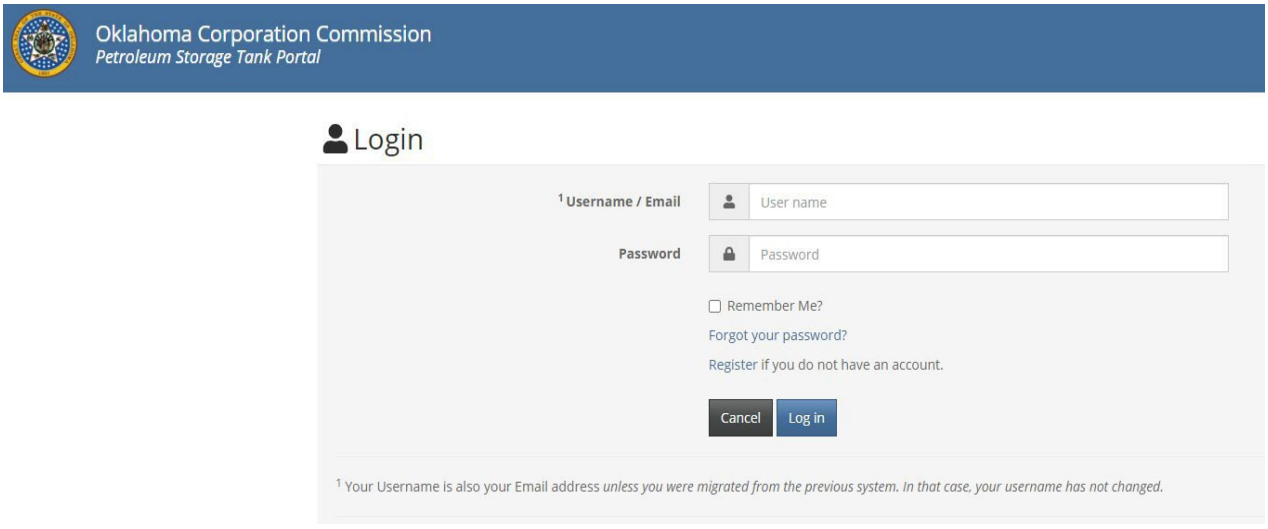
PST Portal

Access and Guidance Document

This document will guide you through the steps of creating a new PST Portal account and requesting access to the different sections of the PST Portal. Please visit https://apps.occ.ok.gov/pstportal for Portal Login or Registration.



If you already have an existing account, you can proceed with entering your username and password. Your username will be the email address you used to register for an account. If you no longer know your password, please select the "Forgot your password" link and you will be prompted to change your password.

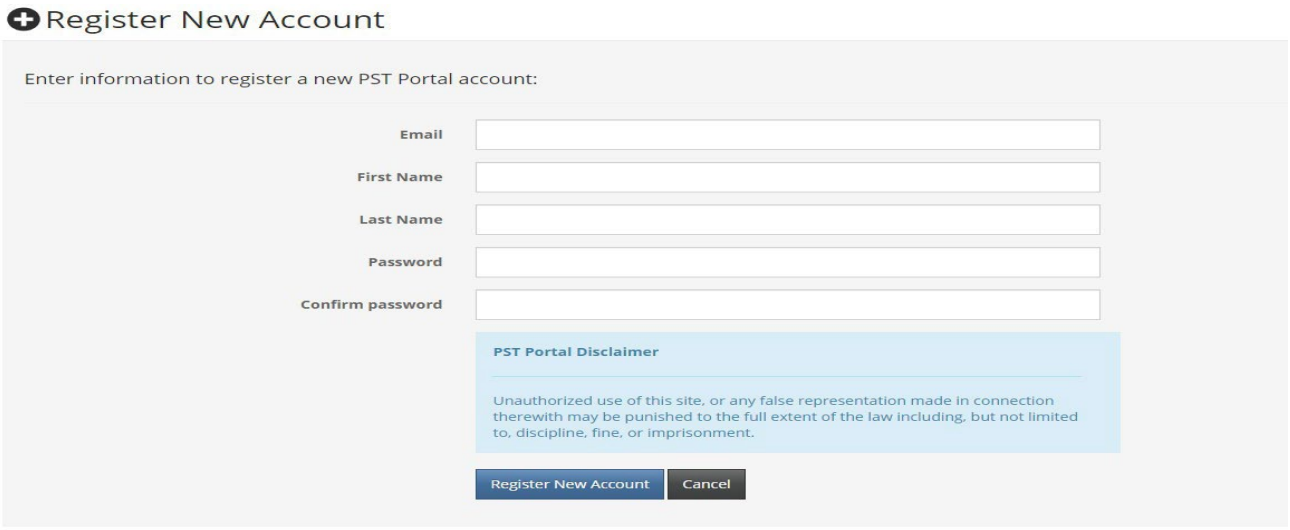


If you do not have PST portal account, please go to the next section for instructions on creating a new account.

Guidance documents lack the force and effect of law, except as authorized by law or as incorporated into a contract or binding legal decision.

Create your Portal account:

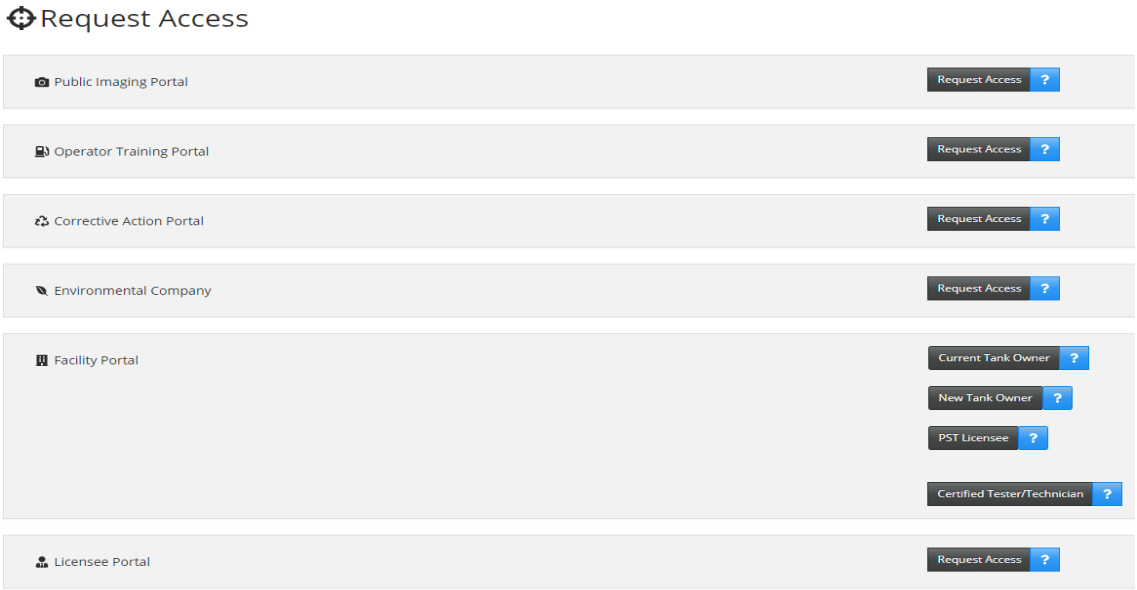
- If you are new to the portal, please select the blue “Register” button.
- Enter the information asked for on the registration page. Once finished, select “Register New Account”.



- Once you have registered your account, an email will be sent to the email account used to register. Please login to your email and confirm the account. If you do not see the confirmation email, please check your junk or spam folder.
- Once your email is confirmed, you can login to your new account. On the PST Portal, click the ‘Login’ button and then enter the username and password selected. Reminder – your username is your email that you used to register.

Request Access:

If you just created your new portal account, login to your account. On the first page you will see the request access page. Find the section you wish to access and click “Request Access”.



Guidance documents lack the force and effect of law, except as authorized by law or as incorporated into a contract or binding legal decision.

PST Portal Sections:

Public Imaging Portal – Access to this section will allow users to view all images captured by the PSTD. This includes tank registrations, inspections, notice of violations, invoices, permits and any other documentation associated with registered tanks and facilities. This section also includes release case information such as technical reports, technical letters, Indemnity Fund applications, purchase orders, and claim payments. You can search by date range, facility number, or case number. This section also includes downloadable lists of all registered tanks and release cases.

Operator Training Portal – Access to this section allows facility owners and operators to complete online operator training and testing. Once the training is complete, you can print your operator training certificate.

Corrective Action Portal – this section is for licensed Environmental Consultants and their staff to manage release cases assigned to them. Users for this section must be a licensed Environmental Consultant or associate.

Environmental Company – Access for this section is for environmental companies that need to register their company's payment information associated with the Indemnity Fund and manage staff on the Corrective Action Portal.

Licensee Portal – The Licensee Portal is for any user who is currently licensed with the PSTD or is wanting to apply for a new license.

Facility Portal – this section contains all tank registration forms and scheduling forms. Tanks owners, PSTD Licensees or Certified Testers/Techs can request access to this section. Tank owners can also view their facility information, operator information (remove assigned operators), and add associates to the account.

Access for Tank Owners:

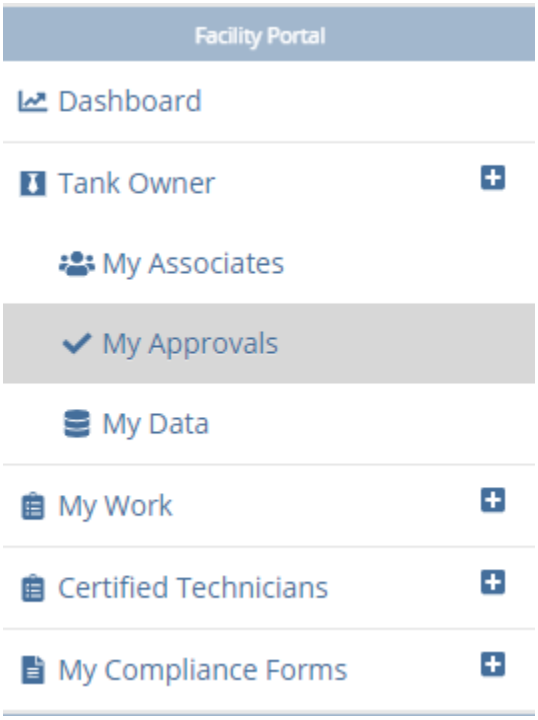
If you are a current tank owner with other facilities and have an existing owner account in our system, you can request access to the 'Facility Portal' as a 'Current Tank Owner' and you will be prompted to enter your PIN. If you need to request another PIN, please contact PST at (405)521-4683. Once you have access, you can view the 'My Compliance Forms' section to complete the necessary forms.

If you are a new tank owner registering tanks for the first time, you will need to request access to the 'Facility Portal' as a 'New Tank Owner' and you complete several fields to establish an owner account. Once this is complete, PST will issue the PIN. You will then login to the portal again and request access to the 'Facility Portal' as a 'Current Tank Owner' and you will be prompted to enter the PIN. Once access is granted, you can view the 'My Compliance Forms' section to complete the necessary forms.

Portal Information for Tank Registration Forms:

All tank registration forms are required to be completed electronically on the PST Portal. Following are instructions and tips for each.

New Tank Registration – if you have installed new tanks, the installing company can create the tank registration form and attach all the required documentation. Once they complete the registration, it is sent to the tank owner for review, approval, and submission. As tank owner, you will need to login to your portal account to review the tank registration. New tank registration forms that are ready for tank owner approval and submission can be found under 'Facility Portal/Tank Owner/My Approvals'. Final approval requires tank owners to download the sign-off page, sign, and then upload/attach. You can sign with a digital signature or print the form, sign, and scan back in to upload as an attachment.



Once the tank registration form is submitted, it is reviewed by PST Compliance staff. Upon approval, PST will issue a tank registration invoice. Once the invoice is paid, PST will issue the tank permit. The tank permit is required before the tanks can be used and fuel dispensed.

Guidance documents lack the force and effect of law, except as authorized by law or as incorporated into a contract or binding legal decision.

Change of Ownership – if you are a new tank owner and need to change the ownership, you will go to the 'Facility Portal' section and then 'My Compliance Forms' to find 'Change of Ownership'. You will select the blue 'Create New Form' button and enter the Facility number for the facility you are transferring.



Step 1 is the current Owner and Facility Information.

Step 2 is the new Owner Name and address. You will select the green 'Update' button and select the blue checkmark to select the owner.

Step 3 is the number of ASTs (aboveground storage tanks) and USTs (underground storage tanks) and total number of tanks. You will also enter the transfer date in Step 3. Select the green 'Update' button to enter/update the information in this section.

Step 4 is the attachments section. You will select the attachment type of "Deed" and then select file to find the file you are attaching and then select "Upload". If you have a bill of sale or other type of official ownership document, you must still select deed as the attachment type as this is a required attachment and you cannot proceed until this required attachment type is completed. If you have additional documentation, you can attach as "Generic Attachment".

Step 5 is the submit button. Once all other steps are complete, this button will be green and you can submit your form.

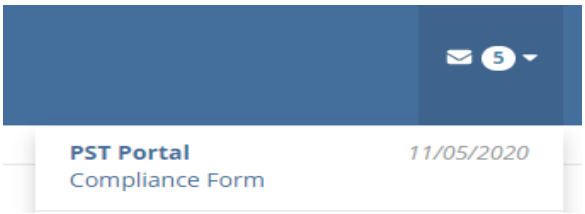
Once the change of ownership form is approved, PST will issue a tank registration invoice or the invoice has already been paid for the current fiscal year, a new tank permit in the new owner's name.

Out of Service and Return to Service – These forms require similar steps to be completed. There are required attachments for each form. Once all the required steps are completed, the 'Submit' button will turn green and you can submit the form.

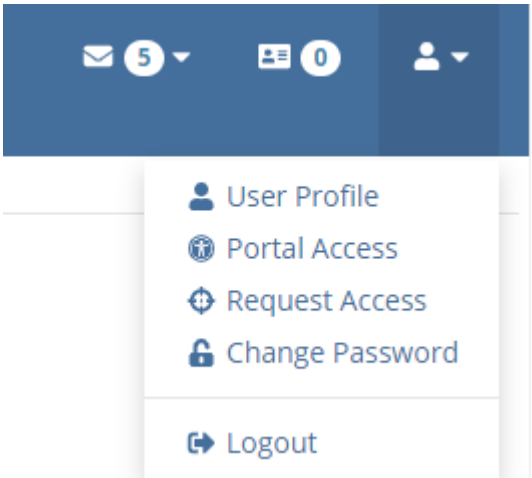
Permanent Closure – This form is created by the tank remover or environmental consultant that completed the tank removal. Once the closure form is approved, PST will issue an official closure letter that is mailed to the tank owner.

Additional Information and Portal Tips:

- If any of the information is deficient or more information is needed, the registration forms will be sent back via the portal for corrections.
- If a form is sent back for corrections, you will receive an email stating you have a secure message on the portal. You will need to login to the portal to check your secure message inbox (see small envelope in top right hand corner of portal screen).



- If you are requesting access as a new tank owner, please make sure the owner name provided is the same owner name as listed on the deed. For example, if the deed has an business name as the owner, make sure you request access as a new owner with that same business name instead of your individual name.
- If you are requesting access as a new tank owner, please make sure you attach a copy of a deed, bill of sale, or other official ownership document. Access will be denied until proper proof of ownership is submitted.
- If you have multiple owner accounts, a different unique user id (email) is required for each owner login.
- Attachments must be in PDF format.
- Tank Registration fees cannot be paid online through the portal at this time. Please mail in a check to the address provided on the invoice.
- You can view your access, request access to a different portal section, or update your password under the 'User Profile' section of the top right hand corner of the main portal screen.



Please contact the PSTD at (405) 521-4683 if you have additional questions or need assistance.

Guidance documents lack the force and effect of law, except as authorized by law or as incorporated into a contract or binding legal decision.