



# How to Register to the PHMSA Portal and other Functions



**PHMSA**  
**Office of Pipeline Safety**



# PHMSA CIO Office

**Bill McCarthy -**  
**[william.mccarthy@dot.gov](mailto:william.mccarthy@dot.gov)**

**Sara Bukovnik –**  
**[sara.bukovnik@dot.gov](mailto:sara.bukovnik@dot.gov)**



# Accessing the Portal

- We recommend you navigate to the PHMSA portal via the ODES site under the 2010 Gas Distribution Annual Report or Mechanical Fitting Failure form links at <http://opsweb.phmsa.dot.gov>

On-Line Data Entry				
Form Name	OMB Control Number	Form Number	Date Range	Form Date
Gas Transmission and Gathering Systems				
Incident Report - Gas Transmission & Gathering Systems	2137-0522	PHMSA F 7100.2	<a href="#">Incidents on or after Jan 1, 2010</a>	01/10
			<a href="#">Incidents before Jan 1, 2010</a>	01/02
Annual - Gas Transmission & Gathering System	2137-0522	PHMSA F 7100.2-1	<a href="#">Year 2009 and previous years</a>	12/05
			<a href="#">Year 2010 and later</a>	01/11
Gas Distribution Systems				
Incident Report - Gas Distribution Systems	2137-0522	PHMSA F 7100.1	<a href="#">Incidents on or after Jan 1, 2010</a>	01/10
			<a href="#">Incidents before Jan 1, 2010</a>	03/04
Annual - Gas Distribution System	2137-0522	PHMSA F 7100.1-1	<a href="#">Year 2009 and previous years</a>	12/05
			<a href="#">Year 2010 and later</a>	01/11
Annual – Mechanical Fitting Failures	2137-0522	PHMSA F-7100.1-2	<a href="#">Year 2011 and later</a>	01/11

- The PHMSA Portal will be used to access all 2010 Annual Report forms and the Mechanical Fitting Failure Form.



# Registering to the Portal

All operators or their agents will have to register through the PHMSA portal via the ODES site <http://opsweb.phmsa.dot.gov>

- First time users must **“create account”**
- Your username is not your OPID and your password is not your ODES PIN/Password

**PORTAL**

[Contact Us](#) | [FAQs](#)

User Name:

Password:

Login

Create Account

First time users of the PHMSA Portal must create an account

[Forgot password / User ID?](#)



# Portal Registration

Enter Your Name



Enter your Physical  
Mailing Work  
Address



## PORTAL

### Enrollment Information

Please complete the following information to enroll for access to the PHMSA Portal

First Name: \*

Middle Initial:

Last Name: \*

---

#### Physical Mailing Address

Address #1: \*

Address #2:

City: \*

State: \*

Zip Code: \*



# Portal Registration Continued

Work Phone  
and Email  
Address

Create an  
unique user id  
– 8 characters  
letters & #s

Select if you  
are an agent  
or operator

Enter your  
operator ID  
and ODES Pin

Work Phone: \*  (xxx) xxx-xxxx  
Alt Phone:  (xxx) xxx-xxxx  
Fax:  (xxx) xxx-xxxx  
Work E-Mail: \*   
User Id: \*   
*Please create your individual User Id containing at least 8 characters (numbers and & letters only)*

Are you an employee of an operator or an agent (i.e., someone who files reports on behalf of the operator)?

Agent  Operator

Please enter the Operator Id and Password in which you would like associated with your unique User Id listed above.

**Operator Info**

Operator ID:  ODES PIN:

Click to add  
additional  
OPIDs

Submit  
Enrollment



# Successful Registration

## Enrollment Confirmation

Congratulations! You have successfully enrolled with the PHMSA Portal. Your temporary login credentials will be sent to the email provided within your enrollment information.

Note: Please check your "spam" or "junk" folder for the login information email.

[Return to Login](#)

- After successfully registering, you will immediately receive an email with your temporary password



# Logging into the PHMSA Portal

- Users will receive an email with their userid (username) and temporary password immediately upon registering
- Enter their userid (not OPID) and temporary password (not ODES PIN/Password) to enter the portal.

**PORTAL**

[Contact Us](#) | [FAQs](#)

User Name:

Password:

[Login](#)

First time users of the PHMSA Portal must create an account

[Create Account](#)

[Forgot password / User ID?](#)



# Logging Into the Portal continued

- After successfully logging in, you will be asked to accept a disclaimer regarding accessing a US Government system.
- Click "Yes, I consent"

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

# PHMSA PORTAL

## Disclaimer

You are accessing a U.S Government information system. This information system, its equipment, networks, and network devices, is provided for U.S Government use only. Unauthorized or improper use of this system is prohibited, and may result in administrative disciplinary action. The communications and data stored or transmitted on this system, for any lawful Government purpose, monitored, recorded and subject to audit and review. By using this system, you understand and consent to such items.

**Yes,  
I consent**

**No,  
I Oppose**



# Entering the Portal

- Select your OPID in the drop down menu.
- If you have associated multiple OPIDs to your account, you need to select which OPID you would like to view/submit reports for at that time.

Department of Transportation  
and Hazardous Materials  
Administration

# PHMSA PORTAL

## Select an OPID

Which OPID would you like to view/submit data for in this session?

\* Select OPID

Initiate Proxy

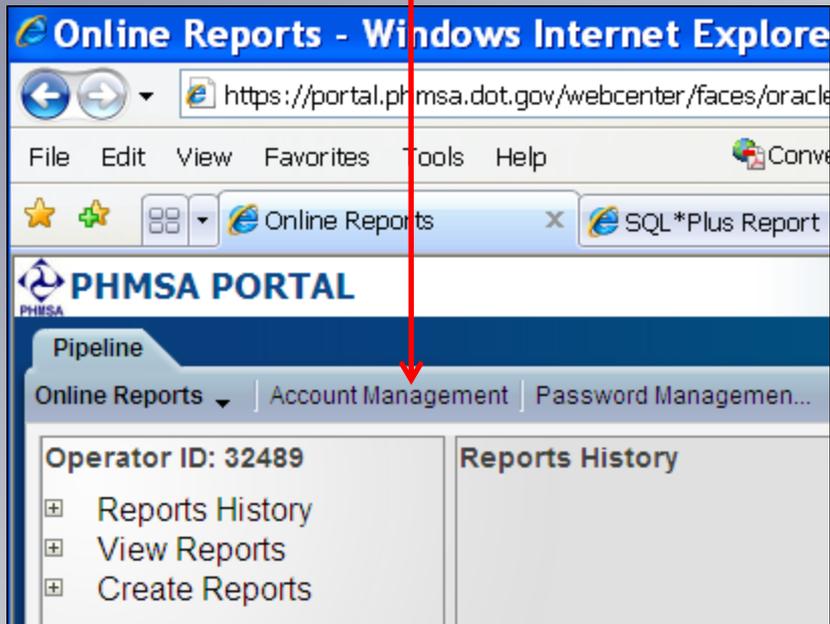




# Adding/Removing Operator IDs

Upon entering the portal, please change your password.

**Step 1 – Click on Account Management**



**Step 2 – Click “Add New Operator” then enter OPID and ODES PIN. Repeat as necessary**

### Account Management

First Name:\*

Middle Initial:

Last Name:\*

Address:\*

City:\*

State:\*

Zip Code:\*

Work Phone:\*

Alt Phone:

Fax:

Work E-Mail:\*

Select	Operator Id	Password
<input type="checkbox"/>	32519	
<input type="checkbox"/>		

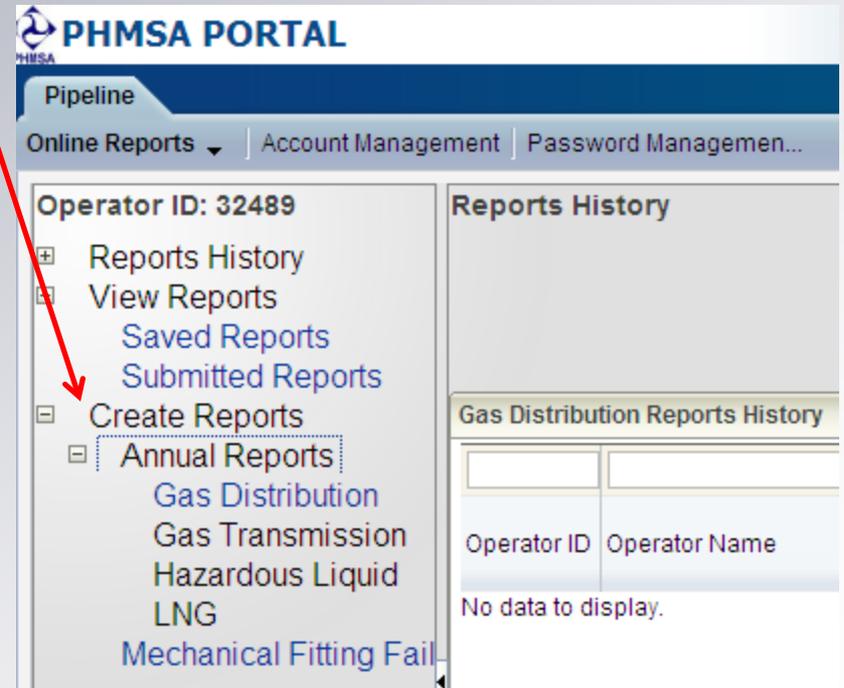
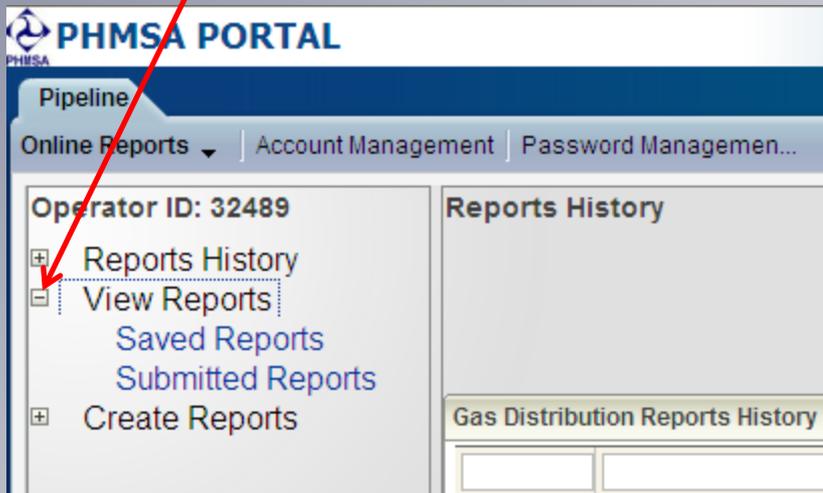
**Step 3 –  
Click  
Submit**



# Navigating Through the Portal

Click on + to expand menu

Expand Create Reports (click on +), Expand Annual Reports (click on +), then click on Gas Distribution or Mechanical Fitting Failure





# Creating Reports

To create a 2010 Annual Report or Mechanical Fitting Failure Report expand “**Create Reports**” (by clicking on the “+”), then select the report you would like to create.

*Note: Annual Reports expands to list all system types.*

*Only Gas Distribution is available at this time.*

*Gas Transmission will be available in May*

The screenshot shows the PHMSA PORTAL interface. On the left, a navigation menu is expanded to show 'Create Reports', with 'Annual Reports' and 'Mechanical Fitting Failure' listed below it. A red arrow points from the text above to the 'Create Reports' menu item. The main content area displays 'Reports History (Ver: 0.0.21)' with a table of 'Gas Distribution Reports History'. The table has columns for Operator ID, Operator Name, Report Type, Report Number, Report Date, Report Status, State Of Operation, Report Year, and View Report icon.

Operator ID	Operator Name	Report Type	Report Number	Report Date	Report Status	State Of Operation	Report Year	View Report
705	ASHFORD GAS CO	ORIGINAL	20091168	4/8/2010	SUBMITTED	WV	2009	
705	ASHFORD GAS CO	ORIGINAL	20091387	1/9/2011	SUBMITTED	WV	2009	