

E-Gov Registration Instructions

Step 1: Registration

If you are a new user to MSHA's online filing system, you will need to register one time only.

Click on the [New EGOV users register here](#) link, under the **Registration** section.



The screenshot shows the MSHA.gov website interface. At the top left is the MSHA logo and the text "U.S. Department of Labor Mine Safety and Health Administration Protecting Miners' Safety and Health Since 1978". Below this is the URL "www.msha.gov" and navigation links for "Advanced Options | Help", "Find It! in DOL | Compliance Assistance", and "Frequently asked questions about login and security". The "Login" section contains fields for "Email Address" and "Password", a "Login" button, and links for "I forgot my password", "Click here to login with an E-Authentication ID", and "What is an E-Authentication ID?". The "Registration" section has a link for "New EGov users register here" and a "Return To Main Menu" link at the bottom right.

The window below opens.



The screenshot shows the "Registration Information" form on the MSHA.gov website. The form is divided into two columns: "Contact Information" and "Company Information".

Contact Information:

- *Email Address
- *Password
- *Confirm Password
- *First Name
- *Last Name
- * Title
- *Contact Phone

(* Required Fields)

Company Information:

- *Company Name
- * Street/P.O. Box
- *City
- *Country (USA)
- *State (Select a State...)
- *Zip Code
- *Company Phone

Password requirements:

- Must be 8-15 characters in length
- Must contain one uppercase character and one special character (IE;!,&,%,\$,@,#)
- Cannot contain any of the following characters (>,<,*)

A "Register" button is located at the bottom left of the form.

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Enter the following information:

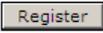
Contact Information

- ***Email Address:** This is the address that you want notifications sent to
- ***Password:** Must be between 8-15 characters in length (must contain 1 uppercase and one special character) (cannot contain any of the following characters <, >, *)
- ***Confirm Password:** Retype password
- ***First Name:** Enter first name of user
- ***Last Name:** Enter last name of user
- ***Title:** Enter users title
- ***Contact Phone:** Enter users telephone number

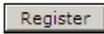
Company Information:

- ***Company Name:** Enter user's company name
- ***Street/P.O. Box:** Enter street or P.O. Box
- ***City:** Enter city
- ***Country:** Select from drop down box
- ***State:** Enter State or select from drop down box
- ***Zip Code:** Enter zip code
- ***Company Phone:** Enter company phone number (this may be the same or different from contact phone number)

* Indicates the information is required

If you do not complete the entire form and click the  button, the registration is not processed.

NOTE:

Please confirm that all information is correct prior to clicking the  button as there is no **Back** option to revise the information.

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The window below opens.

U.S. Department of Labor
Mine Safety and Health Administration
Protecting Miners' Safety and Health Since 1978

www.msha.gov [Advanced Options | Help](#)

[Find It! in DOL](#) | [Compliance Assistance](#)

Open your email and click on the link to complete your registration.

An email has been sent to the email address you entered to verify your registration. Once you receive the email you will need to click on the link provided to complete the registration process. You have 48 hours from the time the email was sent to respond and complete your registration. If you do not complete your registration in that time you will need to start the registration process again from the beginning. This browser window does not need to remain open to complete the registration process.

Troubleshooting: If the link sent to your email address does not work highlight the link listed in the email (everything inside of the '<' and '>' brackets) with your mouse and use the ctrl+c command to copy the key to your clipboard. Then place the mouse cursor in the address field of your web browser and use the ctrl+v command to paste the link. You can also use the "cut" and "paste" options on your menu.

If you have questions or concerns please contact the MSHA Help Desk at 1-877-778-6055.

[Return To Main Menu](#)

You will then receive an e-mail similar to the one below:

Home | Inbox 1 message

Search Mail... Go

A MasterCard In 3 Days*

Inbox | Drafts | Sent | Spam Empty | Trash (1) Empty | Contacts Add | Calendar | Notepad | All Feeds Add | My Folders Add

From: user.registration@dol.gov | Subject: MSHA Online Forms Advisor New Registra | Date: Wed, 10/17/07 4:51 PM | Size: 3KB

MSHA Online Forms Advisor New Registration Confirmation | Compact Header | Full Message View

"user.registration@dol.gov" <user.registration@dol.gov> | Add | To: mccoys21@yahoo.com

Thank you for registering on the MSHA online forms advisor. To complete the registration process please do the following:

- 1) Click on the link below.

OR

- 2) Highlight the URL below (everything inside of the '<' and '>' brackets) with your mouse and use the ctrl+c command to copy the key to your clipboard. Then place the mouse cursor in the address field in the web browser and use the ctrl+v command to paste the link.

<http://lakdev3/EGOV_STST.4/7/UserManagement/Login.aspx?SecurityToken=C4844DB9FD86806E23D3AFEAD2040D136>

Important: You must click on the link above within 48 hours for your registration to be successful. If you wait longer than that you will need to start the registration process again.

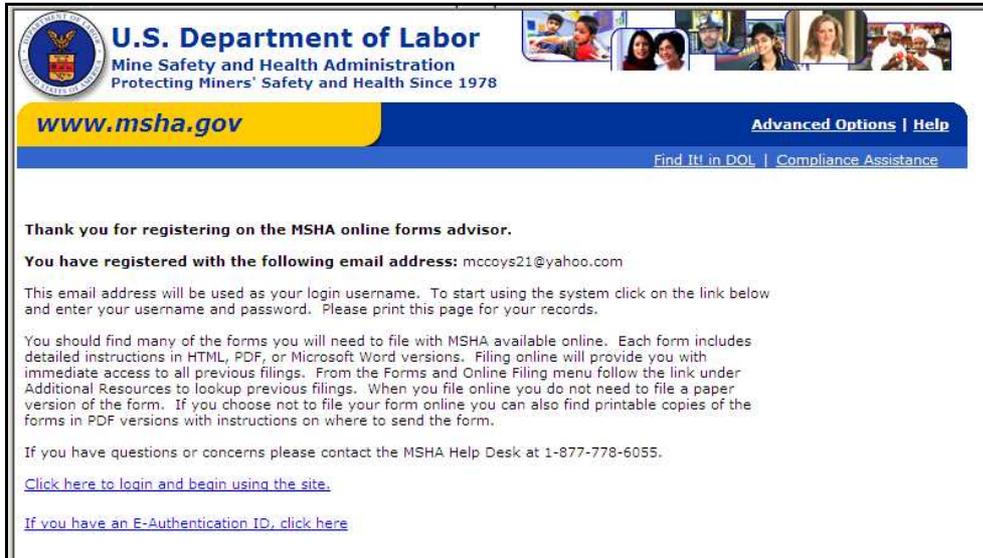
If you have questions or concerns please contact the MSHA Help Desk at [1-877-778-6055](tel:1-877-778-6055).

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Step 2: Verification

Click the link in the e-mail to verify the e-mail address used in the registration. You have 48 hours to respond to the e-mail and complete the registration. Otherwise, the registration is not complete.

After clicking the link in the confirmation e-mail, a window similar to the one below opens.



Once you have registered and received the E-Gov confirmation, you can now begin submitting forms online. Click the [Click here to login and begin using the site](#) link to log on and enter forms.

If, at a later date you want to change your e-mail address you will need to contact **MSHA's Help Desk at 877.778.6055**. The Help Desk is available **Monday through Friday from 5 AM to 6 PM Mountain Time**.

If a company has multiple filers and would like to have more than one online user access the same forms, please contact **MSHA's Help Desk at 877.778.6055** and give them of the e-mail addresses you would like linked together.

MSHA Help Desk

1-877-778-6055

Monday through Friday

5 AM to 6 PM

Mountain Time