

# 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](http://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.***

## Access Data

<p><b>SONRIS Data Portal</b></p> <p>Oil, gas, and injection well information, state land leasing, ground water information, and more at your finger tips.</p>	<p><b>GIS Access</b></p> <p>Retrieve information using interactive, geographically oriented map capabilities and select from a variety of layers of backgrounds.</p>	<p><b>Document Access</b></p> <p>Millions of documents in various formats readily available for view and print.</p>	<p><b>Data Subscription Service</b></p> <p>Get a monthly download of all the data for integration into your databases and applications.</p>
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## Submit Applications/Reports

<p><b>Online Well Log Submission</b></p> <p>Electronically submit your well log information.</p>	<p><b>Online Production Reporting</b></p> <p>Electronically report oil and gas production and transportation related monthly reports.</p>	<p><b>Online Royalty Reporting</b></p> <p>Submit mineral royalty reports online.</p>	<p><b>Online UIC Reporting</b></p> <p>Submit UIC-10, UIC-24, and UIC-33/34 reports electronically.</p>	<p><b>Online Surface Water</b></p> <p>Apply for and track surface water applications online.</p>
<p><b>Well Test/Inactive Report Submission</b></p> <p>Submit your Well Test/Inactive Report electronically.</p>	<p><b>Online OR1 Submission</b></p> <p>Submit your OR1 application electronically.</p>	<p><b>Invoice Payments</b></p> <p>Pay invoices online using your invoice number and the provided security code.</p>	<p><b>Tract Nominations</b></p> <p>Submit your nominations, attachments, and payment electronically.</p>	

# PLS-OR-1

SONRIS- Strategic Online x OR1 Applications x

soaprodadm.dnr.state.ia.us/OR1Account/faces/or1applications.jspx?\_afLoop=6060149788709557&\_afWindowMode=0&\_adf.ctrl-state=5rxbbf



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

Username:   
Password:

[Create an account](#)  
[Change password](#)

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.

**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...

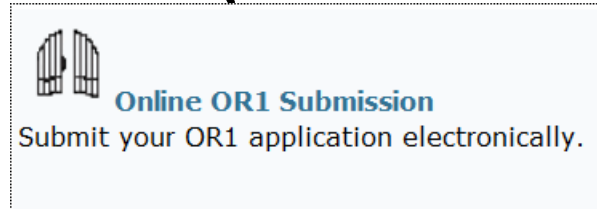
You can also add/remove any reports from any Sub User.

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)



**Welcome to the OR1 Applications**

Please enter your username and password to login.

Username:

Password:

[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.

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:

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.

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

Organization Name:  
EAST FELICIA...  
OOCCode:  
PL0002  
Operation Type:  
GAS UTILITY ...

Sub User ID: 123abc  
Account: No  
Disabled:

Available Form Codes

**Revoked Access**

- 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
- R5D - MONTHLY GAS DISPOSITION

**Granted Access**

- OR1

Fill out the blanks for a new sub user

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

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

SONRIS- Strategic Online x OR1 Applications x

soaprodadm.dnr.state.la.us/OR1Account/faces/or1applications.jspx?\_afLoop=6060149788709557&\_afWindowMode=0&\_adf.ctrl-state=5rxbbf



**Welcome to the OR1 Applications**

Please enter your username and password to login.

Username:

Password:

[Login to OR1 Applications](#)

[Create an account](#)

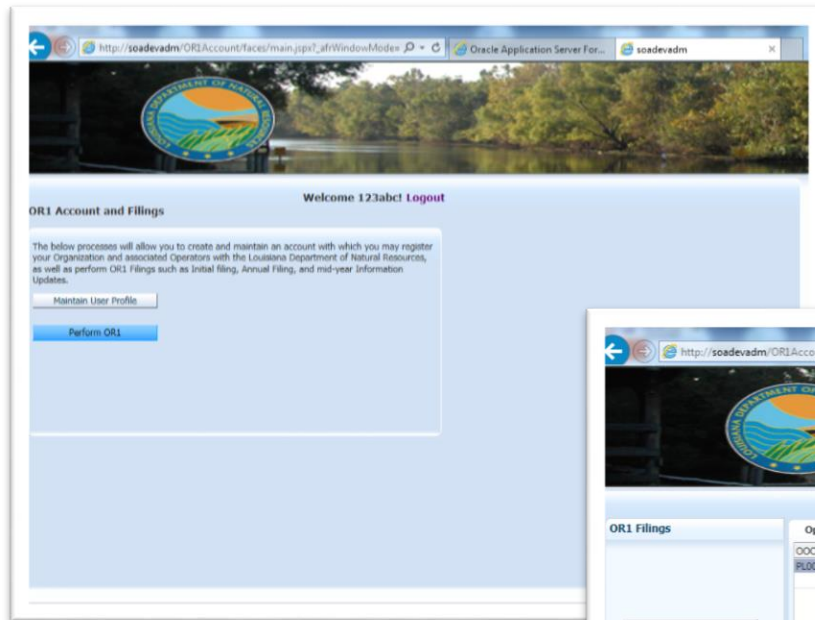
[Change password](#)

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.

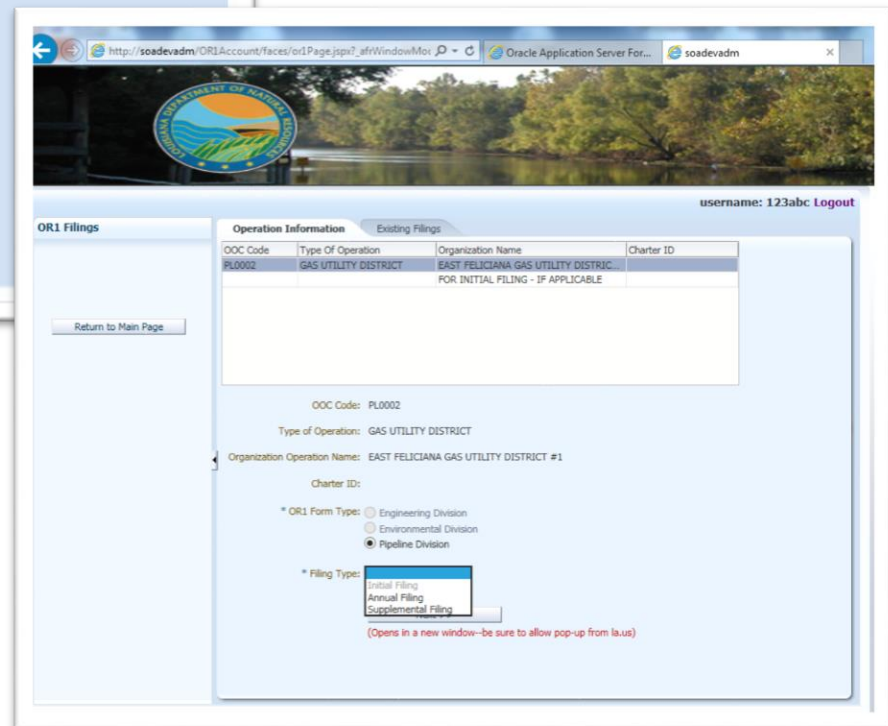
Log in using your sub username and password



# Annual Refiling/Supplemental Filing



Click Perform OR-1



Select Pipeline Division and  
Annual or Supplemental

# Annual Refiling/Supplemental Filing

The image displays two screenshots of a web application interface for Pipeline Division OR1 Annual Filing. The left screenshot shows the 'Organization and Operation's Information' tab, and the right screenshot shows the 'Addresses' tab with pre-populated data.

**Organization and Operation's Information (Left Screenshot):**

- Organization: Pipeline Division OR1 - Annual Filing
- Officers: [Tab]
- Addresses: [Tab]
- Organization and Operation's Information
- OO Code Number: PL0002
- Operation Type: GAS UTILITY DISTRICT
- Organization Type: INDIVIDUAL
- Organization Name: EAST FELICIANA GAS UTILITY DISTRICT #1
- Corporation - State where Incorporated: [Dropdown]
- Previous OOC Code Number (if applicable):
- LA Sec. of State Charter No (or DNR Equivalent):
- PHMSA ID Number: 6225
- Certified Intrastate Natural Gas Transporter? [No]
- Initial Date of LA Operation:
- \* EIN / ITIN: [Text Field]
- \* OR-1 Year of Filing (YYYY): [Text Field]

**Addresses (Right Screenshot):**

- Organization: Pipeline Division OR1 - Annual Filing
- ONLY SAVE CHANGES [Button]
- SUBMIT FOR APPROVAL [Button]
- Organization: [Tab]
- Officers: [Tab]
- Addresses: [Tab]
- Organization Address: [Tab]
- Official Correspondance Address: [Tab]
- DOT Specialist & Billing Contacts: [Tab]
- Organization- Emergency Contact Mailing Address
- \* Address: P. O. BOX 39
- \* City: WILSON
- \* State: LOUISIANA
- \* Zip: 707890000
- \* Contact Person For Organization: BRENDA DEVALCOURT
- \* Phone Number: 225-244-5111
- Fax Number: 225-629-5068
- \* E-Mail Address (Required): GLORIA.RICHARDSON@LA.GOV
- Comments: [Text Area]

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

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:

Empty text area for 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.

The screenshot shows a software interface with two tabs: 'Operation Information' and 'Existing Filings'. The 'Existing Filings' tab is highlighted with a purple box. Below the tabs is a 'Refresh' button with a circular arrow icon and a text prompt 'Please refresh for latest results'. Below this is a table with two columns: 'Title' and 'Assignees'.

	Title	Assignees
	Engineering - Initial Filing	TEST.becky

# Annual Refiling/Supplemental Filing

OR1 Filings

Operation Information Existing Filings

Refresh Please refresh for latest results

Title	Assignees	State	Created	Proc
Pipelines - Annual Filing - PL0002 - 17 123abc		Completed	Oct 13, 2016 12:47 PM	OR1
Pipelines - Annual Filing - PL0002 - 17 123abc		Assigned	Oct 13, 2016 12:34 PM	OR1
Pipelines - Annual Filing - PL0002 - 17 123abc		Assigned	Oct 12, 2016 2:23 PM	OR1

Return to Main Page

username: 123abc Logout

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

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.

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

Charter Number:

[Look-up Charter Number in Sec. of State database](#)

check charter number

or

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 #:

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 #:

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](mailto: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](#)

[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.

Welcome 123.becky! [Logout](#)

## 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](#)

[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***



http://soadevadm.dnr.domain.dnr.state.la.us/7bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

### Pipeline Division OR1 - Initial Filing

ONLY SAVE CHANGES    SUBMIT FOR APPROVAL

Please check all the information before you SUBMIT

Organization    Officers    Addresses

#### Organization and Operation's Information

OOC Code Number: \_\_\_\_\_

\* Operation Type:

\* Organization Type:

\* Organization Name:

Corporation - State where Incorporated:

Previous OOC Code Number (if applicable):

LA Sec. of State Charter No (or DNR Equivalent):

[Verify Charter No.](#)

PHMSA ID Number:

Certified Intrastate Natural Gas Transporter?

Initial Date of LA Operation:

\* EIN / ITIN:

\* OR-1 Year of Filing (YYYY):

#### Comments

Comments to Reviewer:

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

http://soadevadm.dnrdomain.dnr.state.la.us/?bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

## Pipeline Division OR1 - Initial Filing

Please check all the information before you SUBMIT

Organization Officers Addresses

### Organization and Operation's Information

OO Code Number:

\* Operation Type:

\* Organization Type:

\* Organization Name:

Corporation - State where Incorporated:

Previous OOC Code Number (if applicable):

LA Sec. of State Charter No (or DNR Equivalent):

[Verify Charter No.](#)

PHMSA ID Number:

Certified Intrastate Natural Gas Transporter?

Initial Date of LA Operation:

\* EIN / ITIN:

\* OR-1 Year of Filing (YYYY):

http://soadevadm.dnrdomain.dnr.state.la.us/?bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

## Pipeline Division OR1 - Initial Filing

Please check all the information before you SUBMIT

Organization Officers Addresses

### Three Primary Officers: FULL LEGAL NAMES

Officer 1:

\* (1) Name First:

Name Middle:

\* Name Last:

\* Title:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip:

Officer 2:

(2) Name First:

Name Middle:

Name Last:

Title:

Officer 3:

(3) Name First:

Name Middle:

Name Last:

Title:

http://soadevadm.dnrdomain.dnr.state.la.us/?bpmWorklistTaskId=f5bd3feb-7b14-4792-928d-244f8dd13 - Internet Explorer

## Pipeline Division OR1 - Initial Filing

Please check all the information before you SUBMIT

Organization Officers Addresses

Organization Address Official Correspondence Address DOT Specialist & Billing Contacts

### Address for Official Correspondence Including Citations

Click to copy the Organization Address

Note: For private entities, a VP or higher is required. For a municipality, the mayor is required. For a gas utility district, the gas board president or parish president is required.

\* Address:

\* City:

\* State:

\* Zip:

\* Contact Person:

\* Phone Number:

Fax Number:

\* E-Mail Address (Required):

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:

Empty text area for 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.

The screenshot shows a software interface with two tabs: 'Operation Information' and 'Existing Filings'. The 'Existing Filings' tab is highlighted with a purple box. Below the tabs, there is a 'Refresh' button with a circular arrow icon and a text prompt 'Please refresh for latest results'. Below this is a table with two columns: 'Title' and 'Assignees'.

	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

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

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.

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.

The image shows a web application interface with three main components:

- Top Left:** A table with columns: OOC Code, Type Of Operation, Organization Name, Charter ID. A row contains the text "FOR INITIAL FILING - IF APPLICABLE".
- Top Right:** A panel titled "Existing Filings" with a "Refresh" button and the text "Please refresh for latest results". Below is a table with columns: Title, Assignees. A row is highlighted with "Engineering - Initial Filing" and "TEST.becky".
- Bottom Left:** A form with fields for "OOC Code:", "Type of Operation:", "Organization Operation Name:", "Charter ID:", and radio buttons for "\* OR1 Form Type:" (Engineering Division, Environmental Division, Pipeline Division). A dropdown for "\* Filing Type:" is set to "Initial Filing". A "Next >>" button is at the bottom.
- Bottom Right:** A form titled "Engineering Division OR1 - Initial Filing" with tabs for "Organization", "Officers", "Addresses", "Equipment", and "Payment". It includes a "Please check all the information before you SUBMIT" warning, checkboxes for "Organization Name Change" and "Plant Operator Change", radio buttons for "Organization Status" (New/Existing), a text field for "OOC Code Number:", a dropdown for "Operation Type" (PRODUCER/OPERATOR), a dropdown for "\* Organization Type" (INDIVIDUAL), and a text field for "Organization Name" (Becky's Test Company). Buttons for "ONLY SAVE CHANGES" and "SUBMIT FOR APPROVAL" are at the top right.

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

It is a good idea to click save changes before submitting

