As of January 2, 2020, the electronic data system used to report 1012 annual volumes and pressures is the new Oklahoma eForm found <u>here</u>. 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 <u>eForm Registration Guide</u> for help creating a Login name, resetting a password, and locating the Operator eForm ID or follow the steps below.

REGISTERING AS A USER

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

0	klahoma eFor	m
Login name:		
Password:		Forgot Password?
Operator eForm ID:		Industry users only.
Ne	Login red to add a user: Register U	ser
Service	Version: 1.0.6.0 (@WEB-OCC	02-185)
Ene	RBDNS rgy & Water Software Data Solut	lions

Us	er Registration
Login name:	
Email address:	
Operator:	Select an operator
Password:	
Confirm Password:	
Type the charact	Ers you see in the picture below. TFG3G Letters are case-sensitive.
	Register
	Return to Login

- Within the User Registration page, ALL fields are required:
 - 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

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.....

- \circ Zebra Energy LLC (25252)- 14196
- **Operator eForm ID** for Zebra Energy is 14196 1 (write this number down)

- 2. Create a Password you will remember (please, write it down if you do not think you can remember it)
- 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.



- 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...



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, <u>https://www.occpermit.com/OKeForm/Login</u>, 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 <u>HERE</u> 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.

Login

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.

	Oklahoma eForm			
	Data Dictionaries			
	Reports			
NOTE:	Operator SNR NORTHERN OKLAHOMA OPERATING LLC (24280) - 141789 *	Form Status All 🔻	Form Type FORM1012 V	Clear
Form ID is left	Form ID	Last Modify Start Date	Last Modify End Date	Find
blank	Report Start Date	Report End Date	Amended? No *	
			4	

- 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.

No 12905 FORM1012 DRAFT 12/26/2019 SNR NORTHERN OKLAHOMA 1/1/2018 🧃 📝 View	No	12905	FORM1012	DRAFT	12/26/2019	SNR NORTHERN OKLAHOMA	1/1/2018	 2	View	⊞I	<u>I</u>	
	NO	12903	FORMIUIZ	DRAFT	12/20/2019	SINK NORTHERN OKLAHOMA	1/1/2018		view		<u>H</u>	

a. You will be redirected to the following screen:

Edit

GENERAL	WELLS	INJECTION DATA	REPAIR DATA	FRESH WATER DATA	
				Annual Fluid In	jection Report
				Year	2018
				Total Annual bbls	
				Total Annual MCF	0
			Average Max Well H	lead Pressure PSI (bbls)	
			Average Max Well H	lead Pressure PSI (MCF)	
				Report Received Date	
				Last Report Year	
				Receipt Number	
				Operator Comments	2
				Notification Emails	
(Individual above. Sepa	submitting arate multip	this notice will receive ble addresses with semi	an automatic email. colons.)	If you want other people	to receive automatic email notifications about the status of this form please enter them

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 <u>name@domain.type</u>; 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.

- 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:** <u>A required field</u> and must match an API in the WELLS tab (DO NOT use dashes).
 - Packer?: <u>A required field</u>. 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).

GEN	IER/	AL WELLS	INJECTION DATA	REPAIR DATA	FRESH WATER DATA		
		If a w	ell has a "Fresh Wate	r" Disposal Type re	ported for any month, you mus	t add exactly one corresponding reco	rd in the Fresh Water Data tab.
			API		Pack	er?	Packer Depth
1	+	3507101608			Select One	•	
2	+	3507101635			Select One	T	
3	+ 3507120481				Select One	▼	
4	+	+ 35071245190000		Select One	▼		
5	+	3507124541000	0		Select One	▼	
6	+	3507124654000	0		Select One	T	
7	+	3507124706000	0		Select One	T	
8	+	3507124714000	0		Select One	▼	
9	+	3507124781000	0		Select One	▼	
10	+	3507124822000	0		Select One	▼	
					🖂 < Page 🔝 of	1 (** *)	View 1 - 10 of 10
			Ac	bl			Remove

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.

			API				Packer?				Packer	r Depth
-	3507101608				Select O	ne			•			
	JAN				FEB				MAR			
	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Ty	p Method	Max PSI	bbls/MCF
	Select On V	Select On V	1		Select On V	Select On V			Select On V	Select On V		
	Delete on	Delete on	0	0		Delete of	0	0		T Delete of	0	0
	APR				MAY				JUN			
	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Ty	p Method	Max PSI	bbls/MCF
	Select On 🔻	Select On 🔻			Select On 🔻	Select Or 🔻	-		Select On 🔻	Select On 🔻	-	
			0	0			0	0			0	0
•	JUL				AUG				SEP			
	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Ty	p Method	Max PSI	bbls/MCF
	Select On 🔻	Select On 🔻			Select On V	Select On 🔻			Select On 🔻	Select On 🔻		
			0	0			0	0			0	0
	ост				NOV				DEC			
	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Typ	Method	Max PSI	bbls/MCF	Disposal Ty	p Method	Max PSI	bbls/MCF
	Select On V	Select On V	1		Select On V	Select On V			Select On V	Select On V		

5

- c. Choose a **Disposal Type** from the Dropdown options for:
 - BRACKISHWATER
 - FRESHWATER
 - o GAS
 - o 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.

Method	Max PSI	bbls/MCF
METERED V	500	1000
	Method METERED V	Method Max PSI

- 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.

JAN				•	<u>Always required</u> to be filled out.
Disposal Typ	Method	May DST	bbls/MCE	•	Must be a numeric whole number.
Disposal Typ	Method	Plax P SI	bbis/ Her	•	If it is on a vacuum, enter "0" or use
Soloct On V	Soloct On V	1		1	a negative (-) sign in front of the
Select Off	Select Off •	0	0		whole number.

- f. **bbls/MCF**: Enter the total disposal/injection volume for the month here.
 - <u>Always required</u> 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.

JAN			
Disposal Type	Method	Max PSI	bbls/MCF
Select On 🔻	Select On ▼	0	0

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.

month.

- 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)

GEN	IER/	AL WELLS	INJECTION DATA	REPAIR DATA	FRESH WATER DATA		
		If a w	ell has a "Fresh Wate	r" Disposal Type re	ported for any month, you must add exad	ctly one corresponding	record in the Fresh Water Data tab.
			API		Packer?		Packer Depth
1 + 3507101608					Select One	▼	
2	+	3507101635			Select One	×	
3	+	3507120481			Select One	▼ .	
4	+	3507124519000	0		Select One	¥	
5	+	3507124541000	0		Select One	▼	
6	+	3507124654000	0		Select One	▼	
7	+	3507124706000	0		Select One	▼	
8	+	3507124714000	0		Select One	•	
9	+	3507124781000	0		Select One	▼	
10	+	3507124822000	0		Select One	▼]	
11	+				Select One	•	
					14 <4 Page 1 of 1 >>> >1		View 1 - 11
			Ad	dd			Remove

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

- 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.

GENERAL	WELLS	INJECTION DATA	REPAIR DATA	FRESH WATER DATA	
		API	L	ist or describe any Repairs or Testing performed on well (limited to 500 characters)	Repair Date
1					
	_			I ≤ << Page 1 of 0 → ▶1	View 1 - 1 c
		Add			Remove

- 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.

- 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.

GENER	L WI	ELLS INJE	CTION DATA	REPAIR	DATA	FRESH WATER DA	ТА						
If a well OWRB P	has a "Fi ermit # n	resh Water" Di nust be entere	sposal Type rej d if the Water S	ported for an Source is "Pe	y month, rmit". Loo	you must add exac cation data must b	ctly one co e entered i	rresponding re f the Water Sou	ord in the Fre	sh Water Dat ".	a tab.		
	API	Water Source	OWRB Permit #	Sec	Twp	T Dir	Rng	R Dir	Meridian	Qtr4	Qtr3	Qtr2	Qtr1
1		Select On 🔻				Select On 🔻		Select On 🔻	Select On 🔻	Select On 🔻	Select On 🔻	Select On 🔻	Select One 🔻
						ra ka Pa	ge 1 of 0	I≪ 1					View 1 - 1 of 1
			Add	t)						Remove	9		
										L	L		

- 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 <u>required</u> 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 I
 - 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	3	>	<u>View</u>		₩	∎Î		
Page 1 of 1 >> > 10 V										Viev	N 1 - 1 of 1			

Download

- 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.

Upload

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.

- Select XLSX file to upload for Form 9279
 Browse...
 OK Cancel
 - 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
---	----------	------	--------------	-----	--------	----------

Data Dictiona	ries					
Reports						
Operator	SNR NORTHERN OKLAHOMA OPERATING LLC (24280) - 141789 V	Form Status	All	Form Type	FORM1012 V	Clear
Form ID		Last Modify Start Date		Last Modify End Date		Find
Report Start Date		Report End Date		Amended?	No v	

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	12/27/2019	SNR NORTHERN OKLAHOMA	1/1/2018	3	۵	View		Ħ	∎ İ		
	⊨ << Page 1 of 1 ⇒> ⊨ 10 ♥ View 1 - 1 of 1													

1012 OK eForm User Guide (Injection Report for Non-Commercial/EOR Wells)

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.

		View validation message(s) on the left.	
WARNINGS WELLS		FRESH WATER DATA	
▲ Injection Data tab If a well has	• 'Fresh Water'' Disposal Type re	ported for any month, you must add exactly one corres	ponding record in the Fresh Water Data tab.
(Row 1)	API	Packer?	Packer Depth
1 + 3507101608		Yes	Y
2 + 3507101635		No	y
3 + 3507120481		Select One	T
Recker? is required		Select One	Y
(Row 3) + 35071245410000		Select One	×
6 + 35071246540000		Select One	y
7 + 35071247060000	N	Select One	×
8 + 350712471400 0		Select One	×
A Injection Data tab		Select One	*
(Pow 4) + 35071248220000		Select One	7
(1000 4)		Page 1 of 1 🕨 🖬	View 1 - 10 of 10
A Injection Data tab I	Sav	e Print Preview Submit Exit	

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

The form passed all validations and successfully saved. Click Submit to submit the form.

- 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:
 - o Click OK

The form was successfully submitted, but will not be accepted by the OCC until payment is remitted. Click **OK** to return to the Reports menu. If payment is outstanding, click the form's **\$ (Pay)** button to make the required payment.

- 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).

Data Dictio	onaries													
Reports														
<mark>Opera</mark>	tor	WATERBRIDGE	ARKOMA OPE	Form S	tatus A	II •		Fo	orm Type	FOF	M1012 •			Clear
Form	ID	12870		Last Modify	Start Date			Last Mo	odify End I	Date				Find
Report Sta	art Date			Report E	nd Date			Ar	nended?		No 🔻			
Amended'	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downlc	Upload	Pay	Amend
No	12870	FORM1012	SUBMITTED	12/27/2019	WATERBRIDGE ARKOMA OPI	1/1/2018							\$	
					La Jai Dana G	Defitions		1						ŀ

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.

ave selected to pay by credit ca	d. Complete Customer Billing Information and enter Credit	Card Information.		
ransaction Summar	, ,			Information.
Description		Amount	\$25.00	 Poquir
		TOTAL	\$25.00	
ransaction Detail				
KU Description		Unit Price (Quantity Amount	asteris
ustomer Billing Info	rmation			• Click Continue
		Cor	nplete all required fields [*]	
Name				 Review
Company Name				correct
Billing Address				Deume
Billing Address 2				Payme
Billing City *				
Country	United States •			
State *	×			
ZIP/Postal Code				
Phone Number				
Fax Number				
redit Card Informat	on			

- 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 Amend.

3

 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.

	F	orm Type	All	All					
	Last M	odify End Date	•						
	А	mended?	No	No 🗸					
Print	Edit	View	Change Status	Download	Upload	Pay	Amend		
3		View					x;		
4	۵	View		ΞĮ	∎Î				
4	۵	View		Π	∎Î				
3		View		Π	∎ 1				

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 Amend within the Reports grid.

x

3

- 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 Edit 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	3		View					24
Yes	13402	FORM1012D	ACCEPTED	12/30/2019	SNR NORTHERN OKLAHOMA	11/24/2019	3		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.