Organization Reports (OR1)
Electronic Submission

User Guide
Organization Report

**Engineering Division:** Operator of Oil & Gas Wells & Transporter, Plant, Refinery
Form OR-1 – Organization Report
To record the company’s contact information
Questions: 225-342-5530

**Environmental Division:** Offshore/Out of State Operators and Commercial Disposal Facilities
Form EP-OR-1 – Organization Report
To record the company’s contact information
Questions: 225-342-7286

**Pipeline Division:** Pipeline Operators
Form PLS-OR-1 – Organization Report
To record the company’s contact information
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 OOC Code Number (operator/transporter/plant/refinery code) you already have an account, no need to create one.

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

Existing companies, go to page 14
Initial Filing/Organization Name Change

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
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 #: [ ]

[ ] Cancel [ ] Next

User Type: choose Individual

Create your User ID & password  
(note this is a temp account)

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@ia.gov
Tax Id #: [ ]

[ ] Cancel [ ] Back [ ] Confirm
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 the Online OR1 Submission

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

Click Perform OR1

You need to choose which Division you need to submit

Filing Type – would be initial filing

Click Next (note this may take a few minutes)

MAKE SURE YOUR POP UP BLOCKERS ARE OFF – OR ALLOW FROM SONRIS.COM
You will fill out all TABs with your current information.

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.

Year of Filing: Operator/Producer – 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 OOC Code Number and the Initial Date of La Operation would be the effective date of the name change.
See pages 17–25 for detailed information
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

**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.

**NOTE:** This will not submit your OR1 for approval. You’ll still need to click on **Submit for Approval**
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.
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 OOC 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 14 & 15)
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 OOC 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.

Note: IT has created 2 accounts for your use, if you like: OOC_user1 and OOC_user2 (will be the user name) – both accounts have been assigned the OR1 form, you can remove/add reports to each of these usernames.

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.

If you added a User or Service Provider to your “Teamworks” account, they’ll be listed on your OR1 Master Account.

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 forgotten passwords and account information to.
Existing Companies
(CREATING SUB-USERS)

Online OR1 Submission
Submit your OR1 application electronically.

OR1 Account and Filings

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.

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.

Maintain User Profile
Administer Access
Perform OR1

Login with your ‘Master Account’ Username (OOC Number) & password
Click on Administer Access
IT created 2 Sub User IDs for each company, with granted access to submit OR1—these can be used without you having to create a Sub User. If you use these you can remove/add reports you want that User to be able to submit.

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.

If you added users/service providers to your Online Production Reporting “Teamworks” account, they will be listed on your Online OR1 Master account. You’ll be able to add reports if necessary.

NOTE: Available Form Codes – all of these are not available to submit electronically. This list will be cleaned up to only show what can be submit electronically.
Annual Refiling/Supplemental Filing

Login with your Sub User, Username/password
Click on Perform OR1

Under the Operation Information Tab, highlight the Type of Operation you want to submit, choose the OR1 Form Type and then the Filing Type
Click Next (this may take a few minutes)

MAKE SURE YOUR POP UP BLOCKERS ARE OFF – OR ALLOW FROM SONRIS.COM
This brings up the information that is on record now. On this screen you need to enter the “Year of Filing (YYYY)”
This is the Officer Section

You need to double check the information and make any changes, by keying over what you need to change.

If you need to add an Officer you would key in their information under Officer 3.

If you need to ‘end’ an Officer, let’s say Sherry is no longer an Officer of this company, you would type OVER her information with the current Officers information.

SS#’s are now required, they will not be shown anywhere.
This is the ‘Addresses’ Section

The ‘Organization Address’ is the first tab – this is your mailing address.

Once you make sure all information is correct you click on the next ‘tab’

When you click on a new tab it will give you any errors on the page you are working on.

You would click OK and make the necessary correction.
This is the ‘Emergency Contact’ tab

Notice “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.
Click on the next ‘tab’ if all information is correct.
“Correspondence Addresses”

In this section you will list your contact for:
- Compliance Correspondence
- Injection and Mining Correspondence
- Production Audit Correspondence

You just click on I & M or Production Audit to bring up the information for:

Operator/Producers, if you don’t need a contact for Compliance or I&M you can leave them blank. Transporters, Plants and Refineries will leave them blank.

Production Audit is required for all operation types.

Notice that these ‘tabs’ also have the Click to copy the Organization Address link.
Equipment Section
This Section is for Oil Transporter/Storer, Gas Transporter, Plant or Refinery
You would fill out the section that applies to your Operation Type

Gas Transporter
Fill out this ‘tab’ only
Oil Transporter
Oil Transporter/Storer will fill out this ‘tab’. You’ll key in your Normal base location of Equipment and list your Equipment. Identification...tractor/trailer, barge, pipeline information
If you have a ‘master’ list in a PDF file you can upload it to the Attach Documents ‘tab’
Gas Plant or Oil Refinery
Only Plant or Refinery will complete this section.
Physical Address, Section, Township, Range and Parish are required.
You can upload your schematic on the Attach Documents Tab
This is a screen shot of what the ‘whole’ page looks like.

‘Submit for Approval’
Once you have completed all the required information you click on Submit For Approval, you’ll get an email stating you have submitted an OR-1. If you don’t have any changes, you’ll still want to double check your information.

Comments to Reviewer – use this if you need to let us know anything.

‘Only Save Changes’
If you get called away from your desk or get a phone call, click on this button and it will save everything you have keyed in. Your report will be found by clicking the Existing Filings Tab.