

Organization Reports (OR1) Electronic Submission



LOUISIANA DEPARTMENT OF
CONSERVATION AND ENERGY

User Guide

Organization Report

Purpose: To record the company's contact information

Engineering Division: Operator of Oil & Gas Wells & Transporter, Plant, Refinery

Form OR-1 – Organization Report

Questions: 225-342-5539

Environmental Division: Offshore/Out of State Operators and Commercial Disposal Facilities

Form ENV OR-1 – Organization Report

Questions: 225-342-7334

Pipeline Division: Pipeline Operators

Form PLS-OR-1 – Organization Report

Questions: 225-342-5505

NOTE:

It is your responsibility to keep your contact information correct/current. The contact listed will determine who is receiving mailed/emailed correspondence.

If you have an existing operator, transporter, plant, or refinery code number, you already have a Master Account.

Your Username/password is the same as your Online Production Reporting Username/password.

Existing companies, go to page 7

Initial Filing/Organization Name Change

[Online OR1 Submission](#)

Submit your OR1 application electronically.

[View the User Guide for detailed instructions.](#)

www.sonris.com

Select "Online OR1 Submission"

Click on Create an account

Enter your Louisiana Secretary of State Charter Number

If you don't know it – click the Look up Charter Number

Click the Check Charter Number – verify if that is the correct Company name

If you are not required to be registered with La SOS

Click the No Charter Number

Welcome to the OR1 Applications

Please enter your username and password to login.

Username:

Password:

[Create an account](#)
[Reset password](#)

Note: The supported browsers for this application are Internet Explorer 7, 8, 9, 10, and 11, Firefox 2.x and 3.x, and Chrome 1+. All other browsers may have issues displaying the OR1 Account application.

Charter Number:

[Look-up Charter Number in Sec. of State database](#)

or

Please complete the form to create your user account:

* User Type:

* User Id:

* Password:

* Confirm Password:

* Full Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

* Phone Number:

* Email Address:

* Confirm Email Address:

Tax Id #:

User Type: choose Individual

Create your User ID & password

(note this is a temp account used only once to create the initial OR1, username & passwords are case sensitive)

Complete the rest of the information and click Next

Make sure the information is correct, click Confirm

Please click the Confirm button to finalize your entries

User Type: Individual
User Id: 123.becky
Full Name: Becky Henry
Address Line 1: 123 Test Street
Address Line 2:
City: Baton Rouge
State: LOUISIANA
Zip: 70802
Phone Number: 225-342-5530
Email Address: becky.henry@la.gov
Tax Id #:

Your account has been registered but requires email verification.
Please close this window, ...
Then click the link sent to you via email to confirm your account.
Thank you for registering with DNR.

You will receive an email asking you to activate your account.

Click on the Account Activation Link

Once your account has been verified, you can login to Online OR1 Submission

***** THIS IS AN AUTOMATED MESSAGE *****

If you have any questions:

*for PLS-OR1 please call the Office of Conservation - Pipeline Division at (225) 342-5516
for OR1 please call the Office of Conservation - Production Audit Division at (225) 342-5530
for EP-OR1 please call the Office of Conservation - Environmental Division at (225) 342-7286*

***** PLEASE DO NOT REPLY BACK TO THIS EMAIL ADDRESS *****

Account User ID: 123.becky
Name: BECKY HENRY
Email Address: BECKY.HENRY@LA.GOV

This is to confirm the creation of an account for entering OR1 filing forms and information in to the Louisiana Department of Natural Resources (DNR) System.

Please logon into the system using your User Id: 123.becky after activating your account.

Please click the link below to activate your account.

[Account Activation Link](#)

Your email has been verified. Your account, with User ID: 123.becky has been activated!

To proceed to the login page of the OR1 Application, please click:

[Login Page](#)

Welcome to the OR1 Applications

Please enter your username and password to login.

Username:

Password:

[Create an account](#)
[Reset password](#)

Note: The supported browsers for this application are Internet Explorer 7, 8, 9, 10, and 11, Firefox 2.x and 3.x, and Chrome 1+. All other browsers may have issues displaying the OR1 Account application.

Welcome 123.becky! [Logout](#)

OR1 Account and Filings

The below processes will allow you to create and maintain an account with which you may register your Organization and associated Operators with the Louisiana Department of Natural Resources, as well as perform OR1 Filings such as Initial filing, Annual Filing, and mid-year Information Updates.

Operation Information Existing Filings

OOC Code	Type Of Operation	Organization Name	Charter ID
		FOR INITIAL FILING - IF APPLICABLE	

OOC Code:

Type of Operation:

Organization Operation Name:

Charter ID:

* OR1 Form Type: Engineering Division
 Environmental Division
 Pipeline Division

* Filing Type:

(Opens in a new window--be sure to allow pop-up from la.us)

Initial Filing:

Using the Username & Password you just registered, login to OR1 Applications

Click Perform OR1

Choose which Division you need to submit

Filing Type – would be initial filing

Annual/Supplemental Filing:

Use your Sub User Account login

Filing Type – Annual or Supplemental

Click Next

Engineering Division OR1 - Initial Filing ONLY SAVE CHANGES SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Organization Officers Addresses Equipment Payment

Organization and Operation's Information

Organization Name Change: Plant Operator Change: Organization Status: New Existing

OOCC Code Number:

* Operation Type:

* Organization Type:

* Organization Name:

Corporation - State where Incorporated:

Previous OOC Code Number (if applicable):

Plant/Refinery Code (for Operators, if applicable):

LA Sec. of State Charter No (or DNR Equivalent):

Initial Date of LA Operation:

* EIN / SSN / ITIN:

* Year of Filing (YYYY):

Comments

Comments to Reviewer:

Annual/Supplemental Filing:
Enter the Year of filing

Initial Filing:

Initial Date of LA Operation: for Operators, this is the effective date of your first well; transporters/plant/refinery, this is the date you began operations in Louisiana

EIN/SSN/ITIN – this is your Federal Tax Id number

Year of Filing: Operator/Producer – is the year you are the operator of record of a well
Oil/Gas Transporter and Plant/Refiner – the year you began operations in Louisiana

If this is an Organization Name Change, you would click the Organization Name Change box and list the Previous Organization Code Number and the Initial Date of La Operation would be the effective date of the name change.

Engineering - Initial Filing ONLY SAVE C

☑ Please check all the information before you **SUBMIT**

Organization **Officers** Addresses Equipment Payment

Three Primary Officers: FULL LEGAL NAMES

Officer 1 (required):

* (1) Name First: * Address Line 1:
 Name Middle: Address Line 2:
 * Name Last: * City:
 * Title: * State: ▼
 * Zip:

Officer 2:

(2) Name First: Address Line 1:
 Name Middle: Address Line 2:
 Name Last: City:
 Title: State: ▼
 Zip:

Officer 3:

(3) Name First: Address Line 1:
 Name Middle: Address Line 2:
 Name Last: City:
 Title: State: ▼
 Zip:

This is the Officer Section

Initial Filing: Enter your 3 top officers

Annual Filing:
 Make sure the information is correct, type over anything that needs to be updated.

If you need to 'end' an Officer, you would type OVER their information with the current Officers information.

To remove an officer, space out all information and put STATE back to the blank space.

Engineering - Initial Filing

Please check all the information before you **SUBMIT**

Organization Officers **Addresses** Equipment Payment

Organization Address Emergency Contact Correspondence Addresses

Organization Mailing Address

* Address:

* City:

* State:

Engineering - Initial Filing

Please check all the information before you **SUBMIT**

Organization Officers **Addresses** Equipment Payment

Organization Address **Emergency Contact** Correspondence Addresses

Emergency Contact Address

[Click to copy the Organization Address](#)

* Address:

* City:

* State:

* Zip:

* Contact Person For Organization:

* Phone Number:
 Extension:

Fax Number:

Cell Number:

* E-Mail Address:

‘Addresses’ Section

Initial Filing – enter the contact information

Annual/Supplemental Filing -

Make sure all information is correct, type over anything that needs to be updated

‘Emergency Contact’

“Click to copy the Organization Address”

You can click this link and it will copy the same information that is listed under the Organization Address tab.

Initial Filing: enter the contact information

Annual/Supplemental Filing: make sure the information is correct, type over anything that needs to be updated.

The screenshot shows a web application interface with a main menu at the top containing 'Organization', 'Officers', 'Addresses', 'Equipment', and 'Payment'. Below this, there are sub-tabs: 'Organization Address', 'Emergency Contact', and 'Correspondence Addresses'. The 'Correspondence Addresses' tab is highlighted with a purple box. Underneath, there are three sub-tabs: 'Compliance Correspondence' (highlighted with a red box), 'Injection and Mining Correspondence' (highlighted with a blue box), and 'Production Audit Correspondence' (highlighted with a green box). The 'Compliance Correspondence' section is active, showing a heading 'Address to which COMPLIANCE Correspondence should be directed:' and a link 'Click to copy the Organization Address'. Below this are several input fields: 'Address:' (two lines), 'City:', 'State:' (a dropdown menu), 'Zip:', 'Contact Person:', 'Phone Number:', 'Extension:', 'Fax Number:', 'Cell Number:', and 'E-Mail Address:'.

“Correspondence Addresses”

In this section you will list your contact for:

Compliance Correspondence

Injection and Mining Correspondence

Production Audit Correspondence

Initial Filing: enter the contact information

Annual/Supplemental: make sure information is correct, type over anything that needs to be updated

Transporters, Plants and Refineries can leave Compliance Correspondence & Injection and Mining blank.

Production Audit is required for all operation types.

Notice that these ‘tabs’ also have the Click to copy the Organization Address

Engineering OR1 - Annual Filing

⌵ Please check all the information before you SUBMIT

Organization

Officers

Addresses

Equipment

Gas Transporter

Oil Transporter

Gas Plant or Oil Refinery

Attach Documents

Type of Operation: Gas Transporter

Certified INTRA-state Gas Transporter? ▾

Certified INTER-state Gas Transporter? ▾

Equipment Section

This Section is only for Oil Transporter/Storer, Gas Transporter, Plant or Refinery
You would fill out the section that applies to your Operation Type

Engineering Division OR1 - Initial Filing ONLY SAVE CHANGES SUBMIT FOR APPROVAL

☑ Please check all the information before you SUBMIT

Organization Officers Addresses Equipment **Payment**

PAYMENT -- Select payment method:

CREDIT CARD:

Credit Card Number:

Expiration Date (MMYY):

Amount Charged: 105.00

You will receive a confirmation email when your credit card payment has been processed.

COMPANY CHECK:

Please mail company check with a copy of the invoice to:

DEPARTMENT OF NATURAL RESOURCES
P.O. BOX 44277
Baton Rouge, LA 70804-4277

NOTICE:
Submitting your payment information WILL NOT submit your OR1 application. You must use the "Submit for Approval" button (top right corner of this screen) after all required information has been entered.

[Submit Payment Info](#)

Initial Filing & Annual Transporter OR1s will have the payment tab

Payment can be made online or by check. Check which method and click on

Submit Payment Info

You will receive an email verifying your payment has been successful

NOTE: This will not submit your OR1 for approval. You'll still need to click on

Submit for Approval

Your DNR OR1 Credit Card payment has been successful.

Credit Card:	***5100 exp.: 0116
Amount:	\$105.00
Authorization Code:	A11O6F7FB4A2
Company:	MARCONI
Address:	123 MARIN BATON ROUGE, LA 70802
Filing Type:	Engineering--Initial Filing
Filing Year:	2014

If for any reason, you are brought back to the login page or the front page (picture to left), don't start over by choosing form type, filing type and clicking on next. The report you started will be under the Existing Filings tab, choose that one until it's completed.

Operation Information Existing Filings

OOC Code	Type Of Operation	Organization Name	Charter ID
		FOR INITIAL FILING - IF APPLICABLE	

OOC Code:
Type of Operation:
Organization Operation Name:
Charter ID:
* OR1 Form Type: Engineering Division
 Environmental Division
 Pipeline Division
* Filing Type: Initial Filing
Next >>

(Opens in a new window--be sure to allow pop-up from ra.us)

Operation Information Existing Filings

Refresh Please refresh for latest results

Title	Assignees
Engineering - Initial Filing	TEST.becky

Engineering Division OR1 - Initial Filing ONLY SAVE CHANGES SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Organization Officers Addresses Equipment Payment

Organization and Operation's Information

Organization Name Plant Operator Change: Organization Status: New Existing

OOC Code Number:
Operation Type: PRODUCER/OPERATOR
* Organization Type: INDIVIDUAL
Organization Name: Becky's Test Company

Comments
Comments to Review

Your DNR OR1 application has been APPROVED.

Company: Kevin Henry Oil Company
DNR OOC Code: K1361
Filing Type: Engineering--Initial Filing
Filing Year: 2014

Account User ID/OOC Code: K1361
Account Password: WV632Y5F2C
Name: Kevin Henry Oil Company
Email Address: BECKY.HENRY@LA.GOV

This is to confirm the creation of a MASTER ACCOUNT based on the successful OR1 Initial Filing. Please use the credentials above to log into the Louisiana Department of Natural Resources (DNR) System.

If this INITIAL FILING was performed by a Service Provider, please pass on the credentials to the ORGANIZATION

If this INITIAL FILING was performed by an Individual account, that account access is now disabled.

From hereforth, the MASTER ACCOUNT will be used for Annual Filings, Supplemental Filings, and assigning permissions for the same to Service Providers/ Agents, as well as to create and maintain sub-users

When your OR1 has been approved, you'll receive a couple of emails.

One to let you know that it has been approved and gives you the Organization Code Number.

One to let you know that your Master account has been set up. It gives your Username and password. (The account you created at the beginning of this process has been disabled.)

You'll use this Username/password to login and set up your Sub Users.

(see pages 17 & 18)

Purpose of Accounts

Master Account:

The sole purpose of the Master Account is to manage your Sub-Users. The Username for your Master Account will be your Organization Code, you will not be able to submit any electronic reports using the Master Account Username.

You'll be able to create each of your Sub-Users and assign their Username/password and the reports that they are responsible to submit.

You'll be able to disable any Sub User account, if needed, like if someone leaves the company, retires, etc...

You can also add/remove any reports from any Sub User.

You can also have a Service Provider as a Sub User for your company, works the same, you'll assign the reports you want them to submit.

The Master Account holder, is the contact listed under the Organization Address Tab, this person should be the one to manage your companies Users. This contact will also be the only person that we can give out account information to.

Existing Companies (CREATING SUB-USERS)

[Online OR1 Submission](#)

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[View the User Guide for detailed instructions.](#)

OR1 Account and Filings

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Maintain User Profile

Administer Access

Perform OR1

Welcome to the OR1 Applications

Please enter your username and password to login.

Username:

Password:

Login to OR1 Applications

[Create an account](#)

[Change password](#)

[Help documentation](#)

Note: The supported browsers for this application are Internet Explorer 7, 8, 9, 10, and 11, Firefox 2.x and 3.x, and Chrome 1+. All other browsers may have issues displaying the OR1 Account application.

Login with your 'Master Account' Username
(Organization Number) & password
Click on Administer Access

Sub-Users Service Providers / Agents

Addition, De-activation, and Access Assignment for Sub-Users.

Create Sub-User

Sub User ID	Organization Name	OOC Code	Operation Type
E165_user1	ENCANA OIL & GAS USA INC.	E165	OFFSHORE/OU
E165_user1	ENCANA OIL & GAS USA INC.	E165	PRODUCER/OF
E165_user2	ENCANA OIL & GAS USA INC.	E165	OFFSHORE/OU
E165_user2	ENCANA OIL & GAS USA INC.	E165	PRODUCER/OF

Organization Name:
ENCANA OIL &...
OOC Code:
E165
Operation Type:
1

Sub User ID: E165_user1
Account Disabled: No

Disable Sub-User Account

Please complete the form to create the sub user account:

* User Id:

* Password:

* Confirm Password:

* Full Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

* Phone Number:

* Email Address:

* Confirm Email Address:

Submitter Tax Id:

Cancel Save

To create a Sub-User click on 'Create Sub-User' complete the required fields (top right). After you hit 'save' it will bring you back to the Sub-Users page (top left). Highlight the User you want to assign reports to and find the report and highlight it, then click on the single arrow and it will bring the report to the Granted Access side (below). Then click Update Access.

Available Form Codes	Revoked Access	Granted Access
	\$100 UNDERPAYMENT	OGP - MONTHLY OIL AND GAS PRODUCTION REPORT
	\$126 MD-10-R-A-FEE	OR1
	\$19 UNDERPAYMENT	R5D - MONTHLY GAS DISPOSITION REPORT
	\$252 FILING FEE	WELL TESTS DT-1 / DM-1R / SDM20 / SDM2G
	\$28 UNDERPAYMENT	
	\$5 UNDERPAYMENT	
	ANNUAL DISPOSAL/INJECTION WELL MONITORING REPORT	
	AREA OF REVIEW MAP	
	ATTACHMENT 3	
	ATTACHMENT 5	

Update Access