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 7
Initial Filing/Organization Name Change

www.sonris.com

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
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
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.

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
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
**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 OOC Code Number and the Initial Date of La Operation would be the effective date of the name change.
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.
‘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.
“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.
### 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.

<table>
<thead>
<tr>
<th>Type of Operation: Gas Transporter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified INTRA-state Gas Transporter?</td>
</tr>
<tr>
<td>Certified INTER-state Gas Transporter?</td>
</tr>
</tbody>
</table>
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:** This will not submit your OR1 for approval. You’ll still need to click on **Submit for Approval**

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**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.
Your DNR OR1 application has been APPROVED.

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

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 17 & 18)

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
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.

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.*
Login with your ‘Master Account’ Username (OOC Number) & password
Click on Administer Access
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.