URL for the PST Portal is: https://apps.occeweb.com/pstportal

This document is intended to help you access and/or use the PST Facility Portal. Below are the two most common scenarios that need guidance:

1. **You do not have a PST Portal account and need to start from the beginning.** (see 1 below)

2. **You already have a PST Portal account but you need access to the new Facility Portal section** (see 2 below)

**1. You do not have a PST portal 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. Add noreply@occemail.com to your safe senders list, or your white list, or add a rule that will allow email from that address to come through if confirmation email does not arrive.
   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 3.
   i. Click the Request Access button for the Facility Portal. Please proceed with the appropriate selection based on the type of user. You may select the blue question mark by the type of user to review the details of each.
   j. If you are the Current Tank Owner, you will be required to enter the OCC PIN issued in the letter mailed to the registered tank owner. See figure 4.
   k. If you do not have this letter, please contact PST Administration Department at 405-521-4683 to request a new PIN letter.
1. If you are a New Tank Owner, meaning you are not the registered tank owner for any other facility and have not completed a tank registration form or change of ownership form for your facility, you will be required to enter basic owner information to proceed. See figure 5. Once your access is approved, you will receive notification to proceed.

m. If you are a PST Licensee, you will be required to enter your last name and last 4 of your SSN. See figure 6.

n. If you are a Certified Tester/Technician, you will be required to enter your information and upload a copy of your certificate to proceed. See figure 7. Once your access is approved, you will receive notification to proceed.

2. You already have access to the PST Portal but need access to the new Facility Portal section – this is for users that already have an account for operator training (as an owner or operator), the Public Imaging portal, or the Corrective Action portal (as a licensee or Admin user).

a. When you log in you will see the sections of the portal that you already have access to.

b. To access the new Facility Portal section, go to the user profile icon in the top right hand corner of the screen.

c. Select the drop down arrow and select Request Access. This will open up the Request Access screen in figure 3. Please proceed with the appropriate selection based on the type of user you are. You may select the blue question mark by each type to review the details of each user type. Please see information above under number 1 or the figures below for information on access for each different type of account.
Figure 3

Figure 4
Figure 5

Figure 6
If you are a certified lead technician (NACE, STORPA, etc.), complete the form below to access the Facility Compliance section. A current copy of your certification is a required upload. Upon verification of that certificate, your account will be granted access to the Facility Compliance section.

First Name  
Middle Initial  
Last Name  
Expiration Date for Certificate  

Copy of Certificate (PDF)  

Submit
PST Facility Portal Functionality for Tank Owners:

Please note, if you are a new tank owner that has never owned a tank and you are not already established in the PST database, you must first request access to the Facility portal as a new owner. Once your new owner account is approved, you can proceed with a tank registration or any form listed below.

- **Dashboard**
  - Provides operators that are set to expire within 30 days or have already expired.
  - Provides Notice of Violations issued in the last 30 days.
  - Provides Temporary Fuel Authorizations set to expire within 30 days or have already expired.
  - Provides information of compliance forms submitted on the portal in the last 90 days.

- **Tank Owner**
  - Allows tank owners to add and invite associates to their account.

- **My Work**
  - My Facilities – provides a list of facilities.
  - My Contacts – provides a list of contacts for your facilities.

- **My Compliance Forms**
  - Change of address
  - Change of Ownership
  - Seller’s Notification
  - Scheduling Form
  - Tank Registration – for new tanks or updates
  - Out of Service – for temporary closure of tanks
  - Return to Service – to return to service tanks that have been temporarily closed
  - Permanent Closure
  - Activity Correspondence – correspondence related to scheduled activities such as tank installations or closures.

PST Facility Portal Functionality for Associates, PST Licensees, Certified Testers and Technicians:

- **Associates (lessee, operator, 3rd party)** – has access to all the forms listed above with the exception of the Change of Ownership and Seller’s Notification. Associates must receive an invitation to the facility portal from the tank owner.

- **PST Licensees** – can access all Compliance forms except the Change of Ownership form and Seller’s Notification form.

- **Certified Testers and Technicians** – can only access the PST Scheduling form.

Please note, the Tank Registration requires the tank owner’s electronic signature even if the form is completed by another user/role. The Change of Ownership form and Seller’s Notification form can only be completed by the tank owner and requires the tank owner’s signature.