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-	MSA 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	2137-052	PHMSA F 7100.1	Incidents on or after Jan 1, 2010		01/10
			Incidents before Jan 1, 2010		03/04
Annual - Gas Distribution System	21	A 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**

- 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**"

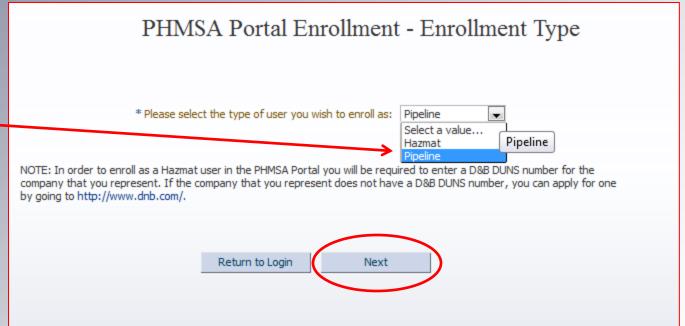- Your username is **NOT** your OPID and your password is not your ODES PIN/Password
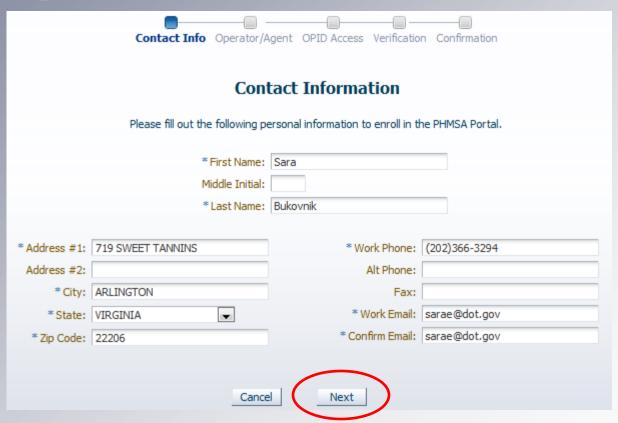

Requesting a new OPID

Registering to the Portal

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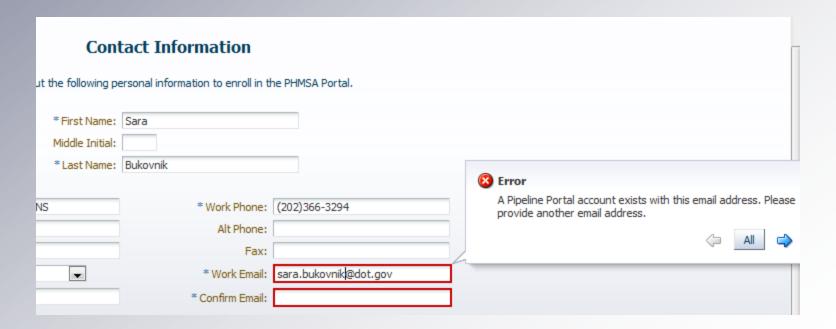
2. Click Next

Registering for a Portal Account – Step 1 – Contact Information

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

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

* First Name:	Sara
Middle Initial:	
* Last Name:	Bukovnik

NS   * Work Phone: (202)366-3294

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

⇦   All   ⇨

Alt Phone:

Fax:

* Work Email: sara.bukovnik@dot.gov

* Confirm Email:

Registering for a Portal Account – Step 2

Registering for a Portal Account – Step 3 – Select OPID(s)
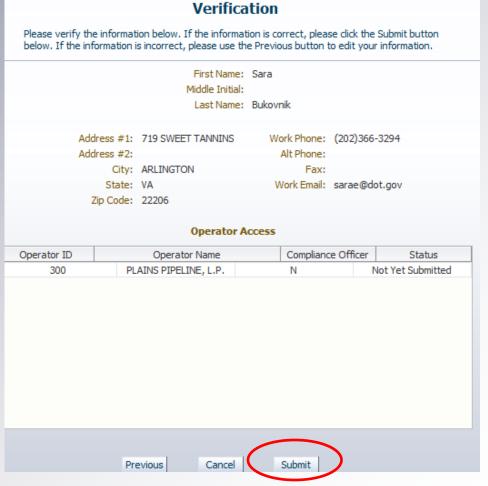
1. Enter the OPID you would like to access
2. Click Add
3. Repeat steps 1 and 2 for each additional OPID

Registering for a Portal Account – Step 4 - Verify

Requests will be sent to the Compliance Officer on file for approval (for each OPID), but can also be approved by the person who submitted the Operator Validation

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

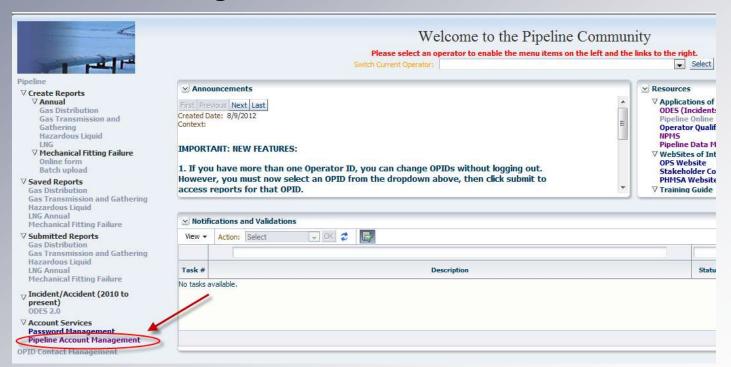| Operator ID	Operator Name	Compliance Officer	Status
300	PLAINS PIPELINE, L.P.	N	Not Yet Submitted

Previous   Cancel   Submit

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.
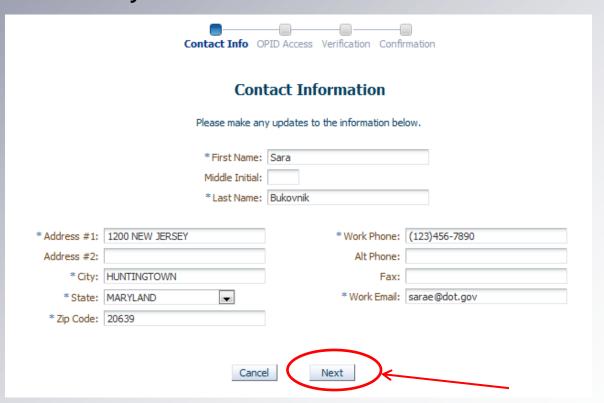

Contact Info   Operator/Agent   OPID Access   Verification   **Confirmation**

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

Adding OPIDs to an Existing Portal Account

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

Adding OPIDs to an Existing Portal Account

3. Enter the OPID you want to access

4. Click "Add"

5. Click "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

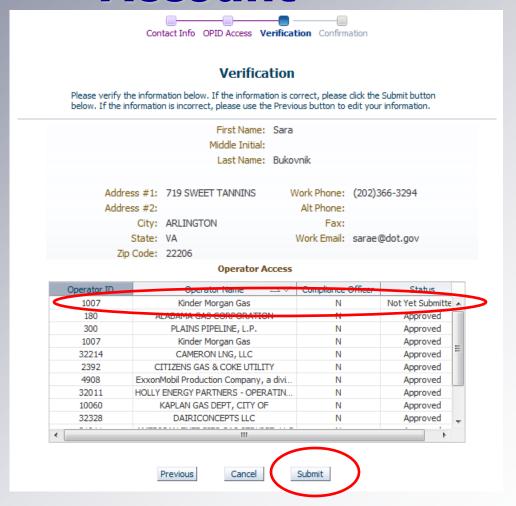# Adding OPIDs to an Existing Portal Account

7. Final Verification of request(s)

8. Click "Submit"

Click "Previous" to remove any requests.

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

Contact Info   OPID Access   Verification   **Confirmation**

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.