Organization Reports (OR1) Electronic Submission



User Guide

Organization Report

Engineering Division: Operator of Oil & Gas Wells & Transporter, Plant, Refinery

Form OR-1 – Organization Report

To record the company's contact information

Questions: 225-342-5530

Environmental Division: Offshore/Out of State Operators and Commercial Disposal Facilities

Form EP-OR-1 – Organization Report

To record the company's contact information

Questions: 225-342-7286

Pipeline Division: Pipeline Operators

Form PLS-OR-1 – Organization Report

To record the company's contact information

Questions: 225-342-5505

NOTE:

It is your responsibility to keep your contact information correct/current. The contact listed will determine who is receiving mailed/emailed correspondence.

If you have an OOC Code Number (operator/transporter/plant/refinery code) you already have an account, no need to create one.

Your Username/password is the same as your Online Production Reporting Username/password.

Existing companies, go to page 7

Initial Filing/Organization Name Change



Welcome to the OR1 Applications Please enter your username and password to login. Username: Password: Login to OR1 Applications Create an account Reset password Note: The supported browsers for this application are Internet Explorer 7, 8, 9, 10, and 11, Firefox 2.x and 3.x, and Chrome 1+. All other browsers may have issues displaying the OR1 Account application.

Charter Numbe	r:				
	Look-up Charter Number in Sec. of State database				
	check charter number or no charter number				

www.sonris.com

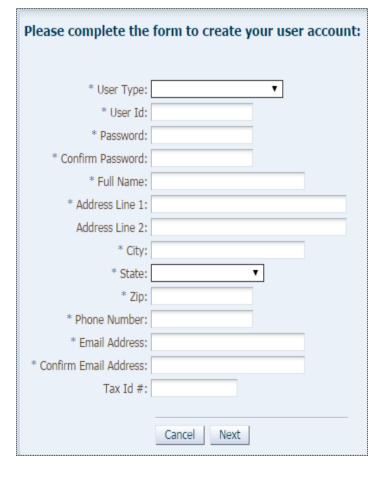
Click on Create an account

Enter your Louisiana Secretary of State Charter Number

If you don't know it – click the Look up Charter Number

Click the Check Charter Number – verify if that is the correct Company name

If you are not required to be registered with La SOS Click the No Charter Number



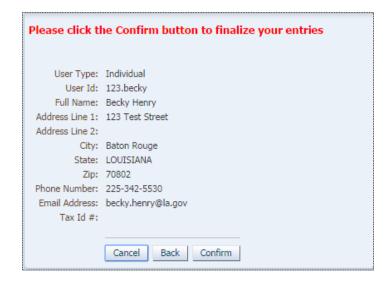
User Type: choose Individual

Create your User ID & password

(note this is a temp account used only once to create the initial OR1, username & passwords are case sensitive)

Complete the rest of the information and click Next

Make sure the information is correct, click Confirm



Your account has been registered but requires email verification.

Please close this window, ...

Then click the link sent to you via email to confirm your account.

Thank you for registering with DNR.

You will receive an email asking you to activate your account.

Click on the Account Activation Link

Once your account has been verified, you can login to Online OR1 Submission

If you have any questions:

for PLS-OR1 please call the Office of Conservation - Pipeline Division at (225) 342-5516 for OR1 please call the Office of Conservation - Production Audit Division at (225) 342-5530 for EP-OR1 please call the Office of Conservation - Environmental Division at (225) 342-7286

********* TO THIS EMAIL ADDRESS *

Account User ID: 123.becky

Name: BECKY HENRY

Email Address: BECKY.HENRY@LA.GOV

This is to confirm the creation of an account for entering OR1 filing forms and information in to the Louisiana Department of Natural Resources (DNR) System.

Please logon into the system using your User Id: 123.becky after activating your account.

Please click the link below to activate your account.

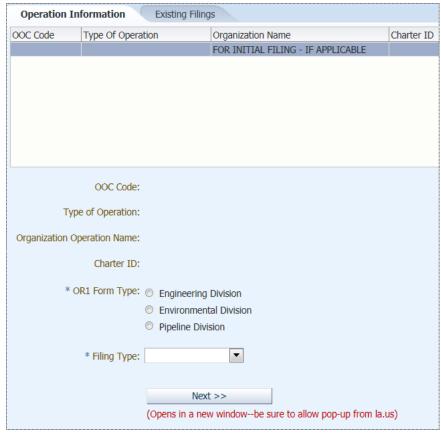
Account Activation Link

Your email has been verified. Your account, with User ID: 123.becky has been activated!

To proceed to the login page of the OR1 Application, please click:

Login Page





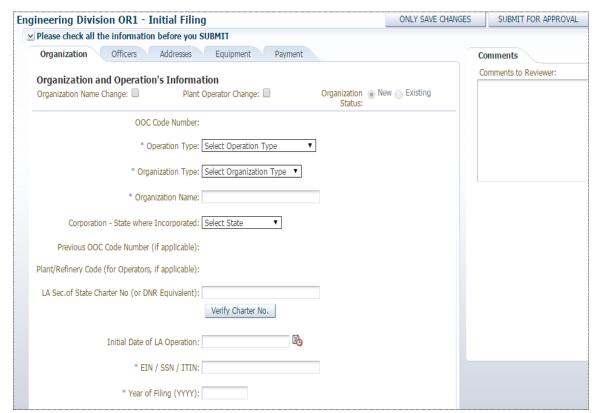


Initial Filing:

Using the Username & Password you just registered, login to OR1 Applications
Click Perform OR1
Choose which Division you need to submit
Filing Type – would be initial filing

Annual/Supplemental Filing: Use your Sub User Account login Filing Type – Annual or Supplemental

Click Next



Annual/Supplemental Filing: Enter the Year of filing

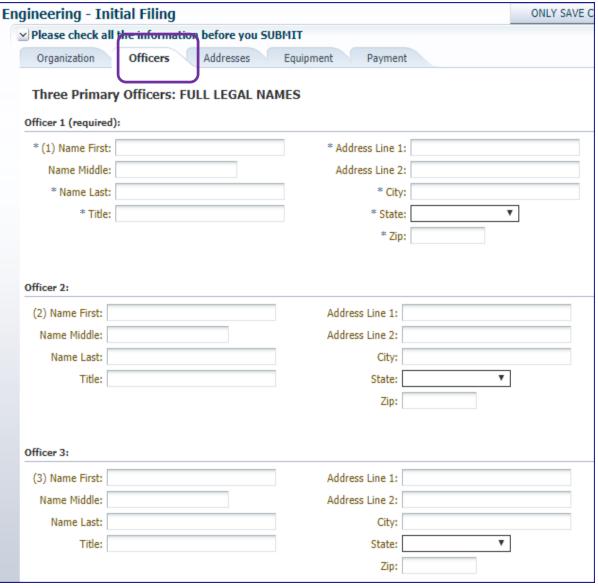
Initial Filing:

Initial Date of LA Operation: for Operators, this is the effective date of your first well; transporters/plant/refinery, this is the date you began operations in Louisiana

EIN/SSN/ITIN – this is your Federal Tax Id number

Year of Filing: Operator/Producer – is the year you are the operator of record of a well
Oil/Gas Transporter and Plant/Refiner – the year you began operations in Louisiana

If this is an Organization Name Change, you would click the Organization Name Change box and list the Previous OOC Code Number and the Initial Date of La Operation would be the effective date of the name change.



This is the Officer Section

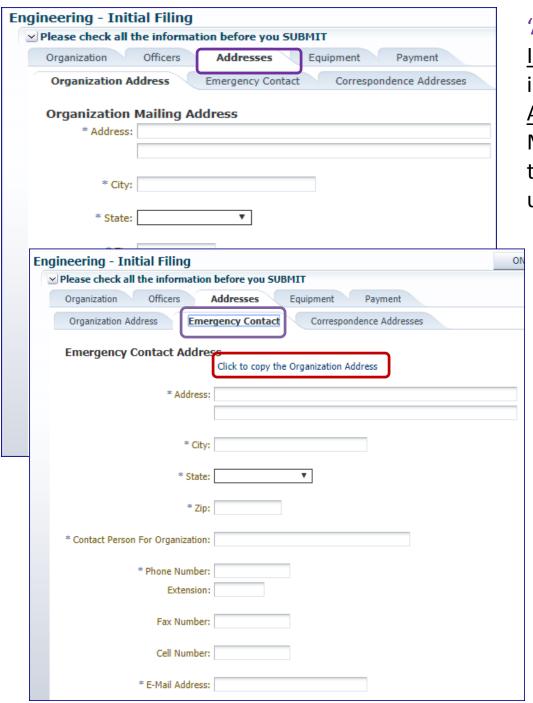
<u>Initial Filing</u>: Enter your 3 top officers

Annual Filing:

Make sure the information is correct, type over anything that needs to be updated.

If you need to 'end' an Officer, you would type OVER their information with the current Officers information.

To remove an officer, space out all information and put STATE back to the blank space.



'Addresses' Section

Initial Filing – enter the contact information

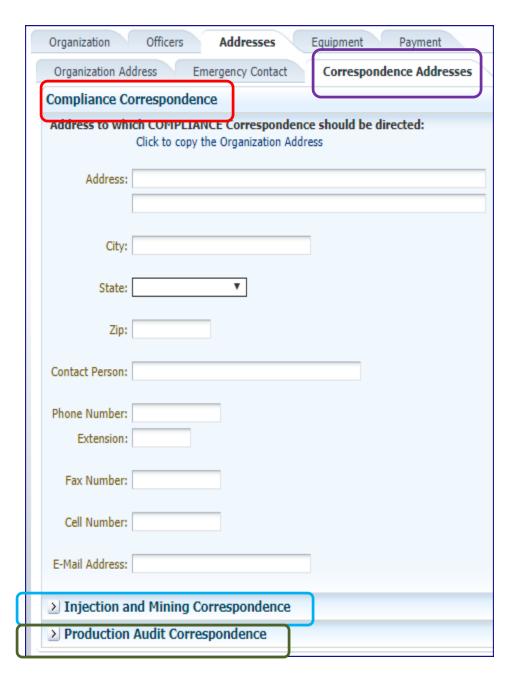
Annual/Supplemental Filing
Make sure all information is correct, type over anything that needs to be updated

'Emergency Contact'
"Click to copy the Organization
Address"

You can click this link and it will copy the same information that is listed under the Organization Address tab.

<u>Initial Filing</u>: enter the contact information

Annual/Supplemental Filing: make sure the information is correct, type over anything that needs to be updated.



"Correspondence Addresses"

In this section you will list your contact for:

Compliance Correspondence
Injection and Mining Correspondence
Production Audit Correspondence

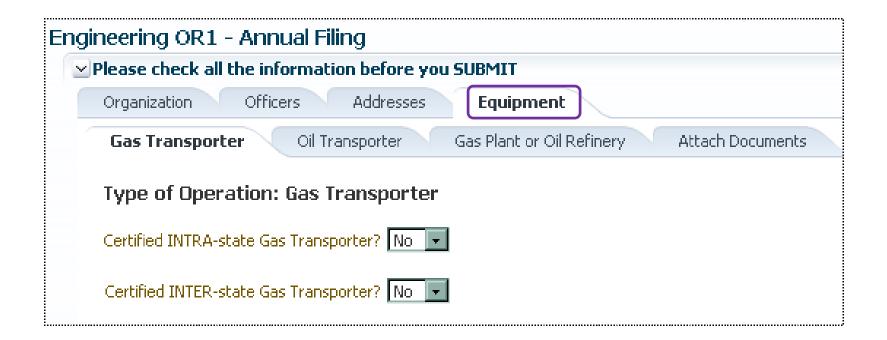
<u>Initial Filing</u>: enter the contact information

<u>Annual/Supplemental</u>: make sure information is correct, type over anything that needs to be updated

Transporters, Plants and Refineries can leave Compliance Correspondence & Injection and Mining blank.

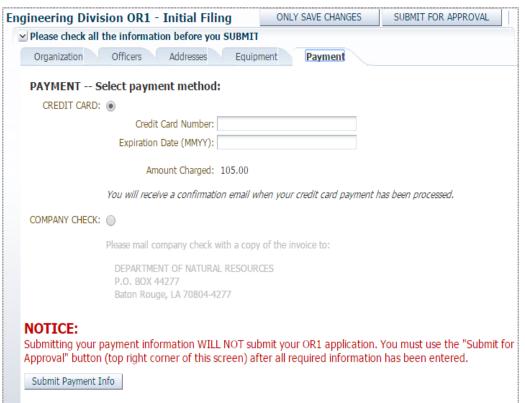
Production Audit is required for all operation types.

Notice that these 'tabs' also have the Click to copy the Organization Address



Equipment Section

This Section is only for Oil Transporter/Storer, Gas Transporter, Plant or Refinery You would fill out the section that applies to your Operation Type



Initial Filing & Annual Transporter OR1s will have the payment tab

Payment can be made online or by check.
Check which method and click on

Submit Payment Info

You will receive an email verifying your payment has been successful

NOTE: This will not submit your OR1 for approval. You'll still need to click on **Submit for Approval**

Your DNR OR1 Credit Card payment has been successful.

Credit Card: ***5100 exp.: 0116

Amount: \$105.00

Authorization Code: A11O6F7FB4A2

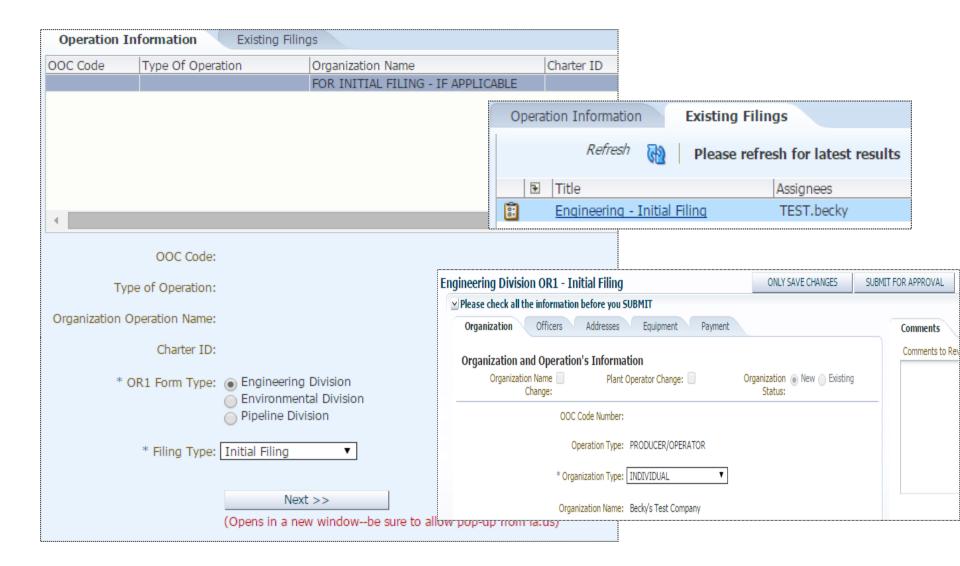
Company: MARCONI Address: 123 MARIN

BATON ROUGE, LA 70802

Filing Type: Engineering--Initial Filing

Filing Year: 2014

If for any reason, you are brought back to the login page or the front page (picture to left), don't start over by choosing form type, filing type and clicking on next. The report you started will be under the Existing Filings tab, choose that one until it's completed.



Your DNR OR1 application has been APPROVED.

Company: Kevin Henry Oil Company

DNR OOC Code: K1361

Filing Type: Engineering--Initial Filing

Filing Year: 2014

Account User ID/OOC Code: K1361

Account Password: WV632Y5F2C

Name: Kevin Henry Oil Company
Email Address: BECKY.HENRY@LA.GOV

This is to confirm the creation of a MASTER ACCOUNT based on the successful OR1 Initial Filing. Please use the credentials above to log into the Louisiana Department of Natural Resources (DNR) System.

If this INITIAL FILING was performed by a Service Provider, please pass on the credentials to the ORGANIZATION

If this INITIAL FILING was performed by an Individual account, that account access is now disabled.

From hereforth, the MASTER ACCOUNT will be used for Annual Filings, Supplemental Filings, and assigning permissions for the same to Service Providers/ Agents, as well as to create and maintain sub-users

When your OR1 has been approved, you'll receive a couple of emails.

One to let you know that it has been approved and gives you the OOC Code Number.

One to let you know that your Master account has been set up. It gives your Username and password. (The account you created at the beginning of this process has been disabled.)

You'll use this
Username/password to login
and set up your Sub Users.

(see pages 17 & 18)

Purpose of Accounts

Master Account:

The sole purpose of the Master Account is to manage your Sub-Users. The Username for your Master Account will be your OOC Code, you will not be able to submit any electronic reports using the Master Account Username.

You'll be able to create each of your Sub-Users and assign their Username/password and the reports that they are responsible to submit.

You'll be able to disable any Sub User account, if needed, like if someone leaves the company, retires, etc...

You can also add/remove any reports from any Sub User.

You can also have a Service Provider as a Sub User for your company, works the same, you'll assign the reports you want them to submit.

The Master Account holder, is the contact listed under the Organization Address Tab, this person should be the one to manage your companies Users. This contact will also be the only person that we can give out account information to.

Existing Companies (CREATING SUB-USERS)



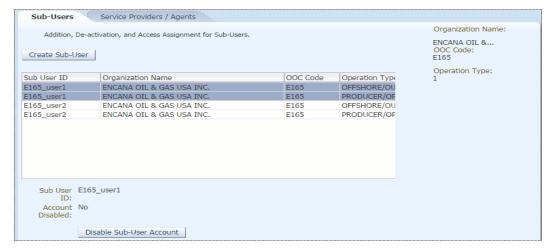
Online OR1 Submission

Submit your OR1 application electronically.

Perform OR1



Login with your 'Master Account' Username (OOC Number) & password Click on Administer Access



To create a Sub-User click on 'Create Sub-User' complete the required fields (top right). After you hit 'save' it will bring you back to the Sub-Users page (top left). Highlight the User you want to assign reports to and find the report and highlight it, then click on the single arrow and it will bring the report to the Granted Access side (below). Then click Update Access.

	Revoked Access			Granted Access	
Form Codes	\$100 UNDERPAYMENT \$126 MD-10-R-A-FEE \$19 UNDERPAYMENT \$252 FILING FEE \$28 UNDERPAYMENT \$5 UNDERPAYMENT ANNUAL DISPOSAL/INJECTION WELL MONITORING REPORT AREA OF REVIEW MAP ATTACHMENT 3 ATTACHMENT 5	•	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	OGP - MONTHLY OIL AND GAS PRODUCTION REPORT OR1 R5D - MONTHLY GAS DISPOSITION REPORT WELL TESTS DT-1 / DM-1R / SDM2O / SDM2G	

Please complete the form to create the sub user account:				
* User Id:				
* Password:				
* Confirm Password:				
* Full Name:				
* Address Line 1:				
Address Line 2:				
* City:				
* State:	•			
* Zip:				
* Phone Number:				
* Email Address:				
* Confirm Email Address:				
Submitter Tax Id:				
	Cancel Save			