Requesting Access on the PST Portal

This document will guide you through the steps of requesting access to the various sections of the PST Portal. This will include if your account is brand new or you have an existing account and are looking to gain access to another section of the PST Portal.

Create your account:

If you already have an existing account you can skip to the next section.

1) Access the PST Portal and click 'Register' button on the home page.

2) Enter the information asked for on the registration page. Once finished click 'Register New Account' button.
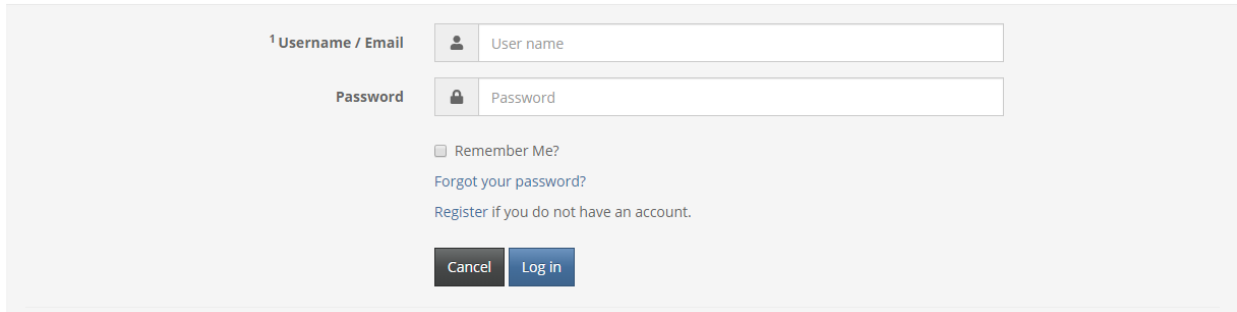
3) An email will be sent to the account you have used to register. Please log into your email and verify your account. If you do not see the email please check your junk or spam folder. If you

click the link and are unable to access the page you may have to remove the work "noclick_" from your link. For example www.occweb.noclick_com will become www.occweb.com when "noclick_" is removed.

4) Login to your new account. On the PST Portal, click the 'Login' button (step 1). Then enter the information you registered with and login.

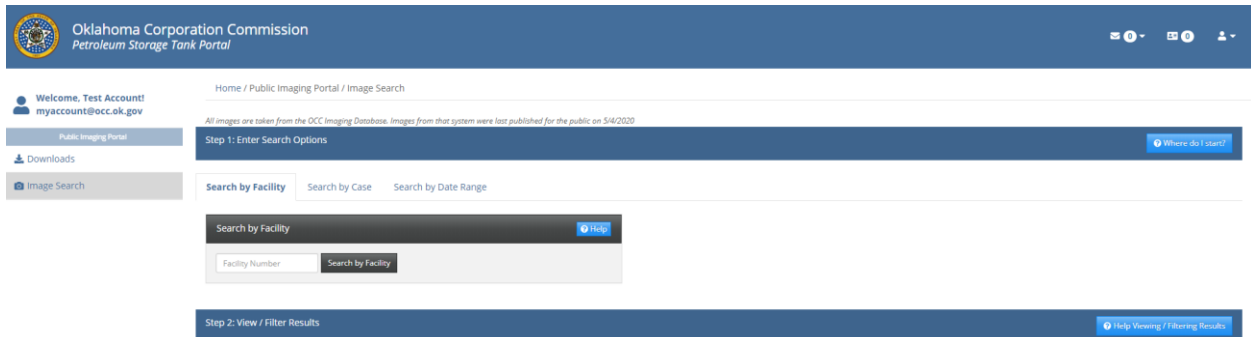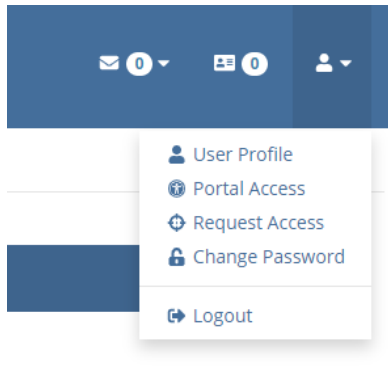**Request Access:**

If you just created your account, log into your new account. Once you have logged in the first page you will see with a brand new account is the request access page. Depending on what part of the portal you wish to access you will need to provide information for verification. For more information continue reading the guide.

1) If you log into your existing account, look at the upper right hand corner of the PST Portal. In the upper right hand corner you will see an icon of a person.

2) Click the icon shaped like a person and select 'Request Access' from the dropdown that appears.

3) The request access page has a specific section for each part of the Portal. Find the section of the portal you wish to access and click the corresponding button. Below is a description of each portal section.

Public Imaging Portal:

Access this section if you want to view images captured by OCC. This includes registrations, documents, inspections, notice of violation recorded by OCC for facilities, release case information, technical reports and other entities related to PST.

Operator Training Portal:

Are you a facility operator looking to complete their training with PST? This portal section will get you started on finishing the required education and testing to be a facility operator.

Corrective Action Portal:

Are you a licensed individual registered with PST? The Corrective Action Portal will help manage cases and items related to them. Must be a registered licensee to access this section of the portal.

Environmental Company:

Register your company's payment information with PST and control access of staff on the Corrective Action Portal.

Facility Portal:

Fill out compliance forms for facilities that you are an owner or associate of. Licensees can also gain access to smaller forms to fill out on behalf of an owner. If you are wanting to schedule something with a facility you own use this portal. Must be an owner registered with PST, granted access by an owner, be a licensee or register as a certified technician to access this part of the portal.