

Login Instructions

Task Description	Instructions
Create an egov account	<ol style="list-style-type: none"> 1. Go to https://egov.state.wy.us 2. Select 'New Profile' from the list of options on the left hand side. <ol style="list-style-type: none"> a. Enter the information requested to create an account, except your SSN and driver's license number. b. Please make SURE your email address is correct. c. Remember your username and password, as you will need them later. 3. When it tells you that your egov profile has been added, sign out.
Request access to the Opcert database	<ol style="list-style-type: none"> 1. Go to http://deg.state.wy.us/opcert.asp 2. Click on 'Login' in the left-hand sidebar. 3. Log in using your egov username and password. 4. Read the information on the Access Request Page and click 'Start'.
Verify your contact information	<ol style="list-style-type: none"> 1. Fill in any information that you did not fill out when requesting an egov account, i.e.: Salutation (Mr. or Ms.) or your home or cell phone number. 2. Check your email address. 3. Click 'Next'.
Request your role(s)	<ol style="list-style-type: none"> 1. Select your role or roles. <ol style="list-style-type: none"> a. If you are an Operator, select 'Operator'. b. If you are a Facility Signer, select 'Facility Admin'. c. If you are an Owner or Owner's Representative, select 'Owner'. 2. Click 'Next'.
Confirm your information	<ol style="list-style-type: none"> 1. Review the information on the 'Confirm All Information' screen to make sure your information is correct. 2. Check your email address. 3. If you need to change something, click 'Back' to edit. When everything is correct, click 'Submit'.
Verification of email address	<ol style="list-style-type: none"> 1. Go to your email inbox. 2. Open the email message from DoNotReply@wyo.gov and click on the 'Continue' link at the bottom. 3. You may be required to log in again using your egov username and password. If so, the 'Continue' link will direct you to the Operator Certification Login page. 4. When you see the message: "Your email address has been verified. You will receive another email when the process has been completed," your request to access the Opcert Database has been sent. 5. Log out. <p>**Note: Your request will be processed by the Operator Certification Program staff as soon as possible, usually within one business day.</p>
Notification of access	<ol style="list-style-type: none"> 1. The next email that you receive from DoNotReply@wyo.gov will notify you of your access to the Opcert database and provide a link to follow to the Opcert Login page.
Log in into the Opcert database	<ol style="list-style-type: none"> 1. Go to http://deg.state.wy.us/opcert.asp 2. Click on 'Login' in the left-hand sidebar. 3. Log in using your egov username and password.