

1012C OK eForm User Guide (Semi-Annual Injection Report for Commercial Wells)

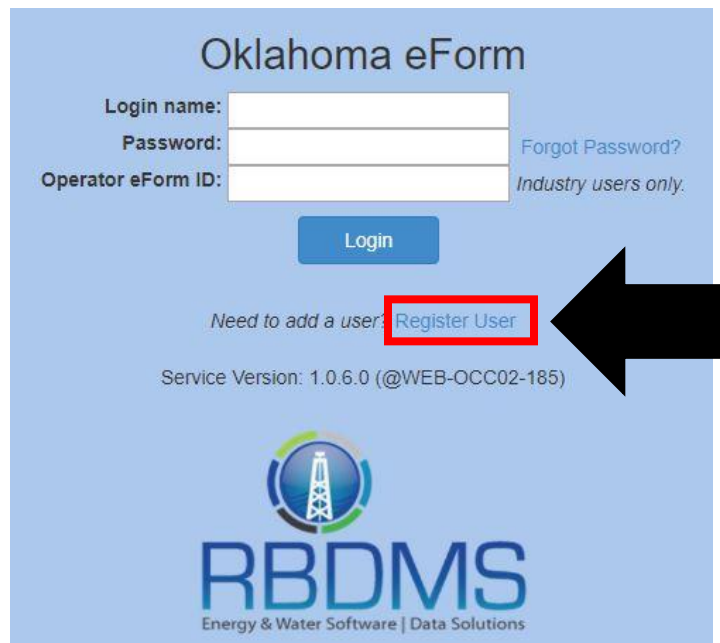
As of July 1, 2020, the electronic data system used to report 1012C semi-annual volumes and pressures is the Oklahoma eForm found [here](#).


Each user must create a new Login name and Password. Please use the [eForm Registration Guide](#) for help creating a Login name, resetting a password, and locating the Operator eForm ID or follow the steps below.

REGISTERING AS A USER

NOTE: If you already have a Login name and password for the OK eForm system you do not have to create a new one for the 1012C.

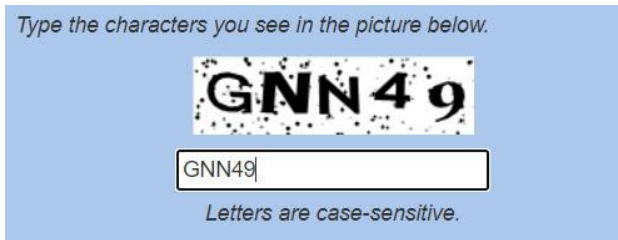
1. Oklahoma eForm system can be accessed through the following link <https://www.occperrmit.com/OKeForm/Login> or via the Oklahoma Corporation Commission [Oil & Gas Electronic Filing web page](#).
 - Click on **Register User**




- Within the User Registration page, ALL fields are required:
 - a. Enter your desired **Login name** and valid **Email address** that can be associated with the Login name and/or Operator.
 - b. Select your Operator from the drop down list. When you click on the  a list of operators in alphabetical order will appear. You can put in the first letter of your company to take you to the part of the alphabetized list (example: Zebra Energy, type the letter "Z" and scroll down until you find your company). The company name will look similar to this.....
 - Zebra Energy LLC (25252)- 14196
 - **Operator eForm ID** for Zebra Energy is 14196

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2. Create a **Password**
3. **Confirm Password** by re-typing the password again.
Important to note: the password must be at least 6 characters!
4. Type the numbers and letters given in the captcha box as seen in the example below.



Important to note: letters are case sensitive!

5. Click on 
6. Users will not be able to log into eForm until the registration request has been approved.
7. **Approved users will receive an email from E-permitting@occ.ok.gov to the registered user's email address. This email will read similar to the one below...**

Operator eForm ID


Your registration to use Oklahoma eForm for operator D & B OPERATING LLC (23419) - 103739 has been approved and processed.
Operator eForm ID: 103739 will need to be kept with your password for your records.

You may access Oklahoma eForm by navigating to our web site, <https://www.occpermit.com/OKeForm/Login>, or via the Oklahoma Corporation Commission's Oil & Gas Electronic Filing web page <http://www.occeweb.com/OG/OGePermit.htm>.

Instructions for using eForm to file the 1012D (Daily Volume Report) can be found by https://www.occeweb.com/og/ogforms/1012D_eForm_UserGuide.pdf.

Instructions for using eForm to file the 1012 (Annual Volume Report Non-Commercial Wells only) can be found at https://www.occeweb.com/og/ogforms/1012_eFORM_USER_GUIDE.pdf

Sincerely,

Oklahoma Corporation Commission, Oil & Gas Division

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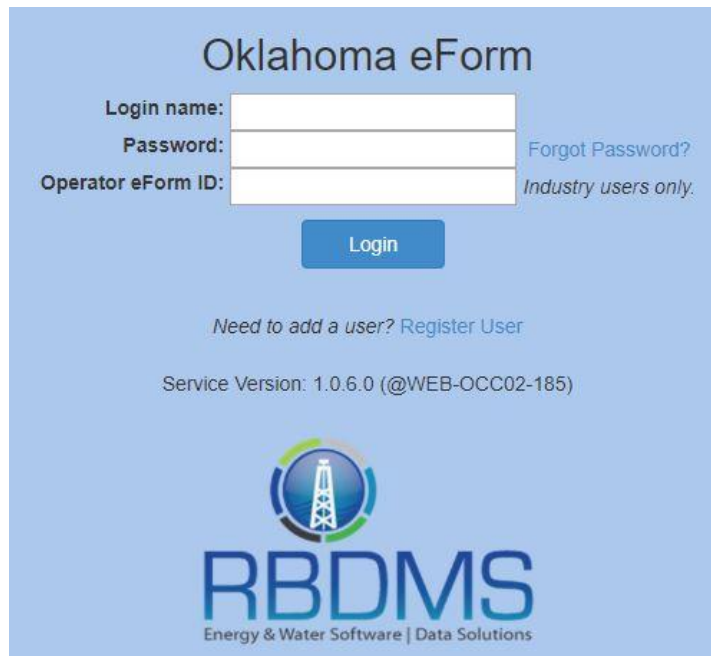
GETTING STARTED

After a Login name and password has been created and the registration approval e-mail from E-permitting has been received, the login is now active and filing can begin.

1. Click [HERE](#) to access the OK eForm system login page as seen below.

NOTE: The **Operator eForm ID** is NOT the operator number, it is the other sequence of numbers after the dash.

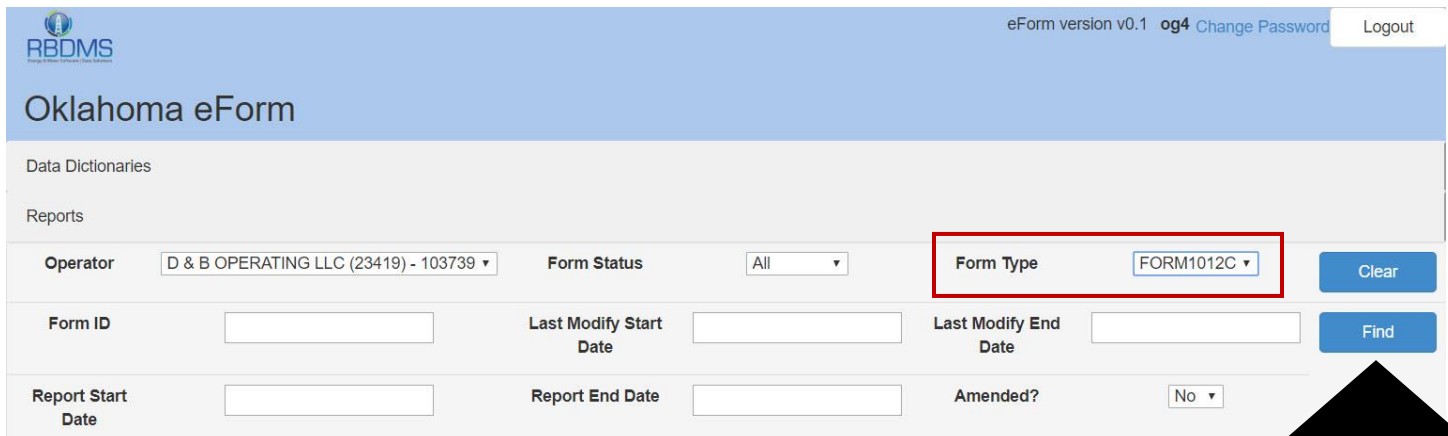
- Example: Zebra Energy LLC (25252) - 14196



2. Enter the Login name, Password, and Operator eForm ID for the operator being filed for and click on



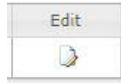
3. If **Login** is successful you will be redirected to the *Reports* menu, as seen below.



NOTE:
Form ID
is left
blank

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4. For **Form Type** choose **FORM1012C**
 - a. and Click **Find**
 - b. The *Report Grid* will then be displayed (as seen below).



5. Click the **Edit** button to enter semi-annual volume/pressure data for 1012C commercial wells.

Amended	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downl	Upload	Pay	Amend
No	7295	FORM1012C	DRAFT	6/12/2020	D & B OPERATING LLC (23	1/1/2020			View					

- a. You will be redirected to the following screen:

RBDMS eForm version v0.1 og4 Change Password Logout

Operator: D & B OPERATING LLC (23419) - 103739 Form: FORM1012C Form ID: 7295 Status: DRAFT Last Saved: 06/12/2020 1:58:00 PM Submitted: -

GENERAL WELLS INJECTION DATA REPAIR DATA OUT OF STATE BARRELS

Semiannual Fluid Injection Report

Year 2020
Month 1
Total Semiannual bbls 0
Total Semiannual MCF 0
Average Max Well Head Pressure PSI (bbls)
Average Max Well Head Pressure PSI (MCF)
Report Received Date
Last Report Period 7/1/2019
Receipt Number
Operator Comments
Notification Emails

(Individual submitting this notice will receive an automatic email. If you want other people to receive automatic email notifications about the status of this form please enter them above. Separate multiple addresses with semicolons.)

Save Print Preview Submit Exit

TABS

6. The **GENERAL** tab is the basic information on the reporting year.
 - a. This tab includes editable fields:
 - **Operator Comments:** You, the user, can communicate any information about the eForm submission or any information about the reporting year.
 - **Notification Emails:** you can enter email addresses of interested parties who would like to receive an automated email when the report gets filed.
 - Each email must be formatted as [name@domain.type](#); multiple addresses must be separated by semicolons.
7. The **WELLS** tab is pre-populated with commercial disposal wells associated with the operator filing.
 - a. This tab is NOT EDITABLE.

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8. The **INJECTION DATA** tab is where you will report monthly injection pressures (**PSI**) and volumes (**bbbls/MCF**) as seen below.

a. All fields are editable:

- **API:** A required field and must match an API in the WELLS tab (DO NOT use dashes).
- **Packer?:** A required field. Must use the drop down and select “yes” or “no”.
- **Packer Depth:** If you chose “yes” on “Packer?” then this field is required. If you chose “no” on “Packer?” then this field should be left *blank*.

Important to note: Entry must be a positive whole number (system does not allow for negative or “0” values).

	API	Packer?	Packer Depth
1	35151237520000	No	

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Add Remove

b. To open the monthly reporting for an individual well click the plus sign **+** the screen will expand to display the reporting months as seen below.

- 1012C reporters will only need to fill out the months that are required at the time of the report.

i.e. When filing in January reports for the previous 6 months of July – December are due and when filing in July reports for the previous 6 months of January- June. Leave the other months as is.

	API	Packer?	Packer Depth
1	35151237520000	Yes	10000

Month	Disposal Tyf Method	Max PSI	bbbls/MCF
JAN	Select Or	0	0
FEB	Select Or	0	0
MAR	Select Or	0	0
APR	Select Or	0	0
MAY	Select Or	0	0
JUN	Select Or	0	0
JUL	Select Or	0	0
AUG	Select Or	0	0
SEP	Select Or	0	0
OCT	Select Or	0	0
NOV	Select Or	0	0
DEC	Select Or	0	0

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Add Remove

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c. Choose a **Disposal Type** from the Dropdown options for:

- BRACKISHWATER
- FRESHWATER
- GAS
- LPG
- SALTWATER
- This field is required if **Max PSI** and/or **bbls/MCF** have a value greater than or less than “0” (i.e. if there was disposal/injection you must choose a Disposal Type).
- If **Max PSI** and/or **bbls/MCF** are “0” then **Disposal Type** should be left *blank*.

JAN			
Disposal Typ	Method	Max PSI	bbls/MCF
SALTWATI ▼	METERED ▼	500	1000

d. Choose disposal **Method** from the dropdown options for:

- Calculated
- Metered
- This field is required if **Max PSI** and/or **bbls/MCF** have a value greater than or less than “0” (i.e. if there was disposal/injection you must choose the Method used to get values).
- If **Max PSI** and/or **bbls/MCF** are “0” then **Method** should be left blank.

Important to note: If there was any kind of disposal/injection volume and/or pressure for a month (i.e. there are values other than 0 (zero)) you must choose a **Disposal Type** and **Method**.

e. **Max PSI:** Enter the maximum injection pressure for the month here.

JAN			
Disposal Typ	Method	Max PSI	bbls/MCF
Select On ▼	Select On ▼	0	0

- Always required to be filled out.
- Must be a numeric whole number.
- **If it is on a vacuum, enter “0” or use a negative (-) sign in front of the whole number.**

f. **bbls/MCF:** Enter the total disposal/injection volume for the month here.

- Always required to be filled out.
- Must be a numeric whole number.
- **CANNOT be negative.**
- Leave it as 0 (zero) if there was no disposal/injection for that month.

JAN			
Disposal Typ	Method	Max PSI	bbls/MCF
Select On ▼	Select On ▼	0	0

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- g. Continue this process for the rest of the months for that particular well. Then repeat the entire process for the next well and so on until all the wells you are to report on are finished.

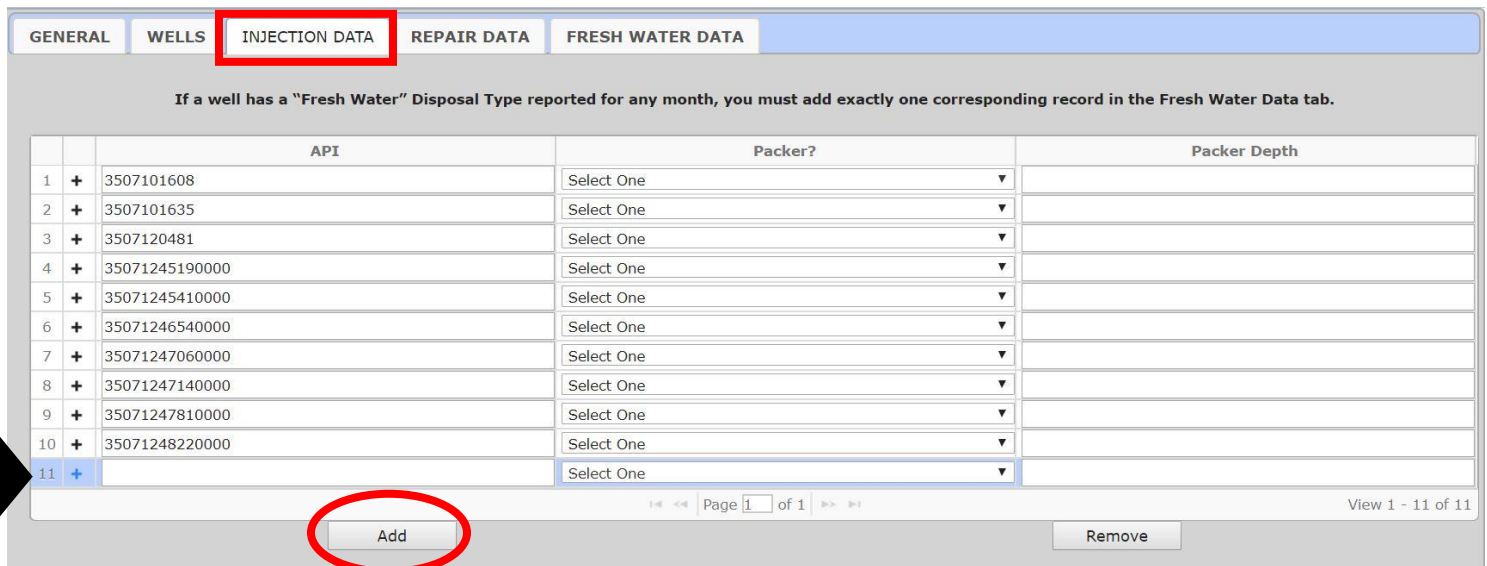
Important to note: You must **Save** first in order to Submit values. If you do not **Submit** after saving, the eForm will remain in *Draft* status.



IF A SINGLE WELL INJECTS INTO MORE THAN ONE ZONE

- h. Some operators have a well with more than one packer and inject into more than one zone; if this applies to you then you will need to **Add** a line in the **INJECTION DATA** tab using the following method:

- Click the **Add** button at the bottom of the INJECTION DATA tab as seen below.
 - An empty row will appear.
 - If you accidentally add too many rows simply click on the row you would like to remove and click **Remove**.
- Enter the API of the well that injects/disposes into multiple zones
 - The API must match! (copy and paste the API to lessen error)



If a well has a "Fresh Water" Disposal Type reported for any month, you must add exactly one corresponding record in the Fresh Water Data tab.

	API	Packer?	Packer Depth
1 +	3507101608	Select One	
2 +	3507101635	Select One	
3 +	3507120481	Select One	
4 +	35071245190000	Select One	
5 +	35071245410000	Select One	
6 +	35071246540000	Select One	
7 +	35071247060000	Select One	
8 +	35071247140000	Select One	
9 +	35071247810000	Select One	
10 +	35071248220000	Select One	
11 +		Select One	

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Add Remove

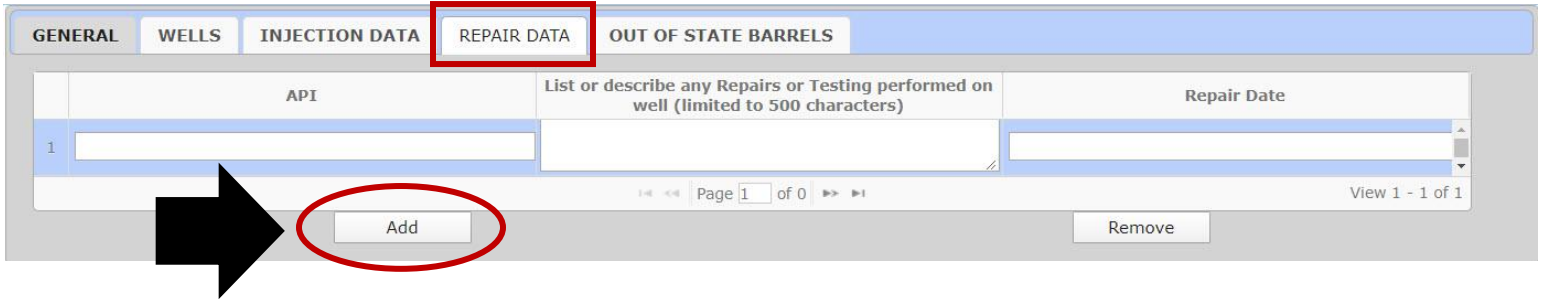
Special note for TRANSFER wells:

- The old operator (transferred from) will file a 1012C-TRANSFER volume report in the eForm system AT THE TIME OF THE TRANSFER (failure to report volumes in a timely manner will result in non-transfer of the well).
- The new operator (transferred to) will file a 1012C volume report at the standard times of January and July. The new operator is NOT allowed to report months BEFORE the transfer month.

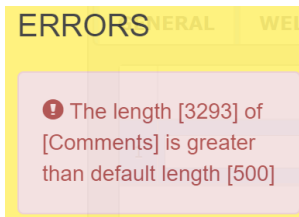
Please contact the Under Ground Injection Control department if you have further questions at (405) 521-2242

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9. The **REPAIR DATA** tab allows you to list and/or describe any repairs or tests performed on a well.
- As a default the tab is empty.
 - To add a row click the **Add** button as many times as needed, seen below (multiple rows per well is allowed).
 - To remove a row that was added in error click the **Remove** button.

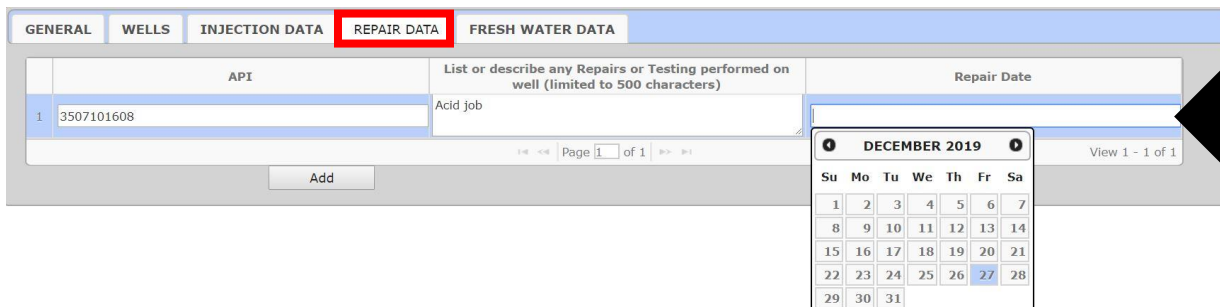


- API:** A required field and must match an API in the WELLS tab (DO NOT use dashes. Example: 350075001)
- LIST or describe any Repairs or Testing performed on a well (limited to 500 characters):**
 - Must be 500 characters or less.
 - If 500 or more characters are reached, the eForm will give the system ERROR below.



- To resolve this ERROR message simply remove/trim down the characters used to describe any repair.

- Repair Date:** A required field you can choose from a calendar.



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10. The **OUT OF STATE BARRELS** tab is used if an operator brought in any water from out of state and put it down any of the reporting 1012C commercial wells.

a. **API**: A pre-populated, read only field that displays the operators commercial wells API's.

b. **OUT OF STATE BARRELS COLLECTED?** : A required field. This field is auto populated with “YES”. IF NO WATER WAS BROUGHT IN FROM OUT OF STATE THIS FIELD MUST BE CHANGED TO “NO”.

- If the answer is “yes”, please list the amount of water under the correct state.

⚠ Out of State Barrels | Out of State Barrels Collected must be 'No' if you are not reporting any volumes (Row 1)

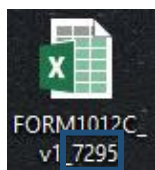
- If this tab is skipped the following error will occur, to resolve this error please go to the Out of State Barrels tab and change the “yes” to “no” or input barrels received from another state.

Download/Upload 1012C Data

In the eForm, users have the option to download an excel file, fill it out, and upload it instead of entering information in the INJECTION DATA tab.

11. If the 1012C is in *Draft* status, the **Download** and **Upload** buttons are displayed in the Report grid as seen below.

Amended	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Download	Upload	Pay	Amend
No	7295	FORM1012C	DRAFT	6/24/2020	D & B OPERATING LLC (23419)	1/1/2020			View					



a. Click on the **Download** icon and save the downloaded Excel file using the filename that was downloaded with it, similar to the one on the left (notice the numbers on the end is the Form ID and is related to that specific form).

- Notice the same tabs that are on the form when you choose “Edit” are on the downloaded excel sheet.

b. DO NOT edit/change anything on the “**WELLS**” tab

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- c. Fill out the **INJECTION DATA** tab, **REPAIR DATA** tab (if applicable), and the **OUT OF STATE BARRELS** tab using the same requirements previously stated in this user guide.
- On the **INJECTION DATA** tab under “**Packer?**” and on the **OUT OF STATE BARRELS** tab instead of using “yes” and “No”, you must use the numeric value so,
 - Yes = 1
 - No = 0

Important to note: Fields with a dropdown list must be entered into the Excel file exactly the same as it is in the dropdown list. So, they must be entered in UPPER CASE or the form will not upload the file.

Important to note: If you need to Add a line in any of the tabs you must do this **BEFORE** downloading the Excel file by clicking “Edit” and adding the appropriate amount of lines to any of the wells under each tab **THEN** Download the Excel file.

- d. Save the file using the file name it was downloaded with. It will have a similar format like the picture to the left.



12. To upload a file, click the **Upload** icon  and the following prompt will pop up.

Select XLSX file to upload for Form 9279

A screenshot of a file selection dialog box. At the top, it says 'Select XLSX file to upload for Form 9279'. Below this is a text input field containing 'Browse...'. At the bottom, there are two buttons: 'OK' and 'Cancel'. A large black arrow points from the 'Browse...' button towards the right.

- Click on **Browse** and navigate to the place you saved the downloaded filled out Excel file. Click **OK**.

- a. For the upload to be successful the following criteria must be met:
- Uploaded file must be in .xlsx format
 - The upload file must contain the same tabs (named the same) as the downloaded file.
 - The uploaded file must contain the same columns as the downloaded file (i.e. the file will not upload if columns have been added or removed, or if data is entered outside of the downloaded columns).
 - Unless otherwise specified, the uploaded file must contain the same rows as the downloaded file (i.e. the file will not upload if rows have been added or removed).
 - Required fields must contain valid data.
 - Data that is displayed inside the eForm as read-only must be left alone (DO NOT edit or change that information in the Excel file or it will NOT upload).
 - The data entered in the uploaded file must be formatted correctly, including not exceeding the field's length (example: REPAIR DATA tab is limited to 500 characters).
 - Fields whose accepted values are limited to a drop down or calendar must be entered EXACTLY as it appears on the list (i.e. must be entered in UPPER CASE).

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b. If the file is successfully uploaded the following confirmation prompt will pop-up.

Form 7295 passed all validation and successfully saved.
Click **Submit** to submit the form now, or click **View** to open the form editor to review the form before submitting. Clicking **Cancel** will return you to the Reports menu.

- If **Submit** is chosen, the eForm will submit immediately.
- If **View** is chosen, you will be taken to the form and be able to review what was uploaded.

Important to note: If **View** was chosen, you must click the **Save** button in order to enable the **Submit** button.

c. If the file cannot be uploaded, the user will receive a pop-up listing the failure reasons.

13. For more help filling out the downloaded Excel file and uploading it you can download a “Data Dictionary” as seen below



a. Click on **Data Dictionaries** and choose **FORM1012C**

Data Dictionaries

Reports

Operator	D & B OPERATING LLC (23419) - 103739 ▾	Form Status	All ▾	Form Type	FORM1012C ▾	<input type="button" value="Clear"/>
Form ID	<input type="text"/>	Last Modify Start Date	<input type="text"/>	Last Modify End Date	<input type="text"/>	<input type="button" value="Find"/>
Report Start Date	<input type="text"/>	Report End Date	<input type="text"/>	Amended?	No ▾	

SAVE and SUBMIT the 1012C

14. If the form is not filled out correctly when trying to **Save**, the form will give error messages describing the problem and the location of the error.

View validation message(s) on the left.

WARNINGS

Injection Data tab | If a well has a "Fresh Water" Disposal Type reported for any month, you must add exactly one corresponding record in the Fresh Water Data tab.
Packer Depth is required (Row 1)

API	Packer?	Packer Depth
3507101608	Yes	
3507101635	No	
3507120481	Select One	
35071245190000	Select One	
35071245410000	Select One	
35071246540000	Select One	
35071247060000	Select One	
35071247140000	Select One	
35071247810000	Select One	
35071248220000	Select One	

Injection Data tab | Packer? is required (Row 3)

Injection Data tab | Packer? is required (Row 4)

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Save Print Preview Submit Exit

a. If the **Save** is successful the following confirmation pop-up will appear:

The form passed all validations and successfully saved.
Click Submit to submit the form.

- Click **OK**
- The **Submit** button will now be enabled



b. Click **Submit** and the following prompt will pop-up, choose **OK** if you are in agreement with the statement.

By clicking the OK button, I declare that I have knowledge of the contents of this report and am authorized by my organization to make this report, which was prepared by me or under my supervision and direction with the data and facts stated herein to be true, correct and complete to the best of my knowledge and belief.

Click **OK** to continue, **CANCEL** to quit.

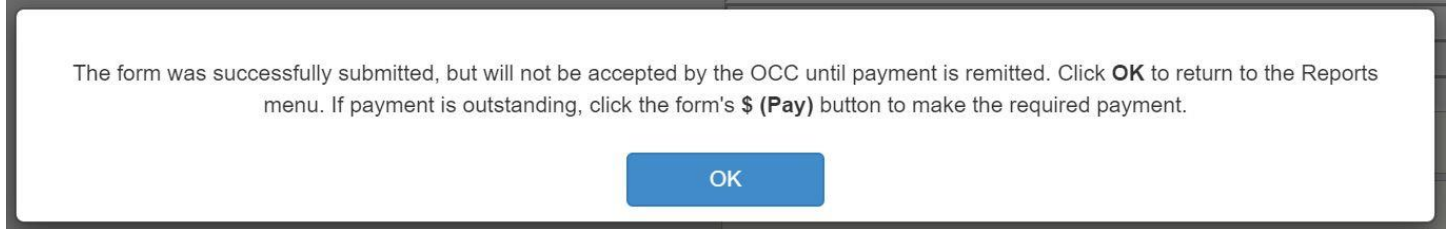


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PAYMENTS

15. The **FORM1012C** requires payment before it will be *accepted* by the OCC.

- After, the form is *submitted*, the following prompt will pop-up.
 - Click **OK**



IMPORTANT TO NOTE: THE 1012C REQUIRES PAYMENT FOR IT TO BE *ACCEPTED*.

16. You will automatically be taken back to the *Dashboard* and the Download/Upload icons will be gone but a money sign icon **\$** under “**Pay**” will appear.

- Click the **Pay** icon (the money sign).

Data Dictionaries

Reports

Operator: WATERBRIDGE ARKOMA OPE Form Status: All Form Type: FORM1012 Clear

Form ID: 12870 Last Modify Start Date: Last Modify End Date: Find

Report Start Date: Report End Date: Amended?: No

Amended	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downlc	Upload	Pay	Amend
No	12870	FORM1012	SUBMITTED	12/27/2019	WATERBRIDGE ARKOMA OPE	1/1/2018							\$	

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Note: The payment calculation is based on the number of commercial disposal wells the operator has under the operator number at the time the form is generated.

- \$500.00 per commercial disposal well.
Example: if an operator is reporting on 8 wells, they will be charged \$4,000.00 (8X500).

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17. You will be re-directed to a menu that looks like the one below.

Payment Process

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Transaction Summary

Description	Amount
	\$25.00
TOTAL	\$25.00

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
OGNCMDW1	Non-Commercial disposal and injection well & LPG storage well rep per well (1012)	\$25.00	1	\$25.00

Customer Billing Information

Complete all required fields [1]

Name *

Company Name

Billing Address *

Billing Address 2

Billing City *

Country *

State *

ZIP/Postal Code *


Phone Number
###-###-#### or #####

Fax Number
###-###-#### or #####

Credit Card Information

Complete all required fields [1]

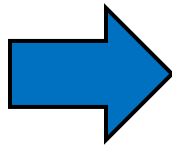
Credit Card Type *

- Fill out the proper fields and Credit Card Information.
 - Required fields will have a yellow asterisk next to it like: **Name *** 
- Click **Continue** to go to **Transaction Summary**
 - Review information and make sure it is correct, if it looks good click **Make Payment**.

- If payment is successful, you will be redirected to the **Payment Result** screen in the eForm where you have the option to return to the Dashboard.

Payment Result


Payment Status PAYMENT ACCEPTED
Name JOHN DOE
Reference Code EForm__000000009697
Amount \$25.00
Form Type FORM1012
Form ID 9697
Payment Token 564bbb34-6831-4405-a812-6187f8b3bd5e
Message



[Return to Dashboard](#)

NOTE: If you have to pay by check, DO NOT follow steps 16- 19. Click the **Save** button but DO NOT click on **Submit**. IF PAYING BY CHECK, DO NOT SUBMIT THE 1012 ONLINE. PRINT A COPY AND SEND IT WITH A CHECK TO THE CORPORATION COMMISSION. ONLY FULL PAYMENTS WILL BE ACCEPTED.

EDIT/AMEND AN *ACCEPTED* eFORM

18. If the 1012C eForm is in the *Accepted* status and requires corrections, the form can be edited by clicking the **Amend** icon  .




- Amending a form results in a new, amending 1012C eForm being generated. The amending form is auto-populated with the data from the form it is amending, and is automatically set to a *Draft* status.

Form Type		All	Clear	
Last Modify End Date			Find	
Amended?		No		


Print	Edit	View	Change Status	Download	Upload	Pay	Amend
		View					
		View					
		View					
		View					

19. To **AMEND** a FORM1012C

- From the *Report* menu, filter for the eForm that needs to be amended.
 - Forms in an *Accepted* status display the **Amend** icon  within the Reports grid as seen in the above image.
- Click the applicable eForm's **Amend** icon.
- User will receive a pop-up message asking to confirm the request to amend the eForm. Click the **Amend** button to confirm the amend action.


Are you sure you want to amend this form?

Amend
Cancel

- User will then be returned to the *Reports* menu, where the *Reports* grid is already filtered for the new, amending eForms **Form ID**.
- The **Amend** icon of the amended form (i.e. the form that was amended) in the *Reports* grid is removed and the **Edit** icon  reappears.
- Click on the **Edit** icon, it will redirect you to the GENERAL tab. Click on the INJECTION DATA tab and you will see it is auto-populated with the data you initially put in.

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- g. Update the information that needs to change/update and click **Save** and then **Submit**.
- h. You will then be redirected to the main dashboard
- i. The **Amended** column of the amended form (i.e. the form that was edited) in the *Reports* grid is updated to 'Yes'.

Amended	Form ID	Form Type	Form Status	Last Mod. Date	Operator	Report Period	Print	Edit	View	Change Status	Downl	Upload	Pay	Amend
No	13403	FORM1012D	ACCEPTED	12/30/2019	SNR NORTHERN OKLAHOMA	11/24/2019			View					
Yes	13402	FORM1012D	ACCEPTED	12/30/2019	SNR NORTHERN OKLAHOMA	11/24/2019			View					

20. Once the amending eForm is submitted, the eForm application will automatically email a status change notification to both the user who submitted the eForm and the user who submitted the amended (original) eForm, and all email addresses entered into the **Notification Emails** field.

- The notification email for amending eForms will include the **From ID** of the form it is amending.

Important to note: no additional payment is required when a FORM1012C is amended.