officer's information**

Accessing the Portal

- **Portal is located at**
  https://portal.phmsa.dot.gov/PHMSAPortal2
- **The PHMSA Portal will be used to submit all Annual Reports, Incident Reports, Notifications, Operators' contact information updates & OPID related activities**
- **All operators or their agents must create portal account through the PHMSA portal**
- **First time user must go to 'Create Account' link in order to create portal account**

How to create Portal Account

- **Launch https://portal.phmsa.dot.gov/PHMSAPortal2**
- **Click 'Create Portal Account'**

How to create Portal Account

- **Select Pipeline Operator/Agent in the drop down menu**

- **Enter First name, Last name**

- **Username will be populated**

- **Enter Address, Phone number & Email address**

- **Click 'Next'**

How to create Portal Account

- **If username already exists system will recommend user a username ends with a number**
- **Enter the recommended username**
- **Click 'Validate Username'**
- **'Next' button will appear**
- **Click the 'Next' button**

How to create Portal Account

- **Click the 'Submit' button**

How to create Portal Account

- **User will receive an email with a username (typically firstname.lastname) and a temporary portal password from PHMSAPortal shortly after registering for the portal account**

OPID Registration Tips

- **Portal accounts are restricted by email address. If user already has a Portal Account, simply request access to additional OPIDs (OPID Access link located on the left pane of the portal home page)**

- **Accounts are intended to allow access to multiple OPIDs**

- **To request new OPID please visit https://portal.phmsa.dot.gov/PHMSAPortal2**

- **Click the 'OPID Registration' link**

New OPID Registration

- **Enter email address that is used to create portal login account**
- **Enter last name and phone number**
- **Click 'Continue'**
- **Select 'Create New Request'**

New OPID Registration

- **Click 'Edit Form'**
- **Complete Step 1, 2, 3 & 4**
- **Click 'Submit Request' button**

Operator ID Assignment Request

Notice: This report is required by 49 CFR Parts 191 and 195. Failure to report may result in a civil penalty not to exceed $100,000 for each violation for each day the violation continues up to a maximum of $1,000,000 as provided in 49 USC 60122.

OMB No: 2137-0627
Expiration Date: 05/31/2018

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2137-0627. Public reporting for this collection of information is estimated to be approximately 60 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are (mandatory or voluntary). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, PHMSA, Office of Pipeline Safety (PHP-30) 1200 New Jersey Avenue, SE, Washington, D.C. 20590.

Please complete below sections carefully and once completed please click on 'Submit Request' button at the bottom of the page.
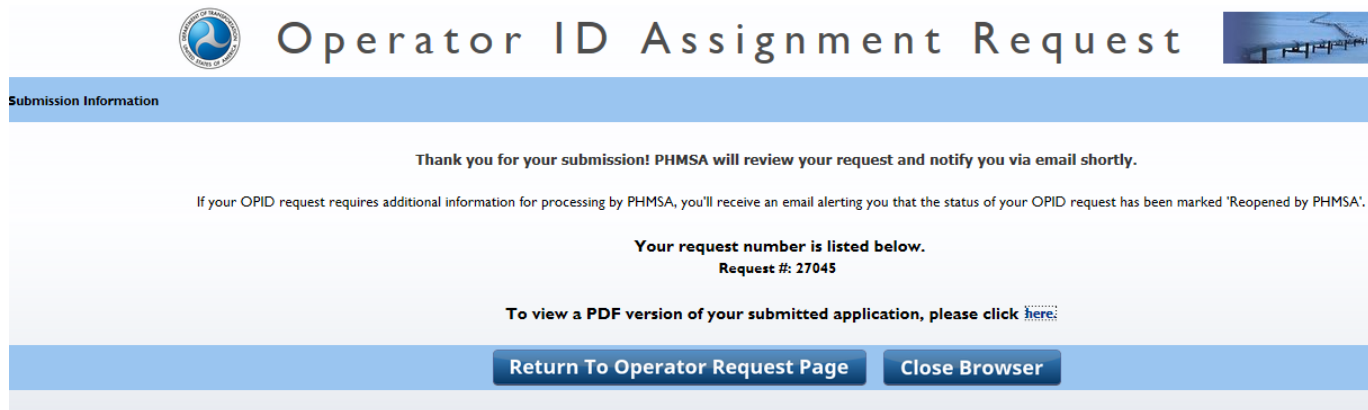✔- Represents Completed Section   ⬤- Represents Incomplete Section

⬤ Step 1: Basic Report Information
⬤ Step 2: Description of Pipeline and/or Facilities
⬤ Step 3: Safety Program Information
⬤ Step 4: Contact Information

| Return to Status Page | Submit Request | Edit Form |

New OPID Registration

- **After submission user will receive a confirmation with a request number**
- **PHMSA will review the request and notify the user via email**

New OPID Registration

- **From Portal home page click 'OPID Access' link**
- **Enter the OPID intended to access**
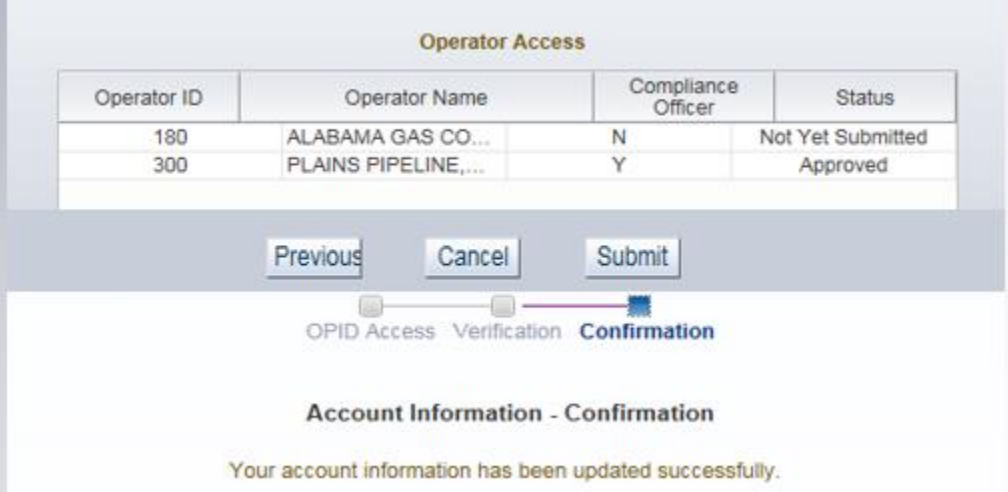- **Click the 'Add' button**
- **Click the 'Next' button**

Requesting OPID Access

- **Click the 'Submit' button**
- **The user will receive confirmation**
- **Request will be sent to the Compliance Officer or Compliance Assistant on file for approval**

Operator Access

Operator ID	Operator Name	Compliance Officer	Status
180	ALABAMA GAS CO…	N	Not Yet Submitted
300	PLAINS PIPELINE,…	Y	Approved

Previous   Cancel   Submit

OPID Access   Verification   **Confirmation**

Account Information - Confirmation

Your account information has been updated successfully.

Approving OPID Access Request

- **Highlight OPID Access Request number**
- **Click the 'Approve' button**

Approving OPID Access Request

- **Login to Portal: https://portal.phmsa.dot.gov/PHMSAPortal2**
- **Read the disclaimer and click 'okay' from the Disclaimer page**
- **OPID will appear on the top right corner of the Portal Home page**