NEW PHMSA PORTAL – QUICK INSTRUCTIONS ON GAINING ACCESS
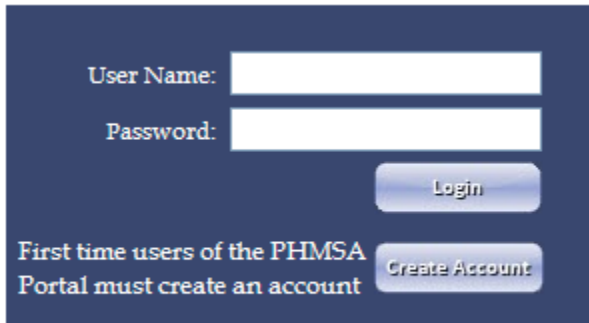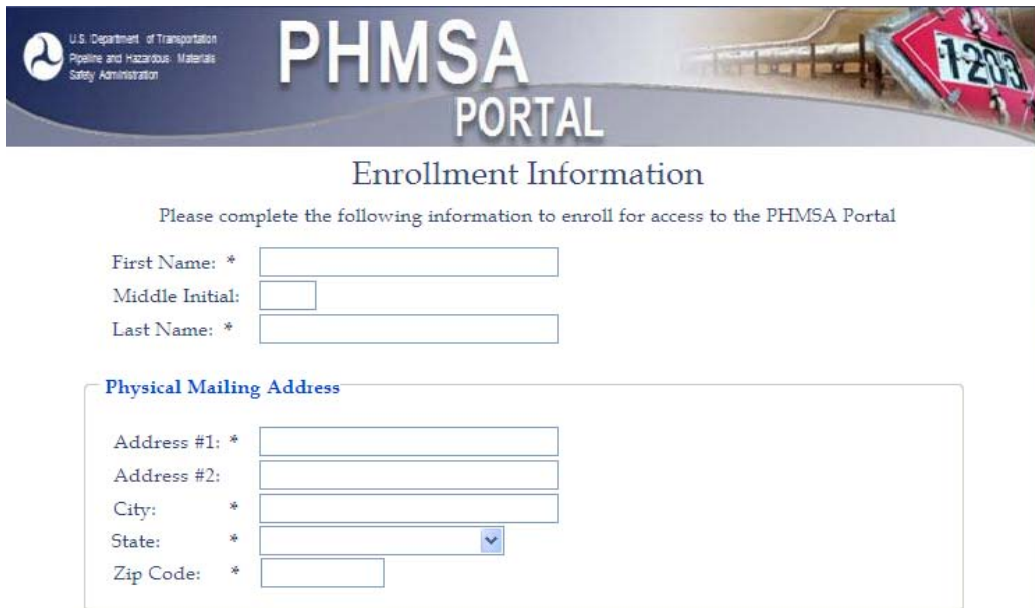
This is the URL to go directly to the new PHMSA Portal https://portal.phmsa.dot.gov/pipeline.

1. Once on the PHMSA Portal login page please note: (This is a new site, so if you haven't clicked the "create account" button on the site as shown in the screen shot below and completed the enrollment form in the screen shot below (item 2) and received your "enrollment confirmation" page (shown in item 4), you must create an account first. This is different from your previous odes login from prior years).   If you received the enrollment confirmation page, you should have received your user name and password to use for the portal.

2. After clicking "Create Account," the following screen shot below should appear. Please complete the form by entering the requested data.

continued on next page

Please Note: We have documented and resolved issues operators experienced with the data field [Work E-Mail]. Issues related to restrictions on email format which we didn't anticipate certain formats that contained more than two dots after the @ symbol but it has been resolved. **Please Note**: The [User ID] should be created by the user and should be at least 8 characters in length and can be comprised of numbers, letters, or a combination of both. The Portal user ID and password will be unique to the individual unlike the old ODES system where the PIN for an operator ID was shared within the company.

3. In the "Operator Info" section as shown in the screen shot below, operators need to enter their current operator ID (OPID) and the PIN you used for the ODES system. Only click the "Add Another OPID" button if you have multiple operator IDs that you'll be submitting reports for; if so, you'll also need the corresponding ODES PIN for each OPID.

Note: We did discover issues on Wed., 2/2/11 with the Operator Info section of the enrollment process. The issue related to the synchronization of operator PINs from the ODES system and the Portal. This issue has been resolved as of Thurs., 2/3/11 at 1:45pm EST.

4. After completing all data entry in the form's data fields, please click the "Submit Enrollment" button as shown in the screen shot below. You should get an "Enrollment Confirmation" message (as shown below) after clicking [Submit Enrollment]. The system will send your User ID and Password to the email address you listed in the [Work E-Mail] data field.