

Dear Registrants,

This is our 1st Hazmat Registration newsletter with tips and illustrations to make your registration process easier. We also want to inform you of the upcoming changes for registration year 2019. We are excited because you no longer need to wait to register. That's Right!!! You can register "anytime" before the July 1st deadline to avoid the rush. This will help take the stress out of making your registration deadline.



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 screenshot shows the PHMSA registration form. At the top, it says 'PHMSA Pipeline and Hazardous Materials Safety Administration' and 'U.S. Department of Transportation'. Below that, there are navigation tabs for 'Contact Information', 'Verification', and 'Confirmation'. The current page is 'Contact Information'. The form asks the user to select a user type and provides fields for First Name, Middle Initial, Last Name, and Username. It also has fields for Address #1, Address #2, Country (set to United States), City, State, and Zip Code. On the right side, there are fields for US Work Phone, Alt Phone, Fax, Work Email, and Confirm Email. At the bottom, there are 'Cancel' and 'Next' buttons.



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

The screenshot shows the PHMSA Hazmat Home page. The top navigation bar includes 'PHMSA', 'Contact us at : PortalSupport@dot.gov', and 'Welcome Karen Turner | Log'. A left sidebar menu lists various categories, with 'Hazmat Home' expanded to show sub-links like 'Competent Authority', 'Explosives', 'Fireworks', 'Grants', 'HAZMATICS', 'Hazmat Registration', 'M Number & Visual Requalification', 'RINS', and 'Special Permits'. The main content area features the 'PHMSA Hazmat' logo, a search bar, and an 'Announcements' section with the text '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/ID
<input type="button" value="Details"/>	WILLIAM M KUPER DBA AB & B AUTO TRANSPORTERS	32 ANAWOOD DRIVE	ARNOLD	MO	6301
<input type="button" value="Details"/>	AB TERMITE CONTROL INC	655 E GISH RD	SAN JOSE	CA	9511
<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	5710
<input type="button" value="Details"/>	AB SPECIALTY SILICONES, LLC	3790 SUNSET AVENUE	WAUKEGAN	IL	6008
<input type="button" value="Details"/>	AB OIL COMPANY, LLC	47	HARRISBURG	AR	7243
<input type="button" value="Details"/>	AB ONE TRUCKING LLC	3906 STERLING POINTE DR Z6	WINTERVILLE	NC	2858
<input type="button" value="Details"/>	AB PROPANE INC	1700 WEST 50TH ST	SIOUX FALLS	SD	5710
<input type="button" value="Details"/>	AB SERVICES INC	PO BOX 207	FARSON	WY	8293
<input type="button" value="Details"/>	AB OIL COMPANY LTD	1500 OCEAN AVE	BOULEVARD	NY	1177

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:

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

Action	Company Name	Company Address
Select	421205 AB LTD	7 LAURAL CREST PLACE
Select	AB OIL COMPANY, LLC	47
Select	AB OIL SERVICE LTD	1599 OCEAN AVE
Select	AB ONE TRUCKING LLC	3906 STERLING POINTE DR Z6
Select	AB PROPANE INC	1700 WEST 50TH ST.
Select	AB PROPANE INC	1700 WEST 50TH ST
Select	AB SERVICES INC	PO BOX 207
Select	AB SPECIALTY SILICONES, LLC	3790 SUNSET AVENUE
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).

Registration History

Action	Registration ID	Year Range	Status	Amount Due	Registration Amount	Processing Amount	Amount Received	Underpayment Amount	RefundAmount	Transaction Type	From Date	To Date
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

Source Information

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

Registration

* From: July 1, * Using the SBA size standard, please select one SBA Small Business and/or Non-Profit
 All Other Businesses
 SBA size standard
 * To: June 30,
 * Mode(s) Used to Transport Hazardous Materials Highway Rail Water Air Not for a profit organization under 26 U.S.C. 501
 Yes
 No



Tip 8: Avoid Duplicate Payments!
registrations 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** and 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.

<p><u>Standard Remittance Address:</u></p> <p>DOT – Haz Mat P. O. Box 6200-01 Portland, OR 97228-6200</p>	<p><u>Overnight Express Address:</u></p> <p>U.S. Bank Government Lockbox Attn: DOT – Haz Mat – 6200-01 17650 NE Sandy Blvd. Portland, OR 97230</p>
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For any additional questions or concerns, please contact our Registration Help Desk at **202-366-4109**. Thank you for registering with PHMSA!