Oklahoma Well Data Management System

Online Reporting Signup Guide

(last updated: 10-8-2019)

How To Sign Up for Online Gas Volume Reporting in the OCC System

(Please read this entire guide before proceeding)

Empowering Oklahoma
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. Reporters that report on more than one company will need to apply for a unique login (with a unique e-mail address) for each company. Then they'll use that "e-mail address specific" login to report the respective company's monthly volumes.

2. If more than one person reports monthly for a single company, then those persons should typically share their login name and password to enter each month's volumes in turn; call (405) 521-2273 if you'd instead like to try and get a separate login (requiring a unique e-mail address) for each person. Once all parties have entered that month's volumes, one of them should then submit the report to the OCC.

3. About receiving your emailed Login ID and password . . . it may go to your "Junk" or "Spam" email folder, so please check there before you assume that you have not yet received it.
1. Turn off your browser’s pop-up blocker.
3. Select “NEW USERS LOGIN ACCOUNT REQUEST”.

After entering your information, you should receive an email from RBDMS which will have your Login ID and Password listed for you. PLEASE NOTE: It has been reported to us that this email was found not in their InBox but in their Trash Can or Spam file. Also, the response time on getting your ID and Password can take from a few minutes to as much as 24 hours.
Oil and Gas Electronic Forms Filing Login Agreement

By requesting an OCC ID and password, I declare that I have full authority to obtain this authorization for the electronic filing of applications and forms to the Oil and Gas Division for the entity requesting electronic filings. I understand that electronic submission of documents using the OCC e-filing system will constitute approval of the filing entity, thereby foregoing an original signature on these documents.

I, hereby, agree to keep the OCC assigned ID and password confidential and that both the filing entity and I will be responsible for any unauthorized use of the assigned ID and password.

All applicable fees related to a charge, merchant fee or convenience fee will not be refunded by the OCC.

This authorization will remain in effect until written notification is provided by a representative or an authorized agent of the filing entity.

NOTICE:

If registering two different companies (reporters), each registration form you submit must include a distinctly different email address.

You cannot register for two or more companies (reporters) using the same email address.

Thank you.

I Agree to the Terms Above

Click the “I Agree to the Terms Above” button to get to the 1004 Login Request web page.
In order to process permit applications within Oklahoma, you are required to complete an affidavit which assures that any applications submitted are certified from the original company. Affidavit is a requirement for login to the system.

Form Instructions: Sign and Mail this Form To:
Oklahoma Corporation Commission
Oil and Gas Conservation Division
Jim Thorpe Building
P.O. Box 52000
Oklahoma City, OK 73150-2000

**Company Information:**
- Company Number
- Company Name
- Email
- Address One
- Address Two
- City
- Zip Code
- First Name
- Last Name
- Phone
- Fax
- Password Question
- Password Answer

**STEP 3**
1. Provide the requested company information.
2. Click on “Submit Login Request” and await your login info via e-mail.
LOGIN REGISTRATION: DELAYS

• CAN BE CAUSED BY OCC FILE SERVERS THAT SOMETIMES GET OVERLOADED
• DELAYS CAN RANGE FROM A FEW MINUTES TO A FEW HOURS
• YOUR “LOGIN USERNAME AND PASSWORD” MESSAGE WILL BE ROUTED BY YOUR EMAIL SERVER TO YOUR INBOX, YOUR “SPAM” EMAIL FOLDER OR YOUR “JUNK” EMAIL FOLDER
1. Turn off your browser’s pop-up blocker.
3. Select “Login To Online Forms” as depicted above.
Please login below to access the system.

User Name: 

Password: 

Log In

Forgot Username  Forgot Password

STEP 5

1. Type in or “copy and paste” your User Name and Password.
2. Click the “Log In” button. If unsuccessful, call (405) 521-2273.
LOGIN SUCCESS – RESET PASSWORD

• YOU SHOULD HAVE BEEN PROMPTED TO CHANGE YOUR PASSWORD AFTER YOUR FIRST SUCCESSFUL LOGIN -- THEN YOU WOULD NORMALLY LOGOFF, THEN LOGIN AGAIN WITH YOUR NEW PASSWORD

• CLEAR YOUR BROWSER HISTORY AFTER resetting your password, before logging in with the new password
OCC ONLINE REPORTING
CONFIRMATION OF LOGIN SUCCESS
YOU SHOULD SEE A SCREEN SIMILAR TO THIS ONE IF YOUR LOGIN WAS SUCCESSFUL
OUR SEPARATE GUIDE ENTITLED
"MANUAL ONLINE ENTRY GUIDE"
(FOR REPORTS WITH LESS THAN 30 WELLS)
IS AVAILABLE AT:

http://occeweb.com/OG/OGePermit.htm

YOU CAN ALSO REQUEST IT FROM US
VIA AN EMAIL MESSAGE
AND WE’LL EMAIL IT TO YOU.
OUR SEPARATE GUIDE ENTITLED “EXPORT AND IMPORT GUIDE” (FOR REPORTS WITH MORE THAN 30 WELLS) IS AVAILABLE AT:

http://occeweb.com/OG/OGePermit.htm


YOU CAN ALSO REQUEST IT FROM US VIA AN EMAIL MESSAGE AND WE’LL EMAIL IT TO YOU.
1. Click on “Forgot Password” (or “Forgot Username” if appropriate)
2. Answer security question
   a. If you cannot answer it, see the next slide
3. You will be emailed a new Username or Password (whichever you requested)
1. The security question you answer is the one you provided at time of registration.
2. If you fail to answer the security question after three attempts, you will be locked out from further attempts for a 24-hour period. At the end of that period you may try again to provide the correct answer to your security question.
3. If you wish, you can call (405) 521-2273 for assistance.
OCC ONLINE REPORTING

QUESTIONS / COMMENTS

IF YOU HAVE ANY QUESTIONS OR COMMENTS ABOUT ONLINE VOLUME REPORTING, PLEASE CONTACT THE PRODUCTION DEPARTMENT:

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