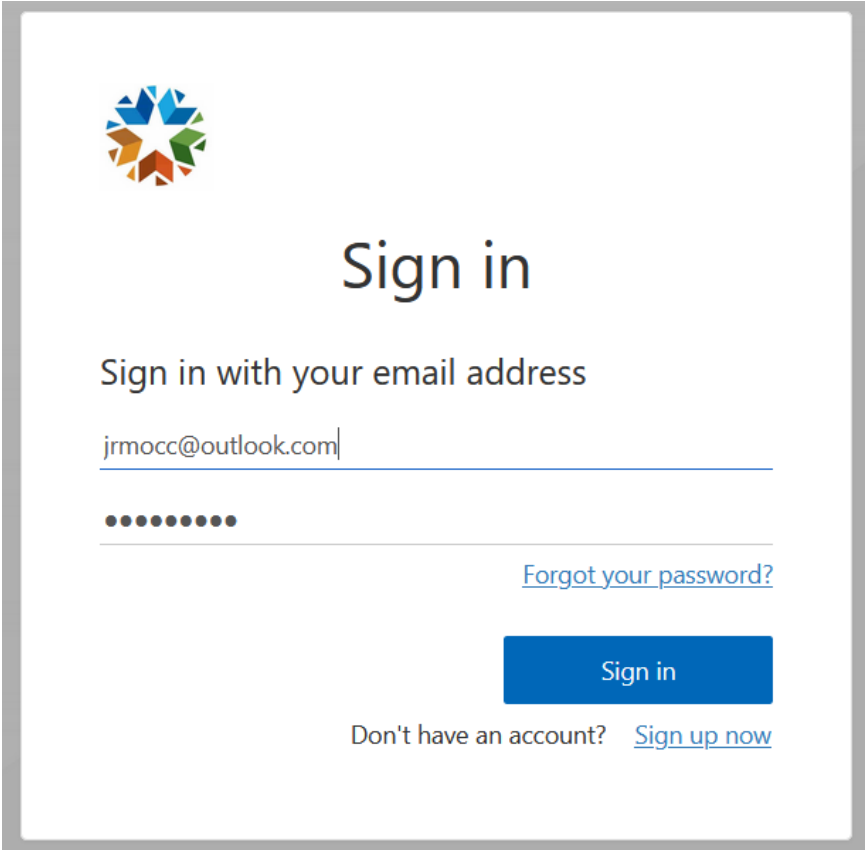



STEP 1: LOG IN

Navigate to <https://ogims.public.occ.ok.gov/>

Registered User - Begin the process by entering your user id and password. Click “**Sign In**”.

Unregistered or No Account - Begin the process by clicking on “**Sign up now**”. Use the [New User Access Request Guide](#) to complete registration and to obtain access to the operator within OGIMS. Once completing the access guide, continue to page 2.

The image shows a screenshot of the OGIMS sign-in page. At the top left is a circular logo composed of colorful triangles. Below the logo, the text "Sign in" is centered in a large font. Underneath, it says "Sign in with your email address". There are two input fields: the first contains the email address "jrmocc@outlook.com" and the second is a password field with dots. To the right of the password field is a link that says "Forgot your password?". Below the input fields is a blue button labeled "Sign in". At the bottom, there is a link that says "Don't have an account? Sign up now".



Sign in

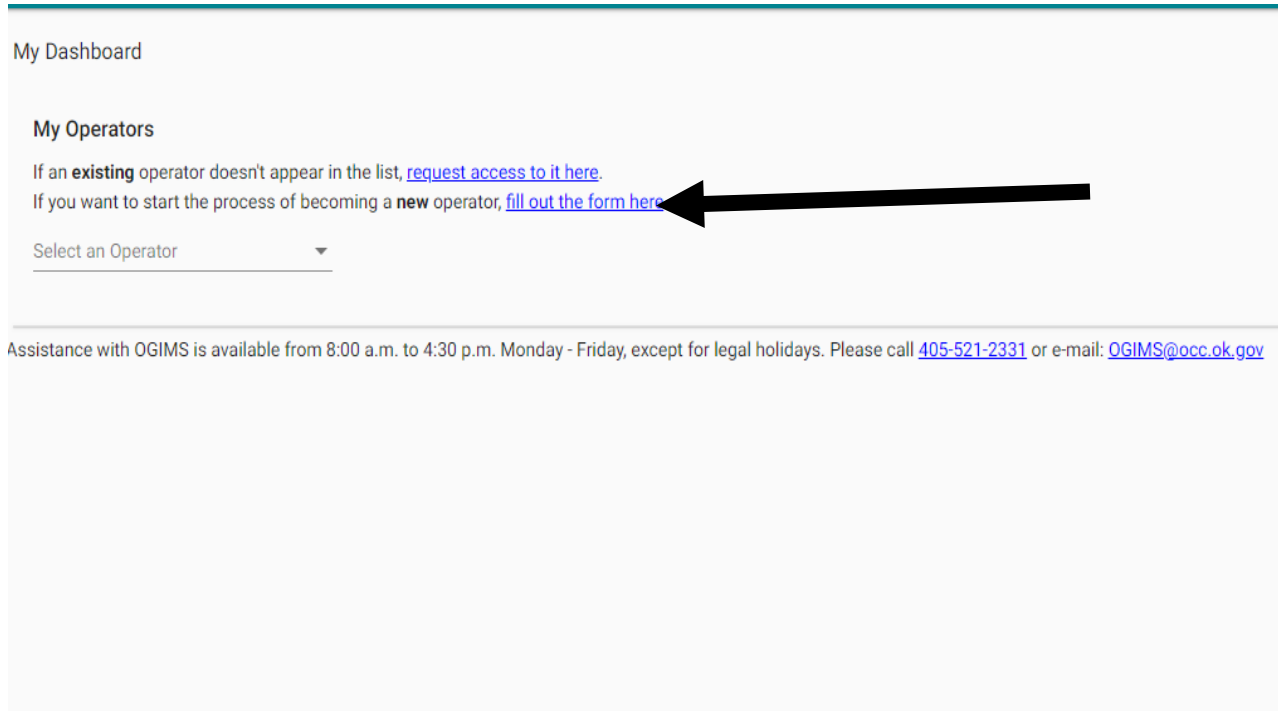
Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

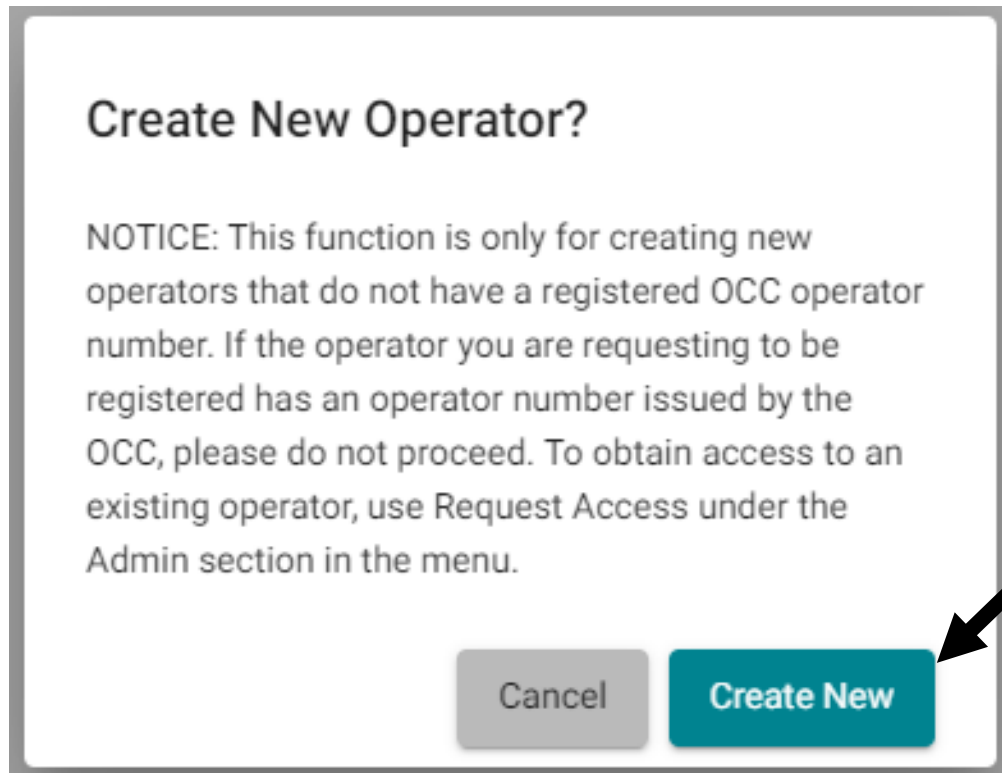
STEP 2: Registering a New Operator

- A. Click the hyperlink that says, “[fill out the form here](#)” (Note: If the operator already has an operator number, do not click this link, you will need to request access using the appropriate guide at the link provided at the top of page 1)



STEP 2: Continued

- B. Click “**Create New**” on the pop-up, pictured below. (Note: Ensure that no pop-up blocker is active or the system won’t function properly)



STEP 2: Continued

- C. The “Register New Operator” page will appear as shown below.
- D. Select the appropriate option for your entity for Company Type. If registered with the Oklahoma Secretary of State (OKSOS) do not choose Sole Proprietorship. Sole Proprietorship is only used for entities using their own name and tax ID or an individual doing a DBA
- E. Tax ID Type, choose the appropriate option, if a Sole Proprietorship, choose Social Security Number, if any other entity, choose Federal Employer Identification Number (FEIN).
- F. Tax ID, enter the Tax ID assigned to your entity by the IRS. If a Sole Proprietorship, enter the owners social
- G. First Name, Middle Name, Last Name, and Suffix, enter the Entity’s main contact person

My Dashboard / Register New Operator

Register New Operator

Company Type * Tax ID Type *
Select Company Type Select Tax ID Type Tax ID (FEIN, SSN, Driver's License #, etc) *

First Name * Middle Name Last Name * Suffix

Company Name:

Mailing Address Physical Address
 Same as mailing

Address * Address *

Address (line 2) Address (line 2)

City * State/Country * Postal Code * City * State/Country * Postal Code *

Email * Phone * Fax



STEP 2: Continued

H. If entering an entity registered with the Oklahoma Secretary of State, click ‘Lookup’ under ‘Company Name’. Click ‘Begin’ on the pop-up and then enter the company name as registered with the Oklahoma Secretary of State; as shown below. If this fails, then please contact the OKSOS and ensure the name is registered. **(Note: Do not perform this step if a Sole Proprietorship)**

Secretary Of State Entity Search

1 Instructions ————— 2 Search ————— 3 Confirmation

Search the Oklahoma Secretary of State records for your company's name. If the name cannot be found but you have registered, contact the Secretary of State to ensure you are in good standing and the name is correct.

→ Begin

× Cancel

STEP 2: Continued

- I. After entering the name click the Magnifying Glass, then choose your entity from the populated list by clicking ‘Select’, if your entity doesn’t appear in the list please double check the spelling and ensure it is entered as registered with the OKSOS.

Secretary Of State Entity Search

1 Instructions ————— 2 Search ————— 3 Confirmation

Enter your company name *

Select ▾ Name ▾

No Company Names Found...

0 Records

Cancel

STEP 2: Continued

J. After clicking ‘Select’ the pop-up will repopulate and you will need to click ‘Save’

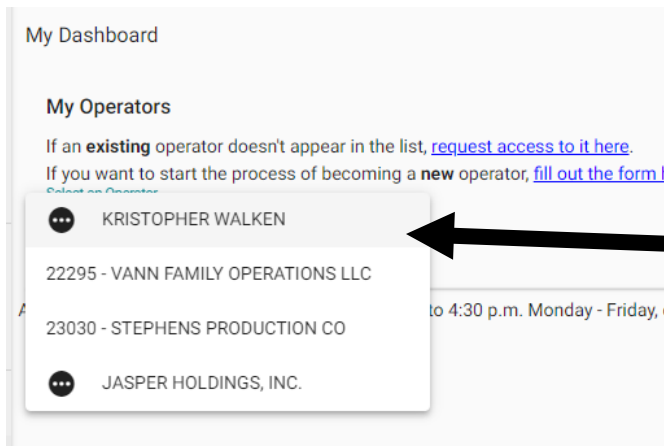
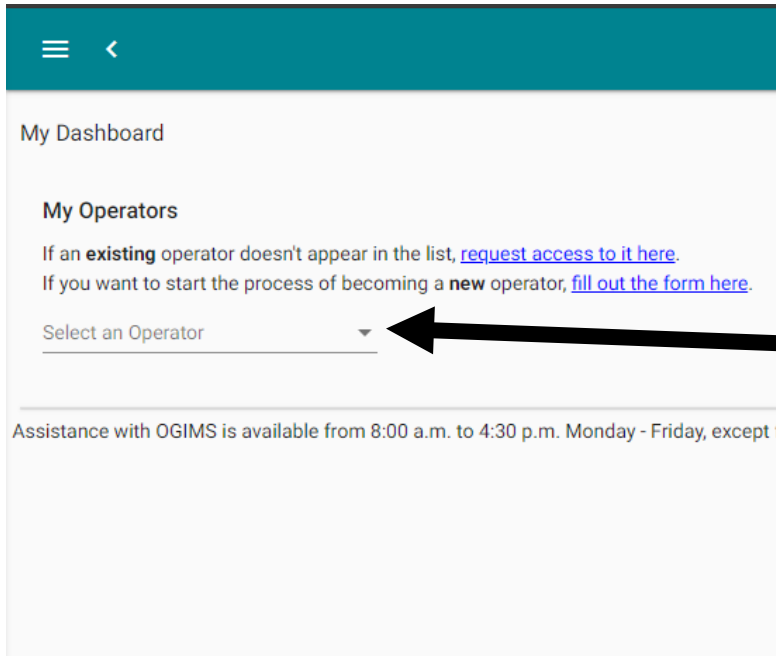
The screenshot displays a web interface titled "Secretary Of State Entity Search". At the top, there is a progress bar with three steps: "Instructions", "Search", and "3 Confirmation". The "Search" step is currently active. Below the progress bar, the search results for "JASPER INC, LLC" are shown. The details listed are: Name: JASPER INC, LLC; Type: Domestic Limited Liability Company; Status: Past Due Report; and Has Good Standing: true. At the bottom left of the search results, there are two buttons: a grey "Back" button and a teal "Save" button with a floppy disk icon. A black arrow points to the "Save" button. In the bottom right corner of the interface, there is a red "Cancel" button with a white 'x' icon.

STEP 2: Continued

- K. After clicking “**Save**” you will be redirected back to the ‘Register New Operator’ page
- L. Enter the entity’s mailing address, physical address, main contact number, and main email address
- M. Once completed, click “**Submit**” then on the pop-up click “Submit”

The screenshot shows the 'Register New Operator' form. At the top, there is a breadcrumb 'My Dashboard / Register New Operator'. The form title is 'Register New Operator'. Below the title, there are three dropdown menus: 'Company Type *' (with 'Select Company Type' below it), 'Tax ID Type *' (with 'Select Tax ID Type' below it), and 'Tax ID (FEIN, SSN, Driver's License #, etc) *'. Below these are four text input fields: 'First Name *', 'Middle Name', 'Last Name *', and 'Suffix'. A 'Company Name:' section contains a search box with a magnifying glass icon and a 'Lookup' button. Below this are two columns of address fields. The left column is for 'Mailing Address' and includes 'Address *', 'Address (line 2)', 'City *', 'State/Country *', and 'Postal Code *'. The right column is for 'Physical Address' and includes a checkbox for 'Same as mailing', 'Address *', 'Address (line 2)', 'City *', 'State/Country *', and 'Postal Code *'. At the bottom of the form are four buttons: 'Reset', 'Cancel', 'Submit', and 'Delete'. Two large black arrows point from the left side of the page to the 'Mailing Address' section, and another two large black arrows point from the right side of the page to the 'Physical Address' section.

- N. You will be directed back to the My Dashboard page
- O. Click the ‘Select an Operator’ drop-down and choose the entity you just entered



STEP 2: Continued

P. On the Surety Details tab, on the far right, click “+ New Agreement”

My Dashboard

My Operators

If an **existing** operator doesn't appear in the list, [request access to it here](#).
If you want to start the process of becoming a **new** operator, [fill out the form here](#).

Select an Operator	Operator	Organization Type	Status	Well Count
pending JASPER HOLDINGS, INC. ▾	JASPER HOLDINGS, INC.	LLC	Pending Approval	-

Surety Details

Form Dates


Last Submitted Form	Next Anniversary Date
-	-

Status: Select Status ▾ Type: Select Type ▾ Date Range: [Calendar Icon]

Form ⌵	Status ⌵	Date Created ⌵	Date Modified ⌵	From ⌵	To ⌵
No data to display					

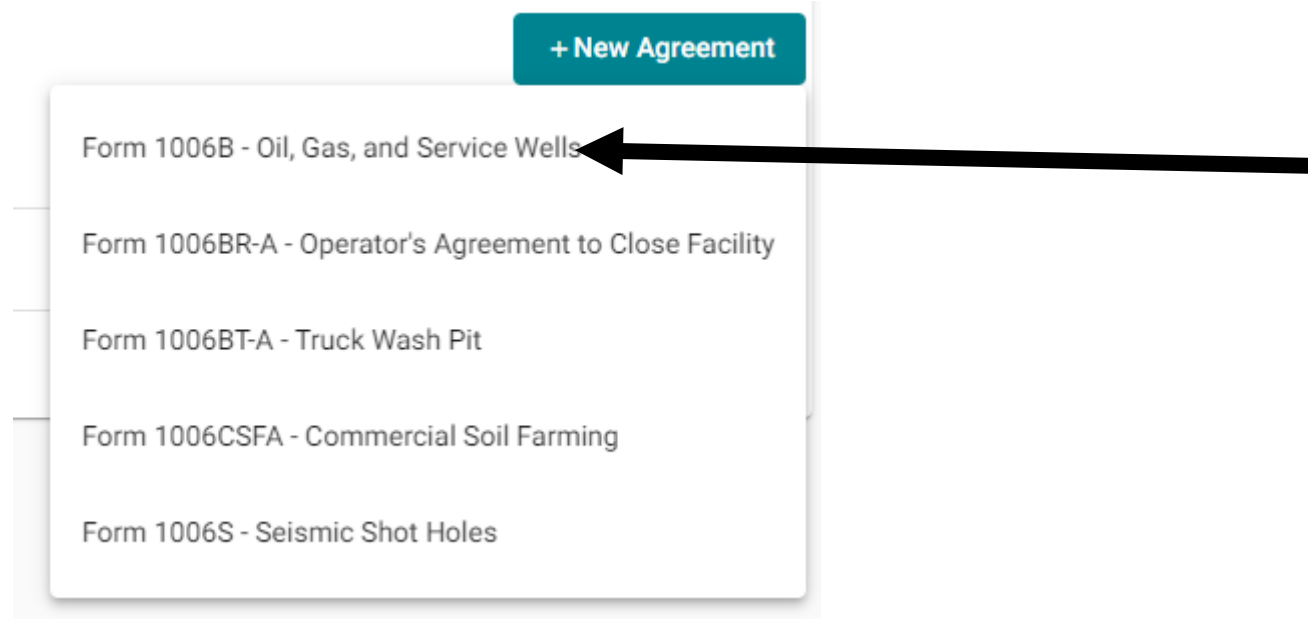
0 total

+ New Agreement



STEP 2: Continued

Q. From the list choose “**Form 1006B – Oil, Gas, and Service Wells**”



R. This will take you to the first page of the form 1006B for your operator to fill out

Registering a New Operator with OCC – OGIMS

OIL AND GAS CONSERVATION DIVISION
P.O. Box 52000
Oklahoma City, OK 73152-2000
405-521-2331
occentralprocessing@occ.ok.gov



Operator's Agreement to Plug Oil, Gas, and Service Wells within the State of Oklahoma OAC 165:10-1-10; OAC 165:5-3-I(b)(I) (S)(i)-(vi) **PAYMENT REQUIRED**

Operator Info Officers, Directors, Partners... Service Agents for Operator Insiders and Affiliates Service Agents for Insiders and Affiliates Summary

Operator Name
JASPER HOLDINGS, INC. Operator Number

Check if Operator is publicly traded

10K

Attach 10K

Contact

First Name * JOHN Middle Name Last Name * DOE Suffix

Email * TEST@TEST.COM Phone * 405-555-5555 Fax

Mailing Address

Address * 123 N MAIN ST

Physical Address | PO Box Not Allowed

Same as mailing
Address * 123 N MAIN ST

Address (line 2)

City * TULSA State/Country * Oklahoma - United States Postal Code * 74132

Address (line 2)

City * TULSA State/Country * Oklahoma - United States Postal Code * 74132

Fee for 0 well(s): \$100.00

Next

- S. For assistance on how to complete a 1006B in OGIMS, please go to this link <https://oklahoma.gov/occ/divisions/oil-gas/ogims-oil-gas-information-management-system.html> and use the guide titled “Surety 1006B Guide – OGIMS”

Reminder: No operator number is assigned until the operator has posted surety and filed a 1006B.