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

- 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, the system will recommend a username ending 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
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
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](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