



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 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'

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 and name are on the right. Below the header, the page title 'PHMSA Portal Access Page' is centered. The main content area features a large image of three diamond-shaped hazardous material placards with numbers 1993, 3082, and 1824. Below the image, the text reads: 'The Office of Hazardous Materials Safety (OHMS) identifies and evaluates safety risks; develop and enforce standards for transporting hazardous materials; educates shippers, carriers, state partners and the public; investigates hazmat incidents and failures, conducts research, and provides grants to improve emergency response to incidents.'

On the right side of the page, there is a login section with the following elements:

- Username:
- Password:
- Login button
- Links: Create Account, OPID Registration, Forgot Password, and Forgot Username

Below the login section is a 'System Status' section with three colored indicator lights (green, yellow, red) and a table with columns for 'Application' and 'Message'. The table currently shows 'No data to display.'

At the bottom right, there is an 'Announcements' section with a heading and a partially visible content area.

At the bottom left of the page, a footer note states: 'PHMSA Portal is a 'One Stop Shop' where industry, modal state and other business partners can access PHMSA services via the internet or intranet, creating a single source for crucial Hazardous Materials and Pipeline Safety data via single sign-on access.'



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'**

The screenshot shows the 'Contact Information' step of the account creation process. At the top, there are three tabs: 'Contact Information' (active), 'Verification', and 'Confirmation'. Below the tabs, the title 'Contact Information' is displayed. A message reads: 'Please fill out the following personal information to enroll in the PHMSA Portal.' The form contains the following fields:

- * Please select the type of user you wish to enroll as: Pipeline Operator/Agent (dropdown menu)
- * First Name: Ad
- Middle Initial: (empty)
- * Last Name: Kav
- Username: Ad.Kav (auto-populated)
- * Address #1: 1200 NEW JERSEY AVE
- Address #2: (empty)
- * Country: United States (dropdown menu)
- * City: WASHINGTON
- * State: District of Columbia (dropdown menu)
- * Zip Code: 20590
- * US Work Phone: (202)366-3000
- Alt Phone: (empty)
- Fax: (empty)
- * Work Email: ad.kav@gmail.com
- * Confirm Email: ad.kav@gmail.com (with a small 'x' icon)

At the bottom of the form, there are two buttons: 'Cancel' and 'Next'. Below the form, there is a footer with links: Contact Us | FAQs | Privacy Policy | FOIA | Accessibility | Web Policies | Site Map | Regulations.gov | USA.gov | WhiteHouse.gov | DOT.gov



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

The screenshot shows a web interface for account verification. At the top, there is a progress bar with three steps: 'Contact Information' (dashed box), 'Verification' (solid blue box), and 'Confirmation' (dashed box). Below the progress bar, the title 'Verification' is displayed in blue. A message reads: '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.' The form contains the following fields and values:

Enrollment Date:	11/22/2017
First Name:	Ad
Middle Initial:	
Last Name:	Kav

Below the form, a message states: 'Username [Ad.Kav] is already taken. We recommend you to use [Ad.Kav2].' There is a text input field for the username containing 'Ad.Kav' and a blue button labeled 'Validate Username'.

Address #1:	1200 NEW JERSEY AVE	Work Phone:	(202)366-3000
Address #2:		Alt Phone:	
Country:	US	Fax:	
City:	WASHINGTON	Work Email:	ad.kav@gmail.com
State:	DC		
Zip Code:	20590		

At the bottom of the form, there is a blue button labeled 'Back'.



How to create Portal Account

- Click the 'Submit' button

The screenshot shows a web interface for account verification. At the top, there is a progress bar with three steps: 'Contact Information', 'Verification' (the current step, highlighted in blue), and 'Confirmation'. Below the progress bar, the heading 'Verification' is centered. A paragraph of instructions reads: '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.' The form contains the following fields and values:

Enrollment Date:	11/22/2017		
First Name:	Ad		
Middle Initial:			
Last Name:	Kav		
Username:	Ad.Kav2 Validated		
Address #1:	1200 NEW JERSEY AVE	Work Phone:	(202)366-3000
Address #2:		Alt Phone:	
Country:	US	Fax:	
City:	WASHINGTON	Work Email:	ad.kav@gmail.com
State:	DC		
Zip Code:	20590		

At the bottom of the form, there are two buttons: a 'Back' button with a dashed border and a 'Submit' button with a solid blue background.



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

The screenshot shows the PHMSA Portal Enrollment - Confirmation page. At the top left, the PHMSA logo is displayed next to the text "Pipeline and Hazardous Materials Safety Administration". At the top right, the U.S. Department of Transportation logo and name are shown. Below the navigation bar, there is a progress indicator with three steps: "Contact Information", "Verification", and "Confirmation" (which is highlighted in blue). The main heading is "Enrollment - Confirmation". The body text reads: "Congratulations, you have been enrolled in the PHMSA Portal. You will be receiving a confirmation email to Success supplying your login credentials." Below this text is a purple link that says "Return to PHMSA Portal". At the bottom center, there is a dark blue button with the text "Return to Home".



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'





The screenshot shows the "Operator ID Assignment Request" form. At the top left is the U.S. Department of Transportation logo. The title "Operator ID Assignment Request" is centered. Below the title is a yellow notice box: "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." To the right of the notice is a box with "OMB No: 2137-0627" and "Expiration Date: 05/31/2018". Below the notice is a light blue box with the text: "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](#)". The form fields are: "* Email:" with the value "adkav@gmail.com"; "* Last Name:" with the value "kav"; and "* Phone Number:" with the value "(703)609-7777" and a small "x" icon. A tooltip above the phone number field says "Enter your Phone Number in (123)123-1234 format.". Below the fields are two buttons: "Continue" and "Return to Portal Home". At the bottom left, there is a "View" dropdown menu, a "Create New Request" button, and a "Detach" icon.



New OPID Registration

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

The screenshot shows the 'Operator ID Assignment Request' form. At the top left is the U.S. Department of Transportation logo. The title 'Operator ID Assignment Request' is centered. To the right is a small image of a pipeline. Below the title are two boxes: a yellow 'Notice' box stating that failure to report may result in a civil penalty of up to \$100,000 per violation, and a white box with 'OMB No: 2137-0627' and 'Expiration Date: 05/31/2018'. A large yellow box contains a disclaimer about the Paperwork Reduction Act. Below this is a section with instructions: 'Please complete below sections carefully and once completed please click on 'Submit Request' button at the bottom of the page.' It includes a legend: a green checkmark for 'Completed Section' and an orange circle for 'Incomplete Section'. The steps are listed as follows: Step 1: Basic Report Information (orange circle), Step 2: Description of Pipeline and/or Facilities (orange circle), Step 3: Safety Program Information (orange circle), and Step 4: Contact Information (orange circle). At the bottom are three buttons: 'Return to Status Page' (dotted border), 'Submit Request' (grey), and 'Edit Form' (blue).

 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

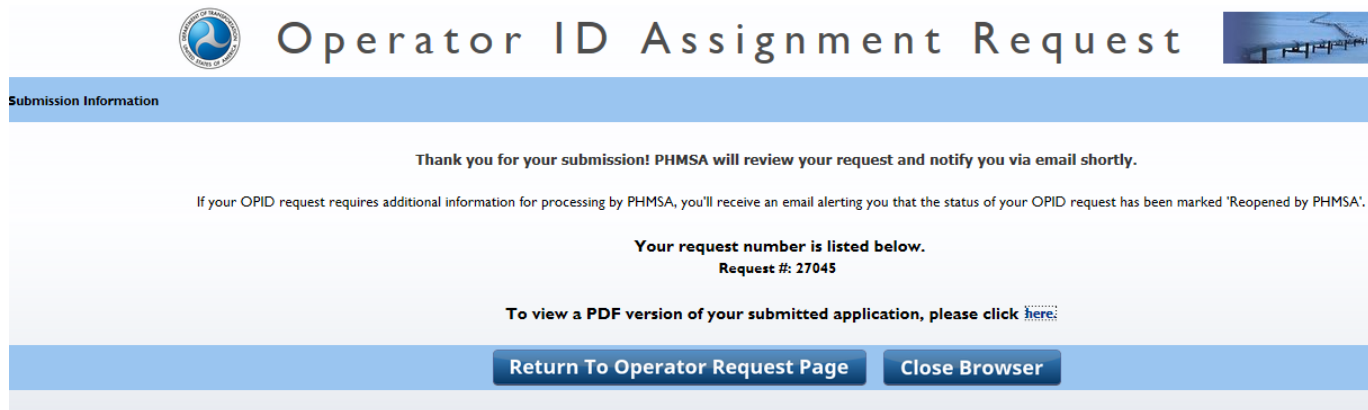
- ⦿ Step 1: Basic Report Information
- ⦿ Step 2: Description of Pipeline and/or Facilities
- ⦿ Step 3: Safety Program Information
- ⦿ Step 4: Contact Information

[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



The screenshot shows a confirmation page for an Operator ID Assignment Request. At the top left is the U.S. Department of Transportation logo, and at the top right is a small image of a bridge. The main heading is "Operator ID Assignment Request". Below this is a blue bar with the text "Submission Information". The main content area 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 states "Your request number is listed below." and "Request #: 27045". At the bottom, there is a link: "To view a PDF version of your submitted application, please click [here](#)." At the very bottom, there are two buttons: "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

OPID Access

Displaying 1 Records

Delete

Request access to other OPIDs

Please enter the OPID you would like to access.

Don't know the OPID? Click [here](#) to look it up.

Add

Operator ID	Operator Name	Compliance Officer	Select
-------------	---------------	--------------------	--------

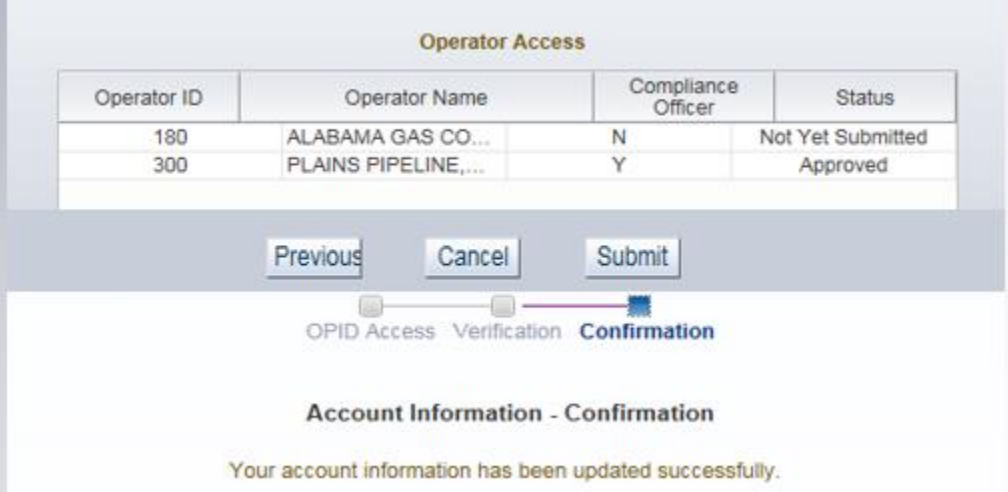
Remove

Previous Next



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 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

The screenshot shows a web application interface with a table of OPID Access Requests. The table has a header row with the column 'Description'. Three rows are visible, with the first row highlighted in blue. The first row contains the text 'OPID Access Request - 13670'. The second row contains 'OPID Access Request - 13615' and the third row contains 'OPID Access Request - 29270'. A modal dialog box titled 'OPID Access Request' is overlaid on the table. The dialog box contains the following text: 'The following user has requested access to OPID: 300 - PLAINS PIPELINE, L.P.'. Below this text are four labels: 'Name:', 'Address:', 'Phone:', and 'Email:', each followed by a blank input field. Below these fields is the text 'Request Date: 9/9/2012'. At the bottom of the dialog box, there is a prompt: 'Please select one of the buttons below to approve or deny the OPID access request:'. Below the prompt are three buttons: 'Deny', 'Approve', and 'Cancel'. The 'Deny' button is highlighted with a dashed border.



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

