

**eCommerce Reporting Website**

**User Guide**

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**Office of Natural Resources Revenue**

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# How to use this guide

# This user guide serves as a comprehensive reference for reporters utilizing the Office of Natural Resources Revenue (ONRR) eCommerce Reporting Website. It provides detailed instructions on how to enter and submit the following reports:

* ONRR-2014
* CMP-2014
* ONRR-4054 (OGOR)
* ONRR-4058 (PASR)

## Assumptions

* Click Actions: All instructions involving clicks refer to a single left-click unless specified otherwise.
* Intended Audience: This guide is designed for users seeking to understand basic website functionality and navigation. For inquiries related to advanced business processes, please consult your ONRR Representative.

## Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Modified By | Comments |
| 1.00 | 02/10/2011 | Accenture | Version 1 completion |
| 2.00 | 04/24/2012 | Accenture | Added Validation Status Information |
| 3.00 | 04/17/2013 | Accenture | Version 3 completion – prior to eCommerce Enhancements |
| 4.00 | 05/02/2012 | Accenture | Enhancements Updates |
| 5.00 | 03/24/2014 | Accenture | Enhancements Updates |
| 6.00 | 04/04/2025 | ONRR/Accenture | Enhancements Updates |

# Overview Section

## Login/Logout

To access the eCommerce Reporting Website, each user must accept the user policy and complete the Electronic MRMSS Application Request Form (EMARF) to gain or modify access. Users are responsible for all actions taken under their user ID and must not share their password with others, including new or replacement personnel.

**Logging In**

To log into the eCommerce Reporting Website, follow these steps:

1. **Access the Website:**
   * Directly visit the eCommerce website: <https://onrrreporting.onrr.gov/>
   * Alternatively, log into the ONRR WebCenter Portal: <https://portal.onrr.gov/>, navigate to the eCommerce folder, and click on the eCommerce link.
2. **Authenticate Your Access:**
   * You will be redirected to login.gov for authentication. After signing in, you will be redirected back to the MRMSS.
3. **Review the End User Agreement:**
   * The ONRR End User Agreement is acknowledged when applying for access to ONRR’s systems.

**Note:** If you encounter issues logging into the eCommerce Reporting Website, please contact the Enterprise IT Service Desk:

* **Toll-Free:** 877-256-6260
* **Email:** [enterpriseitservicedesk@bsee.gov](mailto:enterpriseitservicedesk@bsee.gov)

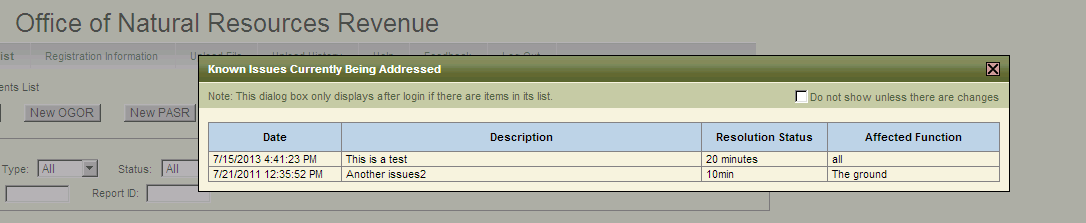
**Logging Out**

To log out of the eCommerce Reporting Website, follow these steps:

1. **Click the “Log Out” Tab:**
   * Locate the “Log Out” tab on the Global Navigation Bar at the top of each page and click it.
2. **Return to the Login Page:**
   * After logging out, you will be returned to the login page.

**Note:** Be sure to click the “Save” button before logging out to ensure that all changes are saved.

## Known Issue Dialog Window

The Known Issues dialog box appears after login only if there are documented issues currently being addressed. Each known issue will be displayed for a period of six months following its resolution, unless removed by ONRR administrators before the six-month period ends.

## Session Timeout

The eCommerce Reporting Website will automatically log out users after 20 minutes of inactivity. If a user attempts to perform any action after this timeout, they will be redirected to the login page. To continue, the user must log in again to resume their previous activity.

## Global Navigation Bar

At the top of most pages within the eCommerce Reporting Website, you will find the Global Navigation Bar. This bar features eight tabs that facilitate navigation throughout the website. Below is a table detailing each tab's name and description:

| Tab Name | Description |
| --- | --- |
| Documents List | A list of all documents (including ONRR-2014, CMP-2014, ONRR-4054 (OGOR), and ONRR-4058 (PASR)) updated within the last six months. |
| Registration Information | Contains logon and contact information for the currently logged-in user. |
| Upload File | Allows users to upload report files created offline in .csv, .txt, or .zip formats. |
| Upload History | Lists all files uploaded in the last 10 days. |
| Help | Provides a high-level overview of the website and links to detailed help resources. |
| Known Issues | Displays all known issues currently being addressed, including the date, description, resolution status, and affected function. ONRR administration users can view, edit, and delete issues.  A Known Issue is a problem or defect in the system that has been documented and made aware to users but has not yet fixed. ONRR administration users will be able to view all current known issues, the Date, Description, Resolution Status and Affected Function. ONRR administration users will also be able to edit and delete issues. |
| Feedback | A form for users to submit feedback regarding the eCommerce Reporting Website. After submission, users will be redirected to the Documents List page. |
| Log Out | Click this tab to log out of the eCommerce Reporting Website. |

**Note:** The Global Navigation Bar is not visible on the following pages. Users must click the “Report” button to return to the previous page that displays the Global Navigation Bar:

* ONRR-2014 – Payment Information and Override Pages
* CMP-2014 – Payment Information and Override Pages
* ONRR-4054 (OGOR) – A, B, and C and Override Pages
* ONRR-4058 (PASR) – Product and Override Pages

Additionally, a navigation map is available at the top of every page, allowing users to see their current location within the tool. Users can click on the pages within this map, except when on a Detail Page. For example: **Home → Documents List → ONRR-2014 → ONRR-2014 Payment.**

# Documents List

The Documents List displays any documents a user has created and/or sent to ONRR within the past six months.

## Paging Functionality

To navigate between pages in the document list and view other lines:

1. Click the next page number to see the next page of lines.
2. Click the previous page number to see the previous page of lines.
3. Click a specific page number to view lines on that page.

**Note:** If the number of lines to display per page is exceeded, the document will be divided into multiple pages. Page numbers are displayed at the bottom of the table. The current page number is shown in black, while all other page numbers are in blue, indicating they can be clicked to navigate to that page.

## Documents Lists – Action Buttons

### Create a New Document

At the top of the Documents List page, you will find the following buttons for creating new documents:

* New 2014
* New CMP-2014
* New ONRR-4054 (OGOR)
* New ONRR-4058 (PASR)

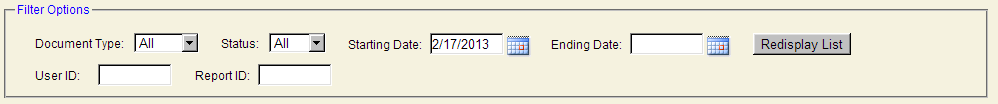


Clicking any of these buttons will load a new document page ready for input. For more information regarding each document type, please refer to their respective sections in the User Guide.

For more information regarding each document type, please refer to their sections of the User Guide.

## Documents List – Filter Options

### The Documents List includes features that allow users to filter report documents by various criteria:



### Document Type

* + Click the drop-down arrow next to **Document Type:**
  + Select the desired document type (All, ONRR-2014, CMP-2014, ONRR-4054 (OGOR), ONRR-4058 (PASR)).
  + Click the **Redisplay List** button to refresh the Documents List based on the selected criteria.

### Status

* + Click the drop-down arrow next to **Status:**
  + Select the status of documents to display (All, Open, Sent).
  + Click the **Redisplay List** button to refresh the Documents List.

### Starting Date

* + Click the calendar icon next to **Starting Date:**
  + Select the starting date for the documents to display.
  + Click the **Redisplay List** button to refresh the Documents List.

**Note:** The Documents List will only display reports from the last six months. However, users can filter to find documents older than six months.

### Ending Date

* + Click the calendar icon next to **Ending Date:**
  + Select the ending date for the documents to display.
  + Click the **Redisplay List** button to refresh the Documents List.

**Note:** Dates can also be entered manually in the format MM/DD/YYYY.

### User ID

* + Click the User ID textbox next to **User ID:**
  + Enter the User ID.
  + Click the **Redisplay List** button to refresh the Documents List.

**Note:** Users can only view report documents associated with their customer ID.

### Report ID

* + Click the Report ID textbox next to **Report ID:**
  + Enter the Report ID (numbers only).
  + Click the **Redisplay List** button to refresh the Documents List.

**Note:** Reports displayed will show those that match the entered ID and are associated with the user’s customer ID.

### Redisplay List

After selecting filters for the Documents List, clicking the **Redisplay List** button reloads the page with the new filtered list.

### Column Sort Feature

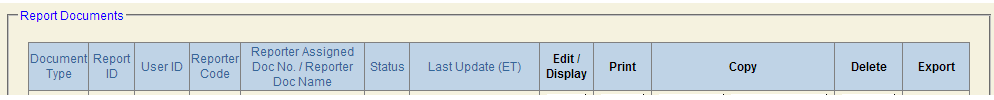
The Documents List allows users to sort document columns in ascending or descending order. This feature applies to the following columns: Document Type, Report ID, User ID, Reporter Code, Reporter Assigned Doc No./Reporter Doc Name, Status, and Last Update (Eastern Time (ET)).

To sort a column:

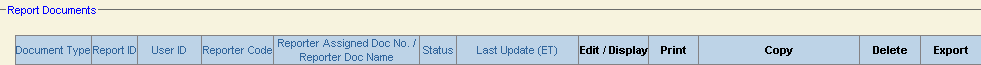
1. Click a column header name (blue text) in the Report Documents section.
2. The Documents List refreshes in ascending order based on the selected column.
3. Click the same column header again to sort in descending order.

**Example:** Clicking the “Report ID” header will sort documents in ascending order, while clicking it a second time will sort them in descending order.

## Documents List – Report Documents



| Column Name | Description |
| --- | --- |
| Document Type: | Identifies the document type (ONRR-2014, CMP-2014, ONRR-4054 (OGOR), ONRR-4058 (PASR)). |
| Report ID: | A sequential number automatically assigned and incremented with each new report document. |
| User ID: | ONRR assigned user identification. |
| Reporter Code: | ONRR assigned Reporter Code. |
| Reporter Assigned Doc No./Reporter Doc. Name: | Displays the Reporter Assigned Document Number for ONRR-2014 and CMP-2014; shows Reporter Document Name for ONRR-4054 (OGOR) or ONRR-4058 (PASR). |
| Status: | Indicates whether the document is “OPEN” or has been “SENT.” |
| Last Update (ET): | Displays the date and time (ET) the Report ID was last updated. |

The following buttons are available alongside each document in the Documents List: 

### Edit/Display

To edit or display a document:

* Locate the document that needs to be edited or displayed.
* Click the **Edit** or **Display** button on the corresponding line.
* A new page loads with the document, either for display or ready for edits. The **Edit** button is for “OPEN” documents, while the **Display** button is for "SENT" documents.

### Print

To print a document:

1. Locate the document that needs to be printed.
2. Click the **Print** button on the line that contains the desired document.
3. A new browser window opens, displaying a printable version of the document.
4. Click the **File** option within that window.
5. Click **Print** within the File menu.
6. Select a preferred printer (this may be a default printer already selected).
7. Click **Print** within the print window.

### Copy

#### Copy All

To copy an existing document and use it as a template:

1. Locate the document that needs to be copied.
2. Click the **Copy All** button on the line that contains the desired document.
3. A new page loads containing all contents of that document, ready for edits.

Note: This functionality allows the user to choose an existing report as a template for a new report. Comments and Reporter Assigned Doc. No./Reporter Doc Name will not be copied, and a new Report ID will be assigned.

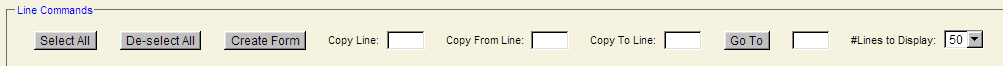
#### Copy Specific

To open a summarized view of a document and copy specific lines within that document:

1. Locate the document that contains specific lines to be copied.
2. Click the **Copy Specific** button on the line that contains the desired document.
3. A new page loads containing a summarized list of lines from the document, ready to be copied.

#### Line Commands Available:

The following line commands are available at the bottom of the summarized list of lines.



* **Select All:** Copies the entire document, which can be used as a template for a new document.
* **De-select All:** Deselects all previously selected lines. The page will refresh when selected.
* **Create Form:** Creates a new document with only the selected lines.
* **Copy Line:** To copy a specific line, enter the line number and click **Create Form**.
* **Copy From Line/Copy To Line:** Enter the beginning and ending line numbers to copy a range of lines, then click **Create Form**.
* **Go To:** Enter a line number to navigate to that specific line.

**# Lines to Display**

### Choose how many lines per page to display (1, 5, 10, 25, or 50). The default is 25 lines per page.

### Delete

To permanently delete an entire document from the Documents List:

* Locate the document to be deleted.
* Click the **Delete** button.
* Confirm deletion in the popup window or click **Cancel** to stop the report from being deleted.
* The Documents List is refreshed, and the deleted report is no longer displayed.

Note: A document cannot be recovered once deleted.

### Export (CSV or Fixed)

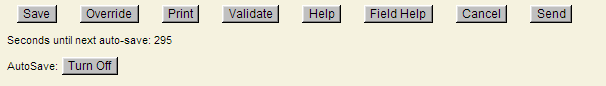
To export a document:

1. Locate the document.
2. Click either the **CSV** or **Fixed** hyperlink.
3. Choose to **Open** or **Save** the file in the popup window.

**Note:** For optimal use of exported files, save before opening in applications like Microsoft Excel. Additional information about .csv and .txt file types can be found on [onrr.gov](https://onrr.gov/reporting/revenue?tabs=forms) and in Chapter 8 of the Minerals Revenue Reporter Handbook: [Chapter 8.](https://onrr.gov/document/RRM-Chapter.8.pdf)

# Universal Document Buttons

Regardless of the document type—ONRR-2014, CMP-2014, ONRR-4054 (OGOR), or ONRR-4058 (PASR)—the following commands are available as buttons within each report page:



**Note:**

* The ONRR-2014 and CMP-2014 report pages include an additional button, **“Payment Information.”**
* CMP-2014 forms feature a **“Release”** button instead of a **“Send”** button. More information can be found in the ONRR-2014 and CMP-2014 sections.

**Auto-Save Feature**

The eCommerce platform auto-saves manually entered data every 300 seconds (5 minutes).

To turn off the auto-save feature, follow these steps:

1. Click the **“Turn Off”** button located beside the AutoSave feature, just below the **“Seconds until next auto-save:”** message.
2. A warning message will notify the user: **“Your work will not be automatically saved until auto-save is enabled again.”** The user can select **“OK”** to turn off auto-save or **“Cancel”** to keep it enabled.
3. Each time a new page is displayed, if the user navigates away from the page, or if the user logs out and logs back in, the auto-save feature will automatically be turned on again.
4. If a user moves within a particular report page and its subpages, the information will be saved. For example, if a user is on the ONRR-2014 report page and clicks the **“Payment Information”** button, the data will be saved.

**Note:** When the auto-save function is turned off, the only way for a user to save their information is to click the **“Save”** button. If auto-save is off while navigating from ONRR-4054 (OGOR) A to B or C, items will not be saved without clicking the **“Save”** button.

## Save

To save a document for future editing:

1. Click the **“Save”** button.
2. The document is saved for future use and has not been sent.
3. Saved documents can be found in the Documents List and reopened from that list.

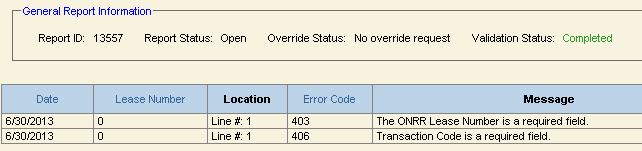
**Note:** When auto-save is enabled, the application automatically saves the open document every 5 minutes. If the user cancels any modifications, the system will revert to the most recently saved version. To ensure all changes are saved, it is recommended to manually click the **“Save”** button.

**Note:** If any required data is missing from the document, a message will appear upon clicking **“Save,”** indicating the necessary actions to resolve the issue.

## Validate

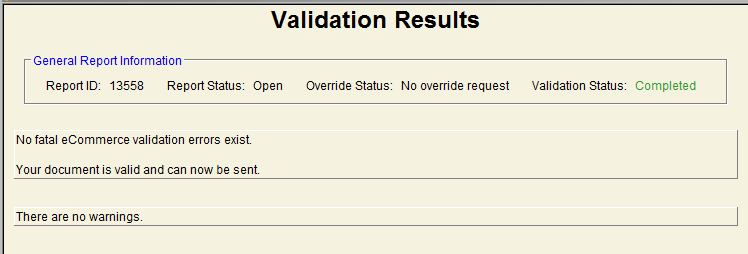
To validate a document:

1. Click the **“Validate”** button.
2. The document is processed for validation.
3. A new window opens displaying the **Validation Progress**. Upon completion, the **Validation Results** are shown in a read-only format, notifying the user of any warnings or errors. Below is an example of how errors are displayed:



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Lease Number | Location | Error Code: | Message |
| 3/31/2025 | 0 | Line #: 1 | 9524 | Invalid Arc |

1. The error list can be printed from this window.
2. Once the **Validation Results** window is closed, the user is returned to the original data entry page.
3. The user fixes any errors and re-validates.
4. If there are no errors or warnings, the **Validation Results** will state:
   1. “No fatal eCommerce validation errors exist.”
   2. “Your document is valid and can now be sent.”
   3. “There are no warnings.”



1. If there are no errors, the document is ready to be sent.

**Note:** In addition to other save functions on this page, clicking the **“Validate”** button will also save the document before validating.

## Override

A user can submit an override request if a business rule exception is needed for one or more validation errors. Approval or denial of this request is at the discretion of ONRR. To submit an override request, follow these steps:

* Click the **“Override”** button within a document after the validation button has been clicked.
* A new Override page loads with the following pre-populated information:

**General Report Information**

| Field Name | Description |
| --- | --- |
| Report ID: | The ID of the report for which the override request is being made. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report (Saved, Approved, Denied, or Pending).  **Note:** The user cannot update the override request while the override status is “Pending.” |
| Validation Status: | The validation status of the report. (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address. |

* Complete the appropriate fields in the Override Request section according to the table below:

**Override Request**

| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Justification:\* | Enter the reason for the override request in this text box. Be as specific as possible. | Yes |
| Requester Name: | This field is pre-populated with the name of the logged-in user. | N/A |
| Requester Telephone:\* | Enter the phone number of the person to be contacted regarding this override request. | Yes |

* All lines containing errors are pre-selected. If a pre-selected error can be fixed before submitting the override, click the **“Report”** button to return to the report and fix the error. Error lines are displayed in the Detail Lines section described below:

**(Document) Detail Lines**

* **Line Summary (Highlighted in Gray):** The line containing errors appears in read-only format, displaying all input information from the previous page.
* **Line # and Error Message:** The line number and error messages are displayed beneath the line summary. Multiple errors for a line are shown in a list format.

**Note:** When there is more than one line containing errors, the Line Summary and Line#/Error Message for each line are grouped together.

**Submit an Override Request**

To submit an override request:

1. Click the **“Submit”** button. A popup message will appear stating:  
   **“Please make sure you have resolved all errors not related to your override request and have made all necessary changes to your document before submitting an override request. If you need to make any changes to your document after receiving a response to your override request, you will need to re-validate your document and re-submit your override request.”**
2. Click **“OK”** to submit the request to ONRR for review. The Override Status changes from **“No override request”** to **“Pending.”**
3. Click **“Cancel”** to return to the Override page without submitting the request.

**Additional Buttons**

| Button | Description |
| --- | --- |
| Save | Clicking the **“Save”** button saves the override request and returns the user to the report page.  **Note:** The Override Status changes from **“No override request”** to **“Saved.”** |
| Print | Clicking the **“Print”** button opens a new window with a simplified print view of the override request. Use the **“File”** menu option in this new window to print the summarized page. Alternatively, use the **“File”** menu option in the main application window to print a screenshot of the Override Request page, which displays all error lines. |
| Report | Clicking the **“Report”** button opens a pop-up window asking if the user wants to discard changes and return to the report page. Click **“OK”** to return to the report page or **“Cancel”** to stay on the Override Request page. |
| Help | Clicking the **“Help”** button opens a new window with information related to the Override Request page. |

**“Locked Override”**

After an override request is submitted to ONRR for review, both the document and the override request become **“locked.”** This means they are read-only and cannot be edited by the user. The document and request remain locked even after ONRR has sent their response. If editing is required, the user must first unlock the report. The **“Unlock”** button is only visible if the report has an override request status of approved or denied.

**Warning:** Using the **“Unlock”** button will undo the override request. An override request must be filled out and re-submitted.

**Example:** If the override request contains five lines needing overrides and ONRR only approves four, the user must unlock the request. After unlocking, the user must make changes to the document for the unapproved line, validate the document, return to the Override Request page, and re-submit the request for the remaining four lines. Once the necessary changes have been made, the user can re-submit the request.

*To prevent rework, it is best to fix as many error lines as possible in the report before submitting an override request and to submit override requests only when absolutely necessary.*

**To Unlock an Override Request**

1. Open the appropriate report from the **Documents List**.
2. Click the **Edit** button at the top of the page.
3. Click the **Override** button at the top of the page.
4. Click the **“Unlock”** button.
5. Confirm your action by selecting **Yes** or **OK** in the prompt.
6. Click the **Report** button to return to the report page.

## Print

To print a document:

1. Click the **“Print”** button.
2. The document opens in a new window as a print preview.
3. Use the **“File”** menu to print the document.

**Note:** When you click the **“Print”** button, the document is saved in its current state. The printed version will reflect the latest saved changes.

## Help

The eCommerce Reporting website provides three levels of help: **Application Level**, **Page Level**, and **Field Level**.

**Application Level**

This help is accessible through the **Help** tab on the Global Navigation Bar at the top of most pages. It offers a high-level overview of how to navigate the website.

**To use Application-Level Help:**

1. Click the **“Help”** tab at the top of most pages.

**Page Level**

This help is available as a **Help** button located at the top of each page. Clicking this button opens a new window displaying useful information specific to that page.

**To use Page Level Help:**

1. Click the **“Help”** button on the page where assistance is needed.

**Field Level**

Field Level Help is available only on the report pages: **ONRR-2014**, **ONRR-4058 (PASR)**, and **ONRR-4054 (OGOR)**. The **Field Help** button is located at the top of each document page and provides descriptions for each field, including whether it is required.

**To use Field Level Help:**

1. Click on the desired field.
2. Click the **“Field Help”** button.
3. A new window opens, displaying information related to the selected field.

## Cancel

To cancel changes made to a document:

1. Click the **“Cancel”** button.
2. This action cancels any changes made since the last save or last auto-save (auto-save occurs every 5 minutes when the feature is enabled), and the user will be returned to the previous page.

**Note:** To permanently cancel or delete an entire document, the user must go to the **Documents List** and click the **“Delete”** button next to the desired document.

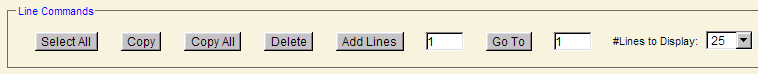
## Send

These directions apply once a document is ready to be submitted to ONRR.

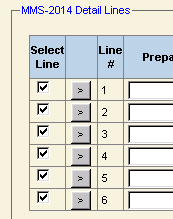
1. To send a document:
2. Click the **“Send”** button.
3. A popup will display the following message:  
   **“I am authorized to report for this Reporter and certify that the electronic data transmitted is valid, accurate, and complete. I accept responsibility for such data as outlined in the ONRR Electronic Reporting Policies under the Enforceability section, which can be found at**[ONRR Electronic Reporting Guidelines](https://onrr.gov/document/ONRR_External_User_Acceptable_Use_Policy.pdf)**.”**
4. Click **“OK”** if you are authorized to report data. This will return you to the **Documents List**, and the status of the document will be updated from **“OPEN”** to **“SENT.”**
5. If **“Cancel”** is clicked, the popup window will close, and no further action will be taken.
6. **Note:** If the document has not yet been validated, a pop-up message will notify you that the validation status must be **“Completed”** and not **“Never Validated”** or **“Exception.”** If validation errors exist, a pop-up message will inform you that these errors must be addressed before the document can be sent to ONRR.

Note:If the user has not yet validated the document being sent, a pop-up message will notify the user that the validation status must be “Completed,” and not in “Never Validated” or “Exception.” If validation errors exist, a pop-up message will notify the user that the errors must be addressed before the document can be sent to ONRR.

# **Line Commands**



In the **ONRR-2014**, **CMP-2014**, **ONRR-4054 (OGOR)**, and **ONRR-4058 (PASR)** documents, line commands are displayed above and at the bottom of the Document Detail Lines page. These commands allow users to add, copy, delete, or navigate through lines of data. Line commands are available when creating a new document or editing a saved or copied document. See the descriptions below for assistance with using document line commands.

**Select All**

To select all lines from a document:

1. Click the **“Select All”** button in the Line Commands section; all **Select Line** checkboxes will be checked.
2. Click the **“Select All”** button again to unselect all lines.

**Insert Line button, the right arrow button (>)**

To insert a new line:

1. Click the **“Insert”** (>) button on the line directly below the desired location for the new line.  
   **Example:** If the insert button (>) is clicked on line #2, the previous line #2 will become line #3, and the new line will be inserted as line #2. All subsequent lines will be shifted down by one line number.

## Copy

To copy lines within a document:

1. Select the line(s) to be copied by clicking the **Select Line** checkbox on the left of the desired line.
2. Click the **“Copy”** button.
3. The selected line(s) will be copied as new lines and placed at the end of the table.

## Copy All

To copy all filled-in lines within a document:

1. Select the line(s) to be copied by clicking the **Select Line** checkbox on the left of the desired line.
2. Click the **“Copy All”** button.
3. All selected line(s) will be copied as new lines and placed at the end of the table.

## Delete

To delete lines from a document:

1. Select the line(s) to be deleted by clicking the **Select Line** checkbox on the left of the desired line.
2. Click the **“Delete”** button.
3. A pop-up message will appear asking, **“Are you sure you want to delete the selected lines?”**
4. Click **“OK”** to delete the selected line(s) or **“Cancel”** to return to the table without deleting lines.

Note: Once a line is deleted, it cannot be recovered.

## **Add Lines**

To add one or more lines to the end of the table:

1. Enter the desired number of lines to add in the textbox next to the **“Add Lines”** button.
2. Click the **“Add Lines”** button.
3. The new line(s) will be added at the end of the table.

Note: This option differs from the **“Insert”** (>) button and is best for adding multiple lines at once to the end of the document.

## Go To

To navigate to a specific line in the table:

1. Type the desired line number in the box next to the **“Go To”** button.
2. Click the **“Go To”** button.
3. The page containing the selected line will be displayed.
4. Scroll through the page until the desired line is found.

## # Lines to Display

This option allows the user to choose how many lines per page to display. Users can select 1, 5, 10, 25, 50, or 100 lines per page, with the default set to 25 lines.

To select the number of lines to display per page:

1. Click the drop-down arrow next to **“# Lines to Display”:**
2. Choose the desired number of lines from the drop-down list.
3. The document page will reload with the new number of lines displayed.

# ONRR – 2014

Form **ONRR-2014** is designed to allow users to report royalties, certain rents, and other lease-related transactions. ONRR’s financial accounting system relies on this reported data for most of its processing functions.

**Creating a New ONRR-2014 Document**

To create a new ONRR-2014 document from the **Documents List** page:

1. Click the **“New 2014”** button.
2. A new ONRR-2014 document loads with the following information pre-populated from previously entered data:

## General Report Information

| Field Name | Description |
| --- | --- |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address. |

1. Complete the **Header Data** section by entering the correct data according to the table below:

## Header Data

| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Payor Code:\* | Click the drop-down arrow and select the correct Payor Code for the document being created. | Yes |
| Payor Name: | Automatically populated when the Payor Code is selected. | N/A |
| Federal/Indian:\* | Click the drop-down arrow and select the correct Federal or Indian indicator. | Yes |
| Payor Assigned Doc. Number:\* | Enter the payor-assigned document number (8 characters, alphanumeric). Used to identify each report. | Yes |

1. Next, fill in the necessary fields of the **ONRR-2014 Detail Lines** section. Listed in the table below are instructions/descriptions for each field:

## ONRR-2014 Detail Lines

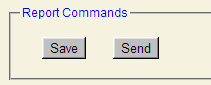
**Note:** Descriptions of specific ONRR-2014 codes can be found in the appendix of this document or by clicking the **“Field Help”** button while on the ONRR-2014 page.

| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Select Line: | Check this box or multiple boxes to perform a Line Command. | No |
| Right Arrow button: | Click this button to insert a new line | N/A |
| Line #: | Displays the line number on the ONRR-2014 detail page. | N/A |
| Preparer Use Only: | Available for payor comments. 20 character maximum. | No |
| ONRR Lease Number\*: | Enter the ONRR assigned lease number. This field allows for a maximum of 25 characters. | Yes |
| ONRR Agree Number: | Enter the ONRR assigned agreement number. This field allows for a maximum of 25 characters. | No |
| API Well Number: | Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator. | No |
| Product Code\*: | Choose the 2-digit product code for the product being reported from the drop-down list. | Yes |
| Sales Type: | Choose the sales type code for the reported line from the drop-down list. | No |
| Sales Date (MMYYYY)\*: | Choose the correct Month and Year from the drop-down list. | Yes |
| Transaction Code\*: | Choose the transaction code for the reported line from the drop-down list. | Yes |
| Adjustment Reason Code: | Choose the adjustment reason code for the reported line from the drop-down list. | No |
| Sales Volume: | Enter the sales volume for the reported line (in Mcf/bbls/gal/longtons). | No |
| Gas MMBtu: | Enter the Gas MMBtu sales volume for the reported line as a decimal. | No |
| Sales Value: | Enter the result of sales volume multiplied by price for this transaction as a decimal. | No |
| Royalty Value Before Allowances: | Enter the result of the sales value multiplied by the royalty rate prior to allowances. | No |
| Transportation Allowance: | Enter the Transportation Allowance Deduction as a negative number if applicable. | No |
| Processing Allowance: | Enter the Processing Allowance Deduction as a negative number if applicable. | No |
| Royalty Value after Allowance\*: | Enter the Royalty Value after deductions for transportation and/or processing allowances. | Yes |
| Payment Method\*: | Choose the payment method for the reported line from the drop-down list (default is '03' - EFT to ONRR). | Yes |

## Line Commands

| Field Name | Description |
| --- | --- |
| Select All | Click the “Select All” button to automatically check all boxes in the “Select Line” portion of the Detail Lines section. |
| Copy | Click “Copy” to replicate the selected detail line. |
| Copy All | Click “Copy All” to replicate all detail lines in the Detail Lines section. |
| Delete | Click “Delete” to remove the selected detail line. |
| Add Lines | To add new blank lines, enter a number in the text box next to the “Add Lines” button. Click the button to add the specified number of blank lines to the Detail Lines section. |
| Go To | To navigate to a specific detail line, enter the Line # in the text box next to the “Go To” button. Click the button to jump to the page containing the indicated Line #. |
| Number of Lines to Display | Use the #Lines to Display drop-down menu to limit or expand the number of Detail Lines viewable on a single page. Options include 1, 5, 10, 25, 50, or 100 lines. |
| Sort by Line number ASC | To sort Detail Lines by specific criteria, use the drop-down menu next to the “Sort” button. Options include “Line # ASC,” “Line # DESC,” “Lease # ASC,” “Lease # DESC,” “Agreement # ASC,” “Agreement # DESC,” “Sales Date ASC,” or “Sales Date DESC.” Click the “Sort” button to apply the selected sorting. |

## Report Commands



| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Save | Click the “**Save**” button to save data in the document. | N/A |
| Send | Click “**Send**” when a document is ready to be submitted to ONRR. | N/A |

# ONRR 2014 – Payment Information

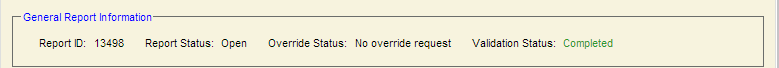
The **Payment Information** page can be accessed from the ONRR-2014 page by clicking the **“Payment Information”** button. This page contains a summary of the transaction totals based on the details entered the ONRR-2014 fields. Transaction totals are calculated based on values entered for royalty value after allowances and the reported payment method code.

## Payment Information Page – Buttons

The buttons appearing at the top of the **Payment Information** page are the same as the universal buttons throughout the website. For help using these buttons, refer to the **Universal Document Buttons** section of this User Guide. In addition to the universal buttons, there is one extra button, the **“Report”** button, which must be clicked to return to the previous page (ONRR-2014). If the **“Report”** button is clicked and credits entered exceed payments, a pop-up box will warn the user that this error must be corrected before returning to the ONRR-2014 document page.

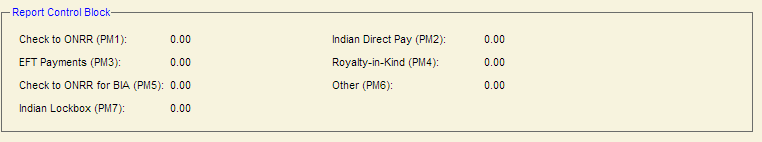
1. Click the **“Payment Information”** button.
2. The **Payment Information** page loads with the following information pre-populated from previously entered data:

## General Report Information



|  |  |
| --- | --- |
| Field Name | Description |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report. (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address.  Users can validate on the Payment Information page or the Report page and send the ONRR-2014 document from either page. If validation occurs on one page and the user navigates to the other page, validation must occur again before the document can be sent. |

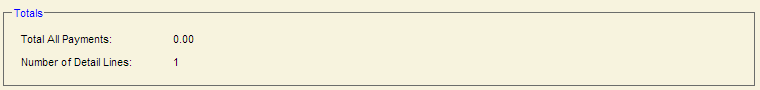
## Report Control Block



| Field Name | Description |
| --- | --- |
| Check to ONRR (PM1): | Total Royalty Value after Allowances with payment method “1” from the ONRR-2014 report. |
| Indian Direct Pay (PM2): | Total Royalty Value after Allowances with payment method “2” from the ONRR-2014 report. |
| EFT Payments (PM3): | Total Royalty Value after Allowances with payment method “3” from the ONRR-2014 report. |
| Royalty-in-Kind (PM4): | Total Royalty Value after Allowances with payment method “4” from the ONRR-2014 report. |
| Check to ONRR for BIA (PM5): | Total Royalty Value after Allowances with payment method “5” from the ONRR-2014 report. |
| Other (PM6): | Total Royalty Value after Allowances with payment method “6” from the ONRR-2014 report. |
| Indian Lockbox (PM7): | Total Royalty Value after Allowances with payment method “7” from the ONRR-2014 report. |

Note: Clicking the **“Calculate Total”** button will automatically populate totals for the seven payment options shown above.

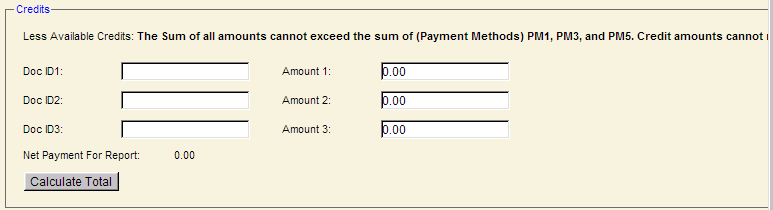
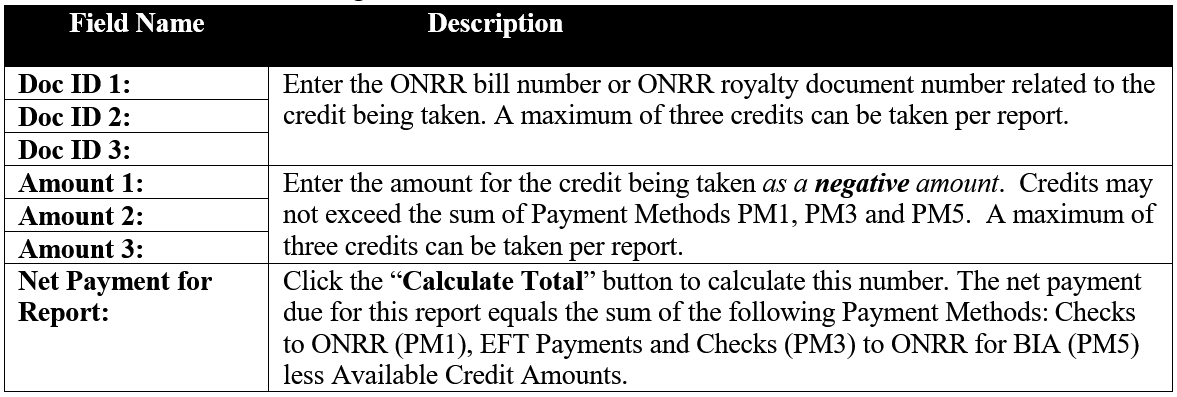
## Totals



| Field Name | Description |
| --- | --- |
| Total All Payments: | The sum of all payments displayed in the Report Control Block. |
| Number of Detail Lines: | The number of lines listed in the ONRR-2014 report page under the ONRR-2014 Detail Lines section. Populated automatically by the application. |

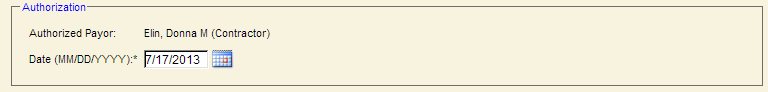
1. Complete the appropriate fields in the **Credits** section according to the table below:

## Credits

The information in the following table is in the Credits section: 

1. Complete the date field in the **Authorization** section according to the table below:

## Authorization



| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Authorized Payor: | This field is pre-populated with the full name of the user logged into the website. | N/A |
| Date (MM/DD/YYYY):\* | Enter the date the report was authorized and completed. | Yes |

# CMP-2014

A CMP-2014 document is a compliance document used to compare and reconcile CMP-2014 Industry submitted Detail Lines and CMP-2014 ONRR Detail Lines. An Industry user submits a CMP-2014 document through eCommerce in response to a request from ONRR. Certain ONRR users can also submit a CMP-2014 document on behalf of an Industry user.

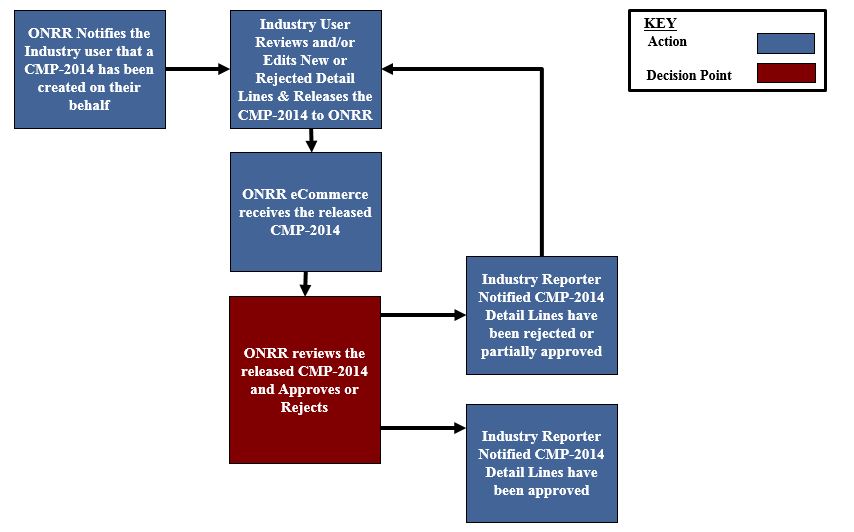
## Industry User Processes

When ONRR requires a CMP-2014 document from an Industry Reporter, ONRR will request a new CMP-2014 document be created by the Industry Reporter using eCommerce **OR** an ONRR Audit and Compliance Management (ACM) user will create a new CMP-2014 document on the Industry Reporter’s behalf. Each of these processes occurs as follows:

### Industry Reporter Creates a New CMP-2014



### ONRR Creates a New CMP-2014 on behalf of an Industry Reporter



The following is detailed instruction to carry out the high-level processes detailed in the “Industry User Processes” section above.

## Creating a New CMP-2014 Following a request from ONRR

To create a New CMP-2014 document an Industry Reporter should follow the following steps:

1. **Initiate Creation**: Click on the “New CMP-2014” button at the top of the “Document List” page.
   1. A new CMP-2014 page will load with action buttons and a “General Report Information” section.



### Action Buttons – CMP-2014

| Button Name | Description |
| --- | --- |
| Save | Click the “Save” button to allow data in the document to be saved. |
| Payment Information | Click on the “Payment Information” button to go to the Payment Information Page. More information about this page can be found in the “CMP-2014 – Payment Information” section of the “eCommerce Reporting Website User Guide.” |
| Override | Click on the “Override” button to override validation errors. This button will bring the user to the “Overridable errors” page and will allow submission of a justification to ONRR to override errors. |
| Print | Click this button to open a popup window with a printer-friendly version of the CMP-2014 document page. |
| Validate | Click on this button to validate the information (header data and CMP-2014 Detail Lines) entered in the CMP-2014 document. A popup box will appear giving “Validation Progress” and “Validation Results.” |
| Help | Click on the “Help” button for help using this portion of the eCommerce website. |
| Field Help | Click on “Field Help” for help using the fields on the CMP-2014 document page. |
| Cancel | Click on the “Cancel” button to cancel the creation of the CMP-2014 document. |
| Release | Click on the “Release” button to release the CMP-2014 document to ONRR for review. |

**Note:** For more information on these buttons please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide.”

### General Report Information

| Field Name | Description |
| --- | --- |
| Report ID | A sequence number automatically assigned and incremented with each new report document. |
| Report Status | The status of the report (Open or Sent). |
| Override Status | The override status of the report. (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address. |

1. Fill in the **Header Data** fields.
   1. At the top of the “Header Data” section the CMP-2014 document will be identified as an “ISSUE” or an “ORDER.”

### Header Data

| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Payor Code:\* | Click the drop-down arrow and select the correct Payor Code for the document being created. | Yes |
| Payor Name: | Automatically populated when the Payor Code is selected. | N/A |
| Federal/Indian:\* | Click the drop-down arrow and select the correct Federal or Indian indicator. | Yes |
| Payor Assigned Doc. Number:\* | Enter the payor-assigned document number (8 characters, alphanumeric). Used to identify each report. | Yes |

1. **Enter Detail Line information**:

### CMP-2014 Industry Detail Lines

| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Select Line: | Check this box or multiple boxes to perform a Line Command. | No |
| Right Arrow | Click this button to insert a new line | N/A |
| Line #: | Displays the line number on the ONRR-2014 detail page. | N/A |
| Preparer Use Only: | Available for payor comments. 20 character maximum. | No |
| ONRR Lease Number\*: | Enter the ONRR assigned lease number. This field allows for a maximum of 25 characters. | Yes |
| ONRR Agree Number: | Enter the ONRR assigned agreement number. This field allows for a maximum of 25 characters. | No |
| API Well Number: | Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator. | No |
| Product Code\*: | Choose the 2-digit product code for the product being reported from the drop-down list. | Yes |
| Sales Type: | Choose the sales type code for the reported line from the drop-down list. | No |
| Sales Date (MMYYYY)\*: | Choose the correct Month and Year from the drop-down list. | Yes |
| Transaction Code\*: | Choose the transaction code for the reported line from the drop-down list. | Yes |
| Adjustment Reason Code: | Choose the adjustment reason code for the reported line from the drop-down list. | No |
| Sales Volume: | Enter the sales volume for the reported line (in Mcf/bbls/gal/longtons). | No |
| Gas MMBtu: | Enter the Gas MMBtu sales volume for the reported line as a decimal. | No |
| Sales Value: | Enter the result of sales volume multiplied by price for this transaction as a decimal. | No |
| Royalty Value Before Allowances: | Enter the result of the sales value multiplied by the royalty rate prior to allowances. | No |
| Transportation Allowance: | Enter the Transportation Allowance Deduction as a negative number if applicable. | No |
| Processing Allowance: | Enter the Processing Allowance Deduction as a negative number if applicable. | No |
| Royalty Value after Allowance\*: | Enter the Royalty Value after deductions for transportation and/or processing allowances. | Yes |
| Payment Method\*: | Choose the payment method for the reported line from the drop-down list (default is '03' - EFT to ONRR). | Yes |
| Line # | Displays the line number on the ONRR-2014 detail page. | N/A |

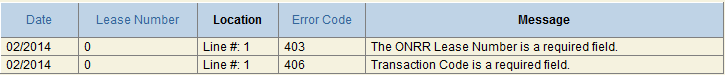
1. **Add More Detail Lines**: Press the right arrow to continue adding lines.
2. **Manipulate Detail Lines**: Use line commands (Select All, Copy, Delete, etc.).

### Line Commands

| Field Name | Description |
| --- | --- |
| Select All | Click the “Select All” button to automatically check all boxes in the “Select Line” portion of the Detail Lines section. |
| Copy | Click “Copy” to replicate the selected detail line. |
| Copy All | Click “Copy All” to replicate all detail lines in the Detail Lines section. |
| Delete | Click “Delete” to remove the selected detail line. |
| Add Lines | To add new blank lines, enter a number in the text box next to the “Add Lines” button. Click the button to add the specified number of blank lines to the Detail Lines section. |
| Go To | To navigate to a specific detail line, enter the Line # in the text box next to the “Go To” button. Click the button to jump to the page containing the indicated Line #. |
| Number of Lines to Display | Use the #Lines to Display drop-down menu to limit or expand the number of Detail Lines viewable on a single page. Options include 1, 5, 10, 25, 50, or 100 lines. |
| Sort by Line number ASC | To sort Detail Lines by specific criteria, use the drop-down menu next to the “Sort” button. Options include “Line # ASC,” “Line # DESC,” “Lease # ASC,” “Lease # DESC,” “Agreement # ASC,” “Agreement # DESC,” “Sales Date ASC,” or “Sales Date DESC.” Click the “Sort” button to apply the selected sorting. |

**Note:** For more information on the Line Commands section please see the “Line Commands” sections of the “eCommerce Reporting Website User Guide.”

1. **Validate Information**: Click on the Validate button to check for errors.
   1. A popup window will appear and will show “Validation Results.” It will contain the “General Report Information,” and a table of errors followed by a list of warnings. All errors must be fixed prior to saving or releasing the document. The error table will appear as follows:



**Note:** To override any validation errors, click on the Override button. For more information on overriding please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide.”

1. **Save Changes**: Click the Save button to save the document in either the “Action Buttons” or the “Report Commands”:

### Report Commands

|  |  |
| --- | --- |
| Field Name | Description |
| Save Button | Click the “**Save**” button to save data in the document. |

**Note:** For more information on the “Save” button please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide.”

1. **Release Document**: Click the Release button to send the CMP-2014 document to ONRR for approval.

## Editing a CMP-2014 after ONRR has created the document

If ONRR has created a CMP-2014 document on behalf of an Industry Reporter the Industry Reporter will be able to review, edit, and release the new CMP-2014 document. Refer to the steps below to review or release a new CMP-2014 document:

|  |  |
| --- | --- |
|  | Steps |
| Reviewing an ONRR created CMP-2014 | 1, 2, 3 |
| Releasing an ONRR created CMP-2014 | 7 |

The following will detail the steps to editing a CMP-2014 after ONRR has created the document:

1. **Access Document List**: Click on the “Document List” menu item.

### Action Buttons - Document List

Image of actions buttons that has new 2014 button, new cmp 2014, new ogor, new pasr and help buttons

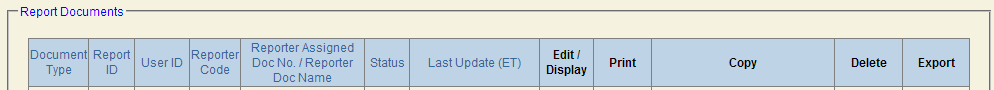
1. **Filter Documents**: Use filter options to find the specific CMP-2014 document.

### Filter Options

| Filter Name | Description |
| --- | --- |
| Document Type | To filter the “Report Documents” by the Document Type column select “All,” “ONRR-2014,” “ONRR-4054 (OGOR),” “ONRR-4058 (PASR),” or “CMP-2014” from the drop-down menu. |
| Status | To filter the “Report Documents” by the document Status column select “All,” “Open,” or “Sent” from the drop-down menu. |
| Starting Date | To filter the “Report Documents” by the “Last Update (ET)” column select a starting date range using the calendar prompt. |
| Ending Date | To filter the “Report Documents” by the “Last Update (ET)” column select an ending date range using the calendar prompt. |
| User ID | To filter the “Report Documents” by the “User ID” column enter a “User ID” into the free form text field. |
| Report ID | To filter the “Report Documents” by the “Report ID” column enter a “Report ID” into the free form text field. |
| Rediplay List | Click on the “Redisplay List” button to apply the selected filters from the “Filter Options” and retrieve a new “Report Documents” report. |

**Note:** For more information on the Filter Options please see the “Filter Options” sections of the “eCommerce Reporting Website User Guide.”

### Report Documents



| Column Name | Description |
| --- | --- |
| Document Type | Identifies the document type (ONRR-2014, CMP-2014, ONRR-4054 (OGOR), ONRR-4058 (PASR)). |
| Report ID | A sequential number automatically assigned and incremented with each new report document. |
| User ID | ONRR assigned user identification. |
| Reporter Code | ONRR assigned Reporter Code. |
| Reporter Assigned Doc No./Reporter Doc. Name | For ONRR-2014 form, the Reporter Assigned Document Number will appear. For the ONRR-4054 (OGOR) or ONRR-4058 (PASR) forms, the Reporter Document Name is displayed. |
| Status | Indicates whether the document is “OPEN” or has been “SENT.” |
| Last Update (ET) | Displays the date and time (ET) the Report ID was last updated. |

1. Click **Edit Document**: Click “Edit” for the specific Report ID.

The following buttons are available alongside each document in the Documents List:

| Button Name | Description |
| --- | --- |
| Edit/ Display | Click this button to load the CMP-2014 document. It will either be open for edits (Edit button) or for display only (Display button). The Edit button is available for “OPEN” documents, while the Display button is for "SENT" documents. Depending on the document's status, only one of the two buttons will be visible. |
| Print | Click “Print” to open a new browser window displaying a printer-friendly version of the CMP-2014 document. For detailed instructions, refer to the “Document List - Report Documents” section in the “eCommerce Reporting Website User Guide.” |
| Copy | **Copy All**: Copies the entire document to use as a template.  **Copy Specific**: Opens a summarized view of the document, allowing you to copy specific lines within it. |
| Delete | Click this button to delete a specific report. A popup will confirm if you want to delete the selected “Report ID.” You can choose “OK” to proceed or “Cancel” to abort the action. |
| Export | Two options will appear:   * **CSV:** Clicking this will open a “File Download” popup, allowing you to choose to “Open,” “Save,” or “Cancel” the exported CMP-2014 CSV file. * **Fixed:** Clicking this will also open a “File Download” popup for the CMP-2014 TXT file with the same options. |

**Note:** For more specific information on using this page please refer to the “Document List- Report Documents” section of the “eCommerce Website User Guide.”

1. **Review and Edit Detail Lines**: Make necessary changes in the detail lines.
   1. Enter any edits to the “CMP-2014 ONRR Detail Lines” into the “CMP-2014 Industry Detail Lines” section. The fields in the “CMP-2014 ONRR Detail Lines” and “CMP-2014 Industry Detail Lines” sections are as follows:

### CMP-2014 ONRR Detail Lines & CMP-2014 Industry Detail Lines

| Field Name | Description | Section |
| --- | --- | --- |
| Select Line: | Check this box or multiple boxes to perform a Line Command. | “CMP-2014 ONRR Detail Lines” |
| Greater Than Button | Click this button to insert a new line | “CMP-2014 ONRR Detail Lines” |
| Line # | User will be able to see the line number on the CMP-2014 detail page from the left or right side of each line number. | BOTH |
| Preparer Use Only | Available for payor comments. 20 character maximum. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| ONRR Lease Number\* | Enter the ONRR assigned lease number. This field allows for a maximum of 25 characters. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| ONRR Agree Number | Enter the ONRR assigned agreement number. This field allows for a maximum of 25 characters. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| API Well Number | Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Product Code\* | Choose the 2-digit product code for the product being reported from the drop-down list. A 2-digit code and a short product description are displayed. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Sales Type | Choose the sales type code for the reported line from the drop-down list. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Sales Date (MMYYYY)\* | Choose the correct Month and Year from the drop-down list. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Transaction Code\* | Choose the transaction code for the reported line from the drop-down list. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Adjustment Reason Code | Choose the adjustment reason code for the reported line from the drop-down list. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Sales Volume | Enter the sales volume for the reported line (in Mcf/bbls/gal/longtons). | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Gas MMBtu | Enter the Gas MMBtu sales volume for the reported line as a decimal. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Sales Value | Enter the result of sales volume multiplied by price for this transaction as a decimal. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Royalty Value Before Allowances | Enter the result of the sales value multiplied by the royalty rate prior to allowances. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Transportation Allowance | Enter the Transportation Allowance Deduction for the current line, if applicable. This value is calculated by the user and entered as a decimal. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Processing Allowance: | Enter the Processing Allowance Deduction as a negative number if applicable. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Royalty Value after Allowance | Enter the Royalty Value after deductions for transportation and/or processing allowances. | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Payment Method | Choose the payment method for the reported line from the drop-down list (default is '03' - EFT to ONRR). | BOTH but non-editable in “CMP-2014 Industry Detail Lines” |
| Line # | Displays the line number on the CMP-2014 detail page. | BOTH |

1. Use the **Line Commands** to manipulate created “CMP-2014 Industry Detail Lines.”

### Line Commands

| Field Name | Description |
| --- | --- |
| Select All | Click the “Select All” button to automatically check all boxes in the “Select Line” portion of the Detail Lines section. |
| Copy | Click “Copy” to replicate the selected detail line. |
| Copy All | Click “Copy All” to replicate all detail lines in the Detail Lines section. |
| Delete | Click “Delete” to remove the selected detail line. |
| Add Lines | To add new blank lines, enter a number in the text box next to the “Add Lines” button. Click the button to add the specified number of blank lines to the Detail Lines section. |
| Go To | To navigate to a specific detail line, enter the Line # in the text box next to the “Go To” button. Click the button to jump to the page containing the indicated Line #. |
| Number of Lines to Display | Use the #Lines to Display drop-down menu to limit or expand the number of Detail Lines viewable on a single page. Options include 1, 5, 10, 25, 50, or 100 lines. |
| Sort by Line number ASC | To sort Detail Lines by specific criteria, use the drop-down menu next to the “Sort” button. Options include “Line # ASC,” “Line # DESC,” “Lease # ASC,” “Lease # DESC,” “Agreement # ASC,” “Agreement # DESC,” “Sales Date ASC,” or “Sales Date DESC.” Click the “Sort” button to apply the selected sorting. |

**Note:** For more information on the Line Commands section please see the “Line Commands” sections of the “eCommerce Reporting Website User Guide.”

1. Use the **Report Commands** section to save any changes made to the CMP-2014 document:

### Report Commands

|  |  |
| --- | --- |
| Field Name | Description |
| Save | Click the “Save” button to allow data in the document to be saved and released to ONRR. |

1. Once new edits have been added to the “CMP-2014 Industry Detail Lines” section, click on the **Validate** button at the top of the page with the other **Action Buttons**:

### Action Buttons - CMP-2014

| Button Name | Description |
| --- | --- |
| Save | Click the “Save” button to save the data in the document. |
| Payments Information | Click the “Payment Information” button to access the Payment Information Page. For more details, refer to the “CMP-2014 – Payment Information” section in the “eCommerce Reporting Website User Guide.” |
| Override | Click the “Override” button to bypass validation errors. This will take you to the “Overridable Errors” page, where you can submit a justification to ONRR. |
| Print | Click this button to open a printer-friendly version of the CMP-2014 document in a popup window. |
| Validate | Click this button to validate the header data and CMP-2014 Detail Lines. A popup will display “Validation Progress” and “Validation Results.” |
| Help | Click the “Help” button for assistance with this section of the eCommerce website. |
| Field Help | Click “Field Help” for guidance on using the fields within the CMP-2014 document page. |
| Cancel | Click the “Cancel” button to abort the creation of the CMP-2014 document. |
| Release | Click the “Release” button to submit the CMP-2014 document to ONRR for review. |

**Note:** For more information on these buttons please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide.”

1. **Save and Validate**: Save changes and validate the document.
2. **Release Document**: Click the Release button to send the CMP-2014 document to ONRR for approval.
3. Click the **Submit** button with the appropriate **Requester Telephone** and **Requester Email** information filled in.

## Editing Detail Lines after ONRR has rejected them

If ONRR has rejected CMP-2014 detail lines released by an Industry Reporter, the Industry Reporter can review, edit, and re-release the previously rejected CMP-2014 detail lines. Below are the steps to edit a CMP-2014 after ONRR has rejected detail lines:

**Steps to Edit CMP-2014 Detail Lines**

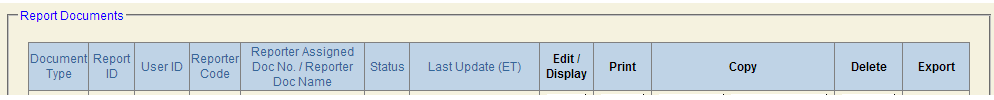
1. **Access Document List**: Click on the “Document List” menu item. A new “Document List” page will load.
2. **Filter Report Documents**: Use the “Filter Options” section to locate the specific “Report ID” corresponding to the CMP-2014 document with rejected detail lines. Look for documents with a “Status” of “Open.”

### Filter Options

|  |  |
| --- | --- |
| Filter Name | Description |
| Docment Type Drop-down list | To filter the “Report Documents” by Document Type, select from “All,” “2014,” “ONRR-4054 (OGOR),” “ONRR-4058 (PASR),” or “CMP” in the drop-down menu. |
| Status Drop-down list | To filter by document Status, choose from “All,” “Open,” or “Sent” in the drop-down menu. |
| Starting Date | To filter by the “Last Update (ET)” column, select a starting date range using the calendar prompt. |
| Ending Date | To filter by the “Last Update (ET)” column, select an ending date range using the calendar prompt. |
| User ID | To filter by the “User ID” column, enter a specific “User ID” in the free-form text field. |
| Report ID | To filter by the “Report ID” column, enter a specific “Report ID” in the free-form text field. |
| Redisplay List button | Click the “Redisplay List” button to apply the selected filters from the “Filter Options” and retrieve an updated “Report Documents” report. |

**Note:** For more information on the Filter Options please see the “Document List- Filter Options” sections of the “eCommerce Reporting Website User Guide.”

### Report Documents



| Column Name | Description |
| --- | --- |
| Document Type: | Identifies the document type (ONRR-2014, CMP-2014, ONRR-4054 (OGOR), ONRR-4058 (PASR)). |
| Report ID: | A sequential number automatically assigned and incremented with each new report document. |
| User ID: | ONRR assigned user identification. |
| Reporter Code: | ONRR assigned Reporter Code. |
| Reporter Assigned Doc No./Reporter Doc. Name: | Displays the Reporter Assigned Document Number for ONRR-2014 and CMP-2014; shows Reporter Document Name for ONRR-4054 (OGOR) or ONRR-4058 (PASR). |
| Status: | Indicates whether the document is “OPEN” or has been “SENT.” |
| Last Update (ET): | Displays the date and time (ET) the Report ID was last updated. |

The following buttons are available alongside each document in the Documents List:

| Button Name | Description |
| --- | --- |
| Edit/ Display | Click this button to load the CMP-2014 document. It will either be open for edits (Edit button) or for display only (Display button). The Edit button is available for “OPEN” documents, while the Display button is for "SENT" documents. Depending on the document's status, only one of the two buttons will be visible. |
| Print | Click “Print” to open a new browser window displaying a printer-friendly version of the CMP-2014 document. For detailed instructions, refer to the “Document List - Report Documents” section in the “eCommerce Reporting Website User Guide.” |
| Copy | **Copy All**: Copies the entire document to use as a template.  **Copy Specific**: Opens a summarized view of the document, allowing you to copy specific lines within it. |
| Delete | Click this button to delete a specific report. A popup will confirm if you want to delete the selected “Report ID.” You can choose “OK” to proceed or “Cancel” to abort the action. |
| Export | Two options will appear:   * **CSV:** Clicking this will open a “File Download” popup, allowing you to choose to “Open,” “Save,” or “Cancel” the exported CMP-2014 CSV file. * **Fixed:** Clicking this will also open a “File Download” popup for the CMP-2014 TXT file with the same options. |

**Note:** For more specific information on using this page please refer to the “Document List- Report Documents” section of the “eCommerce Website User Guide.”

1. **Edit the CMP-2014 Document**: Click the “Edit” button next to the specific “Report ID” for the CMP-2014 document. This action will load a new page displaying the details of the selected CMP-2014 document.
2. **Review and Edit Rejected Detail Lines**: To edit the rejected detail lines and prepare them for re-release to ONRR, carefully review the information in the “CMP-2014 ONRR Detail Lines” section. Make the necessary adjustments to ensure all details are accurate and compliant before submitting for approval.

### CMP-2014 ONRR Detail Lines & CMP-2014 Industry Detail Lines

| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Select Line: | Check this box or multiple boxes to perform a Line Command. | No |
| Right Arrow button: | Click this button to insert a new line | N/A |
| Line #: | Displays the line number on the CMP-2014 detail page. | N/A |
| Preparer Use Only: | Available for payor comments. 20 character maximum. | No |
| ONRR Lease Number\*: | Enter the ONRR assigned lease number. This field allows for a maximum of 25 characters. | Yes |
| ONRR Agree Number: | Enter the ONRR assigned agreement number. This field allows for a maximum of 25 characters. | No |
| API Well Number: | Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator. | No |
| Product Code\*: | Choose the 2-digit product code for the product being reported from the drop-down list. | Yes |
| Sales Type: | Choose the sales type code for the reported line from the drop-down list. | No |
| Sales Date (MMYYYY)\*: | Choose the correct Month and Year from the drop-down list. | Yes |
| Transaction Code\*: | Choose the transaction code for the reported line from the drop-down list. | Yes |
| Adjustment Reason Code: | Choose the adjustment reason code for the reported line from the drop-down list. | No |
| Sales Volume: | Enter the sales volume for the reported line (in Mcf/bbls/gal/longtons). | No |
| Gas MMBtu: | Enter the Gas MMBtu sales volume for the reported line as a decimal. | No |
| Sales Value: | Enter the result of sales volume multiplied by price for this transaction as a decimal. | No |
| Royalty Value Before Allowances: | Enter the result of the sales value multiplied by the royalty rate prior to allowances. | No |
| Transportation Allowance: | Enter the Transportation Allowance Deduction as a negative number if applicable. | No |
| Processing Allowance: | Enter the Processing Allowance Deduction as a negative number if applicable. | No |
| Royalty Value after Allowance\*: | Enter the Royalty Value after deductions for transportation and/or processing allowances. | Yes |
| Payment Method\*: | Choose the payment method for the reported line from the drop-down list (default is '03' - EFT to ONRR). | Yes |

1. If the data in the “CMP-2014 ONRR Detail Lines” does not match what the Industry Reporter believes to be the correct data, the user can edit this data in the “CMP-2014 Industry Detail Lines” section.
2. The Industry Reporter can then manipulate the edited “CMP-2014 Industry Detail Lines” using the “Line Commands” section.

### Line Commands

| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Select All | Click the “Select All” button to select all the detail lines, automatically checking all boxes in the “Select Line” portion of the Detail Lines section. | N/A |
| Copy | Click “Copy” to replicate a selected detail line. | N/A |
| Copy All | Click “Copy All” to replicate all detail lines in the Detail Lines section. | N/A |
| Delete | Click “Delete” to delete a selected detail line | N/A |
| Add Lines | To add new blank lines input a number in the text box to the right of the “Add Lines” button. Then click the “Add Lines” button and the number of blank lines indicated will be added to the Detail Lines section. | N/A |
| Go To Line | To navigate to a specific detail line input the Line # into the text box to the right of the “Go To” button. Click on the “Go To” button and the Detail Lines section will navigate to the page that contains the indicated Line #. | N/A |
| Number of Lines to Display | To limit or expand the number of Detail Lines viewable on a single page use the #Lines to Display drop-down menu. A user may select 1, 5, 10, 25, 50, or 100 lines. | N/A |
| Sort by Line number ASC | To sort Detail Lines by a specific criterion, use the drop-down menu to the left of the “Sort” button. A user can choose to sort by “Line # ASC,” “Line # DESC,” “Lease # ASC,” “Lease # DESC,” “Agreement # ASC,” “Agreement # DESC,” “Sales Date ASC,” or “Sales Date DESC.” Once an option has been selected click the “Sort” button and the detail lines will be sorted by that criterion. | N/A |

**Note:** For more information on the Line Commands section please see the “Line Commands” sections of the “eCommerce Reporting Website User Guide.”

1. To save any changes made to the edited document, click the “Save” button located in either the “Action Buttons” or “Report Commands” sections.

### Action Buttons - CMP-2014

| Button Name | Description |
| --- | --- |
| Save | Click the “Save” button to allow data in the document to be saved. |
| Payment Information | Click on the “Payment Information” button to go to the Payment Information Page. More information about this page can be found in the “CMP-2014 – Payment Information” section of the “eCommerce Reporting Website User Guide.” |
| Override | Click on the “Override” button to override validation errors. This button will bring the user to the “Overridable errors” page and will allow him or her to submit a justification to ONRR to override errors. |
| Print | Click this button to open a popup window with a printer-friendly version of the CMP-2014 document page. |
| Validate | Click on this button to validate the information (header data and CMP-2014 Detail Lines) entered the CMP-2014 document. A popup box will appear giving “Validation Progress” and “Validation Results.” |
| Help | Click on the “Help” button for help using this portion of the eCommerce website. |
| Field Help | Click on “Field Help” for help using the fields on the CMP-2014 document page. |
| Cance | Click on the “Cancel” button to cancel the creation of the CMP-2014 document. |
| Release | Click on the “Release” button to release the CMP-2014 document to ONRR for review. |

**Note:** For more information on these buttons please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide.

### Report Commands

| Field Name | Description |
| --- | --- |
| Save | Click the “Save” button to save the data in the document and release it to ONRR. |

1. **Validate the Edited Detail Lines**: Click the “Validate” button in the “Action Buttons” section to check the new edited detail lines for accuracy and compliance. It is essential to validate these lines before they can be re-released to ONRR.
2. **Re-release the Edited Detail Lines**: After validation, click the “Release” button in the “Action Buttons” section to submit the newly edited detail lines to ONRR for approval.
3. **Submit the Request**: Ensure that the “Requester Telephone” and “Requester Email” fields are filled in with the appropriate information. Then, click the “Submit” button to complete the process and send the request to ONRR.

# CMP-2014 – Payment Information

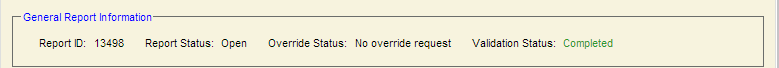
The **Payment Information** page can be accessed from the CMP-2014 page by clicking the **“Payment Information”** button. This page contains a summary of the transaction totals based on the details entered in the CMP-2014 fields. Transaction totals are calculated based on values entered for royalty value after allowances and the reported payment method code.

## Payment Information Page – Buttons

The buttons appearing at the top of the **Payment Information** page are the same as the universal buttons throughout the website. For help using these buttons, refer to the **Universal Document Buttons** section of this User Guide. In addition to the universal buttons, there is one extra button, the **“Report”** button, which must be clicked to return to the previous page (CMP-2014). If the **“Report”** button is clicked and credits entered exceed payments, a pop-up box will warn the user that this error must be corrected before returning to the CMP-2014 document page.

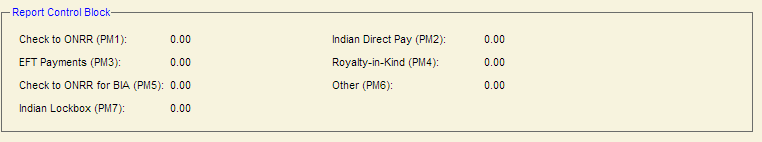
1. Click the **“Payment Information”** button.
2. The **Payment Information** page loads with the following information pre-populated from previously entered data:

### General Report Information



|  |  |
| --- | --- |
| Field Name | Description |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report. (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address.  Users can validate on the Payment Information page or the Report page and send the CMP-2014 document from either page. If validation occurs on one page and the user navigates to the other page, validation must occur again before the document can be sent. |

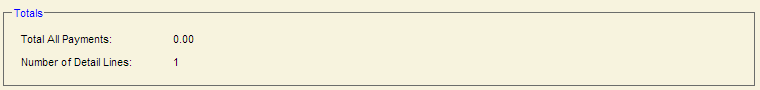
### Report Control Block



| Field Name | Description |
| --- | --- |
| Check to ONRR (PM1): | Total Royalty Value after Allowances with payment method “1” from the CMP-2014 report. |
| Indian Direct Pay (PM2): | Total Royalty Value after Allowances with payment method “2” from the CMP-2014 report. |
| EFT Payments (PM3): | Total Royalty Value after Allowances with payment method “3” from the CMP-2014 report. |
| Royalty-in-Kind (PM4): | Total Royalty Value after Allowances with payment method “4” from the CMP-2014 report. |
| Check to ONRR for BIA (PM5): | Total Royalty Value after Allowances with payment method “5” from the CMP-2014 report. |
| Other (PM6): | Total Royalty Value after Allowances with payment method “6” from the CMP-2014 report. |
| Indian Lockbox (PM7): | Total Royalty Value after Allowances with payment method “7” from the CMP-2014 report. |

**Note:** Clicking the **“Calculate Total”** button will automatically populate totals for the seven payment options shown above.

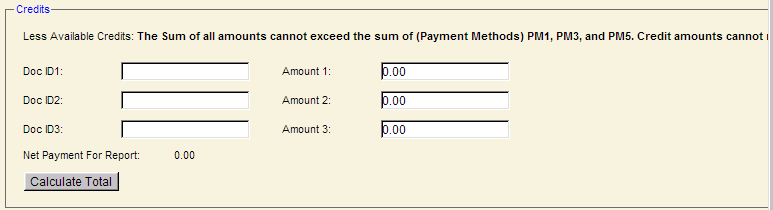
### Totals

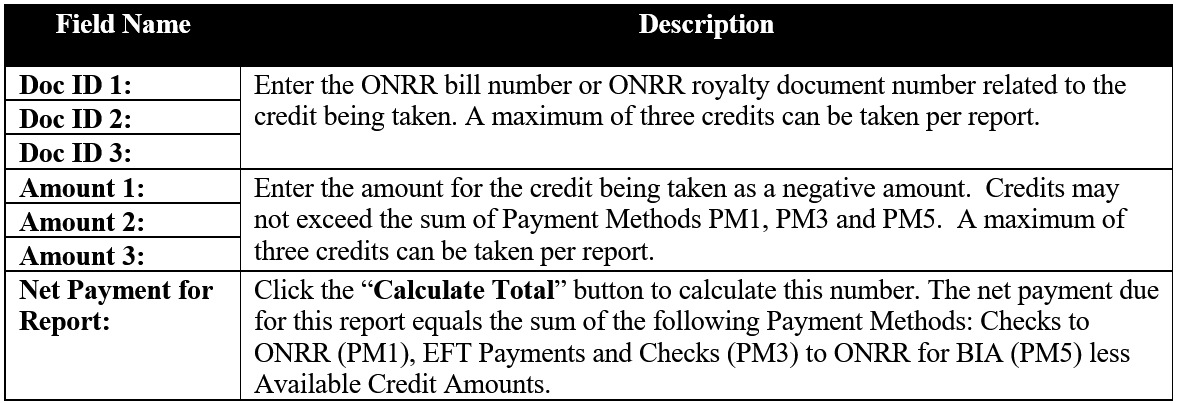


| Field Name | Description |
| --- | --- |
| Total All Payments: | The sum of all payments displayed in the Report Control Block. |
| Number of Detail Lines: | The number of lines listed in the CMP-2014 report page under the CMP-2014 Detail Lines section. Populated automatically by the application. |

1. Complete the appropriate fields in the **Credits** section according to the table below:

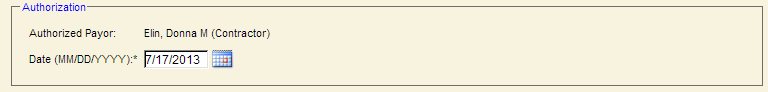
### Credits



The information in the following table is in the Credits section:

1. Complete the date field in the **Authorization** section according to the table below:

### Authorization



| Field Name | Description | \*Required Field? |
| --- | --- | --- |
| Authorized Payor: | This field is pre-populated with the full name of the user logged into the website. | N/A |
| Date (MM/DD/YYYY):\* | Enter the date the report was authorized and completed. | Yes |

# ONRR-4054 – Oil and Gas Operations Report (OGOR)

The **Oil and Gas Operations Report (Form ONRR-4054)**, commonly referred to as the ONRR-4054 (OGOR), is a comprehensive three-part form utilized by the Office of Natural Resources Revenue (ONRR) to monitor the flow of oil and gas from the point of production to the point of first sale or other disposition. This form is applicable for reporting on onshore Federal and Indian lands, as well as for all production reporting on the Outer Continental Shelf (OCS).

**Creating a New ONRR-4054 (OGOR) Document**

To initiate a new ONRR-4054 (OGOR) document from the Documents List page, follow these steps:

1. **Click the “New ONRR-4054 (OGOR)” Button**: Locate and click the “New ONRR-4054 (OGOR)” button to begin the process of creating a new report.
2. **Access the New Document**: A new ONRR-4054 (OGOR) document will load, with the **General Report Information** section pre-populated with relevant data, streamlining the reporting process and ensuring consistency in the information provided.

## General Report Information

| Field Name | Description |
| --- | --- |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address. |

. menttion from www.thefederalregister.com/d.p/2003-07-24-03-18893 form is used for all production reporting on the OCS and fo

1. **Complete the Header Data Section**: Fill in the Header Data section by entering the required information accurately. Refer to the table below for specific data fields and their corresponding descriptions to ensure compliance and completeness.

## Header Data



1. **Fill in the ONRR-4054 (OGOR) Report Lease Lines Section**: Proceed to complete the necessary fields in the ONRR-4054 (OGOR) Report Lease Lines section. You can enter multiple leases for a single ONRR-4054 (OGOR) report, allowing for comprehensive reporting. The table below provides detailed instructions and descriptions for each field to ensure accurate data entry.

## ONRR-4054 (OGOR) Report Lease Lines

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Select Line:** | Check this box or multiple boxes to perform a Line Command. | No |
| **Right Arrow** | Click this button to insert a new line | N/A |
| **Line #:** | The line number is displayed on the ONRR-4054 detail page, visible on either the left or right side of each line. | N/A |
| **Report Type\*:** | Choose the appropriate report type from the drop-down list. Available options are Original, Modify, or Replace. | Yes |
| **ONRR Lease/Agreement Number\*:** | Enter the ONRR-assigned lease or agreement number. This field allows alphanumeric characters and has a maximum length of 25 characters. Use the “Search” link in the header section to find a lease number, agency number, or agreement number. | Yes |
| **Agency Lease/Agreement Number\*:** | Enter the agency lease or agreement number. This field allows alphanumeric characters and has a maximum length of 25 characters. Use the “Search” link in the header section to find a lease number, agency number, or agreement number. | Yes |
| **Production Month\*:** | Select the appropriate production month and year from the drop-down list. | Yes |
| **Operator Lease/AgreeNumber:** | Enter the Operator’s internal identifier for the Lease or Agreement Number. This field has a maximum size of 20 characters. | No |
| **Operator Lease/Agree Name:** | Enter the Operator’s internal identifier for the Lease or Agreement Name. This field has a maximum length of 30 characters. | No |
| **Print:** | Click “Print Lease” to print the header information along with Parts A, B, and C for the selected lease line item. To print all lease lines in the document, click the “Print” button located at the top of the ONRR-4054 (OGOR) page. | N/A |
| **Display Part A:** | Click the “A” button to navigate to the ONRR-4054 (OGOR) - A section. For more information, see the “ONRR-4054 (OGOR) Part A” section below. | N/A |
| **Display Part B:** | Click the “B” button to navigate to the ONRR-4054 (OGOR) - B section. For more information, see the “ONRR-4054 (OGOR) Part B” section below. | N/A |
| **Display Part C:** | Click the “C” button to navigate to the ONRR-4054 (OGOR) - C section. For more information, see the “ONRR-4054 (OGOR) Part C” section below. | N/A |

**Note:**Clicking the “Calculate Totals for All Leases” button will sum all individual line items across each section of the ONRR-4054 (OGOR) detail pages (A, B, and C).

# ONRR-4054 (OGOR) Parts A, B, and C

The following sections of this User Guide provide detailed instructions for completing the necessary information for each part of the ONRR-4054 (OGOR) report: Parts A, B, and C.

### ONRR-4054 (OGOR) Parts A, B, and C – Page Buttons

At the top of each ONRR-4054 (OGOR) detail page, you will find buttons that are consistent with the universal buttons used throughout the website. For assistance with these buttons, please refer to the **Universal Document Buttons** section of this User Guide.

In addition to the universal buttons, there are a few extra buttons:

* **Report Button**: Click this button to return to the main ONRR-4054 (OGOR) page.
* **Detail Page Buttons (A, B, C)**: Use these buttons to navigate between each detail page seamlessly.

## ONRR-4054 (OGOR) Part A – Well Production

The ONRR-4054 (OGOR) Part A page can be accessed from the main ONRR-4054 (OGOR) page by clicking the **Display Part “A”** button. Part A is specifically designed for reporting production data from each well associated with the lease or agreement. Additionally, Part A is used to report all wells that are no longer in active drilling status until they are permanently plugged and abandoned, or the lease is terminated.

1. **Click the “A” Button**: Select the “A” button to access the ONRR-4054 (OGOR) Part A page.
2. **View Pre-populated Information**: The ONRR-4054 (OGOR) Part A page will load, displaying information that has been pre-populated from previously entered data.

### General Report Information

|  |  |
| --- | --- |
| Field Name | Description |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report. (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address.  Users can validate on the Payment Information page or the Report page and send the ONRR-2014 document from either page. If validation occurs on one page and the user navigates to the other page, validation must occur again before the document can be sent. |

### ONRR-4054 (OGOR) Report Property Lines

| **Field Name** | **Description** |
| --- | --- |
| **Report Type:** | Indicates the type of report previously entered on the ONRR-4054 (OGOR) report page. Options include Original, Modify, or Replace. |
| **ONRR Lease/Agreement Number:** | Displays the ONRR Lease/Agreement Number entered on the ONRR-4054 (OGOR) report page, linking the report to the specific lease or agreement. |
| **Agency Lease/Agreement Number:** | Displays the Agency Lease/Agreement Number entered on the ONRR-4054 (OGOR) report page, linking the report to the specific lease or agreement. |
| **ONRR Operator Number:** | Reflects the ONRR Operator Number previously entered on the ONRR-4054 (OGOR) report page, identifying the operator responsible for the report. |
| **Production Month:** | Indicates the Production Month previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Name:** | Displays the Operator Name previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Lease/Agreement Number:** | Shows the Operator Lease/Agreement Number previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Lease/Agreement Name:** | Displays the Operator Lease/Agreement Name previously entered on the ONRR-4054 (OGOR) report page. |

1. Fill in the appropriate fields in the Well Detail Information section as outlined in the table below:

### Well Detail Information

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Action Code:\*** | Select “Add” or “Delete” from the drop-down list. Note that "Delete" can only be used on modified reports. | Yes |
| **API Well Number:\*** | Enter the 12-digit API Well Number, which includes a 2-digit state code, a 3-digit county code, a 5-digit sequence number (assigned by state agencies to identify the original well bore), and a 2-digit sidetrack number. | Yes |
| **Prod. Interval:\*** | Enter the code identifying the tubing string and the producing or injection interval of the well. This is an alphanumeric field with a maximum of 3 characters. | Yes |
| **Operator Well Number:** | Enter the internal identification number for the well. This is an alphanumeric field with a maximum of 15 characters. | No |
| **Well Status:\*** | Select a Well Status code from the drop-down list. For descriptions of Well Status codes, utilize the “Field Help” button or refer to the Appendix of the User Guide. | Yes |
| **Well Shut-in Reason:** | Select a Well Shut-in Reason code from the drop-down list to identify why the well is not producing or is temporarily abandoned. This code is required for offshore leases reporting Well Status Code is 12, 13, or 14. For descriptions, utilize the “Field Help” button or refer to the Appendix of the User Guide. | No |
| **Well Action:** | Select a Well Action code from the drop-down list. This field is required for offshore wells that are not producing (Well Status Code 12 and 13). For descriptions, utilize the “Field Help” button or refer to the Appendix of the User Guide. | No |
| **Days Produced:\*** | Enter the number of days the well was producing or injecting during the report period.  **Must be present if:**  - The well status code indicates production or injection.  - Any production or injection volume fields are not zero.  **Must be zero if:**  - The report period frequency is not monthly.  - All production and injection volume fields are zero.  Exception: Onshore only, if the well status is PGW but failed to build enough pressure to bring gas to the surface. | Yes |
| **Oil/Cond Production (BBL):** | Enter the number of barrels of oil produced for the report period. A partial barrel is considered 1 barrel. This field must be blank if the Well Status Code indicates no production or injection occurred during the report period. The valid range is -999999999 to 999999999. This field defaults to 0. | No |
| **Gas Production (MCF):** | Enter the MCF (1000 cubic feet) of gas produced for the report period. This field must be blank if the Well Status Code indicates no production or injection occurred during the report period. The valid range is -999999999 to 999999999. This field defaults to 0.  Exception: Onshore only, if the well is PGW and failed to build enough pressure to bring gas to the surface. | No |
| **Water Production (BBL):** | Enter the number of barrels of water produced for the report period. Must be a whole number; a partial barrel is considered 1 barrel. This field must be blank if the Well Status Code indicates no production or injection occurred during the report period. The valid range is -999999999 to 999999999. This field defaults to 0. | No |
| **Injection Volumes:** | Enter the volume of Oil, Gas, or Water injected during the report period. This field must be blank if the Well Status Code indicates no production or injection occurred during the report period. The valid range is -999999999 to 999999999. This field defaults to 0. | No |

1. Click **Calculate the Totals**: Click the “Calculate Totals” button to automatically compute the totals for the Total Volume section. This action will aggregate the production and injection volumes entered, providing a comprehensive summary of the well's performance during the reporting period. Ensure all relevant fields are filled out accurately before performing this calculation to obtain precise totals.

| **Field Name** | **Description** |
| --- | --- |
| **Total Oil Production Volume** | The aggregate sum of all oil volumes recorded in the “Oil/Condensate Production” column. |
| **Total Oil Injection Volume** | The aggregate sum of all oil volumes listed in the “Injection Volume” column, calculated based on the well status field. |
| **Total Gas Production Volume** | The aggregate sum of all gas volumes recorded in the “Gas Production” column. |
| **Total Gas Injection Volume** | The aggregate sum of all gas volumes listed in the “Injection Volume” column, calculated based on the well status field. |
| **Total Water Production Volume** | The aggregate sum of all water volumes recorded in the “Water Production” column. |
| **Total Water Injection Volume** | The aggregate sum of all water volumes listed in the “Injection Volume” column, calculated based on the well status field. |
| **“Calculate Totals” button** | Click the “Calculate Totals” button to automatically sum the individual line items for injections and productions. The totals for each section will be displayed accordingly. |

### Authorization Contact/Comments

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Contact Name** | The full name of the person currently logged in to the website is pre-populated in this field and cannot be modified. | N/A |
| **Phone Number:\*** | Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, a default value will display:  Screen shot of Phone number and extension section, with 9999999999 in the phone number field to show that the person does not have a phone number in ONRR's active directory  Users may change the phone number in eCommerce without affecting the Active Directory entry. To permanently update the phone number, submit a new EMARF. | Yes |
| **Extension:** | Enter the extension number of the person who should be contacted regarding this report. | No |
| **Date (MMDDYYYY)\*** | Enter the date the report was authorized or completed. Ensure the correct format is used: MM/DD/YYYY. | Yes |
| **Comments:** | Enter any additional comments related to the report. This field has a maximum character limit of 1,000 characters. | No |

## ONRR-4054 (OGOR) Part B - Product Disposition

The **ONRR-4054 (OGOR) Part B** page can be accessed from the main ONRR-4054 (OGOR) page by clicking the **Display Part “B”** button. Alternatively, you can navigate to this page from the ONRR-4054 (OGOR) Parts A and C pages by clicking the “B” button. Part B is specifically designed to report any disposition activities related to all production and products derived from the lease or agreement.

**Steps to Access Part B**

1. **Click the “B” Button**: Select the “B” button to navigate to the ONRR-4054 (OGOR) Part B page.
2. **View Pre-populated Information**: The ONRR-4054 (OGOR) Part B page will load, displaying information that has been pre-populated from previously entered data.

### General Report Information

|  |  |
| --- | --- |
| Field Name | Description |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report. (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address.  Users can validate on the Payment Information page or the Report page and send the ONRR-2014 document from either page. If validation occurs on one page and the user navigates to the other page, validation must occur again before the document can be sent. |

### Lease Information

| **Field Name** | **Description** |
| --- | --- |
| **Report Type:** | Indicates the type of report previously entered on the ONRR-4054 (OGOR) report page. Options include Original, Modify, or Replace. |
| **ONRR Lease/Agreement Number:** | Displays the ONRR Lease/Agreement Number entered on the ONRR-4054 (OGOR) report page, linking the report to the specific lease or agreement. |
| **Agency Lease/Agreement Number:** | Displays the Agency Lease/Agreement Number entered on the ONRR-4054 (OGOR) report page, linking the report to the specific lease or agreement. |
| **ONRR Operator Number:** | Reflects the ONRR Operator Number previously entered on the ONRR-4054 (OGOR) report page, identifying the operator responsible for the report. |
| **Production Month:** | Indicates the Production Month previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Name:** | Displays the Operator Name previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Lease/Agreement Number:** | Shows the Operator Lease/Agreement Number previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Lease/Agreement Name:** | Displays the Operator Lease/Agreement Name previously entered on the ONRR-4054 (OGOR) report page. |

1. **Complete the Product Disposition Information Section**: Fill in the appropriate fields in the Product Disposition Information section by following the guidelines provided in the table below. Ensure that all entries are accurate and complete to facilitate proper reporting of disposition activities related to the production and products from the lease or agreement.

### Product Disposition Information

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Action Code:\*** | Select “Add” or “Delete” from the drop-down list. Note that "Delete" can only be used on modified reports. | Yes |
| **Disp. Code:\*** | Choose a Disposition Code from the drop-down list to identify the status of the well. Report only one product volume per line. For descriptions of Disposition codes, utilize the “Field Help” button or refer to the Appendix of the User Guide. | Yes |
| **Metering Point:** | Enter the 11-character alphanumeric Metering Point number. For offshore reports, use the BOEM or BSEE assigned metering point number. For onshore reports, this field is optional, but it is encouraged to report the FMP Number when using Disposition Codes 01, 05, 06, 07, 09, 11, 12, or 16. | No |
| **Gas Plant:** | Enter the 11-character alphanumeric ONRR-assigned Gas Plant Number. This identifies the gas plant (FMP type 02) where gas was processed before royalty determination. | No |
| **API Gravity (99.9)** | Enter the API Gravity for oil production. The valid range is 10.0 – 70.9. This field should contain 0.0 for gas and water dispositions. | No |
| **BTU (9999):** | Enter the BTU content of gas sold or transferred to a facility. A valid entry is a whole number between 300 and 2500. This field should contain 0.0 for oil and water dispositions. | No |
| **Oil/Cond. Disp Vol. (BBL):** | Enter the Disposition Volume (in barrels) of oil/condensate. Only one of the three quantity fields (Oil, Gas, or Water) should be non-zero on any line of the ONRR-4054 (OGOR)-B. This field defaults to 0. Report only one product volume per line (Oil, Gas, or Water) on the ONRR-4054 (OGOR)-B. | No |
| **Gas Disp Vol. (MCF):** | Enter the Disposition Volume (in cubic feet) of gas. Only one of the three quantity fields (Oil, Gas, or Water) should be non-zero on any line of the ONRR-4054 (OGOR)-B. This field defaults to 0. Report only one product volume per line (Oil, Gas, or Water) on the ONRR-4054 (OGOR)-B. | No |
| **Water Disp Vol. (BBL)** | Enter the Disposition Volume (in barrels) of water. Only one of the three quantity fields (Oil, Gas, or Water) should be non-zero on any line of the ONRR-4054 (OGOR)-B. This field defaults to 0. Report only one product volume per line (Oil, Gas, or Water) on the ONRR-4054 (OGOR)-B. | No |

1. **Calculate the Totals**: Click the “Calculate Totals” button to automatically compute the totals in the Total Volume section. This action will aggregate the disposition volumes for oil, gas, and water, providing a comprehensive summary of the total product dispositions reported.

### Total Volume

| **Field Name** | **Description** |
| --- | --- |
| **Total Oil/Condensate Disposition Volume** | The aggregate sum of all oil volumes recorded in the “Oil/Cond. Disp Vol” column. |
| **Total Gas/Condensate Disposition Volume** | The aggregate sum of all gas volumes recorded in the “Gas Disp Vol” column. |
| **Total Water/Condensate Disposition Volume** | The aggregate sum of all water volumes recorded in the “Water Disp Vol” column. |
| **“Calculate Totals” button** | Click the “Calculate Totals” button to automatically sum the individual line items for the three production volumes (Oil, Gas, and Water). The totals for each section will be displayed accordingly. |

1. **Complete the Authorization Contact/Comments Section**: Fill in the appropriate fields in the Authorization Contact/Comments section by following the guidelines provided in the table below.

### Authorization Contact/Comments

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Contact Name** | The full name of the person currently logged in to the website is pre-populated in this field and cannot be modified. | N/A |
| **Phone Number:\*** | Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, a default value will display:  Screen shot of Phone number and extension section, with 9999999999 in the phone number field to show that the person does not have a phone number in ONRR's active directory  Users may change the phone number in eCommerce without affecting the Active Directory entry. To permanently update the phone number, submit a new EMARF. | Yes |
| **Extension:** | Enter the extension number of the person who should be contacted regarding this report. | No |
| **Date (MMDDYYYY)\*** | Enter the date the report was authorized or completed. Ensure the correct format is used: MM/DD/YYYY. | Yes |
| **Comments:** | Enter any additional comments related to the report. This field has a maximum character limit of 1,000 characters. | No |

## ONRR-4054 (OGOR) Part C – Product Sales from Facilities

The **ONRR-4054 (OGOR) Part C** page can be accessed from the main ONRR-4054 (OGOR) page by clicking the **Display Part “C”** button. Alternatively, you can navigate to this page from the ONRR-4054 (OGOR) Parts A and B pages by clicking the “C” button. Part C is specifically designed for reporting product inventory associated with the lease or agreement.

**Steps to Access Part C**

1. **Click the “C” Button**: Select the “C” button to navigate to the ONRR-4054 (OGOR) Part C page.
2. **View Pre-populated Information**: The ONRR-4054 (OGOR) Part C page will load, displaying information that has been pre-populated from previously entered data.

### General Report Information

|  |  |
| --- | --- |
| Field Name | Description |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report. (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address.  Users can validate on the Payment Information page or the Report page and send the ONRR-2014 document from either page. If validation occurs on one page and the user navigates to the other page, validation must occur again before the document can be sent. |

### Lease Information

| **Field Name** | **Description** |
| --- | --- |
| **Report Type:** | Indicates the type of report previously entered on the ONRR-4054 (OGOR) report page. Options include Original, Modify, or Replace. |
| **ONRR Lease/Agreement Number:** | Displays the ONRR Lease/Agreement Number entered on the ONRR-4054 (OGOR) report page, linking the report to the specific lease or agreement. |
| **Agency Lease/Agreement Number:** | Displays the Agency Lease/Agreement Number entered on the ONRR-4054 (OGOR) report page, linking the report to the specific lease or agreement. |
| **ONRR Operator Number:** | Reflects the ONRR Operator Number previously entered on the ONRR-4054 (OGOR) report page, identifying the operator responsible for the report. |
| **Production Month:** | Indicates the Production Month previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Name:** | Displays the Operator Name previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Lease/Agreement Number:** | Shows the Operator Lease/Agreement Number previously entered on the ONRR-4054 (OGOR) report page. |
| **Operator Lease/Agreement Name:** | Displays the Operator Lease/Agreement Name previously entered on the ONRR-4054 (OGOR) report page. |

1. **Complete the Product Sales from Facilities Section**: Fill in the appropriate fields in the Product Sales from Facilities section by following the guidelines provided in the table below. Ensure that all entries are accurate and complete to facilitate proper reporting of product inventory related to the lease or agreement.

### Product Sales from Facilities

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Action Code** | Select “Add” or “Delete” from the drop-down list. Note that "Delete" can only be used on modified reports. | Yes |
| **Prod. Code:\*** | Choose a Product Code from the drop-down list to identify the product being reported. For descriptions of Product Codes, utilize the “Field Help” button or refer to the Appendix of the User Guide. | Yes |
| **Inventory Storage Point:** | This field identifies inventories retained separately. For offshore reports, enter the BOEM or BSEE assigned FMP Number identifying the Inventory Point Storage facility where the oil/condensate is stored before sale. For onshore reports, this field is optional, but it is encouraged to enter an 11-character Inventory Storage Point as an identifying name or number. | No |
| **Metering Point:** | Enter the Metering Point number. For offshore reports, use the OMM-assigned Metering Point Number. For onshore reports, this field is optional, but it is encouraged to report the 11-character Metering Point Number. | No |
| **API Gravity (99.9):** | Enter the API Gravity of the oil/condensate sold as a decimal, corrected to 60 °F. API Gravity must be less than 100 and has a maximum length of 4 digits. This field defaults to 0.0. | No |
| **Beginning Inventory (BBL):** | Enter the volume of inventory in barrels of oil/condensate that existed in the facility at the beginning of the production month. This must equal the ending inventory submitted for the previous production month. The valid range is -999999999 to 999999999. | No |
| **Production (BBL):** | Enter the volume in barrels of oil/condensate produced in the facility during the production month. The valid range is -999999999 to 999999999. | No |
| **Sales (BBL):** | Enter the volume in barrels of oil/condensate sold from this facility during the production month. The valid range is -999999999 to 999999999. | No |
| **Adj. Code:** | Select an Adjustment Code from the drop-down list to identify the reason for the inventory adjustment. For descriptions of Adjustment Codes, utilize the “Field Help” button or refer to the Appendix of the User Guide. | No |
| **Adj. Volume (BBL):** | Enter the volume in barrels of oil/condensate of adjustments made to inventory. The valid range is -999999999 to 999999999. | No |
| **Ending Inventory (BBL):** | Enter the volume in barrels of oil/condensate in inventory at the facility for the end of the production month. The valid range is -999999999 to 999999999. | No |

1. **Calculate the Totals**: Click the “Calculate Totals” button to automatically compute the totals in the Total Volume section. This action will aggregate the volumes for beginning inventory, production, sales, adjustments, and ending inventory, providing a comprehensive summary of the product sales from facilities.

### Total Volume

| **Field Name** | **Description** |
| --- | --- |
| **Beginning Inventory:** | The aggregate sum of all volumes recorded in the “Beginning Inventory” column. |
| **Production:** | The aggregate sum of all volumes recorded in the “Production” column. |
| **Sales:** | The aggregate sum of all volumes recorded in the “Sales” column. |
| **Adjustment Volume:** | The aggregate sum of all volumes recorded in the “Adjustment Volume” column. |
| **Ending Inventory:** | The aggregate sum of all volumes recorded in the “Ending Inventory” column. |
| **“Calculate Totals” button:** | Click the “Calculate Totals” button to automatically sum the individual line items for Beginning Inventory, Production, Sales, Adjustment Volume, and Ending Inventory. |

1. **Complete the Authorization Contact/Comments Section**: Fill in the appropriate fields in the Authorization Contact/Comments section by following the guidelines provided in the table below. Ensure that all entries are accurate and complete to facilitate effective communication regarding the report and to meet authorization requirements.

### Authorization Contact/Comments

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Contact Name** | The full name of the person currently logged in to the website is pre-populated in this field and cannot be modified. | N/A |
| **Phone Number:\*** | Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, a default value will display:  Screen shot of Phone number and extension section, with 9999999999 in the phone number field to show that the person does not have a phone number in ONRR's active directory  Users may change the phone number in eCommerce without affecting the Active Directory entry. To permanently update the phone number, submit a new EMARF. | Yes |
| **Extension:** | Enter the extension number of the person who should be contacted regarding this report. | No |
| **Date (MMDDYYYY)\*** | Enter the date the report was authorized or completed. Ensure the correct format is used: MM/DD/YYYY. | Yes |
| **Comments:** | Enter any additional comments related to the report. This field has a maximum character limit of 1,000 characters. | No |

# ONRR-4058Production Allocation Schedule Report (PASR)

The **Production Allocation Schedule Report (Form ONRR-4058)**, commonly referred to as PASR, is designed to provide allocation information for Federal offshore production that is commingled with production from other sources prior to measurement for royalty determination. Additionally, the ONRR-4058 (PASR) serves to confirm data on operation reports submitted by Outer Continental Shelf (OCS) lease operators.

**Creating a New ONRR-4058 (PASR) Document**

To initiate a new ONRR-4058 (PASR) document from the Documents List page, follow these steps:

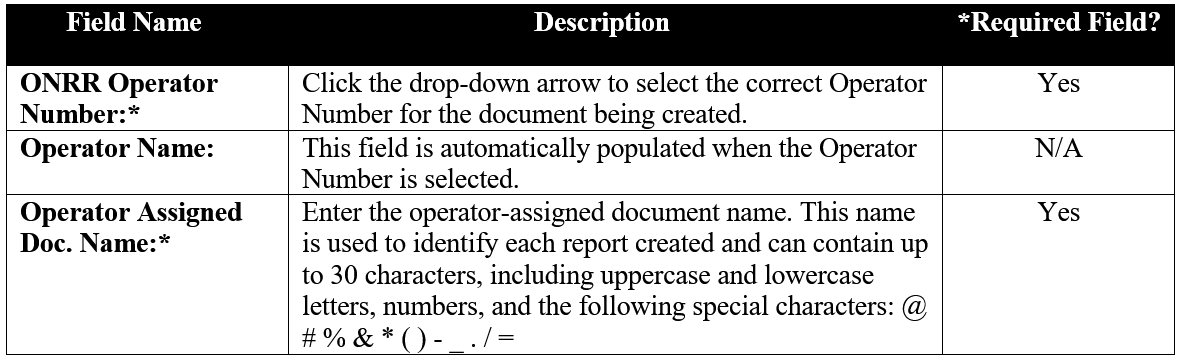
1. **Click the “New ONRR-4058 (PASR)” Button**: Locate and click the “New ONRR-4058 (PASR)” button to begin the process of creating a new report.
2. **Access the New Document**: A new ONRR-4058 (PASR) document will load, with the **General Report Information** section pre-populated with relevant data.

## General Report Information

| Field Name | Description |
| --- | --- |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address. |

1. **Complete the Header Data Section**: Fill in the Header Data section by entering the required information accurately. Refer to the table below for specific data fields and their corresponding descriptions to ensure compliance and completeness in the report.

## Header Data



1. **Fill in the ONRR-4058 (PASR) Report Property Lines Section**: Proceed to complete the necessary fields in the ONRR-4058 (PASR) Report Property Lines section. The table below provides detailed instructions and descriptions for each field to ensure accurate data entry and compliance with reporting requirements.

## ONRR-4058 (PASR) Report Property Lines

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Report Type** | Indicates the type of report previously entered on the ONRR-4054 (OGOR) report page. Options include Original, Modify, or Replace. | Yes |
| **Production Month** | Choose the appropriate production month and year from the drop-down list. | Yes |
| **API Gravity (99.9)** | Enter the API Gravity (corrected to 60 °F) of the oil/condensate sold as a decimal. API Gravity is required when a Sales Fac./Measurement Pt. Number is present, and sales have occurred. API Gravity must be less than 100. | No |
| **BTU (9999)** | Enter the BTU value for gas sold as a whole number. BTU should be corrected for 14.73 absolute psi and 60 °F. BTU is required when a Sales Fac./Measurement Pt. Number is present and sales have occurred. BTU must be reported in a whole number, with a maximum of 4 digits. | No |
| **Operator Fac. Name/Location** | Enter the Operator’s facility name or location. This field is optional. | No |
| **Fac./Measurement Pt.** | Enter the ONRR-converted FMP number for the first FMP with a commingling code of 3 that is located downstream of the reporting FMP. This could be an allocation type meter or a sales type meter. If the ONRR-4058 (PASR) is for the point of sale, leave this field blank. | Yes |
| **Output Fac./Measurement Pt.** | Enter the FMP number for the first FMP with a commingling code of 3 that is located upstream of the reporting FMP. This could be an allocation point or a sales point. If the ONRR-4058 (PASR) is not for the point of sale, leave this field blank. | No |
| **Sales Fac./Measurement Pt.** | Enter the FMP number for the FMP where the sales transaction occurs. Only sales type FMP numbers should be used in this field. If the ONRR-4058 (PASR) is for the point of sale, leave this field blank. | No |
| **Print** | Click the “Print Property” link to print a report for the selected property. | N/A |
| **ONRR-4058 (PASR) Detail** | Click the “Product” button to access the ONRR-4058 (PASR) Product Detail page. | N/A |

# ONRR-4058 (PASR) - Product Page

The **Product page** can be accessed from the ONRR-4058 (PASR) page by clicking the **“Product”** button.

## Product Page - Buttons

The buttons located at the top of the Product page are consistent with the universal buttons found throughout the website. For assistance with these buttons, please refer to the **Universal Document Buttons** section of this User Guide.

In addition to the universal buttons, there is one extra button:

* **Report Button**: Click this button to return to the previous page (PASR).

**Overview of the Product Page**

The details below describe the various fields contained within each section of the Product page, along with instructions for required fields. Each section has its own table for clarity.

**Steps to Access the Product Page**

1. **Click the “Product” Button**: Select the “Product” button to navigate to the ONRR-4058 (PASR) – Product page.
2. **View Pre-populated Information**: The ONRR-4058 (PASR) – Product page will load, displaying information that has been pre-populated from previously entered data. This feature streamlines the reporting process and minimizes the need for redundant data entry, ensuring a more efficient workflow.

## General Report Information

|  |  |
| --- | --- |
| Field Name | Description |
| Report ID: | A sequence number automatically assigned and incremented with each new report document. |
| Report Status: | The status of the report (Open or Sent). |
| Override Status: | The override status of the report. (No override request, Saved, Approved, Denied, or Pending). |
| Validation Status: | The validation status of the report (Never Validated, Processing, Incomplete, Exception, or Completed).  **Note:** Validation status indicates whether the report has been validated. Completed means validation is finished, but it does not imply the report is ready for submission, as there may still be errors to address.  Users can validate on the Payment Information page or the Report page and send the ONRR-2014 document from either page. If validation occurs on one page and the user navigates to the other page, validation must occur again before the document can be sent. |

## Property Information

| **Field Name** | **Description** |
| --- | --- |
| **ONRR Operator Number** | The ONRR Operator Number that was previously entered in the ONRR-4058 (PASR) Property page. |
| **Production Month (MMYYY)** | The Production Month that was previously entered in the ONRR-4058 (PASR) Property page. |
| **Operator Doc Name** | The Operator Document Name that was previously entered in the ONRR-4058 (PASR) Property page. |
| **Operator Fac. Name/Location** | The Operator Facility Name/Location that was previously entered in the ONRR-4058 (PASR) Property page. |
| **Report Type** | The Report Type that was previously entered in the ONRR-4058 (PASR) Property page. Options include Original, Modify, and Replace. |
| **Fac. Measurement Pt.** | The Facility Measurement Point that was previously entered in the ONRR-4058 (PASR) Property page. |
| **Output Measurement Pt.** | The Output Measurement Point that was previously entered in the ONRR-4058 (PASR) Property page. |
| **Sales Measurement Pt.** | The Sales Measurement Point that was previously entered in the ONRR-4058 (PASR) Property page. |

1. **Complete the ONRR-4058 (PASR) Product Information Section**: Fill in the appropriate fields in the ONRR-4058 (PASR) Product Information section by following the guidelines provided in the table below.

## ONRR-4058 (PASR) Product Information

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Action Code:** | Select “Add” or “Delete” from the drop-down list. Note that "Delete" can only be used on modified reports. | Yes |
| **Operator/Area/Block** | Enter the Operator, Area, Block, and/or location that identifies the property to which the user is allocating production. | No |
| **Injector** | Select “Oil,” “Gas,” or “Both” from the injector code drop-down menu. For descriptions of the injector codes, click the “Field Help” button. This field must be blank if the ONRR Lease/Agreement Number is filled out. | No |
| **Metering Pt.:** | Enter the FMP number for the first FMP with a commingling code of 3. This could be an allocation meter located upstream of the sales FMP or a sales type meter. Leave blank if the “Other Sources” field is filled. | No |
| **ONRR Lease/Agree Number:** | Enter the ONRR Lease/Agreement Number for each federal lease. Up to 25 alphanumeric characters can be entered into this field. The “Search” link in the header section can be used to find a lease number, an agency number, or an agreement number. Leave blank if the “Other Sources” field is filled. | No |
| **Sales/Transfers:** | Enter the sales and/or transfer volume, in whole units (bbl or Mcf), that has been allocated to each source listed. | No |
| **Other Sources:** | Enter the Sales and/or Transfer volume that has not been allocated to federal sources in whole units of measure (BBL or MCF); for example, State lease production, other production that has already been measured for royalty determination before entering a facility, and/or terminated/expired/relinquished leases and units with remaining inventory. Leave blank if the “Sales/Transfer” field is filled. | No |

1. **Click the “Calculate Total” Button**: Select the “Calculate Total” button to automatically compute the totals in the Total Volume section. This action will aggregate the sales and transfer volumes, providing a comprehensive summary of the product allocations reported.

## Total Volume

| **Field Name** | **Description** |
| --- | --- |
| **Total Sales/Transfers:** | The aggregate sum of Total Sales/Transfers from all lines in the ONRR-4058 (PASR) Product Information section. |
| **“Calculate Total” button:** | Click the “Calculate Total” button to sum the Sales/Transfer and/or Other Sources volumes from the individual detail lines. The total will be displayed in the “Total Volume” section of the page. |

1. **Complete the Authorization Contact/Comments Section**: Fill in the appropriate fields in the Authorization Contact/Comments section by following the guidelines provided in the table below.

## Authorization Contact/Comments

| **Field Name** | **Description** | **\*Required Field?** |
| --- | --- | --- |
| **Contact Name** | The full name of the person currently logged in to the website is pre-populated in this field and cannot be modified. | N/A |
| **Phone Number:\*** | Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, a default value will display:  Screen shot of Phone number and extension section, with 9999999999 in the phone number field to show that the person does not have a phone number in ONRR's active directory  Users may change the phone number in eCommerce without affecting the Active Directory entry. To permanently update the phone number, submit a new EMARF. | Yes |
| **Extension:** | Enter the extension number of the person who should be contacted regarding this report. | No |
| **Date (MMDDYYYY)\*** | Enter the date the report was authorized or completed. Ensure the correct format is used: MM/DD/YYYY. | Yes |
| **Comments:** | Enter any additional comments related to the report. This field has a maximum character limit of 1,000 characters. | No |

# Registration Information Page

The **Registration Information page** displays the user’s registration information in a read-only format. If any of the displayed information is incorrect or missing, please contact the ONRR Help Desk at (877) 256-6260 or via email at [enterpriseitservicedesk@bsee.gov](mailto:enterpriseitservicedesk@bsee.gov).

## Content of the User Registration Page

## Logon Information

| **Field Name** | **Description** |
| --- | --- |
| **ONRR Reporter/Login ID:** | The User ID of the user that is currently logged in. |
| **Full Name:** | The full name of the user. |

## Contact Information

| **Field Name** | **Description** |
| --- | --- |
| **Company Name:** | The company name of the user. |
| **Address:** | The address of the user’s company. |
| **City:** | The city where the user’s company is located. |
| **State:** | The state where the user’s company is located. |
| **Zip:** | The zip code of the user’s company. |
| **Country:** | The country where the user’s company is based. |
| **Phone Number:** | The user’s phone number. |
| **Fax Number:** | The user’s fax number. |
| **Email Address:** | The user’s email address. |

# Upload File Page

The **Upload File page** allows users to upload files created in offline programs. To comply with ONRR standards, the file must be saved in a .csv or fixed-width (.txt) layout and can be saved as a .csv, .txt, or .zip file. A complete guide for creating these types of files can be found in the Reporter Handbook (Revenue or Production) at [ONRR Handbooks](https://onrr.gov/references/handbooks).

**To Upload a File:**

1. **Click the “Upload File” Tab**: Navigate to the main navigation bar and select the “Upload File” tab.
2. **Click the “Select” Button**: This will allow you to search for the saved file on your local computer.
3. **Select the Desired File**: Double-click on the file you wish to upload.
4. **Confirmation Message**: A message will appear below the upload text box stating “File successfully uploaded. Click on the Upload History tab to see the status of the file processing.”
   * If an invalid file type is selected, a message will appear stating “Invalid extension, please choose a .txt, .csv or .zip file.”

**Note:** Large files may take longer to upload. A progress indicator box will appear, showing an estimated time for completion.

## Find Uploaded Reports

Once a report has been successfully uploaded, it can be found in the **Documents List**. This is where users must go to edit, validate, and send documents to ONRR. For more information regarding reports in the Documents List, please see the **Documents List** section of this User Guide.

## Current Upload Status

If a report has been uploaded within the last 24 hours, a **Current Upload Status** section appears at the top of the Documents List. The Current Upload Status table contains the following columns:

* **File Name**
* **Report Type**
* **Status**
* **Uploaded By**
* **Upload Date (EST)**
* **Import Start**
* **Import End**
* **Report ID**

Note: If a report contains errors, an “Error” hyperlink appears in the “Status” column. Reports with errors will not appear in the Documents List, and a Report ID will not be assigned. Errors must be corrected offline, and the report re-uploaded before it becomes available in the Documents List.

**To See a List of File Errors:**

1. **Click the “Error” Link**: This will open a new window with a list of file details, errors, and a description of each error.
2. **Fix Errors**: Return to the original report file and correct the errors before uploading the file again.

Note*:* Errors found during the upload process are format errors, not validation errors. Once format errors are fixed and the file is successfully uploaded, the user can validate and send the report to ONRR. For more details about validation, see the **Universal Document Buttons** section of this User Guide.

# Upload History Page

The **Upload History page** displays all files uploaded within the last 10 days and refreshes every 30 seconds. After a file has been displayed for 10 days, it will no longer appear on the Upload History page.

## Status Legend

|  |  |
| --- | --- |
| **Status** | **Description** |
| **Uploaded** | File has successfully loaded onto the servers. |
| **Pending** | File is waiting for format validation processing. |
| **Processing** | File is being validated for format requirements. |
| **Completed** | File successfully passed format validation, and a report has been created. The new report can be viewed in the Documents List. |
| **Error** | File has failed format validation. Click on the status to view format errors. |

## Upload History

| **Field Name** | **Description** |
| --- | --- |
| **File Name** | A link to the web version of the uploaded file. If there are errors, they must be corrected offline and imported again. |
| **Report Type** | The type of report, such as 2014, ONRR-4054 (OGOR), or ONRR-4058 (PASR). |
| **Status** | The status of the upload: Uploaded, Pending, Processing, Completed, or Error. Users can click an “Error” status to view all errors for that file. |
| **Uploaded By** | The User ID of the person who uploaded the file. |
| **Upload Date (EST)** | The date the file was uploaded to the website. |
| **File Size** | The size of the uploaded file. |
| **Import Start** | The date and time the user initiated the upload. |
| **Import End** | The date and time the file upload finished. |
| **Report ID** | The assigned Report ID for the uploaded report. |

**To View a Web Version of an Uploaded File:**

1. **Click the “File Name” Hyperlink**: Select the hyperlink on the line that contains the file.
2. **New Window Opens**: The uploaded file will display in the same format as it was uploaded (.csv or fixed).
3. **View Limitations**: Only the first 100 lines are viewable within the web version.
   * To see the entire file, download it by clicking on the “Download File” link at the top of the web version of the file.

# Rental Information Tab

The **Rental Information** menu item allows Industry Reporters to search for their existing rental obligations, add new rental obligation information, and pay rental obligations. The rental information page is organized into three sections: **“Add New Lease,”** **“Filter Options,”** and **“Rental Report.”** Below is a detailed overview of each section and its functionality.

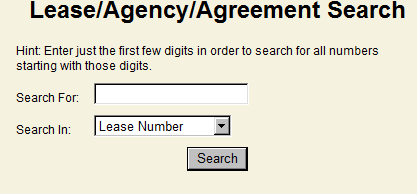
**Sections of the Rental Information Page**

## Add New Lease

To add an online rental obligation for a specific lease or agency number that is not visible in the **“Rental Report”** section, the Industry Reporter should utilize the **“Add New Lease”** section. This functionality allows users to input new rental obligations directly into the system, ensuring that all relevant information is captured and processed efficiently.

| Field Name | Description |
| --- | --- |
| Lease Number | Enter a “Lease Number” for a lease that a Reporter knows they have a rental obligation tied to.  **Note:** An Industry Reporter can enter **ANY** “Lease Number,” not just their own specific “Lease Number.” |
| Agency Number | Enter an “Agency Number” for a lease that a Reporter knows they have a rental obligation tied to.  **Note**: An Industry Reporter can enter **ANY** “Agency Number,” not just their own specific “Agency Number.” |
| Search | After entering a “Lease Number” or an “Agency Number,” the Industry Reporter clicks on the “Search” button, and all rental obligations associated with the searched numbers will populate in the “Add New Lease” section. |
| Search Lease Number | A popup window appears when this link is clicked. This will assist an Industry Reporter in searching for Lease, Agreement, or Agency numbers to use in the “Add New Lease” section.  **Note**: For more information, please see the “Search Lease Number” section below. |

### Search Lease Number



|  |  |
| --- | --- |
| Field Name | Description |
| Search For | An Industry user can enter any Lease Number, Agreement Number, or Agency Number in this freeform text field. The user can enter any number of digits into this field. |
| Search In Drop Down menue | To search for the digits entered in the “Search For” freeform text field, the user must specify which type of number was entered above. The user must select “Lease Number,” “Agreement Number,” or “Agency Number” from the drop-down menu. |
| Search | Click on the “Search” button to search for numbers based on the criteria entered in the “Search For” and “Search In” fields. A set of “Results” will populate below. |

## Filter Options

The **Filter Options** section allows Industry Reporters to refine the **Rental Report** for specific rental obligations. By utilizing this section, users can apply various filters to narrow down the displayed rental obligations based on their criteria, making it easier to manage and review relevant information.

| Field Name | Description |
| --- | --- |
| Lease Number | Enter a “Lease Number” for a lease that a Reporter knows they have a rental obligation tied to.  Note: An Industry Reporter can enter ANY “Lease Number,” not just their own specific “Lease Number.” |
| Agency Number | Enter an “Agency Number” for a lease that a Reporter knows they have a rental obligation tied to.  Note: An Industry Reporter can enter ANY “Agency Number,” not just their own specific “Agency Number.” |
| Filter | Click the “Filter” button to filter the “Rental Report” section by the “Lease Number” field and/or the “Agency Number” field. |
| Save | Click the “Save” button to save any newly added rental obligation information. This will save the new but not submitted rental information in the “Rental Report.” |

## Rental Report

The **Rental Report** section displays a comprehensive report of all rental obligations in ONRR’s reference system, as well as any rental obligations added by the Industry User that they wish to pay. This section provides a clear overview of the user’s rental responsibilities and facilitates the management of these obligations.



|  |  |
| --- | --- |
| Field Name | Description |
| Check Boc | This box can be checked to select a rental obligation for payment or “Checkout.” The checkbox in the top row of the report (with the column titles) can be selected to check all other boxes in the report simultaneously. |
| Lease number | The Lease Number associated with the rental obligation. |
| Agency number | The Agency Number associated with the rental obligation. |
| Due Date | The due date of the rental obligation. |
| Acreage | The acreage that the rental obligation is based upon. |
| Rental Rate | The rental rate for the rental obligation. |
| Rental ID | The source of the rental obligation information. If the source is from ONRR reference tables, this will display “from reference table.” If the source is an Industry Reporter, a specific number will populate this column. |
| Payment Amount | An editable freeform text field for entering the payment amount. This field will be prepopulated with the rental obligation data from the ONRR reference system or with data entered when an Industry Reporter created a new rental obligation.  **Note:** This data MUST be entered with two decimal places. |

## How to: Search for Rental Obligations

To search for and review a rental obligation, an Industry Reporter should follow these steps:

1. **Enter a Lease Number or Agency Number**: Input a “Lease Number” or an “Agency Number” into the “Filter Options” section. If unsure of the specific number to use, the user can utilize the “Search Lease Number” link in the “Add New Lease” section.
2. **Click the Filter Button**: Select the “Filter” button. The “Rental Report” section will then filter based on the criteria entered in the “Filter Options” section.
3. **Review the Filtered Report**: Examine the filtered report displayed in the “Rental Report” section to find relevant rental obligations.

## How to: Add a Rental Obligation

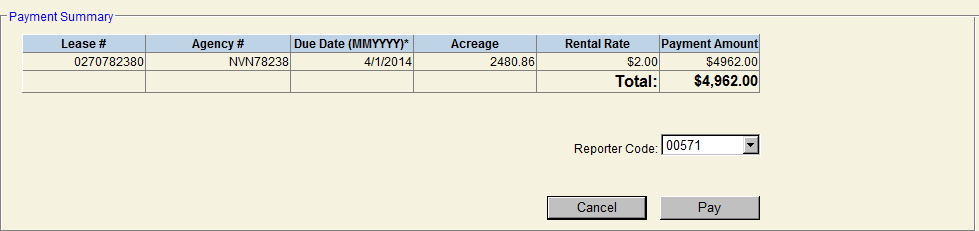
To add a rental obligation, an Industry Reporter should follow these steps:

1. **Enter a Lease Number or Agency Number**: Input a “Lease Number” or an “Agency Number” into the “Add New Lease” section.
   * **Note**: If unsure of the specific number to use, the user can utilize the “Search Lease Number” link in the “Add New Lease” section.
2. **Click the Search Button**: Select the “Search” button. A new table will populate in the “Add New Lease” box that mirrors the “Rental Report” section but allows editing of the “Due Date” and “Payment Amount.”
3. **Edit the Freeform Text Fields**: Modify the freeform text fields in the “Due Date” and “Payment Amount” columns as necessary.
   * **Note**: Ensure that the “Payment Amount” is entered with two decimal places.
4. **Select the Check Box**: Check the box next to the rental obligation you wish to add to the “Rental Report.”
5. **Click the Add Lease Button**: Select the “Add Lease” button. If the rental obligation already exists in the exact same form in the “Rental Report,” the user will be unable to add that row to the “Rental Report” section.
6. **Review the New Rental Obligation**: The new rental obligation will appear in the “Rental Report” table. The “Rental ID” column will populate with a number instead of “from reference table.”
   * **Note**: If this is a newly added edit to an existing Lease number, both the existing line and the new line will be present in the table with different “Rental ID” information.

## How to: Pay Rental Obligations

To pay a rental obligation, an Industry Reporter should follow these steps:

1. **Select the Check Box**: Check the box next to the rental obligations that need to be paid.
2. **Click the Checkout Button**: Click the “Checkout” button at the bottom right corner of the “Rental Report” section. A new **Payment Summary** page will load with the relevant table and buttons.



1. **Verify Payment Amount**: Confirm that the displayed “Payment Amount” is correct.
2. **Cancel Payment**: If the “Payment Amount” is incorrect or if the user is not ready to pay, click the “Cancel” button.
3. **Select a Reporter Code**: Choose a “Reporter Code” for this rental obligation from the “Reporter Code” drop-down menu.
4. **Click the Pay Button**: Select the “Pay” button to proceed with the payment for the rental obligations detailed in the “Payment Summary” table. The user will be redirected to Pay.gov.
5. **Confirm Payment**: A pop-up box will appear asking, “Are you sure you want to pay rental for displayed records?” Click “OK” to continue.
6. **Complete Payment Information**: The Pay.gov page will appear with details about the rental obligation and payment amount. Complete all fields:

|  |  |
| --- | --- |
| Field Name | Description |
| Agency Tracking ID | An ID number assigned to the payment. |
| Payment Amount | The amount of money to be paid to Pay.gov for the rental. |
| Account Holder Name | The name listed on the payment account. |
| Account Type | The type of account used for payment. Options include Business Checking, Business Savings, Personal Checking, Personal Savings. |
| Routing Number | The Routing Number for the payment account. |
| Account Number | The Account Number for the payment account. |
| Confirm Account Number | Re-enter the Account Number for the payment account. |
| Cancel | Link returns the user to eCommerce and does not process payment. |
| Continue | Continue to confirm payment. |

1. **Review and Submit Payment**: The Pay.gov Review and Submit Payment Page will appear.
   1. Confirm all information on the page.
   2. Read the “Authorization and Disclosure—Customers and Business” statement.
   3. Confirm understanding by clicking the “I agree to the Pay.Gov authorization and disclosure statement.”
   4. Click the “Submit” button to finalize the payment.

Below is a list of fields on the Pay.Gov review and Submit Payment Page:

|  |  |
| --- | --- |
| Field Name | Description |
| Agency Tracking ID | An ID number assigned to the payment. |
| Payment Amount | The amount of money to be paid to Pay.gov for the rental. |
| Payment Method | The type of payment (e.g., ACH Debit). |
| Account Holder Name | The name listed on the payment account. |
| Account Type | The type of account used for payment. Options include Business Checking, Business Savings, Personal Checking, Personal Savings. |
| Routing Number | The Routing Number for the payment account. |
| Account Number | The Account Number for the payment account. |
| Authorization and Disclosure Statement | Statement of Authorization and Disclosure. Reading this is required to submit payment. |
| Previous | Link returns the user to the previous page and does not process payment. |
| Cancel | Link returns the user to eCommerce and does not process payment. |
| Submit | Submit payment. |

1. **Return to eCommerce**: After the payment has been submitted, the user will be returned to eCommerce.

## How to Edit and Pay a Rental Obligation

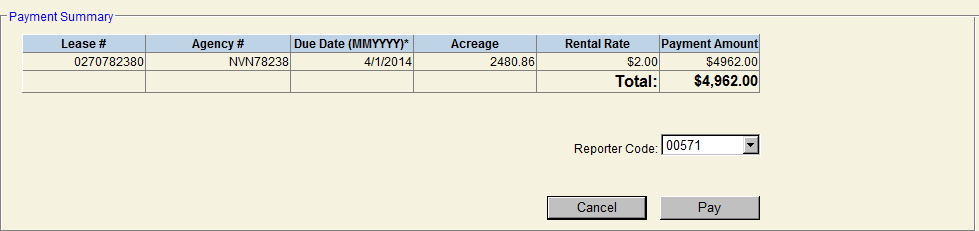
To edit an existing rental obligation and pay it, an Industry Reporter can use two methods:

**Method 1: Edit Due Date and Payment Amount**

1. **Add Lease Number/Agency Number**: Use the steps from “Add Rental Obligation” by entering a Lease Number/Agency Number that already has a line item in the “Rental Report” section and editing the line in the “Add New Lease” section.
2. **Pay for the Edited Obligation**: Follow the steps in “Pay Rental Obligations” to pay for the edited rental obligation.

**Method 2: Edit Payment Amount Only**

1. **Filter Rental Report**: Use the “Filter Options” section to limit the “Rental Report.”
2. **Edit Payment Amount**: Find the rental obligation of interest and edit the “Payment Amount” column. <br> **Note**: Ensure that the “Payment Amount” contains two decimal places.
3. **Select Check Box**: Check the box next to the edited rental obligation and any other rental obligations the user wishes to pay. 
4. **Click the Checkout Button**: Click the “Checkout” button at the bottom right corner of the “Rental Report” section. A new **Payment Summary** page will load with the relevant table and buttons.



1. **Verify Payment Amount**: Confirm that the displayed “Payment Amount” is correct.
2. **Cancel Payment**: If the “Payment Amount” is incorrect or if the user is not ready to pay, click the “Cancel” button.
3. **Select a Reporter Code**: Choose a “Reporter Code” for this rental obligation from the “Reporter Code” drop-down menu.
4. **Click the Pay Button**: Select the “Pay” button to proceed with the payment for the rental obligations detailed in the “Payment Summary” table. The user will be redirected to Pay.gov.

# Appendix

## ONRR-2014 Code Descriptions

The ONRR-2014 pages contain a series of drop-down menus. These menus contain various codes. The codes are described in the tables below.

### Product Code

The Product Code is made up of 2-digits. It is used by ONRR to identify the product sold or removed from the lease or the lease-agreement combination.

| **ONRR Code:** | **Description:** |
| --- | --- |
| 01 | Oil |
| 02 | Condensate |
| 03 | Processed (Residue) Gas |
| 04 | Unprocessed (Wet) Gas |
| 05 | Drip or Scrubber Condensate |
| 06 | Inlet Scrubber |
| 07 | Gas Plant Products |
| 08 | Gas Hydrates |
| 09 | Nitrogen |
| 12 | Flash Gas |
| 13 | Fuel Oil |
| 14 | Oil Lost |
| 15 | Pipeline Fuel/Loss |
| 16 | Gas Lost - Flared or Vented (use for reversal of previously accepted  lines only) |
| 17 | Carbon Dioxide Gas (CO2) |
| 19 | Sulfur |
| 20 | Other Liquid Hydrocarbons |
| 22 | Helium (Indian Leases Only) |
| 31 | Geo-Electr Gen, KWh (Geothermal Electrical Generation, Kilowatt Hours) |
| 32 | Geo-Electr Gen, Thous of LBs (Geothermal Electrical Generation, Thousands of Pounds ) |
| 33 | Geo-Electr Gen, Mills of BTUs (Geothermal Electrical Generation, Millions of BTUs) |
| 34 | Geo-Electr Gen, Other (Geothermal Electrical Generation, Other) |
| 35 | Geo-Direct Util, Mills of BTUs (Geothermal Direct Utilization, Millions of BTUs) |
| 36 | Geo-Direct Util, Hunds of Gals (Geothermal Direct Utilization, Hundreds of Gallons) |
| 37 | Geo-Direct Util, Other (Geothermal Direct Utilization, Others) |
| 38 | Geo-Com Demineral H20 (Geothermal Commercially Demineralized H2O) |
| 39 | Coal Bed Methane |
| 41 | Geothermal - sulfur |
| 42 | Geothermal - carbon dioxide |
| 43 | Geothermal - silica |
| 44 | Other Geothermal byproducts |
| 45 | Geothermal-Direct Use, Mills of Gals (Direct Use, Millions of Gallons) |
| 46 | Geothermal-Direct Use, Mills of LBs (Direct Use, Millions of Pounds) |
| 50 | Wind - Electricity |
| 51 | Wind - Hydrogen |
| 52 | Solar - Electricity |
| 53 | Solar - Hydrogen |
| 54 | Current - Electricity |
| 55 | Current - Hydrogen |
| 56 | Biomass - Electricity |
| 57 | Biomass - Hydrogen |
| 58 | Hydrogen - Electricity |
| 59 | Hydrogen - Hydrogen |
| 60 | Other Alternate Use |
| 61 | Sweet Crude (Indian leases) |
| 62 | Sour Crude (Indian leases) |
| 63 | Asphaltic Crude (Indian leases) |
| 64 | Black Wax Crude (Indian leases) |
| 65 | Yellow Wax Crude (Indian leases) |

### Sales Type Code

The sales type code indicates the type of sale reported for the ONRR-2014 detail line.

| **ONRR Code:** | **Description:** |
| --- | --- |
| AG01 | Future Valuation Agreement |
| AG02 | Future Valuation Agreement |
| AG03 | Future Valuation Agreement |
| AG04 | Future Valuation Agreement |
| AG05 | Future Valuation Agreement |
| AG06 | Future Valuation Agreement |
| AG07 | Future Valuation Agreement |
| AG08 | Future Valuation Agreement |
| AG09 | Future Valuation Agreement |
| AG10 | Future Valuation Agreement |
| AG11 | Future Valuation Agreement |
| AG12 | Future Valuation Agreement |
| AG13 | Future Valuation Agreement |
| AG14 | Future Valuation Agreement |
| AG15 | Future Valuation Agreement |
| AG16 | Future Valuation Agreement |
| AG17 | Future Valuation Agreement |
| AG18 | Future Valuation Agreement |
| AG19 | Future Valuation Agreement |
| AG20 | Future Valuation Agreement |
| AG21 | Future Valuation Agreement |
| AG22 | Future Valuation Agreement |
| AG23 | Future Valuation Agreement |
| AG24 | Future Valuation Agreement |
| AG25 | Future Valuation Agreement |
| ARMS | Arm’s Length |
| APOP | Percentage of Proceeds - Arm's-length |
| GNST | Geothermal No Sales Transaction |
| NARM | Non-Arm’s-length |
| NPOP | Percentage of Proceeds - Non-Arm’s-length |
| OINX | Index |
| POOL | Pooled Sales - Arm's and Non-Arm’s-length |
| RIKD | Royalty-In-Kind Deliveries |
| Z700 | Historical POP Conversion |
| Z999 | Historical Conversion |

### Transaction Code

A transaction code indicates the type of financial obligation being reported.

| **ONRR Code:** | **Description:** |
| --- | --- |
| 01 | Royalty Due |
| 02 | Minimum Royalty Payment |
| 03 | Estimated Royalty Payment |
| 04 | Rental Payment |
| 05 | Advance Rental Credit |
| 06 | Royalty In Kind-No Cash Payment to ONRR |
| 07 | ONRR Settlement Agreement |
| 08 | Royalty-in-Kind |
| 09 | Production Incentive Fee |
| 10 | Compensatory Royalty Payment |
| 11 | Transportation Allowance (Reversals Only) |
| 12 | Tax Credit |
| 13 | Gravity Bank and Quality Bank Adjustment |
| 14 | Tax Reimbursement Payment |
| 15 | Processing Allowance (Reversals Only) |
| 16 | Well Fees |
| 17 | Gas Storage Agreement - Flat Fee |
| 18 | Gas Storage Agreement - Injection Fee |
| 19 | Gas Storage Agreement - Withdrawal Fee |
| 20 | No Sales |
| 21 | Interest Amount Due ONRR |
| 22 | Interest Amount Owed to Payor |
| 25 | Recoup Advance Rental Credit |
| 30 | Settlements - No Interest |
| 31 | Contract Settlements Payment |
| 32 | Advance Royalty (solids coal leases only) |
| 33 | Recoup Advance Royalty (solids only) |
| 37 | Royalties Due In Lieu Of Severance Tax |
| 38 | Additional Royalties Due OCSLA Section 6A9 Leases |
| 39 | Net Profit Share - Unprofitable |
| 40 | Net Profit Share - Profitable |
| 41 | Offshore Deep Water Royalty Relief |
| 42 | Net Revenue Share Lease, Allotment for Operating |
| 43 | EPA Sec 343 - Marginal Property Royalty Relief (RRR) |
| 44 | DWRRA - EPA Sec 344 - Shallow Water Deep Gas Roy Relief (SV) |
| 45 | EPA Sec 346 - Alaska Offshore Royalty Relief (SV) |
| 46 | EPA Sec 346 - Alaska Offshore Royalty Relief (RRR) |
| 47 | EPA Sec 353 - Gas Hydrate Royalty Relief |
| 48 | EPA Sec 354 - Carbon Dioxide Injection Royalty Relief |
| 49 | EPA Sec 343 - Marginal Property Royalty Relief (SV) |
| 50 | Indian Recoupable Balance |
| 51 | Indian Recoupment Taken |
| 52 | Recoup Minimum Royalty Paid in Advance |
| 53 | Effluent Injection Reimbursement |
| 54 | Geothermal Field Operation Reimbursement |
| 55 | DWRRA - EPA Sec 345 - Deep Water Royalty Relief (SV) |
| 58 | Reserve Estimates Revision-Roy Bearing-AK properties only |
| 60 | Strategic Petroleum Reserve (SPR) |
| 65 | Rent |
| 66 | Bonus Rentals |
| 67 | Bonus Rentals - DEFERRED |
| 70 | Bonus Rentals - NEG ACTIVITY |
| C1 | 100% Federal Credit Burden |
| C2 | Shared Credit Burden |
| C3 | State In Lieu Of |
| C4 | County In Lieu Of |
| LP | Liable Party Rolled Up Reporting |
| LS | Liable Party Adjustment Reporting |
| RR | Royalty Relief |

### Adjustment Reason Code

Adjustment reason codes indicate the reasons for adjustments.

| **ONRR Code:** | **Description:** |
| --- | --- |
| 00 | None |
| 10 | Adjustments that do not require a unique ARC code |
| 15 | Marginal Property True-up |
| 16 | Major Portion-Dual Accounting (Post 1-1-2000 Sales Months only) |
| 17 | ONRR Initiated Compliance Adjustment |
| 20 | No longer used |
| 21 | No longer used |
| 25 | Netback Costs True-up (Geothermal) |
| 26 | Change Valuation Method (Geothermal) |
| 31 | Retroactive Mandatory Price Adjustment (Geothermal) |
| 32 | Estimated Adjustment |
| 35 | Unit Participating Area/Communal Agreement Adjustment |
| 49 | Index Zone/Dual Accounting Price Adjustment (Post 1-01-2000 Sales Months only) |
| 50 | Data Mining Adjustment |
| 71 | Estimate Underpayment/Overpayment Interest |
| 72 | Audit Underpayment/Overpayment Interest |
| 86 | Debt Currently Not Collectible |
| 87 | Small Royalty Write-Off |
| 88 | For ONRR Internal Use Only |
| 99 | For ONRR Internal Use Only |

### Payment Methods

The payment method specifies how the payor will pay for their financial obligation or if the amount being claimed is the 1st, 2nd, or 3rd credit.

| **ONRR Code:** | **Description:** |
| --- | --- |
| 01 | Check to ONRR (PM1) - Federal Only |
| 02 | Indian Direct Pay (PM2) - Indian Only |
| 03 | EFT Payments (PM3) - Both Federal and Indian |
| 04 | Royalty In Kind (PM4) - Both Federal and Indian |
| 05 | Checks to ONRR for BIA (PM5) - Indian Only |
| 06 | Credits (PM6) - Federal Only |
| 07 | Indian Lockbox (PM7) - Indian Only |

## ONRR-4054 (OGOR) A, B and C Code Descriptions

ONRR-4054 (OGOR) Part A, B and C pages contain a series of drop-down menus. These menus contain various codes. The codes are described in the tables below.

## ONRR-4054 (OGOR) A

### Well Status Code

|  |  |
| --- | --- |
| ONRR Code: | Description: |
| 01-DRG | Actively Drilling |
| 02-DSI | Inactive Drilling |
| 03-GIW | Gas Injection Well |
| 04-WIW | Water Injection Well |
| 05-WDW | Water Disposal Well |
| 06-WSW | Water Source Well |
| 07-MW | Monitoring/Volume Chamber Well |
| 08-POW | Producing Oil Completion |
| 09-GLO | Producing Oil Completion - Gas Lift |
| 10-PLD | Load Oil Injection Well |
| 11-PGW | Producing Gas Completion |
| 12-OSI | Oil Well Shut-In |
| 13-GSI | Gas Well Shut-In |
| 14-TA | Temporarily Abandoned |
| 15-ABD | Completion Abandoned |
| 16-PA | Plugged and Abandoned |
| 17-WWP | Well Work in Progress |
| 18-SIW | Steam Injection Well |
| 22-LO | Load Oil Injected into Gas Well for Treatment |

### Well Shut-in Reason

|  |  |
| --- | --- |
| ONRR Code: | Description: |
| 30 | Gas-Cap Completion |
| 31 | Depleted and/or Pending Conversion or Abandonment |
| 32 | High Gas/Oil Ratio |
| 33 | Watered Out |
| 34 | Reservoir or Well Study |
| 35 | Testing |
| 36 | Waiting on Reservoir Response |
| 37 | Low Reservoir Pressure |
| 38 | High Water/Oil Ratio of High Water/Gas Ratio |
| 40 | Hole in Tubing or Casing |
| 41 | Sanded Up |
| 42 | Communication with Another Zone |
| 43 | Loaded up with Water |
| 44 | Collapsed Casing, Tubing or Liner |
| 45 | Subsurface Safety Valve Problems |
| 46 | Junked Equipment in the Hole |
| 47 | Paraffin/Corrosion/Scale Problems |
| 48 | Tubing Hanger Leak |
| 49 | Gas-Lift Equipment Problems, or Downhole Pump Failure |
| 50 | Pumping Rods Parted |
| 60 | Compression Problems |
| 61 | Production Equipment Problems (Separator, Heater, Treater, Dehydrator, etc.) |
| 62 | Electrical |
| 63 | Surface Safety Valve Problems |
| 64 | Safety Equipment Problems |
| 65 | Wellhead Problems |
| 70 | Pipeline or Flowline Leaks |
| 71 | Pipeline, Flowline or Header Tie-ins |
| 72 | No PipeLine-No Market |
| 73 | Pipeline or Flowline Maintenance |
| 74 | Pipeline Curtailment |
| 75 | Check Valve Problems |
| 76 | Not Capable or Producing Against Line Pressure |
| 77 | Helium and CO2 Wells-No Market Demand |
| 80 | Drilling Major Workover or Wireline Operation on Platform |
| 81 | Damage to Platform |
| 82 | Platform Related Construction |
| 83 | Hurricane or Storm |
| 84 | Freezing Problems |
| 85 | Eliminating Flaring of Oil Well Gas and/or Waste |
| 86 | Inspection Enforcement Action |
| 87 | Balancing Maximum Efficient Rate (MER) Overproduction |
| 88 | Awaiting FERC Approvals |
| 89 | Awaiting BLM/ONRR Approvals |

### Well Action Code

|  |  |
| --- | --- |
| ONRR Code: | Description: |
| 1 | Minor Workover |
| 2 | Major Rig Workover |
| 3 | Opening Master Valve |
| 4 | Surface Maintenance, Repairs, Construction, or Safety Restrictions |
| 5 | No Further Action |
| 6 | Recomplete |

## ONRR-4054 (OGOR) B

### Disposition Code

|  |  |
| --- | --- |
| ONRR Code: | Description: |
| 01 | Sales — Royalty Due — MEASURED |
| 03 | Load Oil |
| 04 | Sales — Royalty Due — NOT MEASURED |
| 05 | Sales — Royalty Not Due, Recovered Injection — MEASURED |
| 06 | Sales — NonHydrocarbon Gas |
| 07 | Condensate Sales — Royalty Due — MEASURED |
| 08 | Spilled and/or Lost —Avoidable — Royalty Due |
| 09 | Sales — Royalty Not Due — MEASURED |
| 10 | Produced into Inventory Prior to Sales |
| 11 | Transferred to Facility |
| 12 | Transferred to Facility-Returned to Lease |
| 13 | Transferred From Facility |
| 14 | Injected On Lease |
| 15 | Sales – BuyBack – Measured – Royalty Not Due |
| 16 | Pipeline Drip/ Retrograde/ Scrubber Condensate Production |
| 17 | Water Injected/ Transferred Off –L/A |
| 20 | Used on L/A – Native Production Only |
| 21 | Flared OilWell Gas – Royalty Not Due |
| 22 | Flared GasWell Gas – Royalty Not Due |
| 23 | Spilled and/or Lost – Unavoidable – Royalty Not Due |
| 24 | Theft |
| 25 | Buy-Back Purchased for L/A Use |
| 26 | Buy-Back – Used on L/A |
| 27 | Water Disposal — Other than Injected / Transferred |
| 28 | Evaporation/Shrinkage |
| 29 | Waste Oil/Slop Oil |
| 32 | Water Draw-off |
| 33 | Flared Gas – Royalty Due |
| 42 | Differences/Adjustments |
| 43 | Sales – Royalty Not Due – FMP Not Assigned |
| 44 | Adjustment of Inventories for Original Lease or Agreement |
| 45 | Adjustment of Inventories for Original Reporter |
| 46 | Adjustment of Inventories for Receiving Lease or Agreement |
| 47 | Adjustment of Inventories for Receiving Reporter |
| 49 | Adjustment of Inventories - Lease terminated |
| 51 | Other Misc Disposition (for delete lines, modified documents only) – No Longer Used |
| 61 | Vented OilWell Gas – Royalty Not Due |
| 62 | Vented GasWell Gas – Royalty Not Due |
| 63 | Vented Gas – Royalty Due |
| 66 | Flared OilWell Gas – Royalty Due |
| 67 | Flared GasWell Gas – Royalty Due |
| 68 | Vented OilWell Gas – Royalty Due |
| 69 | Vented GasWell Gas – Royalty Due |

## ONRR-4054 (OGOR) C

### Product Code

|  |  |
| --- | --- |
| ONRR Code: | Description: |
| 01 | Oil |
| 02 | Condensate |
| 17 | Carbon Dioxide Gas (CO2) |

### Adjustment Code

|  |  |
| --- | --- |
| ONRR Code: | Description: |
|  | None |
| 03 | Load Oil |
| 04 | Sales — Royalty Due — NOT MEASURED |
| 05 | Sales — Royalty Not Due, Recovered Injection — MEASURED |
| 08 | Spilled and/or Lost —Avoidable — Royalty Due |
| 09 | Sales — Royalty Not Due — MEASURED |
| 11 | Transferred to Facility |
| 13 | Transferred from Facility |
| 14 | Injected on Lease/Agreement |
| 16 | Pipeline Drip/ Retrograde/ Scrubber Condensate Production |
| 20 | Used on L/A-Native Products Only |
| 23 | Spilled and/or Lost-Unavoidable Royalty Not Due |
| 24 | Theft |
| 28 | Evaporation/Shrinkage |
| 29 | Waste Oil/Slop Oil |
| 32 | Water Drawn-off |
| 42 | Differences/Adjustments |
| 43 | Sales – Royalty Not Due – FMP Not Assigned |
| 44 | Adjustment of Inventories for Original Lease or Agreement |
| 45 | Adjustment of Inventories for Original Reporter |
| 46 | Adjustment of Inventories for Receiving Lease or Agreement |
| 47 | Adjustment of Inventories for Receiving Reporter |
| 49 | Adjustment of Inventories-Lease Terminated |
| 51 | Other Misc Disposition (for delete lines, modified documents only) – No Longer Used |

|  |  |
| --- | --- |
| Glossary |  |
| AD | Active Directory |
| API | American Petroleum Institute |
| BBL | Barrel, barrels |
| BIA | Bureau of Indian Affairs |
| BOEM | Bureau of Ocean Energy Management |
| BSEE | Bureau of Safety and Environmental Enforcement |
| BTU | British Thermal Unit |
| CSV | Comma Separated Value |
| DISP | Display |
| EFT | Electronic Funds Transfer |
| ET | Eastern Time |
| FMP | Facility/Measurement Point |
| GAL | Gallon, Gallons |
| ID | Identification |
| IT | Information Technology |
| MCF | Thousand Cubic Feet |
| MM/DD/YYYY or MMDDYYYY | Month/Day/Year |
| ONRR | Office of Natural Resources Revenue |
| ONRR-2014 | Office of Natural Resources Revenue - Form ONRR-2014 (Royalty) |
| ONRR-4054 (OGOR) | Oil and Gas Operations Report, Form ONRR-4054-A,-B, -C |
| ONRR-4058 (PASR) | Production Allocation Schedule Report, Form ONRR-4058 |
| PGW | Producing Gas Completion (Well Status Code 11) |
| TXT | Text |
| Vol | Volume |