

# Public Imaging Walkthrough: Portal Login

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



Oklahoma Corporation Commission

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

1. You do not have an account and need to start from the beginning. (see 1 below)
2. You have already created an account, but you DO NOT remember your username and/or your password. (see 2 below)
3. You can log in and you have access to Public Imaging but you need help conducting a search (see 3 below).

## **1. 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](mailto: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 [noreply@occemail.com](mailto:noreply@occemail.com) 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 Public Imaging Portal.
- j. You will see the screen in figure 6.
- k. After completing the form, click the “Submit” button.
- l. You will be taken to the screen in figure 7. This is the final step for registering an account and obtaining access to Public Imaging. For more information, please see item 3 below.

## 2. You have already created an account, but you DO NOT remember your username and/or your password.

- a. From the URL listed above, click Login (see figure 1)
- b. If you cannot remember your username:
  - i. From the Login screen in figure 1, click “Forgot your password?”
  - ii. Enter every email address you own, one at a time, and click “Request Password”. See figure 4.
  - iii. IF you used one of those email addresses to create your account then we will have a record of that email address, and the message you will receive is *‘Please check your email to reset your password.’* This message will display on the screen in figure 4.
  - iv. IF we do not have a record of the email address you entered on the screen in figure 4, when you click “Request Password” you will get a message on that screen that says *“The user does not exist or the email has not been confirmed.”* This means we do not have a record of that email address, and you must not have used that email when creating your account.
  - v. If you have exhausted your list of email accounts you own, then sign up for a new account.
- c. If you cannot remember your password:
  - i. From the Login screen in figure 1, click “Forgot your password?”
  - ii. Enter your username / email address and click “Request Password”. See figure 4.
  - iii. You will receive a message on the screen that says *‘Please check your email to reset your password.’*
  - iv. When you do receive a “Forgot my password” email, click the link in the email and you will be taken to a screen where you can change your password, and then login to the PST Portal.
  - v. Check your email for a message from [noreply@occcemail.com](mailto:noreply@occcemail.com)
    1. 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.
    2. Find a way to add [noreply@occcemail.com](mailto:noreply@occcemail.com) to your safe sender’s list, or your white list, or add a rule that will allow email from that address to come through.

### **3. You can log in and you have access to Public Imaging but you need help conducting a search.**

- a. When you log in you will see the Public Imaging Portal menu on the left of the screen.
- b. That menu currently lists “Downloads” and “Image Search”.
- c. Currently the Downloads section makes two spreadsheets available:
  - i. A complete list of all tanks in Oklahoma registered with the OCC.
  - ii. A complete list of all Oklahoma cases (confirmed release or suspicion of release) reported to the OCC.
- d. Both of the above spreadsheets are made available to help you begin your image search. The image search requires that you start your search with a facility number or a case number, and the above lists provide that information.
- e. Currently the Image Search section allows you to conduct a two-phase search.
  - i. Search Phase One: You begin your search with a facility number, a case number or a date range (limited to a 5 day range). Conducting this search will populate the results grid with a wide range of results.
  - ii. Search Phase Two: The results grid has a header section that allows you to set the number of results that you would like to see per page. That section also provides the second phase search option. The results grid will filter itself as you type any phrase into the search box. For example: If you begin to type a date, the results in the grid will filter immediately as you type that date. If you are an experienced imaging user and you know the document type (called the image index) you can also type that into the search box and the results grid will immediately filter out all documents that do not match.
- f. Once you have conducted your search and decided upon an image to view, you will click the view button (indicated by a magnifying glass in the left hand column of the results grid) and that will open the detail screen for that image. This is important because this detail page contains the size of the file that you can download. It is up to you to determine if the file size is appropriate for downloading (consider your data plan, etc). Please allow for longer wait times when downloading larger files.



## Login

User name

Password

Remember Me?

Forgot your password?  
Register if you don't have an account.

**PST Portal Disclaimer**

By logging on to this site you represent, agree and affirm that you are an authorized user and agree to be bound by all laws and rules applicable to your use of this site including but not limited to the Oklahoma Corporation Commission and other state and federal laws and rules. Unauthorized use of this site, or any false representation made in connection therewith may be punished to the full extent of the law including, but not limited to, discipline, fine, imprisonment, or both.

**Figure 1**



Welcome,

Home

## PST Portal

Welcome to the PST Portal. Click the button below to request access to different sections of the PST Portal that apply to your role.

**Figure 2**

Welcome,

### Upgrade Account.

Your account needs to be upgraded to use an email address as the user name. Please enter the email address you would like your user name to be changed to.

Email

**Figure 3**

### Forgot your password?

Enter your email.

Email

**Figure 4**



Welcome,

Home / User Profile / Request Access

## Request Access

Public Imaging Portal	Request Access ?
Operator Training Portal	Request Access ?
Corrective Action Portal	Request Access ?

**Figure 5**



Welcome,

Home / User Profile / Request Access / Request Access To Public Imaging Portal

## Public Imaging

### Attention!

To gain access to the Oklahoma Corporation Commission's Imaging system, please complete the form below.

Address

City

\* State

Zip

\* Reason for requesting access

\* Required

Submit

**Figure 6**



 Welcome,

Public Imaging Portal

 Downloads

 Image Search

## Portal Access

Has Access To...

Public Imaging Portal

**Figure 7**