OK eFORM USER REGISTRAION GUIDE

Oklahoma eForm system can be accessed through the following link https://www.occpermit.com/OKeForm/Login or via the Oklahoma Corporation Commission Oil & Gas Electronic Filing web page. Users must create a new Login Name and Password for the new eForm system (this can be the same as the EWFiler system or different however, the user will create their own login and password and must keep track of each system independently).

1. Click the **Register User** link in the **Login** page.

2. Within the **User Registration** page, all fields are required:
   a. Enter the user's desired **Login name** and **Email address**

NOTE: LOGIN NAME CANNOT BE RECOVERED IF FORGOTTEN AND IS ASSOCIATED WITH THE EMAIL ADDRESS USED. IF PASSWORD RESET IS REQUESTED IN THE FUTURE LOGIN NAME & EMAIL WILL BE REQUIRED.

b. Select your **Operator** from the drop down list.
   Tip: Type first few letters of operator name and list will jump to name.

* Please take note of number listed after the hyphen, (i.e. 100048 for 007 Operating LLC (23362) – 100048) this number is the Operator eForm ID and will be used to login to the Oklahoma eForm sytem on the login page.

c. Enter the user's password into the **Password** and **Confirm Password** fields.
   Important to note: the new password must be at least 6 characters!

d. Enter the CAPTCHA characters.
   Important to note: letters are case sensitive!

e. Click the **Register** button.

3. When a user registration request is successful, eForm will display the message below.

> Your registration request has been sent. We will send a notification to the provided email if the registration is approved.
>
> Continue

a. Users will not be able to log into eForm until the registration request has been approved.

b. Approved users will receive an email to the registered user's email address within 24 hours. This email will contain information on how to access the agency's eFrom website, along with instructions on how to use the eForm.
    o The **Operator eForm ID** will also be in the registration approval email. In the format "Operating LLC (23362) – 100048", the sequence of numbers after the dash is the **Operator eForm ID**.

Important to note: Denied users will NOT receive an email notifying them of denial.

PASSWORD MANAGEMENT

TO RESET A PASSWORD:

1. Click on the Forgot **Password?** link on the **Login** page.

Oklahoma eForm

Login name:	
Password:	Forgot Password?
Operator eForm ID:	Industry users only.

Login

Need to add a user? Register User

Service Version: 1.0.6.0 (@OCCTESTWEBAPP3)

IMPORTANT TO NOTE: the user name and email address must match the information used at the time of registration in order to reset your password!!
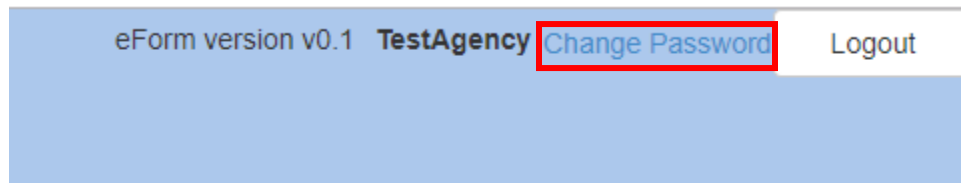
2. Within the Forgot Password page, all fields are required:
    a. Enter your account's **Login name** and **Email address**.
    b. Enter the CAPTCHA characters.
        NOTE: letters are case sensitive!
    c. Click the **Reset** button.

3. When a password reset request is successful, eForm will automatically send an email to the user's email address with a link to complete the reset action.
   Important to note: the link expires after 30 minutes

4. From the email, click the reset link to launch the **Reset Password** page in eForm.

5. Within the **Reset Password** page, all fields are required:
   a. Enter a new password and confirm the new password
      Important to note: the password must be at least 6 characters!
   b. Click the **Reset** button

6. When a password reset is successful, your password is immediately changed. Click the **Continue** button to return to the eForm **Login** page.

TO CHANGE A PASSWORD:

1. Log into eForm and click on the Change Password link in the upper-right hand corner of the Dashboard (to the left of the Logout button)

2. Within the Change Password page, all fields are required:
   a. Enter your account's current password
   Important to note: the password must match the current user's information in order to change your password!
   b. Enter the new password into the Password and Confirm Password fields
   Important to note: the new password must be at least 6 characters!
   c. Click the **Change** button.