Organization Reports (PLS-OR-1)
Electronic Submission

User Guide
Pipeline Division: All Pipeline Operators
Form PLS-OR-1 – Organization Report
www.sonris.com
To record the company’s contact information
Questions: contact Kay Hampton 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.
Access Data

SONRIS Data Portal
Oil, gas, and injection well information, state land leasing, ground water information, and more at your finger tips.

GIS Access
Retrieve information using interactive, geographically oriented map capabilities and select from a variety of layers of backgrounds.

Document Access
Millions of documents in various formats readily available for view and print.

Data Subscription Service
Get a monthly download of all the data for integration into your databases and applications.

Submit Applications/Reports

Online Well Log Submission
Electronically submit your well log information.

Online Production Reporting
Electronically report oil and gas production and transportation related monthly reports.

Online Royalty Reporting
Submit mineral royalty reports online.

Online UIC Reporting
Submit UIC-10, UIC-24, and UIC-33/34 reports electronically.

Online Surface Water
Apply for and track surface water applications online.

Well Test/Inactive Report Submission
Submit your Well Test/Inactive Report electronically.

Online OR1 Submission
Submit your OR1 application electronically.

Invoice Payments
Pay invoices online using your invoice number and the provided security code.

Tract Nominations
Submit your nominations, attachments, and payment electronically.
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)

Login with your ‘Master Account’ Username (OOC Number) & password
Click on Administer Access
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
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 information will be automatically populated with the information we currently have on file.

Review all the tabs and update information where needed.

This is a screenshot 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.
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

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)

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 the Online OR1 Submission

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

If you have any questions:

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 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
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: 2020 for filings due January 15, 2020
Be sure to click on each tab and fill in the information
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.
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 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.

It is a good idea to click save changes before submitting.