



Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs

## Department of Environmental Protection

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# 310 CMR 7.71: Heating Fuel Storage Facility Reporting

## Registering a User Account in the Fuel Shipment Tracking System (FSTS)

Any person who will submit or access reports for one or more Heating Fuel Storage Facilities must create their own user account in the FSTS.

### YOU WILL NEED

- ✓ Your email address
- ✓ Your cell phone with an authentication app installed, such as Google Authenticator or Microsoft Authenticator

### STEPS

1. In your web browser, navigate to [www.massdepfsts.com](http://www.massdepfsts.com). You can bookmark this page for easy access in the future.
2. Beneath the Login box, click **“Register”** (*Figure 1*). Complete the Security Verification prompt, then click **“Continue to Registration.”**
3. Fill out the registration form, including your name and contact information, then click **“Create Account.”**
4. Follow the prompts to set up two factor authentication. This requires use of a free authentication app, such as Google Authenticator or Microsoft Authenticator.
5. You will receive an email indicating successful registration of your user account.

*Figure 1*

The screenshot shows the login interface for the Fuel Shipment Tracking System (FSTS). At the top, there is the MassDEP logo and the text 'Fuel Shipment Tracking System (FSTS) Login to your account'. Below this is a form with two input fields: 'Email' with the placeholder text 'Enter your email' and 'Password' with the placeholder text 'Enter your password'. A green button labeled 'Login' is positioned below the password field. At the bottom of the form, there is a red-bordered box containing the text 'Don't have an account? Register' and 'Forgot Password?'.

If you have any questions or concerns, please email [dep.fsts@mass.gov](mailto:dep.fsts@mass.gov).

If you are the Designated Representative for a Heating Fuel Storage Facility, proceed with the following instructions to register a facility.