

## Approving Forms as an Owner (Facility Portal)

This document will show you how to approve forms submitted to you through the Facility Portal. Various form may require your approval and signature before they can be submitted to PST for approval. Follow the steps in this guide to learn how to approve these forms.

### Accessing the Portal:

- 1) Access the PST Portal and log into your account. If you have an account, click Login. Otherwise click 'Register'



- 2) Your account will need access to the Facility Portal to continue. If you already have an account proceed to the next section. If you need more help creating an account please reference the other help guide titled Requesting Access on the PST Portal.

### Login

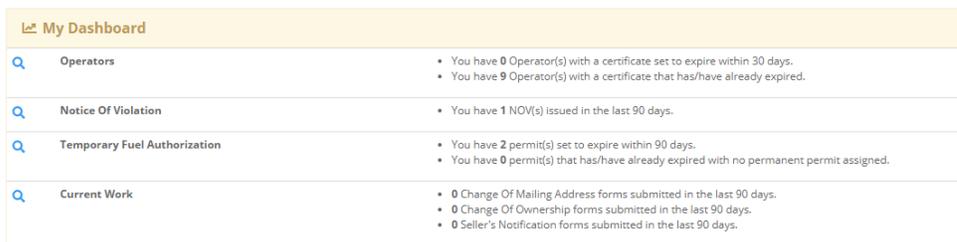
The image shows a login form with a light gray background. It features two input fields: "Username / Email" with a user icon and "Password" with a lock icon. Below the password field, there is a "Remember Me?" checkbox, a link for "Forgot your password?", and a link for "Register if you do not have an account." At the bottom, there are two buttons: a dark gray "Cancel" button and a blue "Log in" button.

### Finding your Approvals:

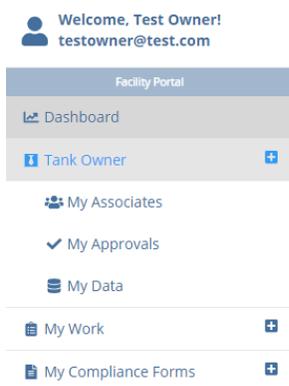
- 1) On the left hand side of the page after logging in you will see a navigational bar. Find the section titled Facility Portal.



Home / Facility Portal / Dashboard



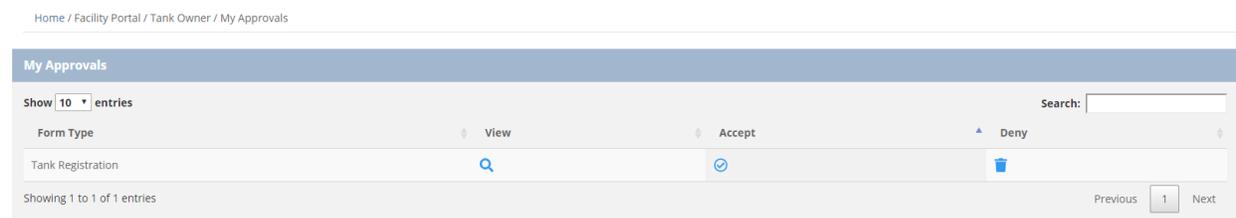
2) Click on the 'Tank Owner' section



3) Click on 'My Approvals'

### My Approvals Screen:

Pictured below is the 'My Approvals' screen. If a compliance form has been submitted and is awaiting your approval it will be here. You have three options from this screen.



### View:

Clicking the magnifying glass will allow you to view the form that was submitted for your approval.

### Deny:

Clicking the trash can under deny will reject the form and let the person who submitted it know it was denied.

**Accept:**

Clicking the checkbox under Accept will bring you to a new page that will require your signature. Click into the box and using your mouse sign your name and then click Submit. This will approve the application and send it to PST for approval.

**Digital Signature**

I certify that I am Test Owner, as identified by the user account I used to log in to the PST Portal.  
I have read and understand that by clicking the submit button that I am confirming that I have reviewed the information given in this form and can verify that it is true, complete and accurate to the best of my knowledge and that any false representation made in connection there with may be punished to the full extent of the law including, but not limited to, discipline, fine, or imprisonment.

Submit

Sometimes when clicking Submit the form will not submit and will hang or spin continuously for certain users. Generally this is because your computer or network is not allowing JavaScript to run properly or our website is not whitelisted on your network. Please ensure our website is whitelisted on your network. Unfortunately because these fixes vary from network to network we are unable to provide further clarification on these solutions. For more information on how to do these tasks please contact your IT department.