



How to Register to the PHMSA Portal and Access Additional OPIDs



PHMSA
Office of Pipeline Safety



Portal Registration Tips

- **Portal accounts are intended to allow access to **one or more** OPIDs via **ONE** username.**
 - An email address can only be associated to one username.
- If you already have a PHMSA Portal username, you **DO NOT** need to register again. Simply log in and request access to an OPID ([covered on Page 15](#))



Portal Registration Tips

- **Requests to access an OPID must be approved by the Compliance Officer on record for that OPID**
 - Compliance Officers will have access immediately upon request.
 - The PHMSA Portal user that submitted the Operator Validation will also have the ability to manage requests
 - Compliance Officer information is obtained from the Operator Validation, an OPID Request (for new OPIDs requested in 2012), or region records.
- If there is no Compliance Officer on file, someone with a Portal account (employee or agent who has filed an annual report in 2010 and/or 2011) should complete the Validation task.
- If no annual report was filed for 2010 or 2011, PHMSA's Information Resources Manager will contact the requester prior to approving the request.



Accessing the Portal

- We recommend you navigate to the PHMSA portal directly by going to <https://portal.phmsa.dot.gov/phmsaportallanding>. The On-Line Data Entry System (ODES), pictured below, will be retired at the end of December 2012.

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



Accessing the Portal

PHMSA portal is located at <https://portal.phmsa.dot.gov/phmsaportallanding>

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

PHMSA PORTAL

[Hazmat Enrollment Help](#) | [Pipeline Enrollment Help](#) | [Contact Us](#) | [FAQs](#) | [Status](#)

User Name:

Password:

First time users of the PHMSA Portal must create an account

[Forgot password / User ID?](#)

[OPID Registration](#)

- The PHMSA Portal will be used to submit all Annual Reports, Incident Reports, Notifications, new OPID Requests, and update Operator Contacts and Head Quarter Address.



Registering to the Portal

All operators or their agents will have to register through the PHMSA portal at <https://portal.phmsa.dot.gov/phmsaportallanding>

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

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PHMSA PORTAL

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User Name:
Password:

First-time users of the PHMSA Portal must create an account

[Forgot password / User ID?](#)

[OPID Registration](#)

Requesting a new OPID



Registering to the Portal

1. Select Pipeline in the drop down menu
2. Click Next

PHMSA Portal Enrollment - Enrollment Type

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

Pipeline
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/>.

Return to Login Next



Registering for a Portal Account – Step 1 – Contact Information

Contact Info Operator/Agent OPID Access Verification Confirmation

Contact Information

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

* First Name:

Middle Initial:

* Last Name:

* Address #1:

Address #2:

* City:

* State: ▼

* Zip Code:

* Work Phone:

Alt Phone:

Fax:

* Work Email:

* Confirm Email:



Registering for a Portal Account – Step 1 – Contact Information

- Portal accounts are restricted by email address. If you already have a Portal Account, simply request access to additional OPIDs (login and go to [Account Management](#) covered on page 15)
- Accounts are intended to allow access to **multiple** OPIDs.

Contact Information

Put the following personal information to enroll in the PHMSA Portal.

* First Name:
Middle Initial:
* Last Name:

NS

* Work Phone:
Alt Phone:
Fax:

* Work Email:
* Confirm Email:


Error

A Pipeline Portal account exists with this email address. Please provide another email address.

← All →



Registering for a Portal Account – Step 2



Operator/Agent

Please fill out the following Operator/Agent information to enroll in the PHMSA Portal.

Operator - One who operates pipelines and/or pipeline facilities.
Agent - A person who is hired by an operator to complete mandatory filings.

* Are you an employee of an operator or an agent? Operator Agent

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



Registering for a Portal Account – Step 3 – Select OPID(s)

1. Enter the OPID you would like to access
2. Click Add
3. Repeat steps 1 and 2 for each additional OPID

Contact Info Operator/Agent **OPID Access** Verification Confirmation

OPID Access

Please enter the OPID(s) you are requesting to access. The Compliance Officer on file for each OPID will be required to approve your request(s). Your username will grant you access to the requested OPID(s) once approved.

Request access to other OPIDs

Please enter the OPID you would like to access.

300

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

Add

Operator ID	Operator Name	Compliance Officer	Select
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Remove

Previous

Next



Registering for a Portal Account – Step 5 – Confirmation Request Sent

- You will receive an email with a **username** (typically firstname.lastname) and a **temporary Portal Password** from PHMSAPortal shortly after registering.
- You will be able to login with your username and password but will not be able to access an OPID(s) until your request has been approved by the Compliance Officer on file.

Contact Info Operator/Agent OPID Access Verification **Confirmation**

Enrollment - Confirmation

Congratulations, you have been enrolled in the PHMSA Portal.
You will be receiving a confirmation email shortly supplying your login credentials.

**Each OPID usage request has been forwarded to the assigned Compliance Officer for Approval.
Once approved or denied, you will be notified via email based on the address provided on the first screen.**

[Return to PHMSA Portal](#)



Adding OPIDs to an Existing Portal Account

1. Once you are on the Portal Landing Page, go to the **Pipeline Account Management** on the bottom left

Welcome to the Pipeline Community

Please select an operator to enable the menu items on the left and the links to the right.

Switch Current Operator: Select

Announcements

First | Previous | Next | Last

Created Date: 8/9/2012

Context:

IMPORTANT: NEW FEATURES:

1. If you have more than one Operator ID, you can change OPIDs without logging out. However, you must now select an OPID from the dropdown above, then click submit to access reports for that OPID.

Notifications and Validations

View Action: Select OK Refresh Print

Task #	Description	Status
No tasks available.		

Resources

- Applications of ODES (Incident)
- Pipeline Online
- Operator Qualif
- NPMS
- Pipeline Data M
- WebSites of Int
- OPS Website
- Stakeholder Co
- PHMSA Website
- Training Guide

Pipeline

- Create Reports
 - Annual
 - Gas Distribution
 - Gas Transmission and Gathering
 - Hazardous Liquid
 - LNG
 - Mechanical Fitting Failure
 - Online form
 - Batch upload
- Saved Reports
 - Gas Distribution
 - Gas Transmission and Gathering
 - Hazardous Liquid
 - LNG Annual
 - Mechanical Fitting Failure
- Submitted Reports
 - Gas Distribution
 - Gas Transmission and Gathering
 - Hazardous Liquid
 - LNG Annual
 - Mechanical Fitting Failure
- Incident/Accident (2010 to present)
 - ODES 2.0
- Account Services
 - Password Management
 - Pipeline Account Management**
 - OPID Contact Management



Adding OPIDs to an Existing Portal Account

2. Click “Next” on the Contact Information Page *or update any information as necessary*

Contact Info OPID Access Verification Confirmation

Contact Information

Please make any updates to the information below.

* First Name:
Middle Initial:
* Last Name:

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

* Work Phone:
Alt Phone:
Fax:
* Work Email:



Adding OPIDs to an Existing Portal Account

3. Enter the OPID you want to access
4. Click “Add”
5. Click “Next”

OPID Access

Please make any updates to the information below.

Current Associated OPIDs

Operator ID	Operator Name	Status	Action
180	ALABAMA GAS CORPORATION	Approved	<input type="checkbox"/>
300	PLAINS PIPELINE, L.P.	Approved	<input type="checkbox"/>
1007	Kinder Morgan Gas	Approved	<input type="checkbox"/>
32214	CAMERON LNG, LLC	Approved	<input type="checkbox"/>
2392	CITIZENS GAS & COKE UTILITY	Approved	<input type="checkbox"/>
4908	ExxonMobil Production Company, a division of Exxon Mobil C...	Approved	<input type="checkbox"/>
32011	HOLLY ENERGY PARTNERS - OPERATING, L.P.	Approved	<input type="checkbox"/>
10060	KAPLAN GAS DEPT, CITY OF	Approved	<input type="checkbox"/>
32328	DAIRICONCEPTS LLC	Approved	<input type="checkbox"/>
31911	AMERICAN ENERGIES GAS SERVICE, LLC	Approved	<input type="checkbox"/>

Displaying 13 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
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Remove

Previous Next



Adding OPIDs to an Existing Portal Account

6. Alert that your request will be sent to the Compliance Officer on file

You can also **delete** access to OPIDs as necessary

Contact Info **OPID Access** Verification Confirmation

Information
Your request will be forwarded to the OPID's designated Compliance Officer for Approval.

Current Associated OPIDs

Operator ID	Operator Name	Status	Action
32214	CAMERON LNG, LLC	Approved	<input type="checkbox"/>
2392	CITIZENS GAS & COKE UTILITY	Approved	<input type="checkbox"/>
4908	ExxonMobil Production Company, a division of Exxon Mobil C...	Approved	<input type="checkbox"/>
32011	HOLLY ENERGY PARTNERS - OPERATING, L.P.	Approved	<input type="checkbox"/>
10060	KAPLAN GAS DEPT, CITY OF	Approved	<input type="checkbox"/>
32328	DAIRICONCEPTS LLC	Approved	<input type="checkbox"/>
31911	AMERICAN ENERGIES GAS SERVICE, LLC	Approved	<input type="checkbox"/>
31888	CENTURION PIPELINE L.P.	Approved	<input type="checkbox"/>
31232	AVISTA CORP	Approved	<input type="checkbox"/>
99577	BILLS CAST IRON PIPELINE	Pending	<input type="checkbox"/>

Displaying 13 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
1007	Kinder Morgan Gas	N	<input type="checkbox"/>

Remove



Adding OPIDs to an Existing Portal Account

7. Final
Verification of
request(s)

8. Click “Submit”

Click “Previous”
to remove any
requests.

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.

First Name: Sara
Middle Initial:
Last Name: Bukovnik

Address #1: 719 SWEET TANNINS **Work Phone:** (202)366-3294
Address #2: **Alt Phone:**
City: ARLINGTON **Fax:**
State: VA **Work Email:** sarae@dot.gov
Zip Code: 22206

Operator Access

Operator ID	Operator Name	Compliance Officer	Status
1007	Kinder Morgan Gas	N	Not Yet Submitte
180	ALABAMA GAS CORPORATION	N	Approved
300	PLAINS PIPELINE, L.P.	N	Approved
1007	Kinder Morgan Gas	N	Approved
32214	CAMERON LNG, LLC	N	Approved
2392	CITIZENS GAS & COKE UTILITY	N	Approved
4908	ExxonMobil Production Company, a divi...	N	Approved
32011	HOLLY ENERGY PARTNERS - OPERATIN...	N	Approved
10060	KAPLAN GAS DEPT, CITY OF	N	Approved
32328	DAIRICONCEPTS LLC	N	Approved



Adding OPIDs to an Existing Portal Account

Verification that your request(s) has been sent

You will not have access to the OPID(s) requested until the Compliance Officer on file has approved your request



Account Information - Confirmation

Your account information has been updated successfully.

**Each OPID usage request has been forwarded to the assigned Compliance Officer for Approval.
Once approved or denied, you will be notified via email based on the address provided on the first screen.**