



U.S. Department of Transportation

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 email-based account per user**
- **An email address can only be associated to one user**
- **If user already has a PHMSA Portal username, there is no need to register again. Simply login using Login.gov authentication procedure 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

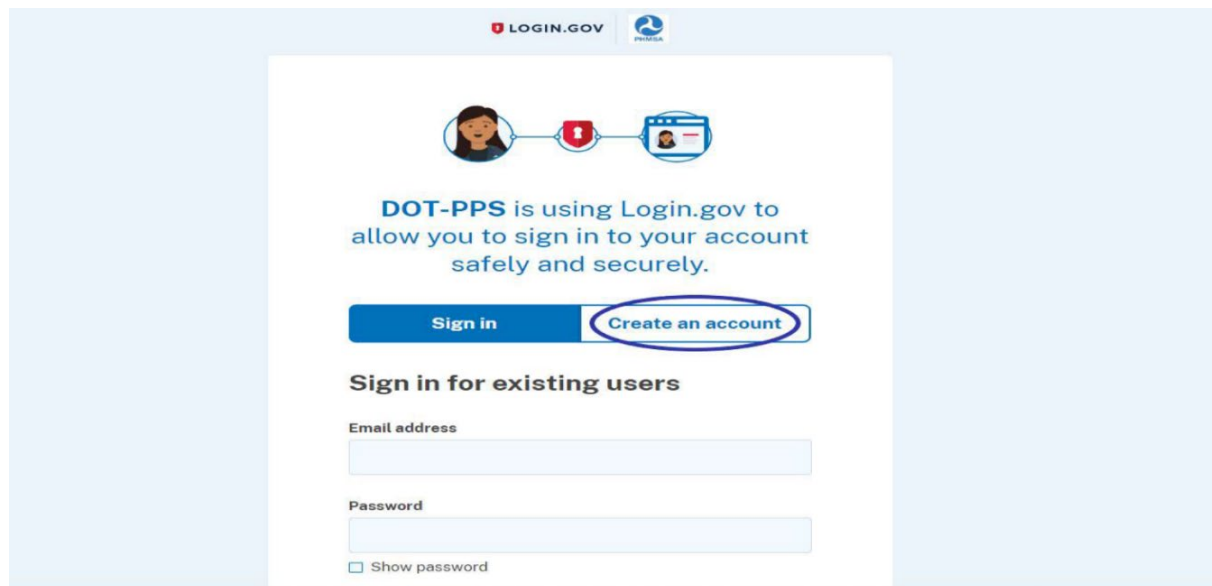
- Portal is located at <https://portal.phmsa.dot.gov/PHMSAPortal2>
- The PHMSA Portal will be used to submit all Annual Reports, Incident Reports, Notifications, Operators' contact information updates & OPID related activities
- All operators or their agents must create portal account through the PHMSA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



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How to create your Login.gov account

- Navigate to https://secure.login.gov/sign_up/enter_email
- Click on 'Create an account' button.
- Enter your email address to begin.
- Select your email language preference.
- Read and check the 'I read and accept the Login.gov Rules of Use' checkbox and click on "Submit" button.

A screenshot of the Login.gov sign-up page. At the top, there are logos for LOGIN.GOV and the U.S. Department of Transportation. Below these is a graphic showing a person's profile, a red shield with a white exclamation mark, and a computer monitor displaying a login screen. The text reads: "DOT-PPS is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". The "Create an account" button is circled in blue. Below the buttons, there is a section titled "Sign in for existing users" with input fields for "Email address" and "Password". At the bottom, there is a checkbox labeled "Show password".



LOGIN.GOV



DOT-PPS is using Login.gov to
allow you to sign in to your account
safely and securely.

Sign in

Create an account

Create an account for new users

Enter your email address

xyz.test@test.com

Select your email language preference

Login.gov allows you to receive your email communication in
English, Spanish or French.

☒ English (default)

☐ Español

☐ Français

☒ I read and accept the Login.gov [Rules of Use](#)

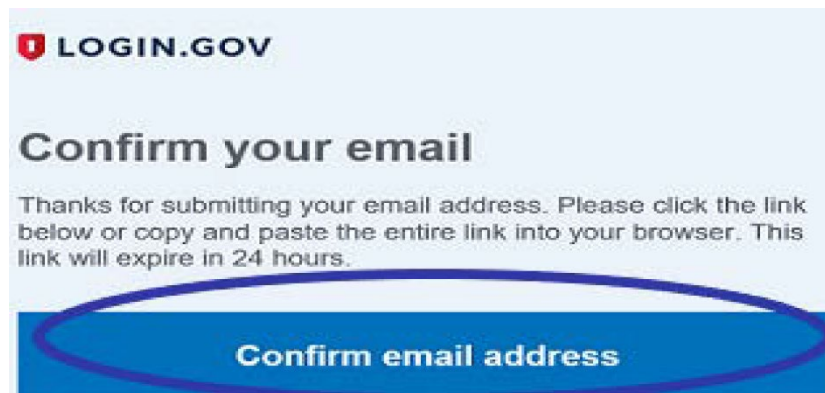
Submit



How to create your Login.gov account

- Check your email for a message from Login.gov
- Click on the 'Confirm email address' button in the message.
- Create your Login.gov password.
- Set up a second layer of security.

Note: as an added layer of protection, Login.gov requires you to set up authentication method to keep your account secure. This is referred to as multi-factor authentication (MFA).





 You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

☐ Show password


Password strength: **Great**

Continue

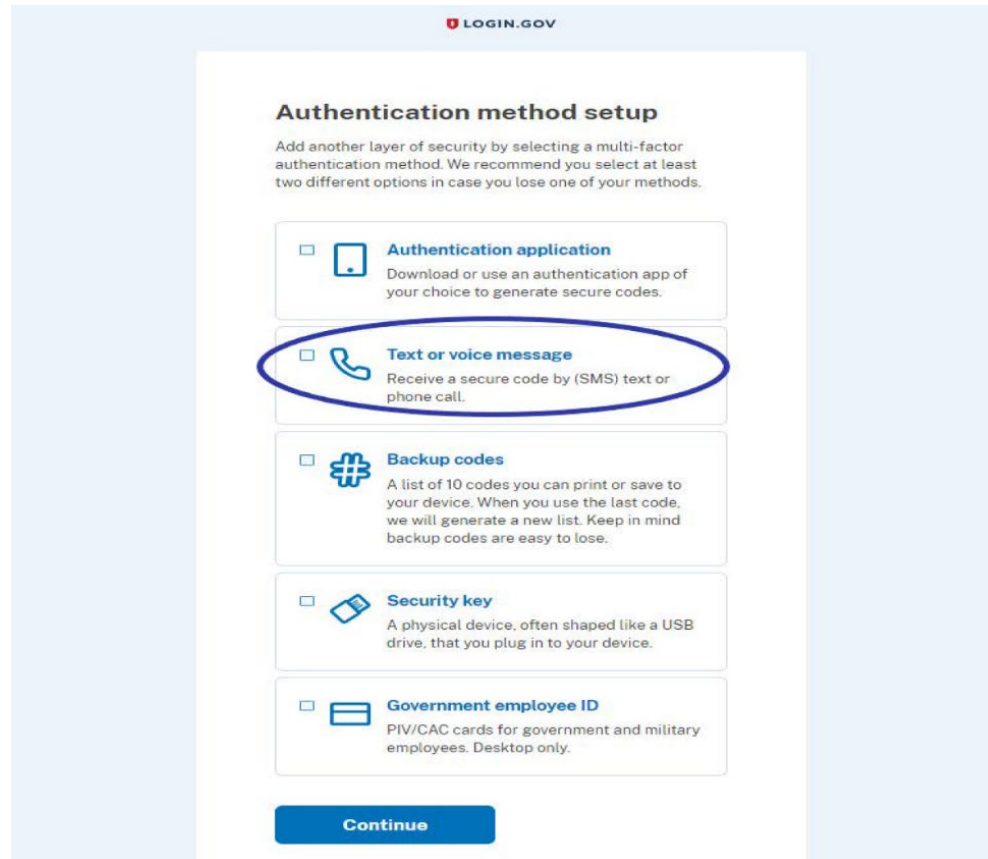
Password safety tips



[Cancel account creation](#)



U.S. Department of Transportation

A screenshot of the 'Authentication method setup' page on the Login.gov website. The page has a light blue header with the 'LOGIN.GOV' logo. Below the header, the title 'Authentication method setup' is followed by a paragraph: 'Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.' There are five selection options, each with a checkbox and an icon: 1. 'Authentication application' with a smartphone icon. 2. 'Text or voice message' with a telephone handset icon; this option is circled in blue. 3. 'Backup codes' with a hash symbol icon. 4. 'Security key' with a USB drive icon. 5. 'Government employee ID' with a PIV/CAC card icon. At the bottom of the form is a blue 'Continue' button.

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

- ☐ **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- ☐ **Text or voice message**
Receive a secure code by (SMS) text or phone call.
- ☐ **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.
- ☐ **Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- ☐ **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

- **Success! Once you have authenticated, you have created your Login.gov account.**



U.S. Department of Transportation

How to create Portal Account

- Launch <https://portal.phmsa.dot.gov/PHMSAPortal2>
- Click 'Sign in with Login.gov'. Sign in with your existing Login.gov account.

The screenshot displays the PHMSA Portal Access Page. At the top, the PHMSA logo and 'Pipeline and Hazardous Materials Safety Administration' are on the left, and the U.S. Department of Transportation logo is on the right. Below the header, there are links for 'PHMSA Home', 'Contact Information', and 'DOT Vulnerability Disclosure Policy'. The main heading is 'PHMSA Portal Access Page'. On the left is a landscape image of mountains. On the right, there are two sign-in buttons: 'Sign in with MyAccess' and 'Sign in with LOGIN.GOV'. The 'Sign in with LOGIN.GOV' button is circled in blue. Below these buttons is an 'Announcements' section with a message box that says 'No data to display.'



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How to Create Portal Account – New Users

- Once signed in, you will be redirected to a new screen as shown below.
- Click ‘No’ button if you do not have an existing PHMSA Portal Account. You will be redirected to enrollment screen.

PHMSA Pipeline and Hazardous Materials
Safety Administration

U.S. Department of Transportation

[PHMSA Home](#) | [Contact Information](#) | [DOT Vulnerability Disclosure Policy](#)

The email address you are using to access Login.gov does not match our records. Please follow the prompts below to help us update your account.

Did you have a PHMSA Portal account prior to the Login.gov integration?



How to Create Portal Account – New Users

- Select 'Pipeline Operator/Agent' from the drop-down list.
- Enter your first name, last name, address, phone numbers and Login.gov email address.
- Click 'Next' button.

PHMSA Pipeline and Hazardous Materials Safety Administration **U.S. Department of Transportation**

PHMSA Home | Contact Information | DOT Vulnerability Disclosure Policy

Progress: **Contact Information** | Verification | Confirmation

Contact Information

Please fill out the following personal information to enroll in the PHMSA Portal.
If you are State Pipeline, State Underground Storage, or State Damage Prevention user, please contact your program manager for instruction on creating an account. DO NOT create an account here.

* Please select the type of user you wish to enroll as: Pipeline Operator/Agent ▼

* First Name:
Middle Initial:
* Last Name:

* Business Address #1:
Business Address #2:
* Country:
* City:
* State:
* Zip Code:

* US Work Phone:
Alt Phone:
Fax:
* Login.gov Email:
* Confirm Email:



How to Create Portal Account – New Users

- Click the 'Submit' button from the verification page after ensuring that all the information entered is correct.

PHMSA Pipeline and Hazardous Materials
Safety Administration

U.S. Department of Transportation

PHMSA Home | Contact Information | DOT Vulnerability Disclosure Policy

Contact Information

Verification

Confirmation

Verification

Please verify the information below. If the information is correct, please click the Submit button below. If the information is incorrect, please use the Previous button to edit your information.

Enrollment Date: 12/5/2023

First Name: Abc

Middle Initial:

Last Name: Xyz

Business Address #1: 1200 NEW JERSEY AVE

Business Address #2:

Country: US

City: WASHINGTON

State: DC

Zip Code: 20590

Work Phone: (123)123-1234

Alt Phone: (123)123-1235

Fax:

Login.gov Email: abc.xyz@gmail.com

By clicking "Submit" you agree that your information will be used in accordance with PHMSA's Privacy Policy (<https://www.phmsa.dot.gov/about-phmsa/privacy-policy>).

Back

Submit



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How to Create Portal Account – New Users

- Confirmation page will appear. You can now sign in into the Portal with your Login.gov credentials.

The screenshot shows the PHMSA Enrollment - Confirmation page. At the top, the PHMSA logo and "Pipeline and Hazardous Materials Safety Administration" are on the left, and the U.S. Department of Transportation logo is on the right. Below the PHMSA logo, the text "PHMSA Home | Contact Information | DOT Vulnerability Disclosure Policy" is visible. A progress bar at the top center shows three steps: "Contact Information", "Verification", and "Confirmation", with "Confirmation" being the active step. Below the progress bar, the heading "Enrollment - Confirmation" is displayed. The main content area contains the text: "Congratulations, you have been enrolled in the PHMSA Portal." followed by "Please click on the below button to proceed to Login.gov sign in page." A large blue button with the text "Sign in with LOGIN.GOV" is prominently displayed and circled in blue. Below this button is a smaller, rounded button labeled "Return to Home".



OPID Registration Tips

- **Portal accounts are restricted by email address, used for creating a Login.gov account.**
- **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**



New OPID Registration

- To request new OPID click the 'OPID Assignment Request' link.

PHMSA Contact us at : PortalSupport@dot.gov

Pipeline Home

PHMSA Pipeline

Announcements

Date Received	Message
No announcements	

PDM Links **Training Guide**

- Gas Distribution Annual
- Gas Transmission Annual
- Hazardous Liquid Annual


Navigation Menu:

- PHMSA Home
- Hazmat Home
- Pipeline Home
 - Annual Reports
 - DAMIS
 - DAMIS Angular
 - FedSTAR NAPSAR
 - FedStar
 - Notification for Kishore
 - Notifications
 - ODES 2.0
 - OPID Access
 - OPID Access Management
 - OPID Assignment Request**
 - OPID Contact Management
 - PDM - Pipeline
 - PHP Staff Change
 - PRIMIS
 - State Inspection Calc Tool
 - WMS




New OPID Registration

- When the screen opens, Email, Last Name, and Phone Number fields will be populated with values from a user profile.
- Select 'Create New Request'



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.

Form Approved: 1/22/2020
OMB No: 2137-0627
Expiration Date: 1/31/2023


Please provide the following information. This information will be used to allow for the retrieval of saved or submitted requests. If you currently have a saved or submitted request, these requests will be shown below. If there are not current requests found, you will be navigated to a blank request form. To view a blank OPID Assignment Request form, click [here](#)

* **Email:**

* **Last Name:**

* **Phone Number:**

View ▾ **Create New Request**

 Detach


Last Updated Date	Operator Name	Status	Action	PDF
No requests for new Operator IDs exist.				




U.S. Department of Transportation

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

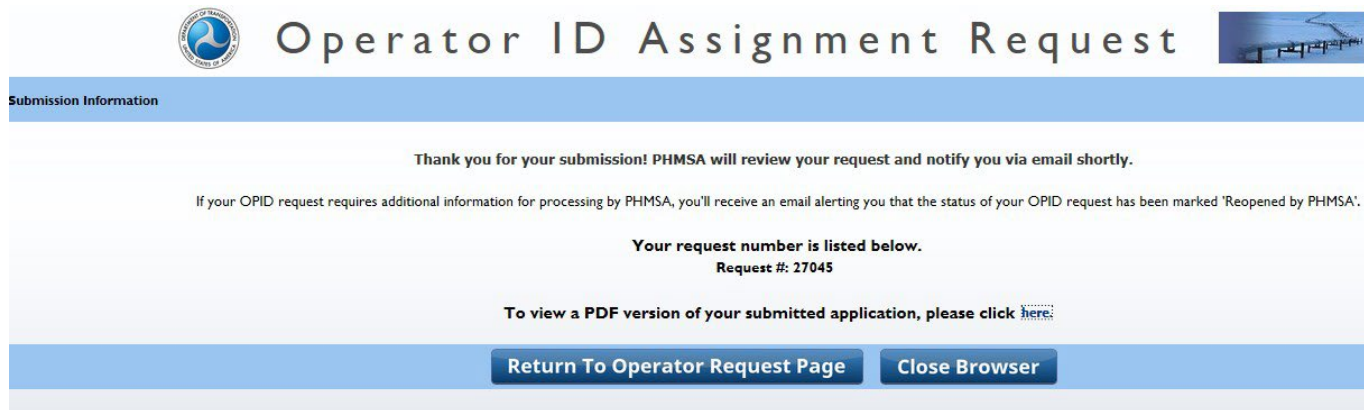
Edit Form





U.S. Department of Transportation

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

A screenshot of a web page titled "Operator ID Assignment Request". The page has a light blue header with the U.S. Department of Transportation logo on the left and a small image of a bridge on the right. Below the header is a blue bar with the text "Submission Information". The main content area is white and contains the following text: "Thank you for your submission! PHMSA will review your request and notify you via email shortly." followed by "If your OPID request requires additional information for processing by PHMSA, you'll receive an email alerting you that the status of your OPID request has been marked 'Reopened by PHMSA'." Below this, it says "Your request number is listed below." and "Request #: 27045". At the bottom, it says "To view a PDF version of your submitted application, please click [here](#)." There are two blue buttons at the bottom: "Return To Operator Request Page" and "Close Browser".

 Operator ID Assignment Request 

Submission Information

Thank you for your submission! PHMSA will review your request and notify you via email shortly.

If your OPID request requires additional information for processing by PHMSA, you'll receive an email alerting you that the status of your OPID request has been marked 'Reopened by PHMSA'.

Your request number is listed below.
Request #: 27045

To view a PDF version of your submitted application, please click [here](#).

[Return To Operator Request Page](#) [Close Browser](#)



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

The screenshot shows the 'OPID Access' web interface. A blue arrow points from the top left to the input field in the 'Request access to other OPIDs' section. This section contains the text 'Please enter the OPID you would like to access.' followed by an empty text box, a link 'Don't know the OPID? Click here to look it up.', and an 'Add' button. To the right is a table with columns: 'Operator ID', 'Operator Name', 'Compliance Officer', and 'Select'. The table is currently empty. At the bottom of the form are 'Previous' and 'Next' buttons, with the 'Next' button circled in blue. Other buttons visible include 'Delete' and 'Remove'.

Operator ID	Operator Name	Compliance Officer	Select
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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

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

The screenshot shows a web application interface with a table of OPID Access Requests. The first row, 'OPID Access Request - 13670', is highlighted. A modal dialog box titled 'OPID Access Request' is open, displaying the details of the selected request. The dialog contains the following text: 'The following user has requested access to OPID: 300 - PLAINS PIPELINE, L.P.' followed by fields for Name, Address, Phone, and Email, all of which are currently empty. The 'Request Date' is shown as 9/9/2012. At the bottom, a prompt asks the user to select one of the buttons below to approve or deny the request. Three buttons are visible: 'Deny', 'Approve', and 'Cancel'. The 'Deny' button is highlighted with a dashed border.

Description
OPID Access Request - 13670
OPID Access Request - 13615
OPID Access Request - 29270

OPID Access Request

The following user has requested access to OPID: 300 - PLAINS PIPELINE, L.P.

Name:

Address:

Phone:

Email:

Request Date: 9/9/2012

Please select one of the buttons below to approve or deny the OPID access request:



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

