How To Manually Enter Gas Volume Totals into Our Online System
(gas reports containing less than 30 wells)
(Please read this entire guide before proceeding)
THIS GUIDE ADDRESSES THESE TOPICS:

**MANUAL ENTRY OF VOLUMES ONLINE**

- PRINTING YOUR ONLINE REPORT
- SUBMITTING YOUR REPORT TO THE OCC
- SENDING US REPORT CORRECTIONS
- ADDING WELLS TO OR REMOVING WELLS FROM YOUR GAS REPORT
WEB BROWSER SETUP

- TURN OFF THE BROWSER’S POP-UP BLOCKER
- IF POSSIBLE, “ALLOW” OUR WEBSITE IN THE ‘PRIVACY’ SETTINGS OF THE BROWSER
- IF AVAILABLE, USE THE BROWSER’S ‘COMPATIBILITY VIEW’ SETTING
- DELETE THE BROWSING HISTORY
- PREFERRED: MOZILLA FIREFOX OR GOOGLE CHROME; INTERNET EXPLORER IS ALTERNATE
1. Turn off your browser’s pop-up blocker.
3. Select “Login To Online Forms” as depicted above.

Electronic Filing of All Other Oil and Gas Forms

- Form 1004 - Online Reporting Signup Guide
- Form 1004 - Manual Reporting Signup Guide
- Form 1004 - Report Importing Guide

Login To All Other Online Forms (All Online Forms Except The Form 1000)

File Electronic Well Logs Please file logs as an attachment in a vendor formatted black and white PNG, Tiff, or as a LAS 2.0 file.
Please login below to access the system.

User Name:

Password:

Log In

Forgot Username  Forgot Password

1. Type in or “copy and paste” your User Name and Password.
2. Click the “Log In” button. If unsuccessful, call (405) 521-2273.
YOU SHOULD SEE A SCREEN SIMILAR TO THE ONE BELOW IF YOUR LOGIN WAS SUCCESSFUL; LEFT-CLICK ON “1004” LOCATED IN THE UPPER LEFT PART OF THE SCREEN AS SHOWN BELOW. IF YOU DON’T SEE “1004” AS SHOWN BELOW, CALL (405) 521-2273 AND REPORT THAT SO THAT WE CAN ASSIGN THE NEEDED “PERMISSIONS” TO ALLOW YOU TO USE THAT FUNCTION.
IF YOU SEE A SCREEN THAT SHOWS THAT YOU HAVE A CERTAIN NUMBER OF REPORTS SITTING IN YOUR QUEUE, PLEASE IGNORE IT.

IF YOU FIND WELLS MISSING FROM OR EXTRA WELLS ON YOUR REPORT, LET US KNOW AND WE’LL ADDRESS THAT FOR YOU. IF YOU SEE A DIFFERENT COMPANY LISTED AS THE OPERATOR FOR A WELL ON YOUR REPORT, LET US KNOW SO THAT WE CAN CORRECT IT.
1. Click the "**1004 Entry**" link.
2. Click the "✓" symbol to open the desired report.
OCC ONLINE REPORTING
DIRECT ENTRY OF VOLUMES

1. Enter your volumes (no decimals) directly into the "Amount" boxes. Do not use the "enter" key; use the tab or arrow keys or the mouse.
2. If there are any wells listed that you don’t report on, please ask us to remove them from your gas report.
3. Click “Save 1004”, return to the main page and reopen the report.
4. Click “Print 1004” to print or save a copy for your records.
5. Click “Submit 1004” to send the report to the OCC.
TO DISPLAY MULTIPLE PAGES OF A REPORT:

• DETERMINE TOTAL # OF WELLS ON REPORT

• CLICK RIGHT-MOST WHITE RECTANGULAR BOX (THE ONE THAT SAYS “10”)

• REPLACE “10” WITH THE TOTAL # OF WELLS ON REPORT

• CLICK UNDERLINED “CHANGE” BUTTON TO THE RIGHT OF THAT

• YOU WILL THEN SEE ALL THE WELLS APPEAR ON A SINGLE SCROLLABLE PAGE

• YOU CAN THEN SORT THE LIST BY MOST OF THE HEADINGS SHOWN

• IF YOU CAN SORT, YOU CAN DO SO IN FORWARD OR REVERSE ORDER
REPORT ACCEPTANCE BY THE OCC

AFTER YOU “SUBMIT” YOUR 1004 VOLUME REPORT TO US, IT WILL “DISAPPEAR” FROM YOUR QUEUE AND WILL NO LONGER BE ACCESSIBLE TO YOU. WE WILL:

-- REVIEW IT

-- ACCEPT IT

IF WE HAVE ANY QUESTIONS OR COMMENTS, WE WILL CONTACT YOU.
OCC ONLINE REPORTING

ONLINE REPORTING CAVEATS

- IF YOUR REPORT DISAPPEARS BEFORE YOU PRINT A COPY, EMAIL US ABOUT IT AND WE CAN EMAIL YOU A .PDF COPY
- VOLUME TOTALS: DO NOT INCLUDE COMMAS OR DECIMALS
- PLEASE INCLUDE A VOLUME TOTAL FOR EACH WELL ON YOUR REPORT. IF A WELL DOES NOT BELONG ON YOUR REPORT, PLEASE NOTIFY US SO THAT WE CAN FIX THAT FOR YOU
- PLEASE DO NOT ADD WELLS TO OR REMOVE WELLS FROM YOUR REPORT; INSTEAD, ASK US TO DO THAT FOR YOU
- THERE ARE SEVERAL REASONS WE CAN REMOVE A GAS WELL FROM YOUR GAS REPORT; EMAIL US IF YOU NEED THAT LIST OF REASONS
OCC ONLINE REPORTING

EXPORT AND IMPORT GUIDE

OUR SEPARATE GUIDE ENTITLED
“EXPORT AND IMPORT GUIDE”
(FOR REPORTS WITH MORE THAN 30 WELLS)

IS AVAILABLE AT:


YOU CAN ALSO REQUEST IT FROM US
VIA AN EMAIL MESSAGE
AND WE’LL EMAIL IT TO YOU.
IF YOU HAVE ANY
QUESTIONS OR COMMENTS
ABOUT ONLINE GAS VOLUME REPORTING,
PLEASE CONTACT JIM ROSADO
JIM.ROSADO@OCC.OK.GOV
(405) 522-1123