



How to Register to the PHMSA Portal and other Functions



PHMSA
Office of Pipeline Safety



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

Go to

<https://portal.phmsa.dot.gov/Portal>



The screenshot shows the PHMSA Portal website. At the top left is the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration logo. The main header features the text "PHMSA PORTAL" in large white letters. To the right of the header are navigation links: [Enrollment Help](#), [Contact Us](#), and [FAQs](#). Below the header is a large image of an industrial facility with white pipes and valves. To the right of this image is a vertical column of four smaller images: a pipeline, a person in a white protective suit, a "DANGER" sign with "EXPLOSIVES" and "14", and a blue barrel. On the right side of the page is a login form with fields for "User Name:" and "Password:". Below these fields are two buttons: "Login" and "Create Account". A note states: "First time users of the PHMSA Portal must create an account". Below the login form is a link: [Forgot password / User ID?](#). At the bottom of the page is a dark blue navigation bar with three buttons: "PHMSA", "Pipeline Safety", and "Hazmat Safety".



Accessing the PHMSA Portal

- Enter User Name and Password.
- First time users must **“create account”**
- For assistance with forgotten Password or User ID

PORTAL

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

User Name:

Password:

First time users of the PHMSA Portal must create an account

[Login](#)

[Create Account](#)

[Forgot password / User ID?](#)



Hazmat Enrollment



User Type

Choose Hazmat as the type of user that you want to enroll as

 PHMSA Portal Enrollment - Enrollment Type

* Please select the type of user you wish to enroll as:

Select a value...
Select a value...
Hazmat
Pipeline

NOTE: In order to enroll as a Hazmat user in the PHMSA Portal you will be required to enter a D&B DUNS number for the company that you represent. If the company that you represent does not have a D&B DUNS number, you can apply for one by going to <http://www.dnb.com/>.

Select Next



Contact Information

An asterisk (*)
Indicates Required
Information

Contact Information Company Information Points of Contact (POC) Enrollment Verification Enrollment Confirmation

Contact Information

Please fill out the following personal information to enroll in the PHMSA Portal

Enrollment Date: 5/19/2011

* User Role:

* First Name:

Middle Initial:

* Last Name:

Title:

* Work Phone:

Work Extension:

Fax:

* Email:

* Confirm Email:

* Mailing Address #1:

Mailing Address #2:

* City:

* State:

* Zip:

* User Name:

* Confirm User Name:

When finished entering
Contact Information,
select 'Next'

•User Name must be
alpha-numeric and be
6 characters in length



Company Information

Enter D&B DUNS #
for the company
that you are
representing

If the company that
you are
representing does
not have a D&B
DUNS #, you can
apply for one at the
D&B web site

Select Retrieve
Company Info

Select Next

Contact Information **Company Information** Points of Contact (POC) Enrollment Verification Enrollment Confirmation

Company Information

Please fill out the following company information to enroll in the PHMSA Portal.

* Dun and Bradstreet #: [Retrieve Company Info](#)

[Don't have a D&B Number! Please click here.](#)

Company Name:
Company Address #1:
Company Address #2:
Company City:
Company State:
Company Zip:
Company Country:

[Previous](#) [Next](#)



Company Point of Contact

Progress bar: Contact Information | Company Information | **Points of Contact (POC)** | Enrollment Verification | Enrollment Confirmation

Company Point of Contact

Enrolee Information

Name: John J Smith
Work Phone: (222) 333-4444
Work Extension: 23
Fax: (222) 333-5555

Mailing Address: 232 Industrial Dr., Building 3
Appleton, PA-32211

The enrolee may sometimes receive email correspondence from PHMSA concerning the company that they represent. Please provide any additional points of contact that should also receive these notifications.

To add a point of contact, please click the "Create" button and then enter the associated point of contact's information into the table below.

Note: If you are an Agent or Consultant, are representing.

View

User Role	Name
No data to display.	

Points of Contacts (POC) Details

* User Role:

* First Name:
Middle Initial:
* Last Name:
Work Phone:
Fax:
* Email:

* Mailing Address #1:
Mailing Address #2:
City:
State/Territory/Province:
* Zip:
Country:

Select Create

Enter Company Point of Contact information

Select OK

When done entering Company Point of Contacts, select Next



Verify Enrollment Information

If your enrollment information is complete select Submit Enrollment

To make changes to your enrollment, select previous

Enrollment Verification

Please verify the following information. If the information is correct, click the "Submit Enrollment" button to process the enrollment. If the information is incorrect, please click the "Previous" button to return to the necessary screen to update the information.

Name: John J Smith	Dun & Bradstreet #: 123456789
Work Phone: (444) 555-3333	Company Name: ACME, Inc
Work Extension: 212	Company Address: 44 Industry Blvd. Suite 212
Fax: (444) 555-7777	Selected User Name: jsmith
Mailing Address: 122 Wilson St, Building 4 Lansing, MI-53544	Email: jsmith@agent.com

Points of Contact (POC):

User Role	Name	Mailing Address	City	State/Province	Postal Code	Country
Company Official ...	James M Johnson	44 Industry Blvd., ...	Lancaster	PA	14423	

View ▾



Enrollment Confirmation

When your enrollment is complete, you will see the Enrollment Confirmation page.

An E-mail will be sent to you within several minutes that contains a temporary password that you can use to login

Select Return to Login

Contact Information Company Information Points of Contact (POC) Enrollment Verification **Enrollment Confirmation**

Enrollment Confirmation

Congratulations! You have successfully enrolled in the PHMSA portal. Your temporary login credentials will be emailed to the email you provided within your enrollment information. In addition, email notifications regarding your enrollment activities will be sent to the listed contacts you have provided as part of your enrollment profile.

Note: Please check your "Spam" or "Junk" folders for the enrollment confirmation email. If you are unable to locate this email, please contact the following:

**Office of Hazardous Materials Safety
Pipeline and Hazardous Materials Safety Administration
U.S. Department of Transportation
1200 New Jersey Avenue, SE
East Building, 2nd Floor
Washington, DC 20590**

Phone: 1-800-HMR-4922 (1-800-467-4922)
For Washington, DC / Metro area residents: 202-366-4488

Email: phmsa.hm-infocenter@dot.gov

[Return to Login](#) [Close Browser](#)



Confirmation E-mail

With in several minutes of submitting you applications for enrollment, you will receive an E-mail that contains a temporary password

From: PHMSAPortal [mailto:PHMSAPortal]
Sent: Wednesday, June 01, 2011 10:52 AM
To: jsmith@acme.com
Subject: PHMSA Enrollment Credentials

Welcome to the PHMSA Portal,

Your user account is now active. Below is the information needed to access your [account](#).

Login Password: k7sl63MST

Note that passwords are case sensitive.

Please save this information for future reference. If you should experience any problems utilizing this information, please contact PHMSA Portal Help Desk at PHMSAPORTAL@dot.gov

If you did not make this request, please contact PHMSAPORTAL@dot.gov to report the unauthorized activity.

Please don't forget: Usernames and passwords are personal to each PHMSA Portal user and may not be shared with others.

Pipeline and Hazardous Materials Safety Administration
U.S. Department of Transportation
1200 New Jersey Avenue, SE
East Building, 2nd Floor
Washington, DC 20590



Return to Login Page

Login using your
User Name and the
temporary Password
that was E-mailed to
you

Select Login

PORTAL

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

User Name:

Password:

First time users of the PIMSA Portal must create an account

[Forgot password / User ID?](#)



Change Temporary Password

The first time that you login, you will be required to change your password from the temporary one that was E-mailed to you

Note: Requirements for new password

Select Save

Return to the Portal Login Page and login with your new Password

User Applications

Change Password

You must set a new Password. New Password must meet the following Password requirements.

1. At least 8 characters long
2. At least one upper case character
3. At least one lower case character
4. At least one number, and
5. At least one non alphanumeric character

Old Password

Enter new password:

Retype password:



Read and Consent to Disclaimer

Each time that you login into to the PHMSA Portal, you must select Yes, I Consent

Disclaimer

You are accessing a U.S. Government information system, which includes

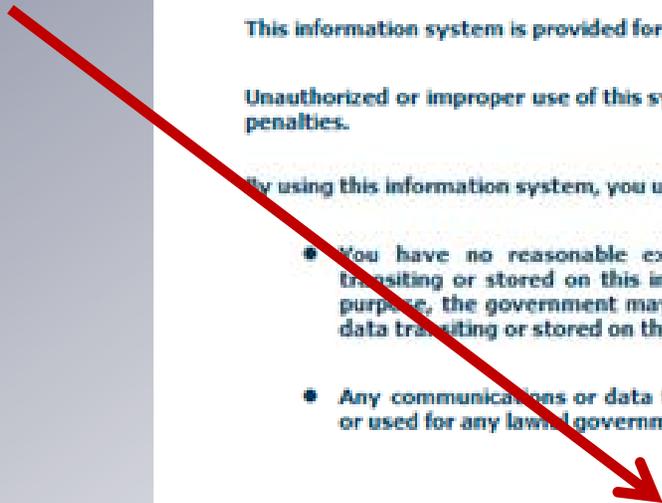
- (1) this computer,
- (2) this computer network,
- (3) all computers connected to this network, and
- (4) all devices and storage media attached to this network or to a computer on this network.

This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.





Forgot Password or User Name

Select Forgot
password / User ID

The screenshot shows the PIMSA Portal login interface. At the top, the word "PORTAL" is displayed in large white letters. Below it, there are navigation links for "Enrollment Help", "Contact Us", and "FAQs". The main login area contains two input fields for "User Name:" and "Password:". Below these fields are two buttons: "Login" and "Create Account". A note states: "First time users of the PIMSA Portal must create an account". At the bottom of the login area, there is a blue underlined link that reads "Forgot password / User ID?". A red arrow originates from the text "Select Forgot password / User ID" on the left and points directly to this link.

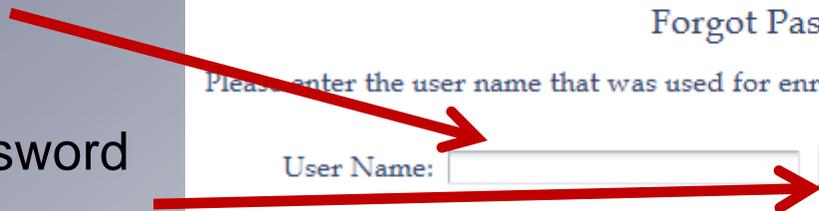


Forgot Password

Enter your User Name

Select Retrieve
Temporary Password

Within several
minutes, you will
receive an E-mail with
a temporary password



Account Management

Forgot Password?

Please enter the user name that was used for enrollment to have a password e-mailed to you.

User Name:

Forgot User Name?

Please enter the email address that was used for enrollment to have user name e-mailed to you.

Email Address:

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[Regulations.gov](#) | [USA.gov](#) | [WhiteHouse.gov](#) | [DOT.gov](#)



Forgot User Name

Enter your E-mail
address

Select Retrieve
User ID

Account Management

Forgot Password?

Please enter the user name that was used for enrollment to have a password e-mailed to you.

User Name:

Forgot User Name?

Please enter the email address that was used for enrollment to have user name e-mailed to you.

Email Address:

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[Regulations.gov](#) | [USA.gov](#) | [WhiteHouse.gov](#) | [DOT.gov](#)



Forgot User Name (cont'd)

A list of company DUN's #'s that are associated with your E-mail address will appear

Select the DUN's # that you would like to retrieve the User Name for and

Select Retrieve

In several minutes, you will receive an E-mail that contains your User Name

Account Management

Forgot Password?

Please enter the user name that was used for enrollment to have a password e-mailed to you.

User Name:

Forgot User Name?

Please enter the email address that was used for enrollment to have user name e-mailed to you.

Email Address:

This email address appears to be registered to multiple companies.

Please choose the desired company in which you would like to retrieve the username for.

- 123456789
- 123456782
- 123456789