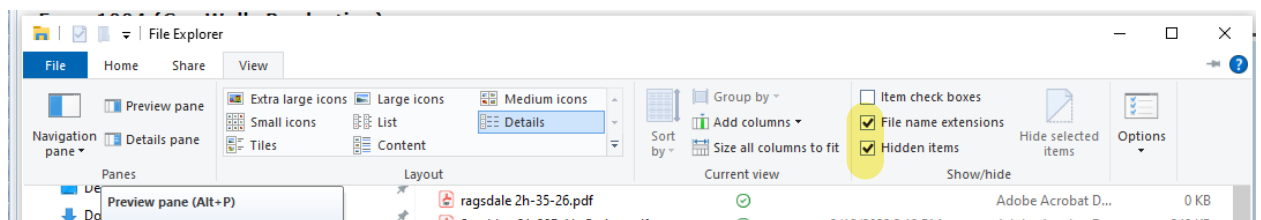


IMPORTING SPREADSHEETS INTO THE 1004 SYSTEM

1. If you do not have an account go to the website https://www.occpermit.com/ePermit/Public/OG_LoginRequest.aspx? To request access to the 1004 system.
2. If you have an account go the website: <https://www.occpermit.com/EWFiles/Webforms/default.aspx?ReturnUrl=%2fewfiles%2fwebforms%2fhome.aspx>
To log into our system.
3. Please ensure that your file has the following columns, Operator, WellName, Formation, FormationCode, Location, API, ProductCode, Amount, Comments.
4. The name of the file is very specific. Operator NumberMonth-year. An example is 573January-2022.
5. The type of file is also specific. It needs to be a text tab delimited file and you change the extension to XLS once you have saved it. Save your file as a text tab delimited file.



6. On your file explorer go to view and make sure that the boxes File Name Extensions and hidden files are selected. Change the extension of your file to xls from txt.



7. On the left-hand side, click on the 1004 and 1004 import

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Welcome Cara Parent, F33.

- Home
- 1001A
- 1002A
- 1003C
- 1004
- 1004 Entry
- Active Well Maintenance
- 1004 Import
- 1004 Search
- Reporter Maint.
- 1006B
- 1012C
- 1012A/D
- 1015
- 1016EZ
- 5000
- Form Search

PRODUCTION

Import 1004 File

File Upload

Choose File No file chosen

File Notes and Statistics

8. Click the “Choose File” button. Navigate your computer and select the file you wish upload.
9. Then click the “Import File” button.

Import 1004 File

File Upload

Choose File No file chosen

Import File

File Notes and Statistics

10. Once you have clicked on import file, you will then select “save 1004” and “submit 1004”.

| Operator | Well Name | # | Formation | Location | API | Code | Amount | Comments | Edit | Rmv? |
|--------------------------------|-----------------|------|-------------------------------|------------|------------|------|--------|----------|------|------|
| DAWSON-MARKWELL EXPLORATION CO | LOCHNER | 1 | MORROW | 23 28N 26W | 3505935235 | GAS | | | | |
| DAWSON-MARKWELL EXPLORATION CO | MOORE | 35-1 | MORROW LOW | 35 3N 26E | 3500722664 | GAS | | | | |
| DAWSON-MARKWELL EXPLORATION CO | MARIE | 1-26 | COTTAGE GROVE | 26 5N 26E | 3500723610 | GAS | | | | |
| DAWSON-MARKWELL EXPLORATION CO | MCGREW | 4-26 | MORROW | 26 4N 24E | 3500724565 | GAS | | | | |
| DAWSON-MARKWELL EXPLORATION CO | PHELPS GAS UNIT | 1 | CHESTER | 32 4N 23E | 3500736311 | GAS | | | | |
| DAWSON-MARKWELL EXPLORATION CO | CECIL | 1-3 | VARIOUS COMMINGLED FORMATIONS | 3 27N 26W | 3505922099 | GAS | | | | |
| DAWSON-MARKWELL EXPLORATION CO | MCCONNELL | 2-25 | CHESTER | 25 26N 21W | 3505922110 | GAS | | | | |

Well Count 7

Validate

Form Activity

Reload **Save 1004** **Submit 1004** Cancel Print 1004 Delete 1004

11 If you have any issues, please e-mail your report to OGproduction@occ.ok.gov and we can get it uploaded for you. Please include your reporter # in the title of the email.