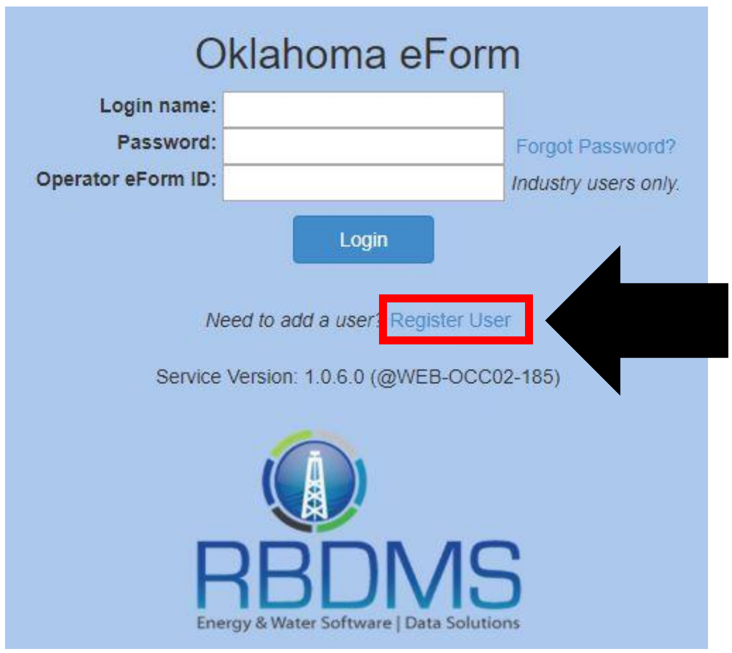
As of January 2, 2020, the electronic data system used to report 1012 annual volumes and pressures is the new Oklahoma eForm found here. This is a guide on how to set-up a new account, enter data into the new eForm 1012 annual reporting, and pay the fee associated with submitting the eForm.

Each user must create a new Login name and Password. Please use the eForm Registration Guide for help creating a Login name, resetting a password, and locating the Operator eForm ID or follow the steps below.

REGISTERING AS A USER

1. Oklahoma eForm system can be accessed through the following link https://www.occpermit.com/OKeForm/Login or via the Oklahoma Corporation Commission Oil & Gas Electronic Filing web page. When you get there, it will look like this.
   - Click on **Register User**



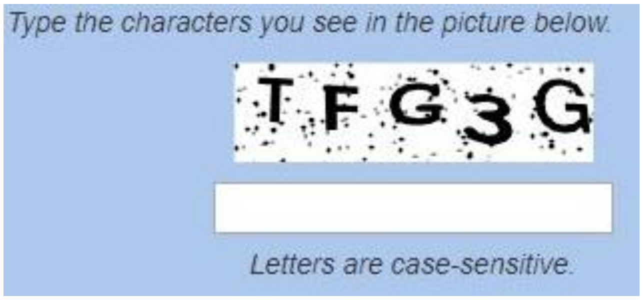
- Within the User Registration page, ALL fields are required:
  a. Enter your desired **Login name** and valid **Email address** that can be associated with the Login name and/or Operator.
  b. Select your Operator from the drop down list. When you click on the a list of operators in alphabetical order will appear. You can put in the first letter of your company to take you to the part of the alphabetized list (example: Zebra Energy, type the letter "Z" and scroll down until you find your company). The company name will look similar to this…..
     - Zebra Energy LLC (25252)- 14196
     - **Operator eForm ID** for Zebra Energy is 14196 (write this number down)

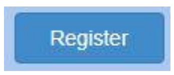
2. Create a **Password** you will remember (please, write it down if you do not think you can remember it)
3. **Confirm Password** by re-typing the password you just created again.

   Important to note: the new password must be at least 6 characters!

4. Type the numbers and letters given to you in the box below.

   Important to note: letters are case sensitive!



5. **Click on** 

6. Users will not be able to log into eForm until the registration request has been approved.

7. **Approved users will receive an email from E-permitting@occ.ok.gov to the registered user's email address. This email will read like this…**

Operator eForm ID

Your registration to use Oklahoma eForm for operator Zebra Energy LLC (25252) -14196 has been approved and processed.

You may access Oklahoma eForm by navigating to our web site, https://www.occpermit.com/OKeForm/Login, or via the Oklahoma Corporation Commission's Oil & Gas Electronic Filing web page.

Sincerely,

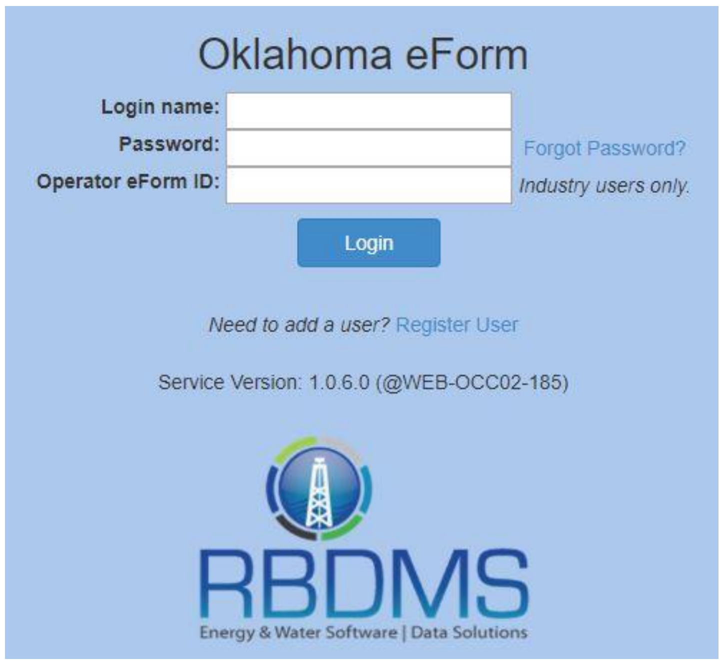
Oklahoma Corporation Commission, Oil & Gas Division

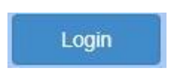
8. **You are now ready to login!!!**

GETTING STARTED

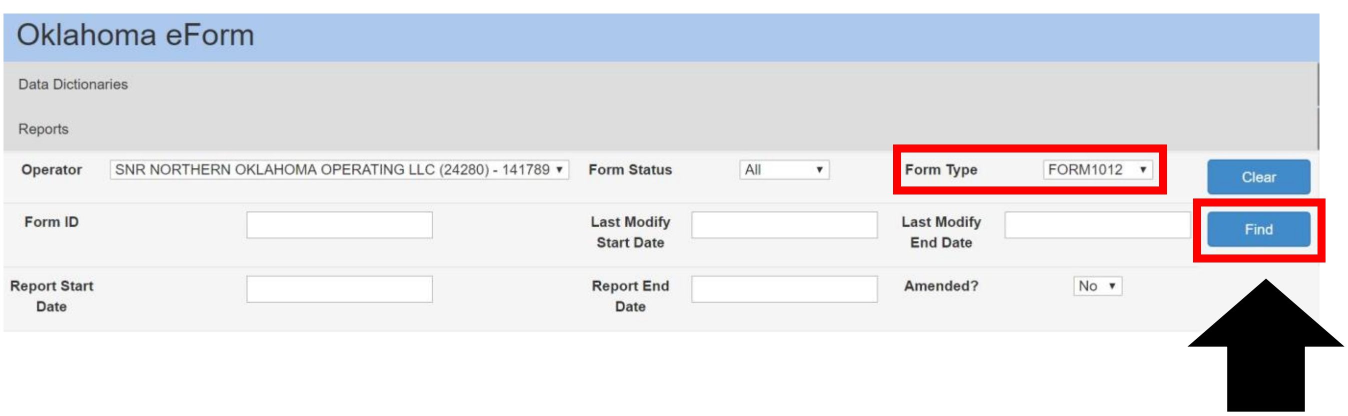
After you login you're ready to get started filling out the Form 1012. For those of you that filled out the electronic form in 2018, it looks different this year so don't get shocked. The User Guide will walk you through the new process.

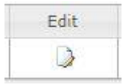
1. Click HERE to access the OK eForm system login page as seen below.
   NOTE: Remember the **Operator eForm ID** is not your operator number, it is the other sequence of numbers after the dash.
   - Example: Zebra Energy LLC (25252) - 14196



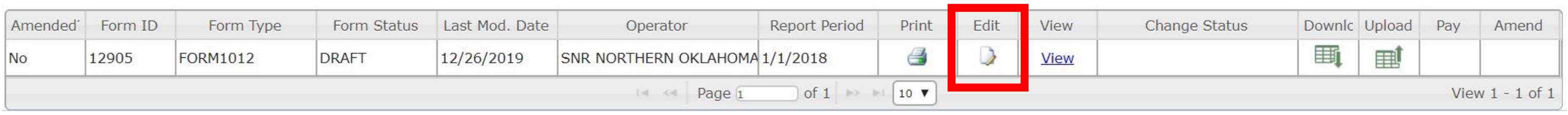
2. When you have the correct information entered, click on .
3. If **Login** is successful you will be redirected to the *Reports* menu, as seen below.

NOTE: **Form ID** is left blank

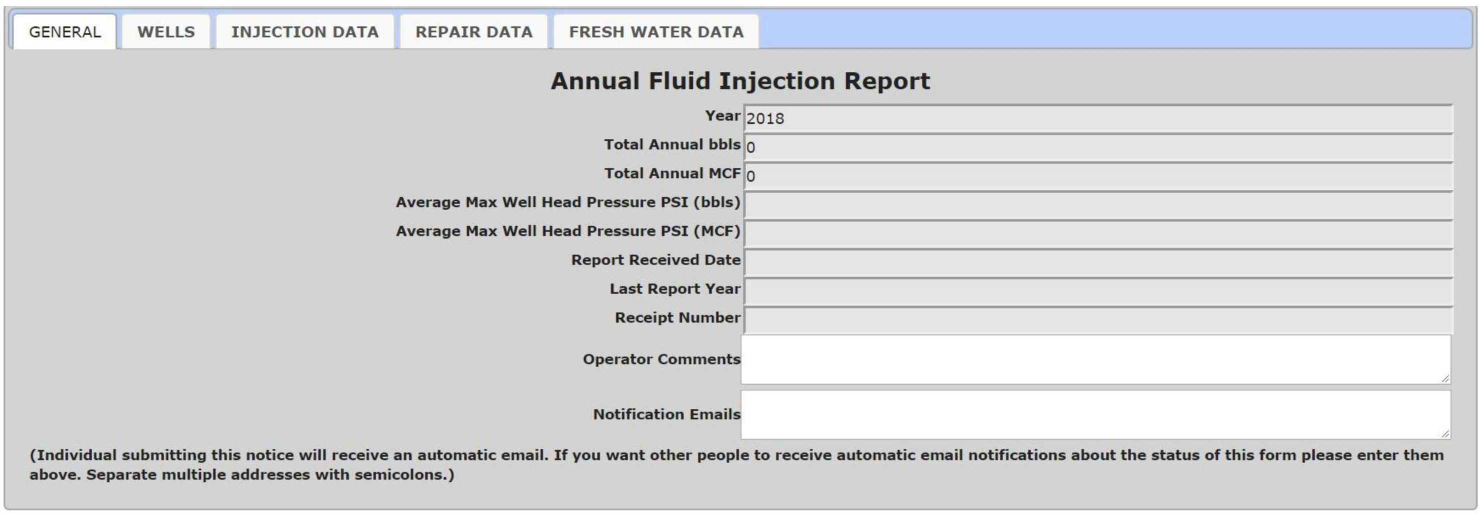


4. For **Form Type** choose **FORM1012**
   a. and Click **Find**
   b. The *Report Grid* will then be displayed (as seen below).
5. Click the **Edit** button 

to enter data for your 1012 annual wells.



   a. You will be redirected to the following screen:

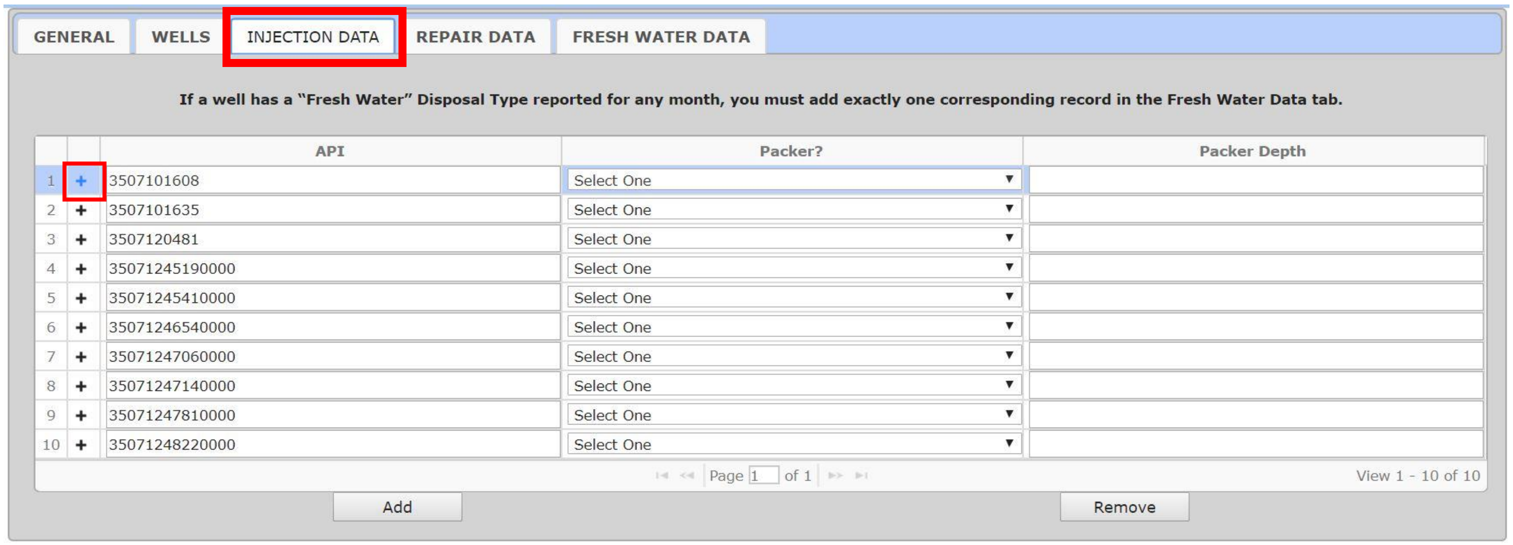


TABS

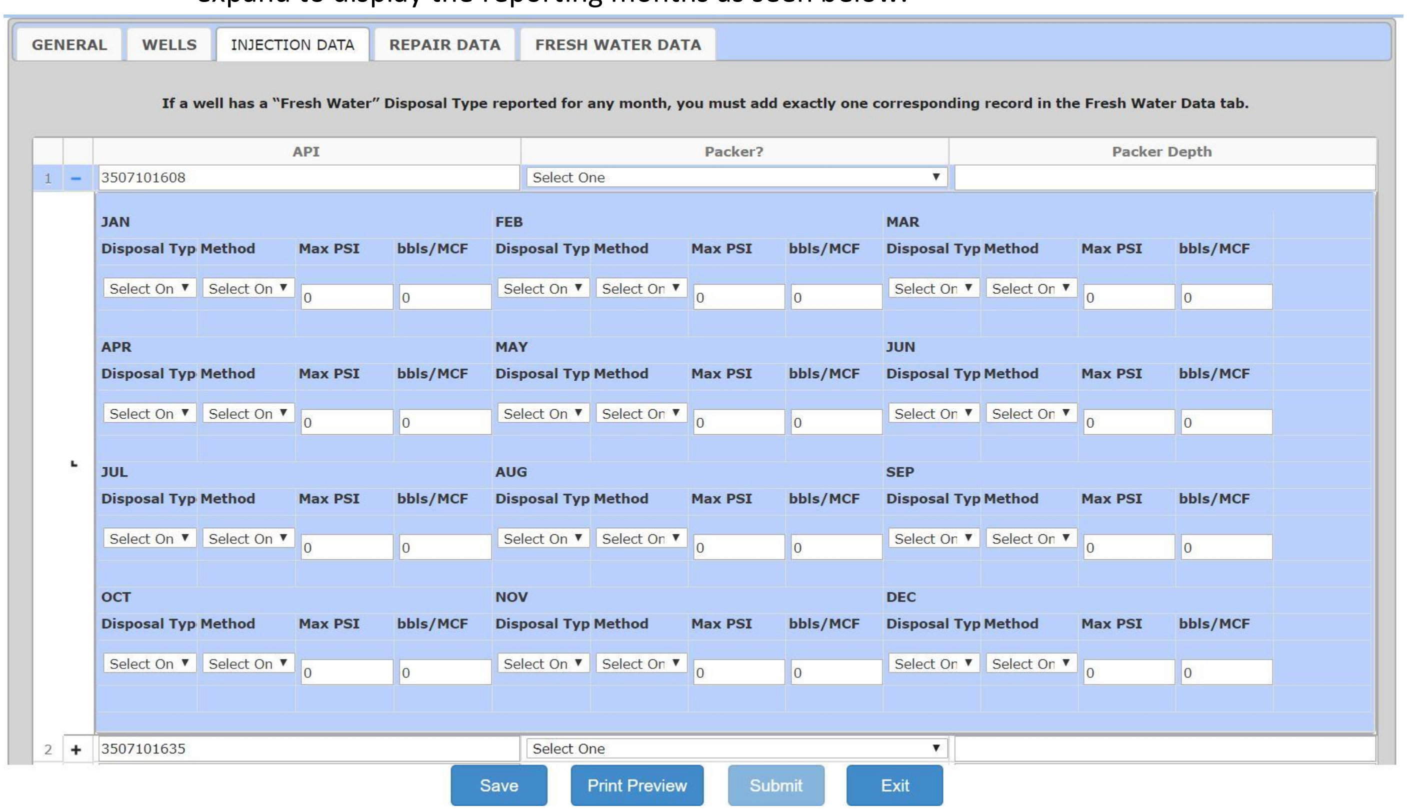
6. The **GENERAL** tab is the basic information on the reporting year.
   a. This tab includes editable fields:
      - **Operator Comments:** You, the user, can communicate any information about the eForm submission or any information about the reporting year.
      - **Notification Emails:** you can enter email addresses of interested parties who would like to receive an automated email when the report gets filed (example: company owners).
         - Each email must be formatted as name@domain.type; multiple addresses must be separated by semicolons.

7. The **WELLS** tab gives a list of your wells included in the report.
   a. You CANNOT edit this tab.

8. The **INJECTION DATA** tab is where you will report monthly injection pressures (**PSI)** and volumes (**bbls/MCF**) as seen below.
   a. All fields are editable:
      - **API:** A required field and must match an API in the WELLS tab (DO NOT use dashes).
      - **Packer?:** A required field. Must use the drop down and select “yes” or “no”.
      - **Packer Depth:** If you chose “yes” on “**Packer?**” then this field is required. If you chose “no” on “Packer?” then this field should be left *blank*.
        Important to note: Entry must be a positive whole number (system does not allow for negative or “0” values).



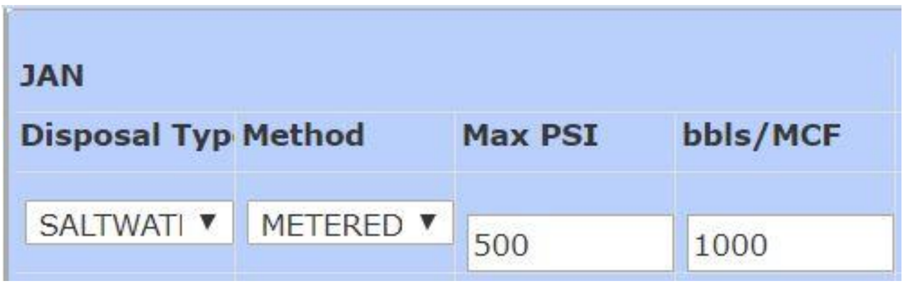
   b. To open the monthly reporting for an individual well click the plus sign ✚ the screen will expand to display the reporting months as seen below.



c. Choose a **Disposal Type** from the Dropdown options for:

- BRACKISHWATER
- FRESHWATER
- GAS
- LPG
- SALTWATER

- This field is required if **Max PSI** and/or **bbls/MCF** have a value greater than or less than "0" (i.e. if there was disposal/injection you must choose a Disposal Type).
- If **Max PSI** and/or **bbls/MCF** are "0" then **Disposal Type** should be left *blank.*



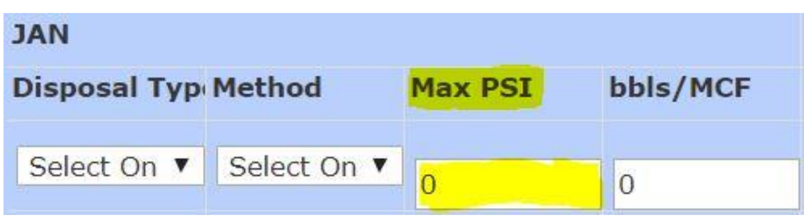
d. Choose disposal **Method** from the dropdown options for:

- Calculated
- Metered

- This field is required if **Max PSI** and/or **bbls/MCF** have a value greater than or less than "0" (i.e. if there was disposal/injection you must choose the Method used to get values).
- If **Max PSI** and/or **bbls/MCF** are "0" then **Method** should be left blank.

Important to note: If there was any kind of disposal/injection volume and/or pressure for a month (i.e. there are values other than 0 (zero)) you must choose a **Disposal Type** and **Method**.

e. **Max PSI**: Enter the maximum injection pressure for the month here.



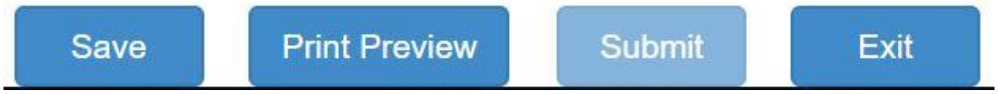
- Always required to be filled out.
- Must be a numeric whole number.
- **If it is on a vacuum, enter "0" or use a negative (-) sign in front of the whole number.**

f. **bbls/MCF**: Enter the total disposal/injection volume for the month here.

- Always required to be filled out.
- Must be a numeric whole number.
- **CANNOT be negative**.
- Leave it as 0 (zero) if there was no disposal/injection for that month.

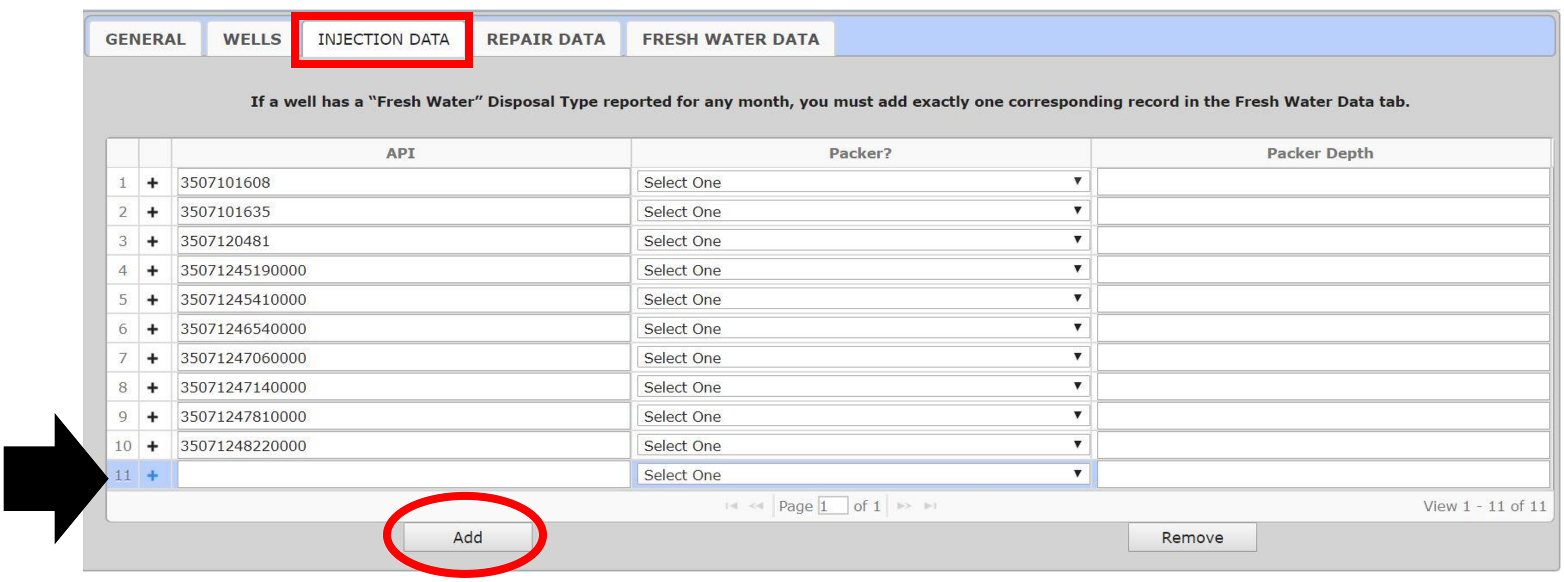
g. Continue this process for the rest of the months for that particular well. Then repeat the entire process for the next well and so on until all the wells you are to report on are finished.

Important to note: You must **Save** first in order to Submit values. If you do not **Submit** after saving, the eForm will remain in *Draft* status.



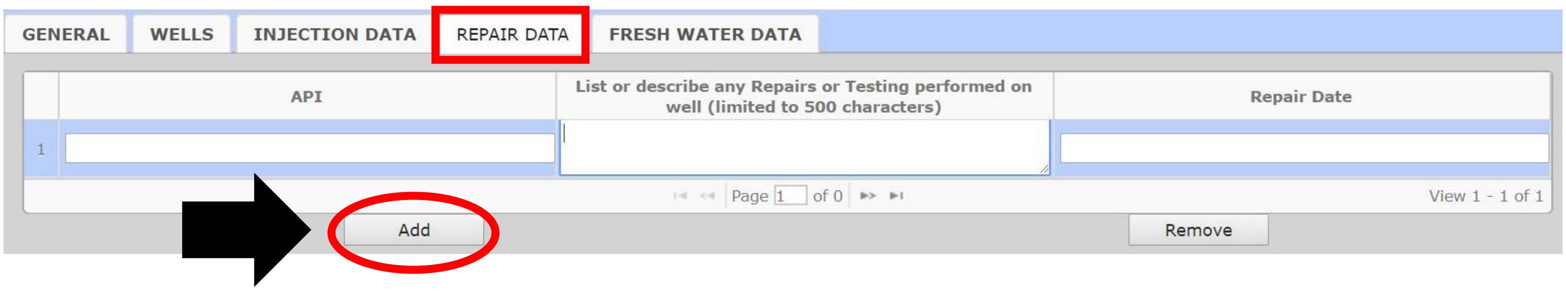
IF A SINGLE WELL INJECTS INTO MORE THAN ONE ZONE

h. Some operators have a well with more than one packer and inject into more than one zone; if this applies to you then you will need to **Add** a line in the **INJECTION DATA** tab using the following method:
   - Click the **Add** button at the bottom of the INJECTION DATA tab as seen below.
      - An empty row will appear.
      - If you accidently add too many rows simply click on the row you would like to remove and click **Remove**.
   - Enter the API of the well that injects/disposes into multiple zones
      - The API must match! (you can copy and paste the API to lessen error)



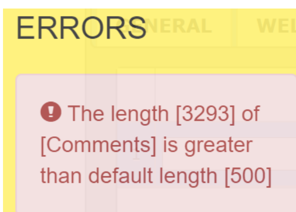
> **Special note for transferred wells**:
> - Both the old and new operators are allowed to report the same month of the transfer.
> - The old operator (transferred from) reports the months before and up to the actual transfer month, but is NOT allowed to report months AFTER the transfer month.
> - The new operator (transferred to) reports the month of the transfer and all months after, but is NOT allowed to report months BEFORE the transfer month.

9. The **REPAIR DATA** tab allows you to list and/or describe any repairs or tests performed on a well.
   a. As a default the tab is empty.
      - To add a row click the **Add** button as many times as needed, seen below (multiple rows per well is allowed).
      - To remove a row that was added in error click the **Remove** button.



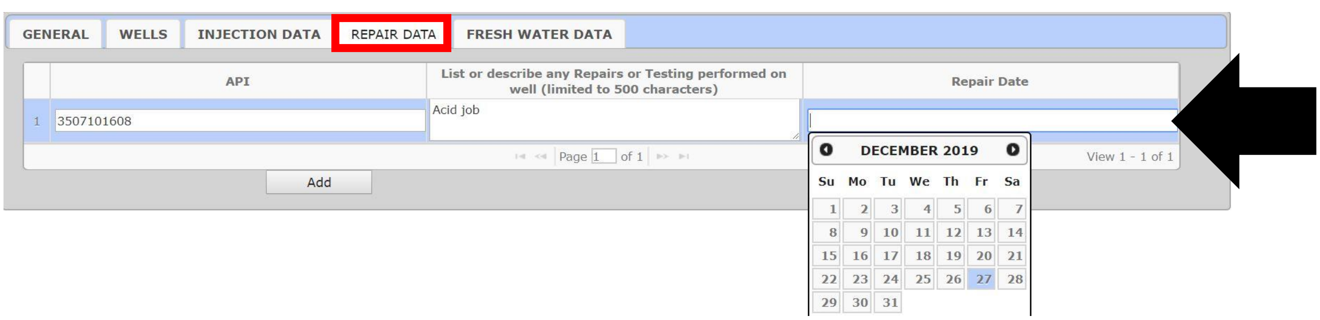
   b. **API**: A required field and must match an API in the WELLS tab (DO NOT use dashes. Example: 350075001)

   c. **LIST or describe any Repairs or Testing performed on well (limited to 500 characters)**:
      - Must be 500 characters or less.
      - If you go over 500 characters, the eForm will give you a system ERROR and you will NOT be able to save the record until the characters are trimmed down.



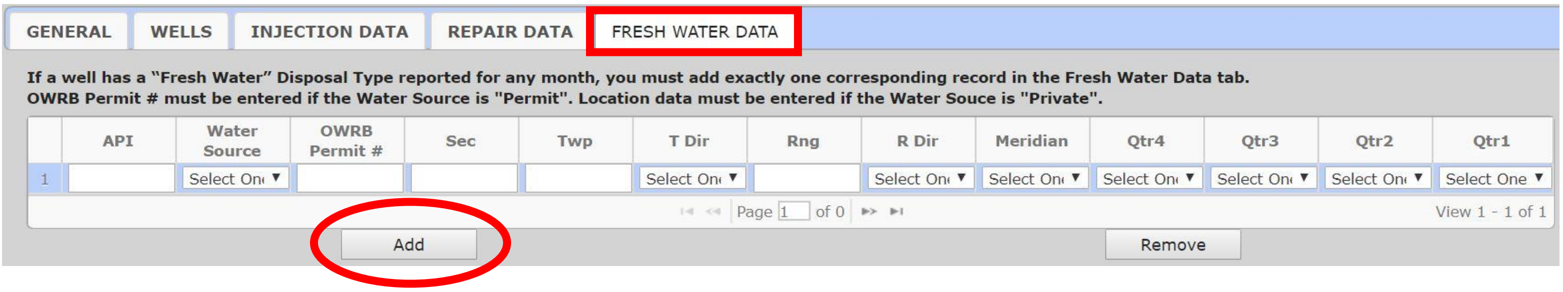
         - The ERROR message will look like the image on the left.

   d. **Repair Date**: A required field you can choose from a calendar.



Click in box to bring up the calendar.

10. The **FRESH WATER DATA** tab is used if a well has “Fresh Water” Disposal Type reported for ANY month, you must add exactly one corresponding record in this tab (So, if you injected fresh water into a well you must report where it came from here).
    a. Like the REPAIR DATA tab, as a default the tab is empty.
        - To add a row click the **Add** button as a seen below, though only 1 row per well is allowed.
        - To remove a row that was added in error click the **Remove** button.



b. API: A required field and must match an API in the WELLS tab (DO NOT use dashes).
c. Choose a **Water Source** from the dropdown required with the options:
    - Permit
    - Private
d. If you chose “Permit” for Water Source you must put **OWRB Permit #.**
e. If you chose “Private” for Water Source you must fill out the legal location:
    - **Sec**: Section where the water source is located.
        - A required field if “Private” was chosen for Water Source.
    - **Twp**: Township where the water source is located.
        - A required field if “Private” was chosen for Water Source.
    - Choose a **T Dir** (Township Direction) from the dropdown with options for:
        - N
        - S
    - **Rng**: Range where the water source is located.
        - A required field if “Private” was chosen for Water Source.
    - Choose a **R Dir** (Range Direction) from the dropdown with options for:
        - E
        - W
    - Choose **Meridian** from the dropdown with options for:
        - IM
        - CM
    - For **Qtr4, Qtr3, Qtr3, Qtr2, Qtr1** choose a direction from the dropdown to enter the location of the water source.
        - NE
        - NW
        - SE
        - SW
        - C

Download/Upload 1012 Data

In the new eForm, users have the option to download an excel file fill it out and upload it instead of entering information in on the INJECTION DATA tab.

11. If the 1012 is in *Draft* status, the **Download** and **Upload** button is displayed in the Report grid as seen below.

Amended	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downlc	Upload	Pay	Amend
No	12905	FORM1012	DRAFT	12/26/2019	SNR NORTHERN OKLAHOMA	1/1/2018			View					

Page 1 of 1 10 View 1 - 1 of 1

a. Click on the **Download** icon 

and save the downloaded Excel file using the name that came with it (notice the numbers on the end is the Form ID and is related to that specific form).
   - Notice the same tabs that are on the form when you choose "Edit" are on the downloaded excel sheet.

b. DO NOT edit the "**Wells**" tab

c. Fill out the **INJECTION DATA** tab, **REPAIR DATA** tab (if applicable), and the **FRESH WATER DATA** tab (if applicable) using the same requirements previously stated in this user guide.
   - On the **INJECTION DATA** tab under "**Packer?**" instead of using "yes" and "No", you must use the numeric value so,
     - Yes = 1
     - No = 0

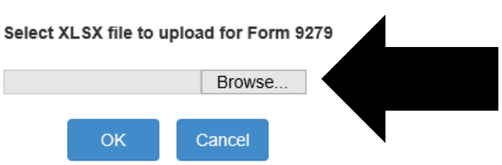
Important to note: Fields with a dropdown list must be entered into the Excel file exactly the same as it is in the dropdown list. So, they must be entered in UPPER CASE or the form will not upload the file.

Important to note: **If you need to Add a line in any of the tabs you must do this BEFORE downloading the Excel file by clicking "Edit" and adding the appropriate amount of lines to any of the wells under each tab THEN Download the Excel file**.

d. Save the file when you are finished filling it out.

12. To upload a file, click on the **Upload** icon 

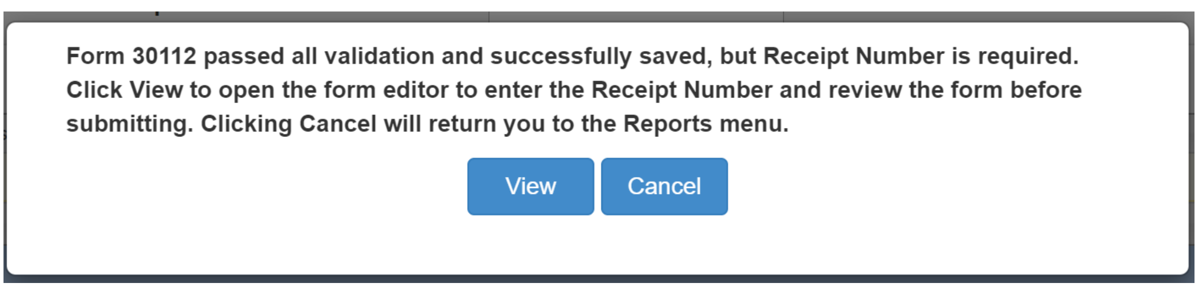
and the following prompt will pop up.



- Click on **Browse** and navigate to the place you saved the downloaded filled out Excel file. Click **OK.**

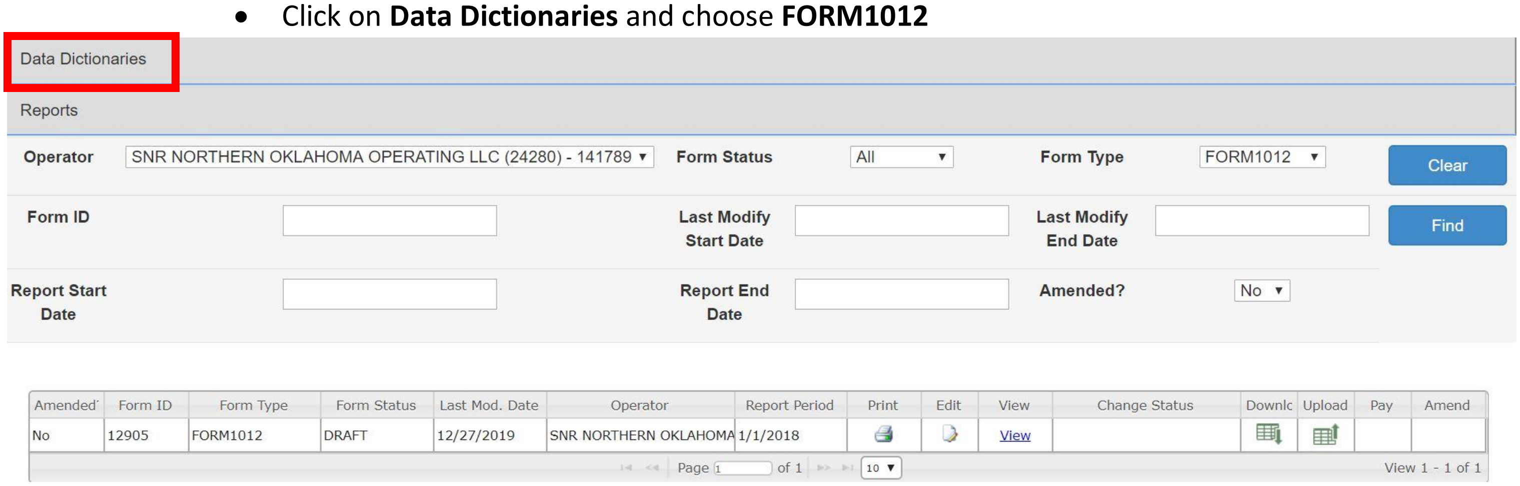
a. For the upload to be successful the following criteria must be met:
   - Uploaded file must be in .xlsx format
   - The upload file must contain the same tabs (named the same) as the downloaded file.
   - The uploaded file must contain the same columns as the downloaded file (i.e. the file will not upload if columns have been added or removed, or if data is entered outside of the downloaded columns).
   - Unless otherwise specified, the uploaded file must contain the same rows as the downloaded file (i.e. the file will not upload if rows have been added or removed).
   - Required fields must contain valid data.
   - Data that is displayed inside the eForm as read-only must be left alone (DO NOT edit or change that information in the Excel file or it will NOT upload).
   - The data entered in the uploaded file must be formatted correctly, including not exceeding the field's length (example: REPAIR DATA tab is limited to 500 characters).
   - Fields whose accepted values are limited to a drop down or calendar must be entered EXACTLY as it appears on the list (i.e. must be entered in UPPER CASE).

13. If the file is successfully uploaded you will receive a confirmation pop-up, like the one below, that will request you to "View" the document so you can enter the required **RECIEPT NUMBER** before you can submit the form.



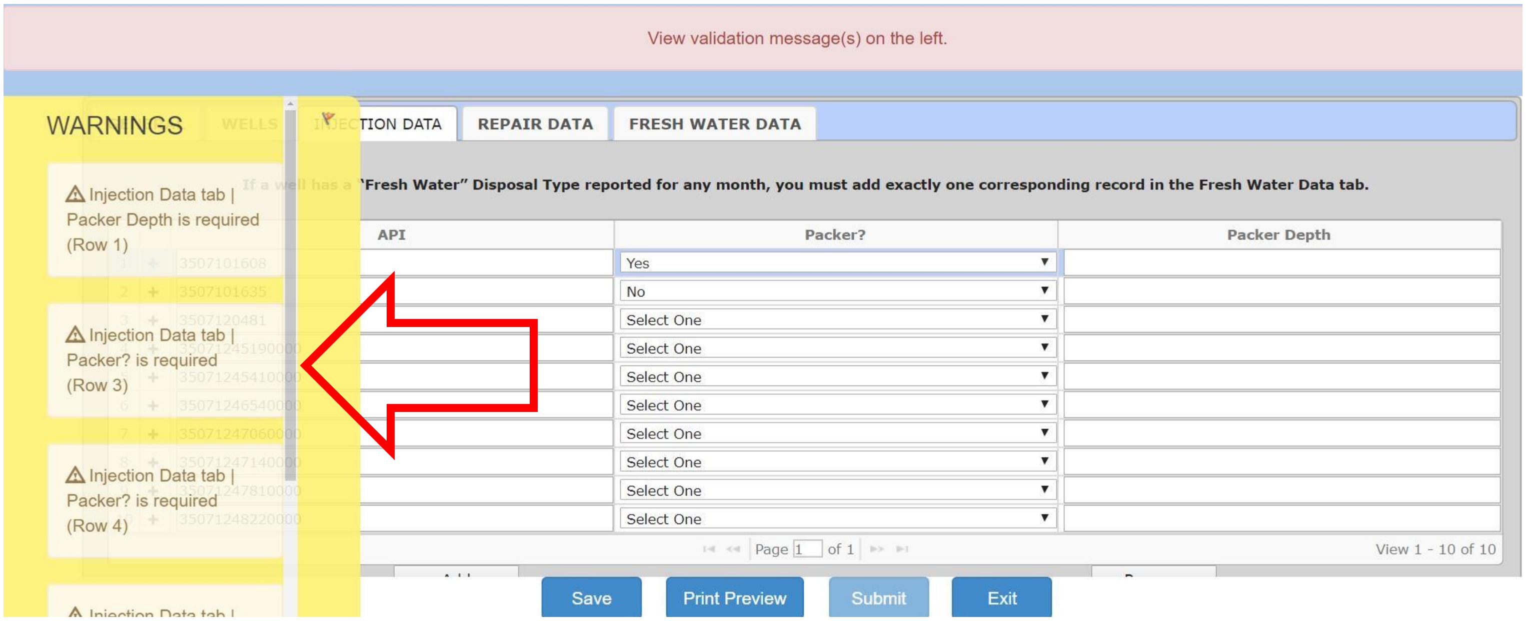
- If the file cannot be uploaded, you will receive a pop-up listing the failure reasons.

14. For more help filling out the downloaded Excel file and uploading it you can download a "Data Dictionary" as seen below
    - Click on **Data Dictionaries** and choose **FORM1012**

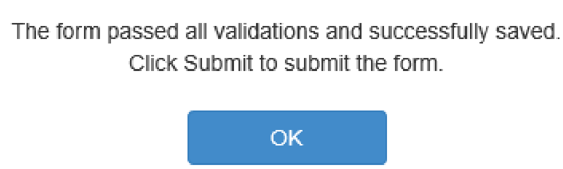


Important to note: If you chose **View**, you must click the **Save** button in order to enable the **Submit** button.

15. If the form is not filled out correctly when trying to **Save**, the form will give you error messages describing the problem and the location of the error.



a. If your **Save** is successful you will receive the following confirmation pop-up:

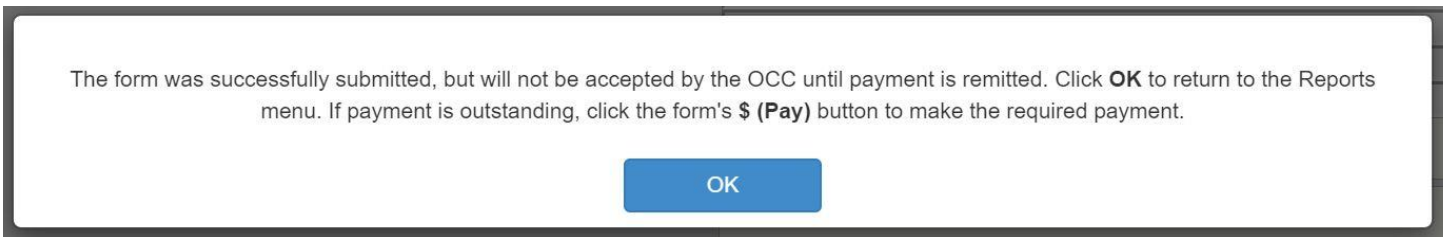


- Click **OK**
- The **Submit** button will now be enabled

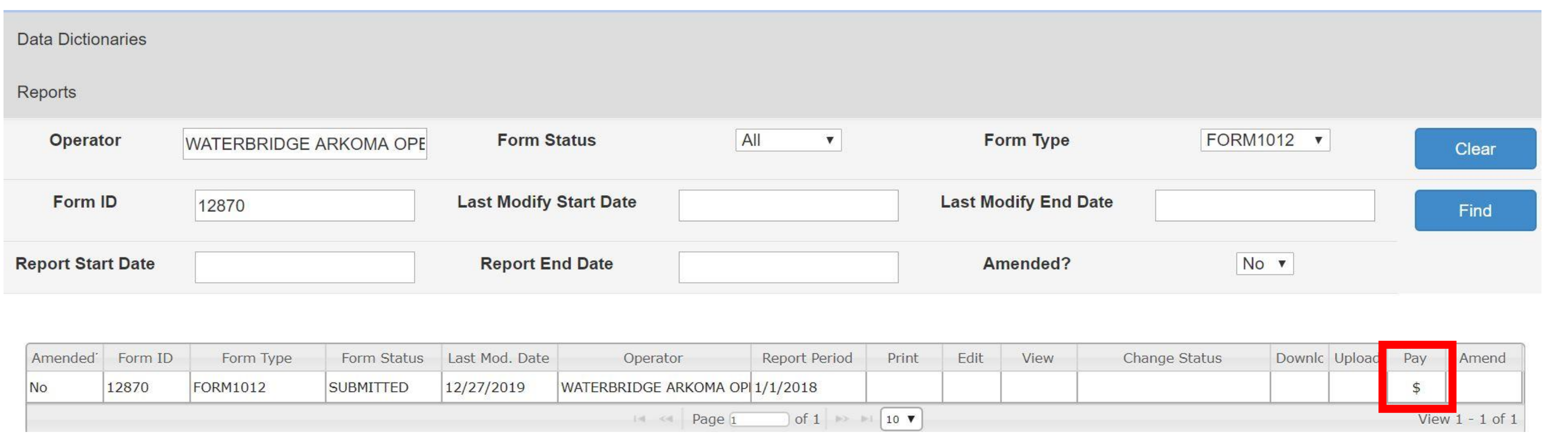
Payments

NOTE: IF YOU HAVE TO PAY BY CHECK, DO NOT FOLLOW STEPS 16- 19. Click the **Save button but DO NOT click on **Submit.** Print a copy and send a check to the Oklahoma Corporation Commission and we will **Submit** and complete the final submittal process for you. Once the FULL payment is received and processed the status of the form 1012 will move to *Accepted.* **

16. The **FORM1012** requires payment before it will be *accepted* by the OCC.
17. Remember, you must **Save** then **Submit** the form.
    - After, you Submit the form you will receive the pop-up message below:
        - Click **OK**



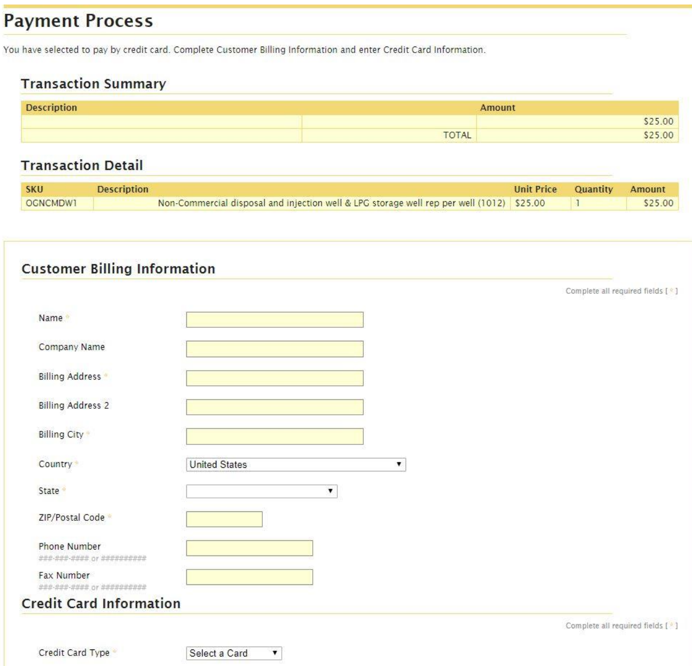
18. You will automatically be taken back to the *Dashboard* and the Download/Upload icons will be gone but a money sign icon $ under "**Pay**" will appear.
    - Click the **Pay** icon (the money sign).



Note: The payment calculation is based on the number of wells you have operated throughout the report year (see Special Note for Transferred Wells).

- $25 per well for operators reporting on less than 100 wells.
  Example: if an operator is reporting on 99 wells, they will be charged $2,475.00 (99X25).
- $2,500.00 for operators reporting on 100 wells or more.
  Example: if an operator is reporting on 102 wells, they will be charged $2,500.00

19. You will be re-directed to a menu that looks like the one below.



Payment Process

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Transaction Summary

Description		Amount
		$25.00
	TOTAL	$25.00

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
OGNCMDW1	Non-Commercial disposal and injection well & LPG storage well rep per well (1012)	$25.00	1	$25.00

Customer Billing Information

Complete all required fields [*]

Name *
Company Name
Billing Address *
Billing Address 2
Billing City *
Country * United States
State *
ZIP/Postal Code *
Phone Number
Fax Number

Credit Card Information

Complete all required fields [*]

Credit Card Type * Select a Card

- Fill out the proper fields and Credit Card Information.
  - Required fields will have a yellow asterisk next to it like: Name *
- Click **Continue** to go to **Transaction Summary**
  - Review information and make sure it is correct, if it looks good click **Make Payment**.

- If payment is successful, you will be redirected to the **Payment Result** screen in the eForm where you have the option to return to the Dashboard.

Payment Result

Payment Status	PAYMENT ACCEPTED
Name	JOHN DOE
Reference Code	EForm__000000009697
Amount	$25.00
Form Type	FORM1012
Form ID	9697
Payment Token	564bbb34-6831-4405-a812-6187f8b3bd5e
Message	

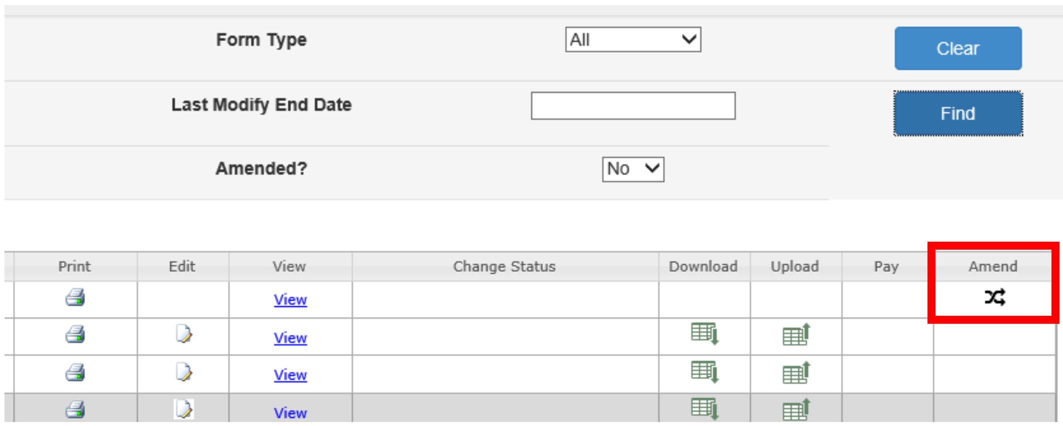
Return to Dashboard

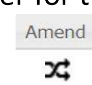
NOTE: If you have to pay by check, DO NOT follow steps 16- 19. Click the **Save** button but DO NOT click on **Submit.** IF PAYING BY CHECK, DO NOT SUBMIT THE 1012 ONLINE. PRINT A COPY AND SEND IT WITH A CHECK TO THE CORPORATION COMMISSION. ONLY FULL PAYMENTS WILL BE ACCEPTED.

EDIT/AMED

20. If the 1012 eForm is in the *Accepted* status and requires corrections, the form can be edited by clicking the **Amend** icon  .

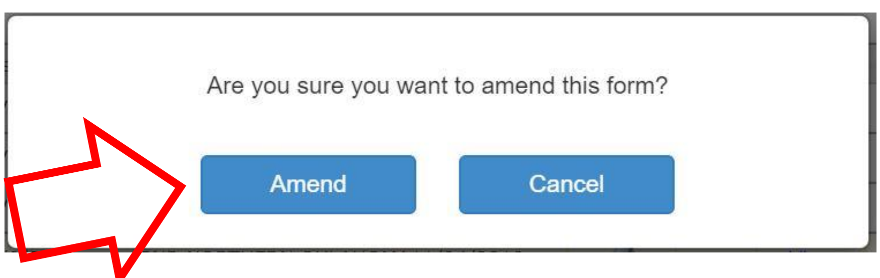
- Amending a form results in a new, amending 1012D eForm being generated. The amending form is auto-populated with the data from the form it is amending, and is automatically set to a *Draft* status.



21. To **AMEND** a FORM1012
    a. From the *Report* menu, filter for the eForm you want to amend. Forms in an *Accepted* status display the **Amend** icon  within the Reports grid.

    b. Click the applicable eForm's **Amend** icon.

    c. User will receive a pop-up message asking to confirm the request to amend the eForm. Click the **Amend** button to confirm the amend action.



    d. User will then be returned to the *Reports* menu, where the *Reports* grid is already filtered for the new, amending eFroms **Form ID**. You will see the new, amending eForm's status is *Draft* and can be acted on like any form in a *Draft* status.

    e. The **Amend** icon of the amended form (i.e. the form that was amended) in the *Reports* grid is removed and the **Edit** icon  reappears.

    f. Click on the **Edit** icon, it will redirect you to the GENERAL tab. Click on the INJECTION DATA tab and you will see it is auto-populated with the data you initially put in.

g. Change the information you need to change/update and click **Save** and then **Submit**.

h. You will then be redirected to the main dashboard

i. The **Amended** column of the amended form (i.e. the form that was edited) in the *Reports* grid is updated to 'Yes'.

Amended'	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downlc	Upload	Pay	Amend
No	13403	FORM1012D	ACCEPTED	12/30/2019	SNR NORTHERN OKLAHOMA	11/24/2019			View					
Yes	13402	FORM1012D	ACCEPTED	12/30/2019	SNR NORTHERN OKLAHOMA	11/24/2019			View					

22. Once the amending eForm is submitted, the Eform application will automatically email a status change notification to both the user who submitted the eForm and the user who submitted the amended (original) eForm, and all email addresses entered into the **Notification Emails** field.

- The notification email for amending eForms will include the **From ID** of the form it is amending.

Important to note: no additional payment is required when a FORM1012 is amended.