Organization Reports (PLS-OR-1)
Electronic Submission

User Guide

Organization Report

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.

www.SONRIS.com

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.

PLS-OR-1

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)
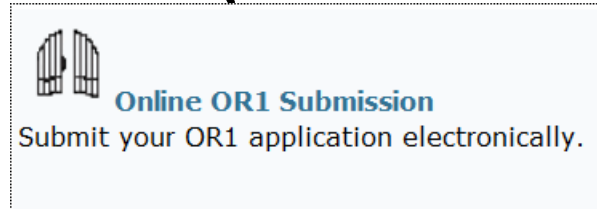
Online OR1 Submission
Submit your OR1 application electronically.

Welcome to the OR1 Applications
Please enter your username and password to login.

Username: [ ]
Password: [ ]

Login to OR1 Applications

Create an account
Change password
Help documentation

Note: The supported browsers for this application are Internet Explorer 7, 8, 9, 10, and 11, Firefox 2.x and 3.x, and Chrome 1+. All other browsers may have issues displaying the OR1 Account application.

OR1 Account and Filings

The below processes will allow you to create and maintain an account with which you may register your Organization and associated Operators with the Louisiana Department of Natural Resources, as well as perform OR1 Filings such as Initial filing, Annual Filing, and mid-year Information Updates.

Maintain User Profile

Administer Access

Perform OR1

Login with your 'Master Account' Username (OOC Number) & password
Click on Administer Access

Please complete the form to create the sub user account:

* User Id:
* Password:
* Confirm Password:
* Full Name:
* Address Line 1:
Address Line 2:
* City:
* State:
* Zip:
* Phone Number:
* Email Address:
* Confirm Email Address:
Submitter Tax Id:

Cancel   Save

Fill out the blanks for a new sub user

After creating a sub user an email will be sent confirming the new sub user

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Access for Sub-Users and Agents   username: PL0002 Logout

Access Assignments | Sub-Users | Service Providers / Agents

Addition, De-activation, and Access Assignment for Sub-Users.

Create Sub-User

Return to Main Page

Sub User ID	Organization Name	OOC Code	Operation Type
123abc	EAST FELICIANA GAS UTILITY DISTRICT #1	PL0002	GAS UTILITY D

Organization Name:
EAST FELICIA...
OOC Code:
PL0002

Operation Type:
GAS UTILITY ...

Sub User ID: 123abc
Account Disabled: No

Disable Sub-User Account

Available Form Codes — **Revoked Access**
FORM R4
FORM UIC-WH1 FOR INJECTION WELLS
OGP - MONTHLY OIL AND GAS PRODUCTION REPORT
R1 - MONTHLY OIL PRODUCTION REPORT
R2 - OIL TRANSPORTERS AND STORERS MONTHLY REPORT
R3 - REFINERS MONTHLY REPORT
R4 PLANT
R 5D - MONTHLY GAS DISPOSITION

Granted Access
OR1

Update 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

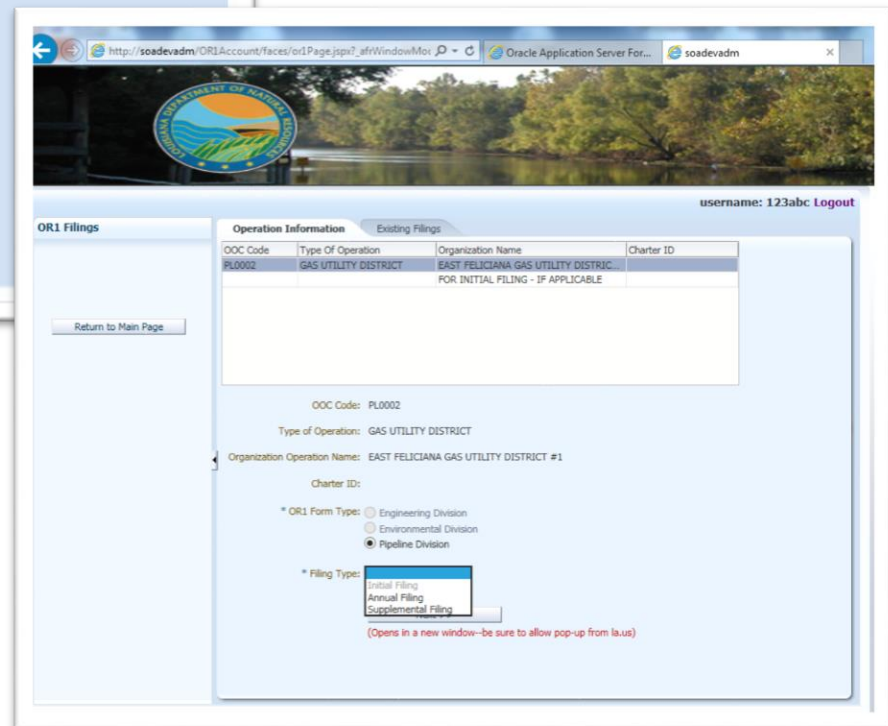# Annual Refiling/Supplemental Filing

Log in using your sub username and password

Annual Refiling/Supplemental Filing
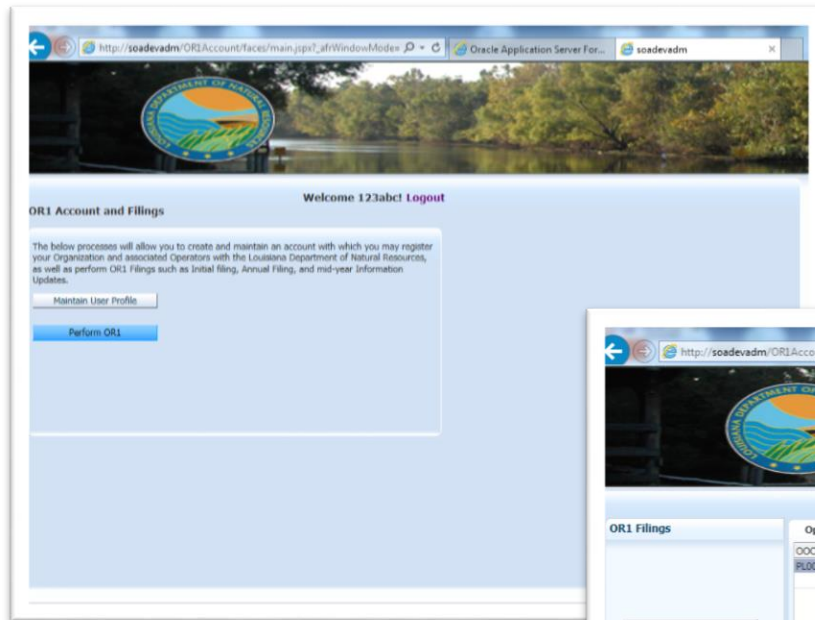
Click Perform OR-1

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

Filing year is 2020 for forms due January 15, 2020

Engineering OR1 - Annual Filing

ONLY SAVE CHANGES   SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Tabs: Organization | Officers | **Addresses** | Equipment

Sub-tabs: **Organization Address** | Emergency Contact | Correspondence Addresses

Organization Mailing Address
* Address: P O BOX 52745
* City: LAFAYETTE
* State: LOUISIANA

Comments

Comments to Reviewer:

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.

Operation Information | **Existing Filings**

Refresh   Please refresh for latest results

Title | Assignees
Engineering - Initial Filing | TEST.becky

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

Online OR1 Submission
Submit your OR1 application electronically.

Welcome to the OR1 Applications
Please enter your username and password to login.

Username:
Password:

[Login to OR1 Applications]

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Charter Number:
Look-up Charter Number in Sec. of State database
[check charter number] or [no charter number]

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

Please complete the form to create your user account:

* User Type: [▼]
* User Id: [ ]
* Password: [ ]
* Confirm Password: [ ]
* Full Name: [ ]
* Address Line 1: [ ]
Address Line 2: [ ]
* City: [ ]
* State: [▼]
* Zip: [ ]
* Phone Number: [ ]
* Email Address: [ ]
* Confirm Email Address: [ ]
Tax Id #: [ ]

[Cancel] [Next]

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

Please click the Confirm button to finalize your entries

User Type: Individual
User Id: 123.becky
Full Name: Becky Henry
Address Line 1: 123 Test Street
Address Line 2:
City: Baton Rouge
State: LOUISIANA
Zip: 70802
Phone Number: 225-342-5530
Email Address: becky.henry@la.gov
Tax Id #:

[Cancel] [Back] [Confirm]

Your account has been registered but requires email verification.

Please close this window, ...

Then click the link sent to you via email to confirm your account.

Thank you for registering with DNR.

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

************************* **THIS IS AN AUTOMATED MESSAGE** *********************

If you have any questions:

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

****************** **PLEASE DO NOT REPLY BACK TO THIS EMAIL ADDRESS** *************

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 in to 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

Welcome to the OR1 Applications

Please enter your username and password to login.

Username: [   ]
Password: [   ]

[Login to OR1 Applications]

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Welcome 123.becky! **Logout**

OR1 Account and Filings

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[Maintain User Profile]

[Perform OR1]

Operation Information	Existing Filings		
OOC Code	Type Of Operation	Organization Name	Charter ID
		FOR INITIAL FILING - IF APPLICABLE	

OOC Code:

Type of Operation:

Organization Operation Name:

Charter ID:

* OR1 Form Type:　○ Engineering Division
　　　　　　　　　　○ Environmental Division
　　　　　　　　　　○ Pipeline Division

* Filing Type:　[▼]

[Next >>]

(Opens in a new window--be sure to allow pop-up from la.us)

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

Engineering OR1 - Annual Filing

ONLY SAVE CHANGES SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Organization | Officers | **Addresses** | Equipment

Organization Address | Emergency Contact | Correspondence Addresses

Organization Mailing Address
* Address: P O BOX 52745

* City: LAFAYETTE

* State: LOUISIANA

Comments

Comments to Reviewer:

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.

Operation Information | **Existing Filings**

Refresh | **Please refresh for latest results**

	Title	Assignees
	Engineering - Initial Filing	TEST.becky

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.

Account User ID/OOC Code:	K1361
Account Password:	WV632Y5F2C
Name:	Kevin Henry Oil Company
Email Address:	BECKY.HENRY@LA.GOV

This is to confirm the creation of a MASTER ACCOUNT based on the successful OR1 Initial Filing. Please use the credentials above to log into the Louisiana Department of Natural Resources (DNR) System.

If this INITIAL FILING was performed by a Service Provider, please pass on the credentials to the ORGANIZATION

If this INITIAL FILING was performed by an Individual account, that account access is now disabled.

From hereforth, the MASTER ACCOUNT will be used for Annual Filings, Supplemental Filings, and assigning permissions for the same to Service Providers/ Agents, as well as to create and maintain sub-users

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.

Operation Information	Existing Filings		
OOC Code	Type Of Operation	Organization Name	Charter ID
		FOR INITIAL FILING - IF APPLICABLE	

Operation Information	Existing Filings

Refresh | Please refresh for latest results

	Title	Assignees
	Engineering - Initial Filing	TEST.becky

OOC Code:

Type of Operation:

Organization Operation Name:

Charter ID:

* OR1 Form Type: ⦿ Engineering Division
○ Environmental Division
○ Pipeline Division

* Filing Type: Initial Filing ▼

Next >>

(Opens in a new window--be sure to allow pop-up from la.us)

Engineering Division OR1 - Initial Filing   ONLY SAVE CHANGES   SUBMIT FOR APPROVAL

☑ Please check all the information before you SUBMIT

Organization	Officers	Addresses	Equipment	Payment		Comments

Organization and Operation's Information   Comments to Rev

Organization Name Change: ☐   Plant Operator Change: ☐   Organization Status: ⦿ New ○ Existing

OOC Code Number:

Operation Type: PRODUCER/OPERATOR

* Organization Type: INDIVIDUAL ▼

Organization Name: Becky's Test Company

It is a good idea to click save changes before submitting