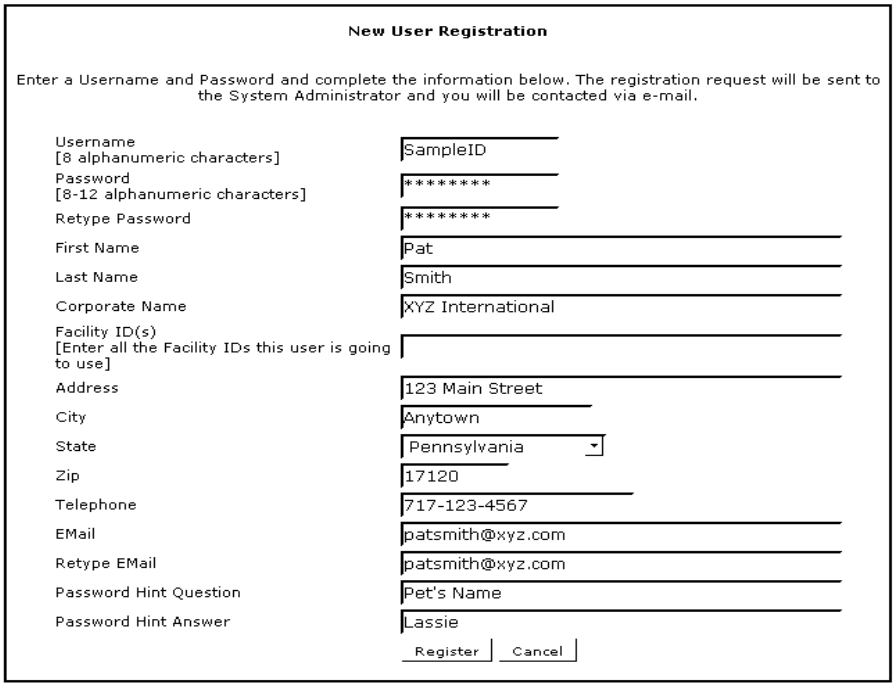
PATTS NEW USER REGISTRATION PROCESS

If you are a new user of PATTS, you will need to register to get a user account in the system. You have the ability to enter Tier II reports for various facilities you may be managing under your user account. Start by completing a New User Registration Form. The Administrator will review the completed registration form, and you will be contacted by email when your PATTS User Account has been approved. Follow the instructions in this section to register as a new user of the system.

1. Log onto the PATTS site address: https://www.lipatts.state.pa.us/submit
2. Click on *Register Now.* This will prompt you to complete a registration form.
3. Choose a Facility Username that is a single alphanumeric word with 8 characters. You cannot enter in any quotation marks or other special characters such as #, $ into this field.
4. Choose a Password that is a single alphanumeric word with 8-12 characters. The password must be a mix of at least 3 of the following categories: upper case, lower case, numeral, or special characters.
5. Retype the Password.
6. Enter your First Name.
7. Enter your Last Name.
8. Enter your Corporate Name.
9. Enter the Facility ID, if one exists. You will have a Facility ID if you have previously submitted reports to the Bureau of PENNSAFE. If you manage multiple facilities, enter the facility ID's you will be managing. The system will accept up to 16 facility ID numbers. If you have additional facilities that cannot be listed, please send an email to the Administrator (at ra-li-psaf-patts@state.pa.us) advising of your user name and the additional facilities that you wish to have assigned to you.
10. Enter the Facility/Site Address. NOTE: If managing multiple facilities, please enter only one facility address.
11. Enter the Facility/Site City.
12. Select the Facility/Site State from the drop down menu.
13. Enter in the Facility/Site 5 digit Zip Code.
14. Enter your Telephone number including the area code. Phone numbers must have at least ten digits.
15. Enter your Email Address. The address should follow standard email format. This email address will be used to contact you regarding your registration and also for questions the Administrator may have for your account set up. It also will be used to notify you about account approval.
16. Retype your Email Address.
17. Choose a Password Hint Question. The Hint Question is requested so that if you forget your password, the system will be able to ask you the Hint Question. If you respond with the appropriate Hint Answer, the system will retrieve the forgotten password and send it to your registered email address. Please enter a Hint Question for which you can easily remember the answer. If you do not provide a hint question and the related answer, the System Administrator cannot re-enable the user id if the password has been disabled/forgotten.
18. Enter the Password Hint Answer. The Hint Answer would be requested in the event that you have forgotten your password. The system will be able to ask you the Hint Question, and if you respond with the appropriate Hint Answer, the System Administrator will allow you to reset your password. Please enter a Hint Answer that you can remember and answer easily.

19. Complete the form and click on Register.



New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via e-mail.

Username [8 alphanumeric characters]	SampleID
Password [8-12 alphanumeric characters]	********
Retype Password	********
First Name	Pat
Last Name	Smith
Corporate Name	XYZ International
Facility ID(s) [Enter all the Facility IDs this user is going to use]	
Address	123 Main Street
City	Anytown
State	Pennsylvania
Zip	17120
Telephone	717-123-4567
EMail	patsmith@xyz.com
Retype EMail	patsmith@xyz.com
Password Hint Question	Pet's Name
Password Hint Answer	Lassie

Register Cancel

Diagram: New User Registration Form

20. The registration form will be sent to the Administrator for approval.
21. Upon approval, you will receive an email from the System Administrator notifying you that you are now able to log into the system with your username and password that you registered on the form.
22. When you receive your account approval, you may log onto the PATTS site to sign in. When you log in for the first time, you will be asked to reset your password. **DO NOT RESET YOUR PASSWORD UNTIL PROMPTED.** Complete the reset password screen following the instructions in the next section. Then, log into the system again using your username and new password.

IMPORTANT FIRST STEPS

Once approved, you may access your facility's (facilities') information from your home screen.

1. Click on the facility's name.
2. Click on the current year's EDIT button. This will bring you to the Facility Details Page. DO **NOT** CLICK ON THE "CLICK HERE TO START YOUR SUBMISSION".
3. Click on the EDIT FACILITY button and enter/update all required information (items shown in red are mandatory.) NOTE: Always click on SAVE AND CONTINUE once you have updated the information as necessary.
4. AGAIN, DO NOT CLICK ON THE "CLICK HERE TO START YOUR SUBMISSION" YET. Your next step will be to locate the EDIT button to the right of each chemical

that is listed from your last report. Click on the EDIT button and update each required field. Do this for each chemical shown. NOTE: In advance of this step, you should have all MSDS sheets scanned or in some electronic format that is readily accessible. If you do not have MSDS readily available, the system does have a library from which a user can select an MSDS.

5. Upload the current site plan showing the location of all chemicals being reported for this facility. This should meet the standard Tier II site plan guidelines and be in electronic format. The system provides users with the opportunity to upload an electronic version of their Emergency Response Plan (ERP). This step is OPTIONAL, but users are encouraged to store a copy at this site in the interest of emergency preparedness.
6. With the completion of the above steps, you are ready to complete your Online Submission of your annual report. You may NOW click on the “Click Here to start your Submission”.

FOR ASSISTANCE

If you are having problems or need assistance, you may:

Consult the User Manual
Click on the Help Link at the top of the screen
Contact the System Administrator

- Email: ra-li-psaf-patts@state.pa.us
- Hotline: 1-888-SAFE-422 (1-888-723-3422), select Option 1, then press 0
- Regular Number: 717-783-2071