#### Operator Training User Walkthrough: Portal Login

The updated URL for the PST Portal is: <a href="https://apps.occeweb.com/pstportal">https://apps.occeweb.com/pstportal</a>



Oklahoma Corporation Commission

page 521-2211 | Jim Thorpe Boilding, 2101 N. Lincoln, Oklanoma City, CW 73105 | Hours of Operation | Monday - Friday | 8:00am - 4:30pm

There are three scenarios to consider if you are experiencing difficulty logging in to the PST Portal.

- 1. You are an operator who had an account to the prior training website. You remember your username and your password. (see 1 below)
- 2. You are an operator who had an account to the prior training website. You DO NOT remember your username and/or your password. (see 2 below)
- 3. You do not have an account and need to start from the beginning. (see 3 below)

# 1. You are an operator who had an account to the prior training website. You remember your username and your password.

- a. From the URL listed above, click Login (see figure 1)
- b. The User name will be the same username you used before the PST Portal went live.
- c. The Password will be the same password you used to successfully login before the PST Portal went live.
- d. This will log you in and you will see the screen in figure 3.
- e. You will not be able to navigate anywhere in any portal until you complete the screen in figure 3.
- f. Once you do, log out, then log back in using the email address as your username. Use the same password.
- g. This will log you in and you will see a screen similar to figure 7.

## 2. You are an operator who had an account to the prior training website. You DO NOT remember your username and/or your password.

a. You need to create a new account.

#### 3. You do not have an account and need to start from the beginning.

- a. From the URL listed above, click the Register link (see figure 1)
- b. Complete the registration form and click "Register New Account"
- c. A confirmation email will be sent to the email address you provided. Check your email for a message from noreply@occemail.com
  - i. This could be in the junk/spam folder. Confirmation emails must usually be moved to your inbox before the link in the email will work.
  - ii. Find a way to add <u>noreply@occemail.com</u> to your safe sender's list, or your white list, or add a rule that will allow email from that address to come through.
- d. Click the confirmation link in that email.
- e. Login using your email address as your username and the password you created.
- f. This will log you in and you will see the screen in figure 2.
- g. Click Request Access
- h. You will see the screen in figure 5.
- i. Click the Request Access button for the Operator Portal.
- j. You will see the screen in figure 6.
- k. Select the appropriate Operator Type. If you do not know, click the blue question mark button to the right of the drop down to read the details for all operator types.
- 1. Click Request Operator Portal Access.
- m. You will be taken to the screen in figure 7.
- n. Click the Add Facilities button to associate yourself with the proper facility or facilities. You will need to know the facility number. If you do not know your facility number, click the blue question mark button to the right of the facility number textbox to see the 3 easiest ways to determine your facility number.
- o. One your have been associated with a valid facility, you can begin training.

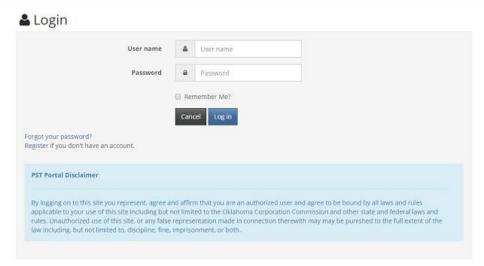


Figure 1

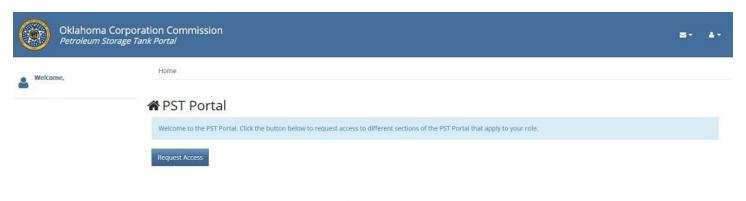


Figure 2

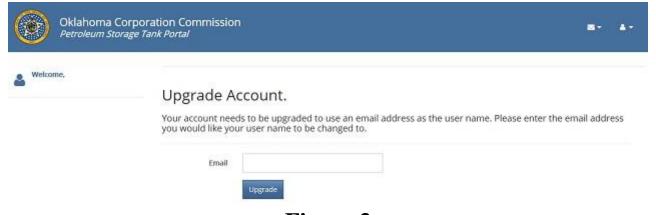


Figure 3



### Forgot your password?

Enter your email.

Email

Request Password

Figure 4

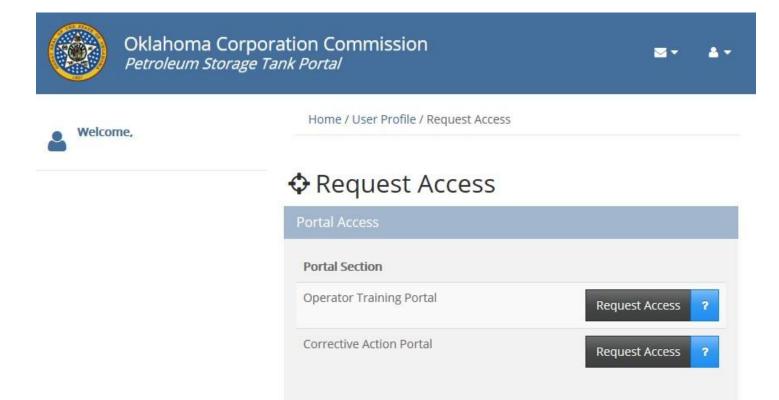


Figure 5

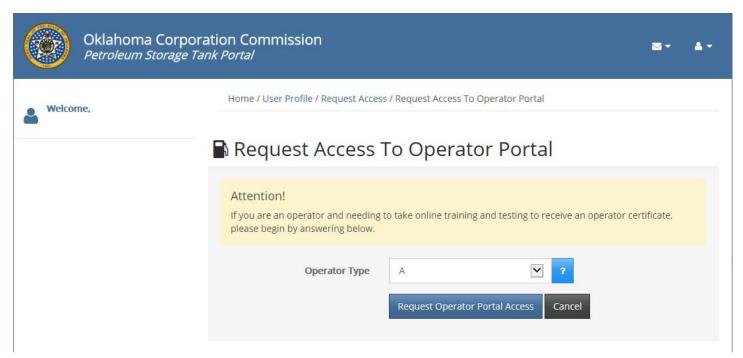


Figure 6

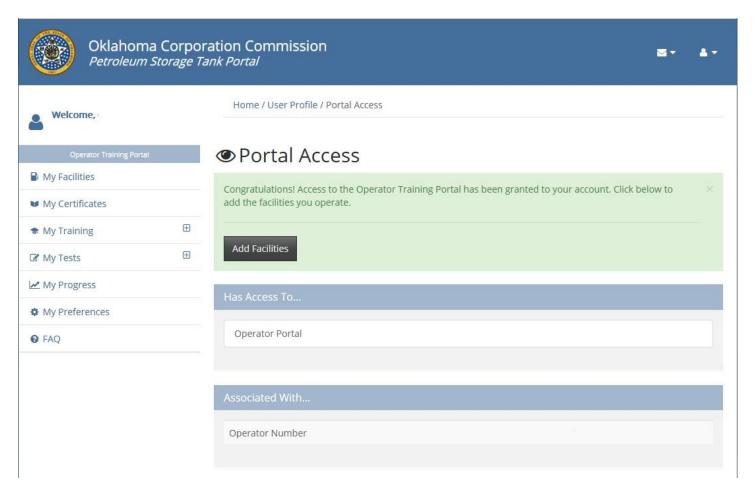


Figure 7