

Organization Reports (PLS-OR-1) Electronic Submission



User Guide

Organization Report

Pipeline Division: All Pipeline Operators
Form PLS-OR-1 – Organization Report
www.sonris.com
To record the company's contact information
Questions: *contact Rebekah Clarke 225-342-9666*

NOTE:

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

www.SONRIS.com

The screenshot shows the SONRIS website interface. At the top, there is a navigation bar with the SONRIS logo and the text "SONRIS Strategic Online Reporting System". Below the navigation bar is a horizontal menu with various icons representing different services. The main content area is a grid of service tiles, each with an icon, a title, and a brief description. The tiles are arranged in a grid that is approximately 4 columns wide and 6 rows high. The tiles include: GIS Access, Data Access, Document Access, Disaster Preparation Reports, Legacy Lawsuits, Dashboard, CES Inspections, Online Well Log Submission, Online Production Reporting, Online Royalty Reporting, Online UIC Reporting, Online Surface Water, Well Test/Inactive Reports Submission, Online OR1 Submission, Invoice Payments, Tract Nominations, UIC Online Data Entry Reports, Well Test Online Data Entry Reports, OR1 Online Data Entry Reports, Contact/Data Request/Help, FAQ, and Downloads. The "Online OR1 Submission" tile is highlighted with a red border. At the bottom of the page, there is a disclaimer section.

SONRIS Strategic Online Reporting System
Louisiana.gov > Department of Natural Resources > SONRIS

Baton Rouge, LA Weather
79°F, Clear

GIS Access Retrieve information using interactive, geographically oriented, map capabilities, and select from a variety of layers of backgrounds.	Data Access Oil, Gas & Ground Water information and more at your finger tips.	Document Access Millions of documents in various formats readily available for view and print.	Disaster Preparation Reports: Helpful reports for hurricane season. For use of Reports on Demand, view the tutorial.
Legacy Lawsuits Helpful reports for Legal cases. For use of Reports on Demand	Dashboard Click here for oil & gas charts and more.	CES Inspections Facility Lease & Orphan Well Inspections.	
Online Well Log Submission Submit your Well Log electronically. Click Here to view preliminary guidelines & training for submission.	Online Production Reporting Report oil & gas online	Online Royalty Reporting Report mineral royalty online, refer to Tutorial for instructions	Online UIC Reporting Report UIC-10, UIC-24, UIC-33/34, and UIC-WH1 electronically
Online Surface Water Apply and track surface water application online visit our Louisiana Surface Water Management Program	Well Test/Inactive Reports Submission Submit your Well Test/Inactive Report electronically. Click on User Guide for detail instructions	Online OR1 Submission Submit your OR1 application electronically. Click on User Guide for detail instructions	Invoice Payments Pay invoices online; invoice number and security code are needed
Tract Nominations Click here for detailed instructions for online tract nomination			
UIC Online Data Entry Reports Click here for UIC online data entry reports	Well Test Online Data Entry Reports Click here for Well Test online data entry reports	OR1 Online Data Entry Reports Click here for OR1 online data entry reports	
Contact/Data Request/Help Click here to contact us or submit a request for data	FAQ Frequently Asked Questions and more....	Downloads Click here to get required components	


Disclaimer

The information on this Web site has been carefully prepared from the best available sources of data. It is intended for general informational purposes only and should not be considered authoritative for navigational, engineering, other site-specific uses, or any other uses. The Louisiana Department of Natural Resources (DNR) does not warrant or guarantee its accuracy, nor does DNR assume any responsibility or liability for any reliance thereon.

PLS-OR-1

SONRIS - Strategic Online x OR1 Applications x

soaprodadm.dnr.state.la.us/OR1Account/faces/or1applications.jspx?_afLoop=6060149788709557&_afWindowMode=0&_adf.ctrl-state=5rxbbt



Welcome to the OR1 Applications

Please enter your username and password to login.

Username:

Password:

[Login to OR1 Applications](#)

[Create an account](#)

[Change 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.

If you have an OOC Code Number you already have an account, no need to create one.

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...

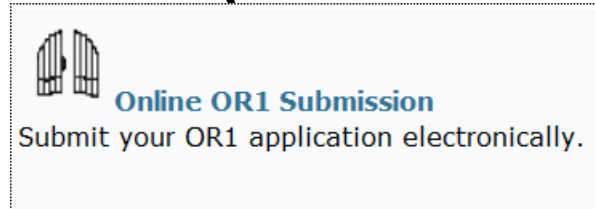
You can also add/remove any reports from any Sub User.

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)



Welcome to the OR1 Applications

Please enter your username and password to login.

Username:

Password:

[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.

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.

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

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:

Fill out the blanks for a new sub user

After creating a sub user an email will be sent confirming the new sub user

Access for Sub-Users and Agents username: PL0002 Logout

Access Assignments Sub-Users Service Providers / Agents

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

Sub User ID	Organization Name	OOCCode	Operation Type
123abc	EAST FELICIANA GAS UTILITY DISTRICT #1	PL0002	GAS UTILITY D

Sub User ID: 123abc
Account: No
Disabled:

Available Form Codes

Revoked Access

- FORM UIC-WH1 FOR INJECTION WELLS
- OGP - MONTHLY OIL AND GAS PRODUCTION REPORT
- R1 - MONTHLY OIL PRODUCTION REPORT
- R2 - OIL TRANSPORTERS AND STORERS MONTHLY REPORT
- R3 - REFINERS MONTHLY REPORT
- R4 PLANT
- R5D - MONTHLY GAS DISPOSITION

Granted Access

- OR1

Organization Name:
EAST FELICIA...
OOCCode:
PL0002
Operation Type:
GAS UTILITY ...

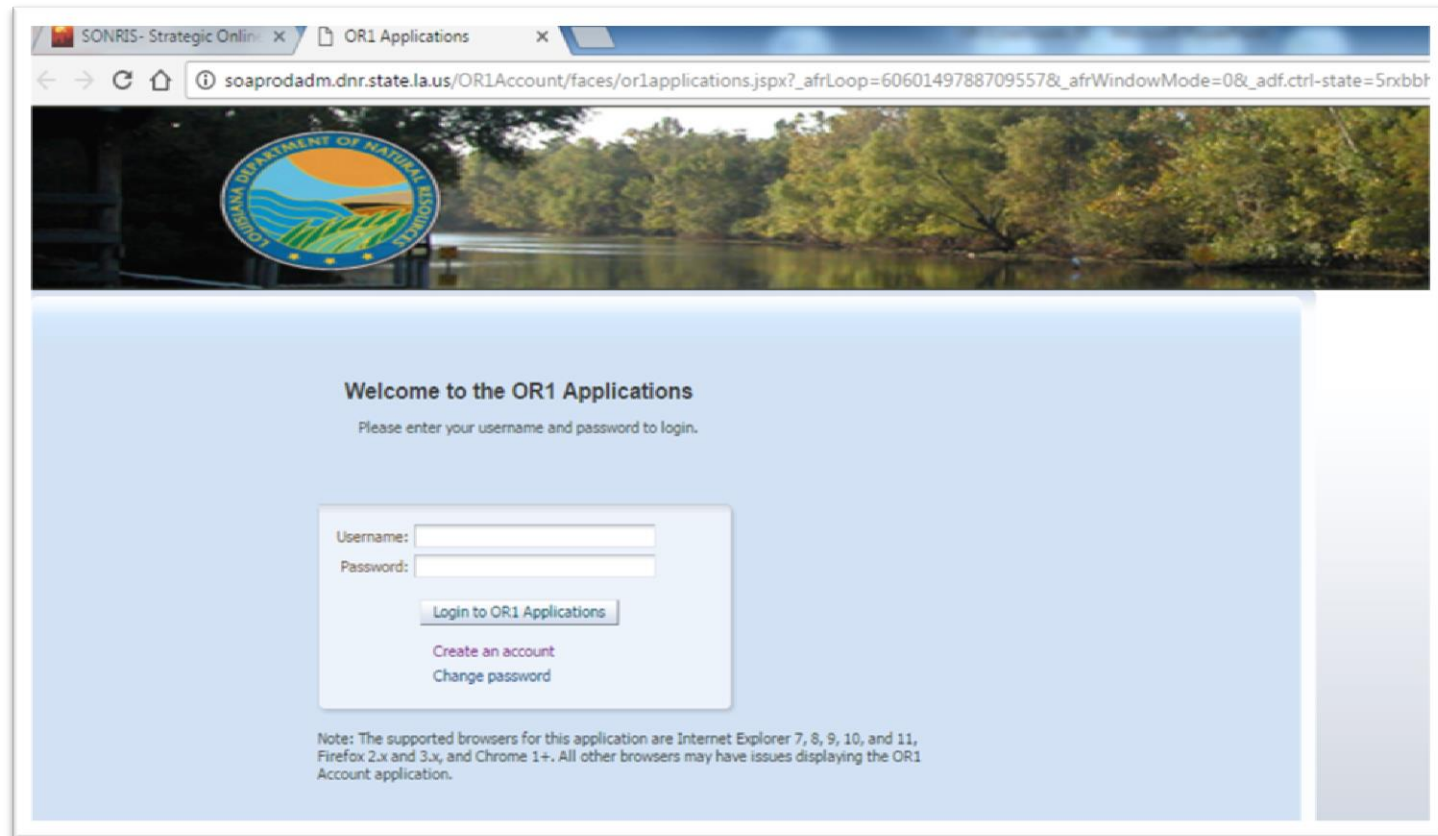
Select OR-1 from Revoked Access List

Move OR-1 to Granted Access

Click Update Access

You can now logout of the main account and sign back in using the sub-user just created

Annual Refiling/Supplemental Filing

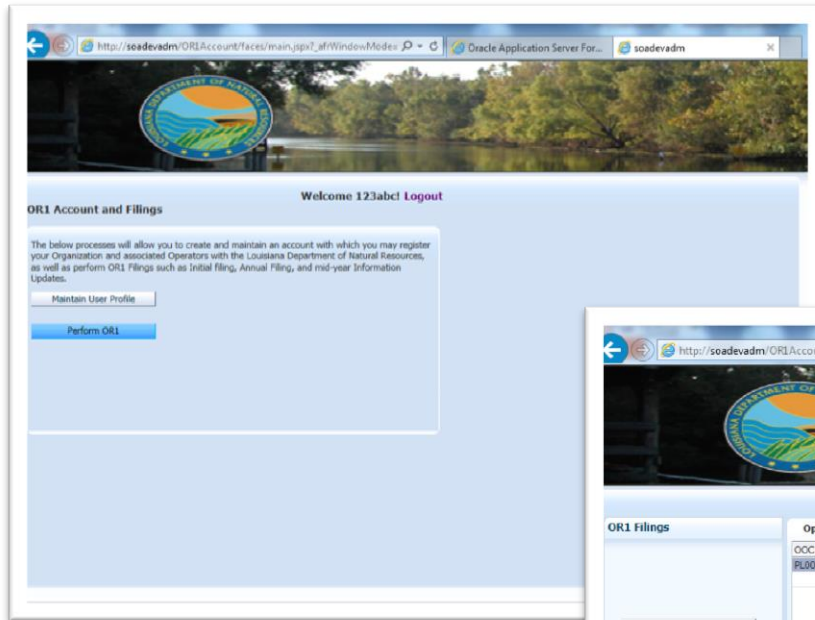


The screenshot shows a web browser window with the following elements:

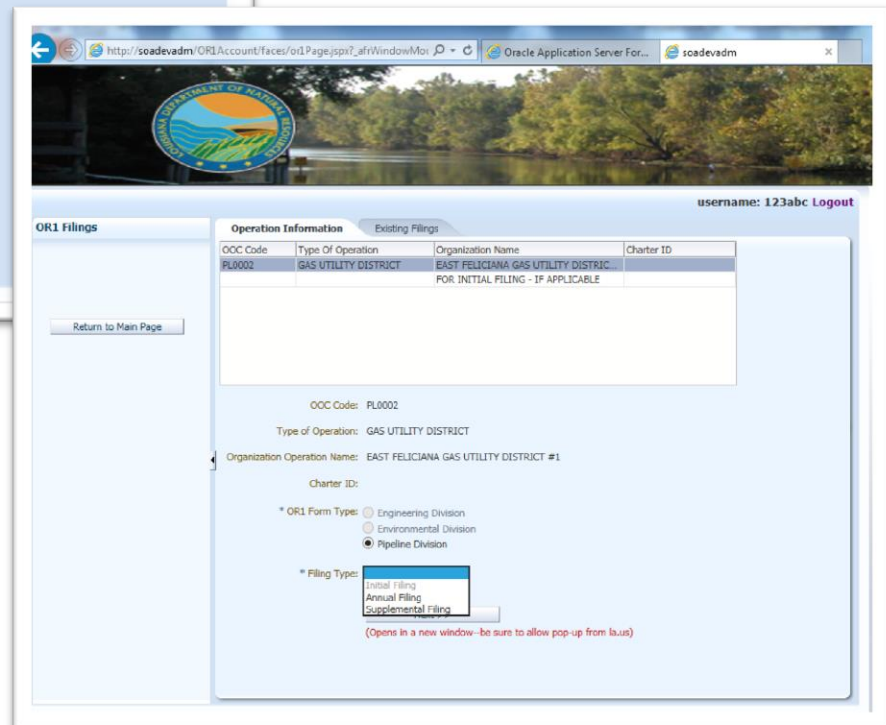
- Browser Tabs:** SONRIS- Strategic Online and OR1 Applications.
- Address Bar:** soaprodadm.dnr.state.la.us/OR1Account/faces/or1applications.jspx?_afLoop=6060149788709557&_afWindowMode=0&_adf.ctrl-state=5rxbbt
- Header Image:** A banner featuring the Louisiana Department of Natural Resources logo on the left and a scenic photograph of a river and trees on the right.
- Main Content Area:**
 - Title:** Welcome to the OR1 Applications
 - Instruction:** Please enter your username and password to login.
 - Form Fields:** Username: and Password:
 - Buttons:** Login to OR1 Applications, Create an account, and Change password.
 - Disclaimer:** 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.

Log in using your sub username and password

Annual Refiling/Supplemental Filing



Click Perform OR-1



Select Pipeline Division and Annual or Supplemental

Annual Refiling/Supplemental Filing

The image displays two screenshots of a web application interface for Pipeline Division OR1 - Annual Filing. The left screenshot shows the 'Organization and Operation's Information' tab, and the right screenshot shows the 'Addresses' tab with pre-populated data.

Organization and Operation's Information (Left Screenshot):

- Organization: Pipeline Division OR1 - Annual Filing
- Officers: [Tab]
- Addresses: [Tab]
- Organization and Operation's Information
- OO Code Number: PL0002
- Operation Type: GAS UTILITY DISTRICT
- Organization Type: INDIVIDUAL
- Organization Name: EAST FELICIANA GAS UTILITY DISTRICT #1
- Corporation - State where Incorporated: [Dropdown]
- Previous OOC Code Number (if applicable):
- LA Sec. of State Charter No (or DNR Equivalent):
- PHMSA ID Number: 6225
- Certified Intrastate Natural Gas Transporter? [No]
- Initial Date of LA Operation:
- * EIN / ITIN: [Text Field]
- * OR-1 Year of Filing (YYYY): [Text Field]

Addresses (Right Screenshot):

- Organization: Pipeline Division OR1 - Annual Filing
- Officers: [Tab]
- Addresses: [Tab]
- Organization Address: [Tab]
- Official Correspondance Address: [Tab]
- DOT Specialist & Billing Contacts: [Tab]
- Organization- Emergency Contact Mailing Address
- * Address: P. O. BOX 39
- * City: WILSON
- * State: LOUISIANA
- * Zip: 707890000
- * Contact Person For Organization: BRENDA DEVALCOURT
- * Phone Number: 225-244-5111
- Fax Number: 225-629-5068
- * E-Mail Address (Required): GLORIA.RICHARDSON@LA.GOV
- Comments: Comments to Reviewer: [Text Area]

The information will be automatically populated with the information we currently have on file

Review all the tabs and update information where needed

Filing year is 2017 for forms due January 15, 2017

ONLY SAVE CHANGES

SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Organization

Officers

Addresses

Equipment

Organization Address

Emergency Contact

Correspondence Addresses

Organization Mailing Address

* Address: P O BOX 52745

* City: LAFAYETTE

* State: LOUISIANA

Comments

Comments to Reviewer:

Empty text area for comments to reviewer.

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.

When you are ready to submit – click save changes and then click Submit for Approval

'Only Save Changes'

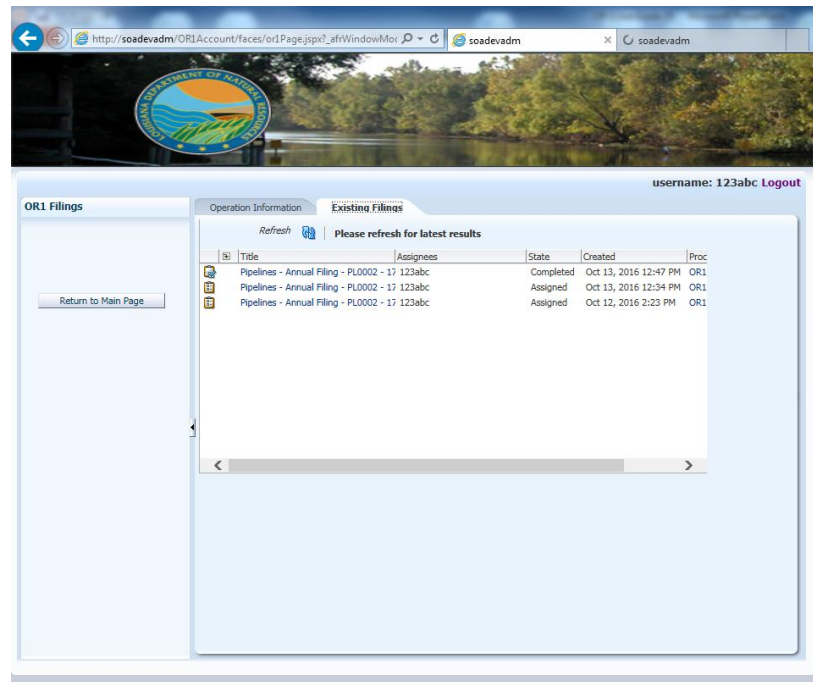
If you get called away from your desk or get a phone call, click on this button and it will save everything you have keyed in. Your report will be found by clicking the Existing Filings Tab.

Operation Information Existing Filings

Refresh Please refresh for latest results

	Title	Assignees
	Engineering - Initial Filing	TEST.becky

Annual Refiling/Supplemental Filing



You can check the status of your filing under the “Existing Filings” tab of your sub-user account.

You may have to log out and log back in to see the “Completed” status

You will receive an email once it has been accepted by our office

Initial Filing/Organization Name Change



Online OR1 Submission

Submit your OR1 application electronically.

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.

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

Charter Number:

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

check charter number

or

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 #:

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@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 the 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:

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.

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.

Maintain User Profile

Perform OR1

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:

Next >>

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

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

Click Perform OR1

You need to choose Pipeline Division to submit PLS-OR-1

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**

http://soadevadm.dnrdomain.dnr.state.la.us/7bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

Pipeline Division OR1 - Initial Filing

ONLY SAVE CHANGES SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Organization Officers Addresses

Organization and Operation's Information

OOC Code Number: _____

* Operation Type:

* Organization Type:

* Organization Name:

Corporation - State where Incorporated:

Previous OOC Code Number (if applicable):

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

[Verify Charter No.](#)

PHMSA ID Number:

Certified Intrastate Natural Gas Transporter?

Initial Date of LA Operation:

* EIN / ITIN:

* OR-1 Year of Filing (YYYY):

Comments

Comments to Reviewer:

You will fill out all TABs with your current information

Initial Date of LA Operation: this is the date you began operations in Louisiana

Year of Filing: 2017 for filings due January 15, 2017

Be sure to click on each tab and fill in the information

http://soadevadm.dnrdomain.dnr.state.la.us/?bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

Pipeline Division OR1 - Initial Filing

Please check all the information before you SUBMIT

Organization Officers Addresses

Organization and Operation's Information

OO Code Number:

* Operation Type:

* Organization Type:

* Organization Name:

Corporation - State where Incorporated:

Previous OOC Code Number (if applicable):

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

[Verify Charter No.](#)

PHMSA ID Number:

Certified Intrastate Natural Gas Transporter?

Initial Date of LA Operation:

* EIN / ITIN:

* OR-1 Year of Filing (YYYY):

http://soadevadm.dnrdomain.dnr.state.la.us/?bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

Pipeline Division OR1 - Initial Filing

Please check all the information before you SUBMIT

Organization Officers Addresses

Three Primary Officers: FULL LEGAL NAMES

Officer 1:

* (1) Name First:

Name Middle:

* Name Last:

* Title:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

Officer 2:

(2) Name First:

Name Middle:

Name Last:

Title:

Officer 3:

(3) Name First:

Name Middle:

Name Last:

Title:

http://soadevadm.dnrdomain.dnr.state.la.us/?bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

Pipeline Division OR1 - Initial Filing

Please check all the information before you SUBMIT

Organization Officers Addresses

Organization Address Official Correspondence Address DOT Specialist & Billing Contacts

Address for Official Correspondence Including Citations

Click to copy the Organization Address

Note: For private entities, a VP or higher is required. For a municipality, the mayor is required. For a gas utility district, the gas board president or parish president is required.

* Address:

* City:

* State:

* Zip:

* Contact Person:

* Phone Number:

Fax Number:

* E-Mail Address (Required):

ONLY SAVE CHANGES

SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Organization

Officers

Addresses

Equipment

Organization Address

Emergency Contact

Correspondence Addresses

Organization Mailing Address

* Address: P O BOX 52745

* City: LAFAYETTE

* State: LOUISIANA

Comments

Comments to Reviewer:

Empty text area for reviewer comments.

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.

When you are ready to submit – click save changes and then click Submit for Approval

'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.

Operation Information		Existing Filings
Refresh		Please refresh for latest results
	Title	Assignees
	Engineering - Initial Filing	TEST.becky

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 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)

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.

The image shows a web application interface with two main sections. The top section is a table titled 'Existing Filings' under the 'Operation Information' tab. The table has columns for OOC Code, Type Of Operation, Organization Name, and Charter ID. The first row contains the text 'FOR INITIAL FILING - IF APPLICABLE'. Below the table is a 'Refresh' button with a circular arrow icon and the text 'Please refresh for latest results'. A second table below shows a list of filings with columns for Title and Assignees. The first row is 'Engineering - Initial Filing' with the assignee 'TEST.becky'. The bottom section is a form titled 'Engineering Division OR1 - Initial Filing' with buttons for 'ONLY SAVE CHANGES' and 'SUBMIT FOR APPROVAL'. The form has tabs for 'Organization', 'Officers', 'Addresses', 'Equipment', and 'Payment'. The 'Organization' tab is active, showing 'Organization and Operation's Information' with fields for Organization Name Change, Plant Operator Change, Organization Status (New/Existing), OOC Code Number, Operation Type (PRODUCER/OPERATOR), Organization Type (INDIVIDUAL), and Organization Name (Becky's Test Company). There is also a 'Comments' section on the right. A red text box at the bottom says '(Opens in a new window--be sure to allow pop-up from la.us)'. A 'Next >>' button is visible in the bottom left of the form area.

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

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

Change:

OOC Code Number:

Operation Type: PRODUCER/OPERATOR

* Organization Type:

Organization Name: Becky's Test Company

Comments

Comments to Rev

Next >>

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

It is a good idea to click save changes before submitting

