



REGISTER NOW!!!

For those registrants who have selected to register through third party providers, please be advised that you may be charged an additional processing fee. Therefore, please register directly online (using Microsoft Explorer or Google Chrome) through our portal at <https://portal.phmsa.dot.gov> or our mailing address below.

Tip 1: Portal - If you do not have a login ID/password or new to the company, it must be created in the portal before entering the registration website (see highlights in yellow). If you forgot your password or user name, no worries, there is also a link to help with that. The user ID/password is not company generated, but instead generated per user. Therefore, you can use your own name and personal information to register with us.



Tip 2: Each user MUST enroll in the PHMSA portal by creating their own user ID and password. After you create your user ID/password, you will receive an email with the user name and password. There is a

registration “link” to take you directly to the registration main page, which is included in the email. However, if you still need help, please email our portal team at PortalSupport@dot.gov for assistance.



The image shows the PHMSA registration form. At the top, it says "PHMSA Pipeline and Hazardous Materials Safety Administration" and "U.S. Department of Transportation". There are links for "PHMSA Home" and "Contact Information". The form is titled "Contact Information" and has a progress bar with "Contact Information", "Verification", and "Confirmation". Below the title, it says "Please fill out the following personal information to enroll in the PHMSA Portal." The form has several fields: "Please select the type of user you wish to enroll as:" (a dropdown menu), "First Name:", "Middle Initial:", "Last Name:", "Username:", "Address #1:", "Address #2:", "Country:" (a dropdown menu with "United States" selected), "City:", "State:" (a dropdown menu), "Zip Code:", "US Work Phone:", "Alt Phone:", "Fax:", "Work Email:", and "Confirm Email:". There are "Cancel" and "Next" buttons at the bottom.

Tip 3: Go to the [Hazmat Home](#) link (left side), click [Hazmat Registration](#) to enter the website.



The image shows the PHMSA Hazmat Home dashboard. At the top, it says "PHMSA" and "Contact us at : PortalSupport@dot.gov". There is a "Welcome Karen Turner | Log Out" link. On the left, there is a navigation menu with links: "PHMSA Home", "Hazmat Home" (highlighted), "Competent Authority", "Explosives", "Fireworks", "Grants", "HAZMATICS", "Hazmat Registration" (highlighted), "M Number & Visual Requalification", "RINs", "Special Permits", "Pipeline Home", "Resource Management", "User Profile", "PHMSA Resources", and "Portal Feedback". The main content area has a "Hazmat Home" header with a biohazard icon and the text "PHMSA Hazmat". There is a search bar with "Search" and "Go" buttons, and a link for "Advanced Search". Below the search bar, there is an "Announcements" section with a table with columns "Date Received" and "Message". The table is empty and says "No announcements." At the bottom, there is a "PHMSA DATAMART" banner with a "Help" link.



Tip 4: On the “Manage Registration” Tab (see below) - You can check your registration/s by entering your company information into ONLY “one” of the six fields below, and click “Details” to get your company information. If you need further assistance, please contact our Registration Help Desk at 202-366-4109.

Pipeline & Hazardous Materials Safety Administration
PHMSA

Registration Home **Manage Registration** Initial Registration Registration Renewal Amendments

Enter Your Company Details

Company Name HM Company ID US DOT ID
Registration ID Zip/Postal Code MC/MX #

Search Result

View ▾

Action	Company Name	Street	City	State	Zip/Postal Code
<input checked="" type="button" value="Details"/>	WILLIAM M KUPER DBA AB & B AUTO TRANSPORTERS	32 ANAWOOD DRIVE	ARNOLD	MO	63010
<input type="button" value="Details"/>	AB TERMITE CONTROL INC	655 E GISH RD	SAN JOSE	CA	95110
<input type="button" value="Details"/>	421205 AB LTD	7 LAURAL CREST PLACE	ST ALBERT	AB	T8N
<input type="button" value="Details"/>	AB PROPANE INC	1700 WEST 50TH ST.	SIOUX FALLS	SD	57105
<input type="button" value="Details"/>	AB SPECIALTY SILICONES, LLC	3790 SUNSET AVENUE	WAUKEGAN	IL	60085
<input type="button" value="Details"/>	AB OIL COMPANY, LLC	47	HARRISBURG	AR	72401
<input type="button" value="Details"/>	AB ONE TRUCKING LLC	3906 STERLING POINTE DR Z6	WINTERVILLE	NC	28587
<input type="button" value="Details"/>	AB PROPANE INC	1700 WEST 50TH ST	SIOUX FALLS	SD	57105
<input type="button" value="Details"/>	AB SERVICES INC	PO BOX 207	FARSON	WY	82930
<input type="button" value="Details"/>	AB OIL COMPANY, LLC	1500 OCEAN AVE	BOULEVARD	NY	11710

Tip 5: On the Initial Registration Tab - You can create a new registration by entering your company information into ONLY “one” of the three fields below, click “Search” to make sure that your company does NOT already exist.

Pipeline & Hazardous Materials Safety Administration
PHMSA

Registration Home Manage Registration **Initial Registration** Registration Renewal Amendments

Enter Your Company Details

Company Name, US DOT ID or DUNS #, to locate your company in DOT's internal records.

Company Name U.S. DOT ID
DUNS #

Since you are submitting an initial registration, your company should NOT exist. Therefore, you should receive the following message below, click OK and Register New Company.

Search Result

Info

No Search Result found for your company. Please go to New Registration

Tip 6: On the Registration Renewal Tab - You can renew your registration/s by entering your company information into ONLY “one” of the six fields below to get your company information, click “Search” and “Select” to bring up your company information:

Pipeline & Hazardous Materials Safety Administration PHMSA

Registration Home Manage Registration Initial Registration **Registration Renewal** Amendments

Enter Your Company Details


Company Name, HM Company ID, US DOT ID, Registration ID, Postal Code or MC/MX #, to locate your company in DOT's internal records.

Company Name HM Company ID U.S. DOT ID
 Registration ID Zip/Postal Code MC/MX #

Search Result

View

Action	Company Name	Company Address
<input type="button" value="Select"/>	421205 AB LTD	7 LAURAL CREST PLACE
<input type="button" value="Select"/>	AB OIL COMPANY, LLC	47
<input type="button" value="Select"/>	AB OIL SERVICE LTD	1599 OCEAN AVE
<input type="button" value="Select"/>	AB ONE TRUCKING LLC	3906 STERLING POINTE DR Z6
<input type="button" value="Select"/>	AB PROPANE INC	1700 WEST 50TH ST.
<input type="button" value="Select"/>	AB PROPANE INC	1700 WEST 50TH ST
<input type="button" value="Select"/>	AB SERVICES INC	PO BOX 207
<input type="button" value="Select"/>	AB SPECIALTY SILICONES, LLC	3790 SUNSET AVENUE
<input type="button" value="Select"/>	AB TERMITE CONTROL INC	655 E GISH RD

Tip 7: Once your company is located  you can also print your certificate and/or submit your renewal. In addition, if you don't know your NAICS, you can hit the NAICS code lookup to find it by using a keyword for your industry type (ex. oil, gas, propane).

Pipeline & Hazardous Materials Safety Administration PHMSA

Registration Home Manage Registration Initial Registration **Registration Renewal** Amendments

Renewal Survey Review Payment Verification Confirmation

* Indicates a required field

Registration History

View

Action	Registration ID	Year Range	Status	Amount Due	Registration Amount	Processing Amount	Amount Received	Underpayment Amount	Refund Amount	Transaction Type	From Date	To Date
<input type="button" value="View/Print Certificate"/>	021810999001UV	2012-2014	Expired	\$400.00	\$500.00	\$25.00	\$525.00	\$0.00	\$0.00	Renewal	7/1/2012	6/30/2014
	1011077500015U	2010-2013	Suspen...	\$6,500.00	\$7,725.00	\$25.00	\$7,750.00	\$1,600.00	\$1,000.00	Renewal	7/1/2010	6/30/2013
	081010550001P	2007-2008	Suspen...	\$375.00	\$350.00	\$25.00	\$375.00	\$0.00	\$0.00	Renewal	7/1/2007	6/30/2008
	010175001002NO	2005-2007	Suspen...	\$275.00	\$250.00	\$25.00	\$275.00	\$0.00	\$0.00	Initial	7/1/2005	6/30/2007

To process a renewal for this company, enter the required (*) fields below and click Next Any necessary corrections or additions to the Company Details given above must be made on the registration statement that will be displayed next. The data displayed there will be taken from the most recent registration period record.

Source Information

Company Name U.S. DOT # Railroad Alpha Code
 DUNS # MC/MX # * NAICS Code

North American Industry Classification System (NAICS) Code for Primary Commercial Activity.

Registration

* From: July 1, * Using the SBA size standard, please select one ☐ SBA Small Business and/or Non-Profit
 * To: June 30, ☐ All Other Businesses
☐ SBA size standard

* Mode(s) Used to Transport Hazardous Materials ☐ Highway ☐ Rail ☐ Water ☐ Air Not for a profit organization under 26 U.S.C. 501 (a) ☒ Yes ☐ No



Tip 8: Avoid Duplicate Payments!
registration duplicates:

Here are a few examples to help you understand what causes

- a) Your company already has an active paid registration that you were unaware of it
- b) You have not received your HAZMAT certificate, so you pay again
- c) You have an ACH that is in the pending status, and need your registration sooner
- d) Someone else has paid for the HAZMAT certificate with a different payment method
- e) You hit the submit button twice, when you did not get an email confirmation



If any of the above scenarios occur, please
you have an active registration or call us first before processing a payment. We be happy to check for
you to help avoid the duplication of your payments.

!!! You will need to check online first to see if
you to help avoid the duplication of your payments.



Tip 9: VERY IMPORTANT...Please check the following before you submit

your registration:

- 1. correct spelling of company name
- 2. business size
- 3. fee amount



Tip 10: You MUST fill out your registration statement completely or it will be **rejected**
cause delays in the processing your registration.

and

.....
We have a new bank location for you to submit your registration by mail. Please see our NEW mailing address
below. Once your registration statement with payment is received, it normally takes 4 to 6 weeks to process.

Standard Remittance Address:

DOT – Haz Mat
P. O. Box 6200-01
Portland, OR 97228-6200

Overnight Express Address:

U.S. Bank Government Lockbox
Attn: DOT – Haz Mat – 6200-01
17650 NE Sandy Blvd.
Portland, OR 97230



For any additional questions or concerns, please contact our Registration Help Desk at **202-366-4109**.
Thank you for registering with PHMSA!