U.S. Department
of Transportation

**Pipeline and
Hazardous Materials
Safety Administration**

East Building, PHH – 32
1200 New Jersey Avenue, Southeast
Washington, D.C. 20590

New DOT Explosives Classification Portal

The invitation:

PHMSA is inviting IME, COSTHA, DGAC and the DOT authorized explosives labs to partake in beta testing the New DOT Explosives Classification (EX) Portal. The portal will be available for "test driving" during the period March 13 through March 24, 2017. The invitation is extended to all your members and staff.

The expectation:

Is for you to explore the new EX Portal system. Question and/or comment on the new portal; likes, dislikes and recommendations for improvements, enhancements, etc. Please submit your comments to William Fink at William.fink@dot.gov 202-366-1108 by close of business March 24, 2017.

How do you take a "test drive"?

Follow the ***Explosives Approval Application Wizard Process*** on the next page.

The user name is: **applicant1** or **applicant2**
The Password is: **welcome1** for both
Both the user name and password are case sensitive.

Need Help or Have Questions?

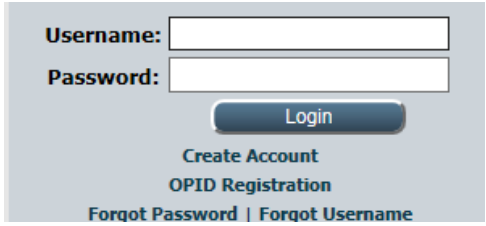
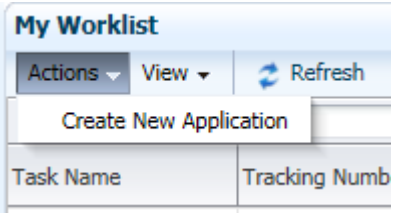
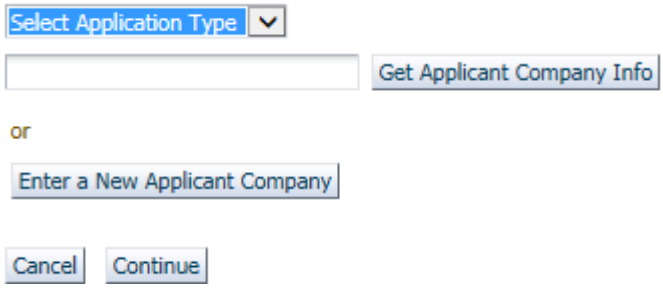
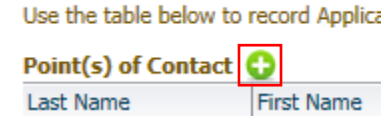
See "Helpful Hints" on Page 4
Hours- Monday through Friday 8:00 AM until 4:00PM EDT
Questions concerning the Portal Functionality –
Matthew Foutz at matthew.foutz.ctr@dot.gov
Questions Concerning Explosives Application Functions-
William Fink at william.fink@dot.gov

Thank you and Enjoy- PHMSA knows your time is valuable so we thank you in advance for your participation.

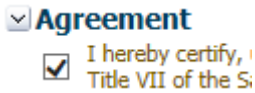
Sincerely,
William Fink
US DOT PHMSA
Transportation Specialist

3/10/17

Explosives Approval Application Wizard Process

1.  	a. Enter the following URL in your browser (for best results use Internet Explorer 10): http://hazmatonlinedevtest.phmsa.dot.gov/PHMSAPortal2 b. Enter provided testing Username and Password and then select 'Login' c. Select 'Okay' at the Disclaimer message that follows
2. 	a. Expand the 'Hazmat Home 'section of the menu on the left by clicking on the small triangle symbol b. Select "Explosives"
3.  	On the "My Worklist" Page, select 'Actions' →'Create New Application'
4.  	a. Select Application Type b. Type Applicant Company Name (Smart Search will display matches) c. Select Applicant Company Name from list d. Select 'Get Applicant Company Info' • Or, if Applicant Company is not in the database, select 'Enter a New Applicant Company' e. Select 'Continue'
5.  	Add Point(s) of Contact by selecting the green 'Add' button
6. **Emergency Processing**	Select and complete 'Emergency Processing' section

7. **Confidential Handling**	Select and complete 'Confidential Handling' section
8. **Examining Agency Report or Foreign Competent Authority Approval Number**	Enter Examining Agency Report or Foreign Competent Authority Approval Number
9. **Manufacturing Facility**	Select and complete 'Manufacturing Facility' section
10. Save Exit Next	Select 'Save' at any point to save input Select 'Exit' at any point to exit without saving Select 'Next' to save input and proceed to the next page
11. **Description**	a. Input 'Requested Technical Name' (If any) b. Provide product name and description c. Provide summary
12. **Examining Agency/Foreign Competent Authority** **Add EA/Foreign Competent Authority**	Add/select EA or FCA by selecting the green 'Add' button
13. **Regulation** Use the table below to **Regulation**	Select Regulation(s) by selecting the green 'Add' button
14. **UN Number** Use the table below to **UN Number** UN/NA # Proper Sl	Select UN Number(s) by selecting the green 'Add' button
15. Save Exit Prev Next	Select 'Save' at any point to save input Select 'Exit' at any point to exit without saving Select 'Prev' to save input and proceed to the previous page Select 'Next' to save input and proceed to the next page

16. 	Add/upload Documents by selecting the green 'Add' button
17.  	Check the Agreement checkbox
18. 	Select 'Save' at any point to save input Select 'Exit' at any point to exit without saving Select 'Prev' to save input and proceed to the previous page Select 'Submit' to save input and submit the application

Helpful Hints

1. The system works best with Internet Explorer 10. Difficulties with Google Chrome exist.
2. Documents are limited in size to 10 MB.
3. Screen shots with "red lined" recommendations on valued enhancements are important to ensure the enhancement is understood, documented and appreciated.
4. Screen shots of any error messages are helpful to the developers, always include one when an unexpected error message is encountered.
5. Refresh times are slower in the test environment.
6. Have fun with the new EX Portal.