

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

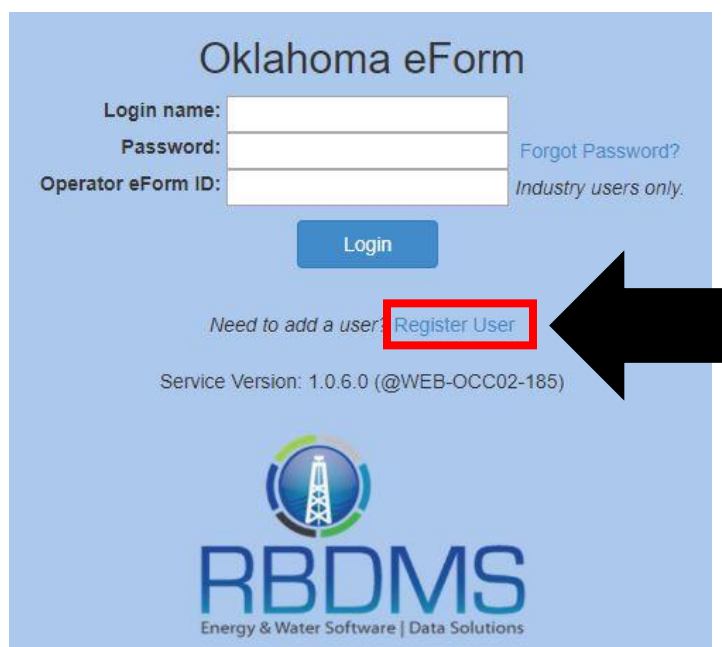
As of July 1, 2020, the electronic data system used to report 1012C semi-annual volumes and pressures is the Oklahoma eForm found [here](#).


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.occpermit.com/OKeForm/Login> or via the Oklahoma Corporation Commission [Oil & Gas Electronic Filing web page](#).
 - Click on **Register User**



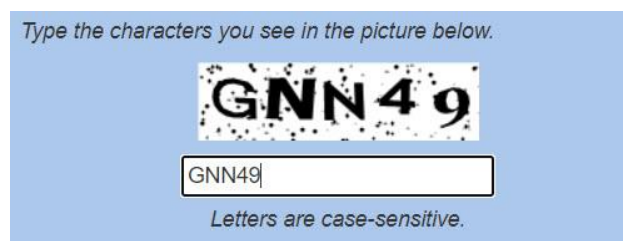
- Within the User Registration page, ALL fields are required:
 - a. Enter your desired **Login name** and valid **Email address** that can be associated with the Login name and/or Operator.
 - b. Select your Operator from the drop down list. When you click on the  a list of operators in alphabetical 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/OGPermit.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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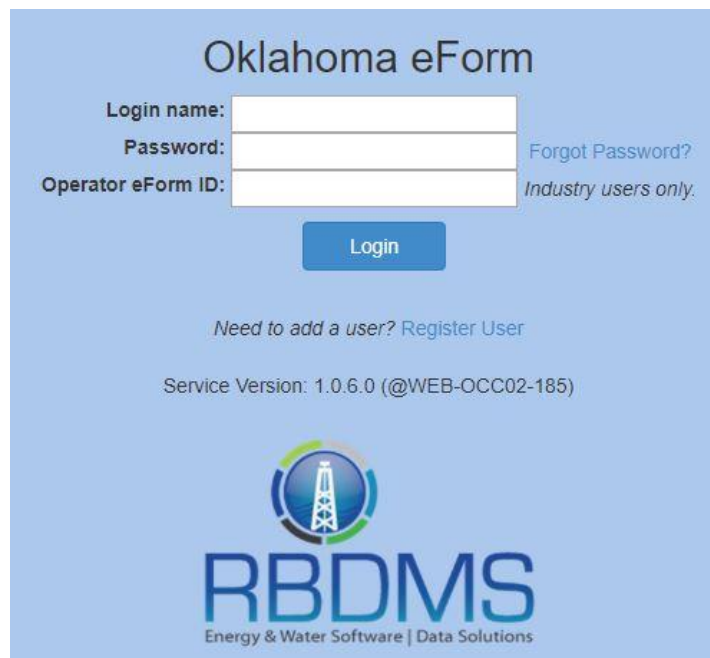
GETTING STARTED

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

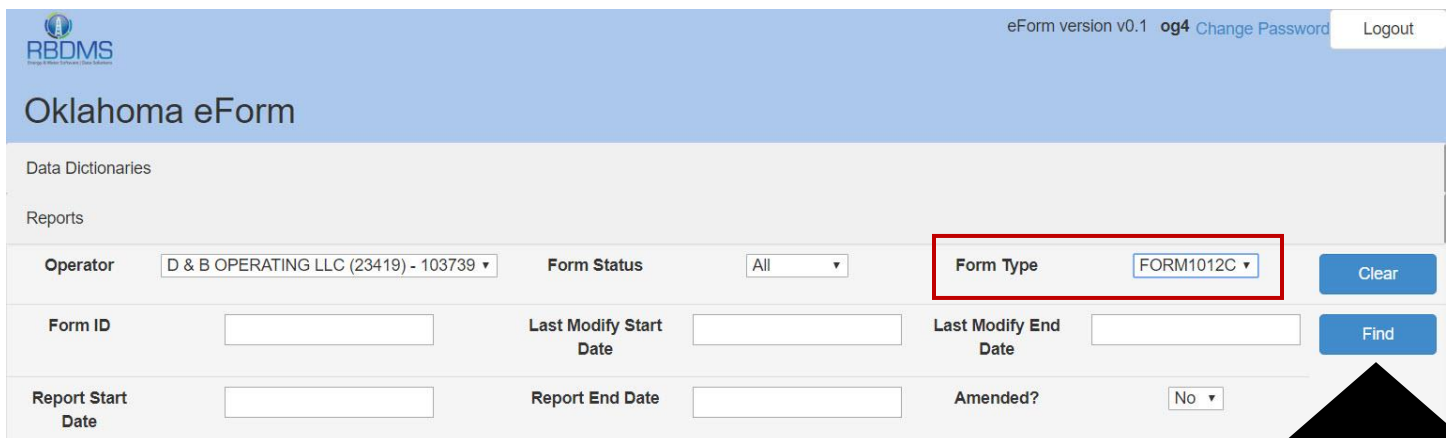


The login page for Oklahoma eForm. It features a light blue background with the title 'Oklahoma eForm' at the top. Below the title are three input fields: 'Login name:', 'Password:', and 'Operator eForm ID:'. To the right of the password field is a link 'Forgot Password?'. Below the input fields is a blue 'Login' button. Further down, there is a link 'Need to add a user? Register User' and the text 'Service Version: 1.0.6.0 (@WEB-OCC02-185)'. At the bottom is the RBDMS logo with the tagline 'Energy & Water Software | Data Solutions'.

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.



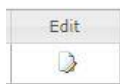
The Reports menu in the Oklahoma eForm system. It has a blue header with the RBDMS logo and the text 'Oklahoma eForm'. Below the header is a section titled 'Data Dictionaries' and 'Reports'. The main area contains a table with search filters. The 'Form Type' filter is highlighted with a red box and shows 'FORM1012C'. There are 'Clear' and 'Find' buttons. A large black arrow points to the 'Find' button.

Operator	Form Status	Form Type	Form ID	Last Modify Start Date	Last Modify End Date	Report Start Date	Report End Date	Amended?
D & B OPERATING LLC (23419) - 103739	All	FORM1012C						No

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					

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

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: -

GENERALWELLSINJECTION DATAREPAIR DATAOUT 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.)

SavePrint PreviewSubmitExit

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 (**bbls/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).

The screenshot shows the 'INJECTION DATA' tab selected. It contains a table with one entry. The entry number is 1, followed by a plus sign icon. The API field contains '35151237520000', the Packer? dropdown is set to 'No', and the Packer Depth field is empty. Below the table are 'Add' and 'Remove' buttons. A blue arrow points to the plus sign icon next to the entry number 1.

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.

The screenshot shows the 'INJECTION DATA' tab expanded to show monthly reporting for API 35151237520000. The Packer? dropdown is set to 'Yes' and the Packer Depth field contains '10000'. The form displays fields for Disposal Type Method, Max PSI, and bbls/MCF for each month from JAN to DEC. The fields are organized in a grid with columns for each month and rows for each field. The 'Add' and 'Remove' buttons are at the bottom.

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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)

A screenshot of the 'INJECTION DATA' tab in the 1012C OK eForm. The tab is highlighted with a red box. Below the tab, a message states: '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.' A table with 11 rows is displayed. The first column contains numbers 1 through 11, with a plus sign in the 11th row. The second column is labeled 'API' and contains various API numbers. The third column is labeled 'Packer?' and contains 'Select One' dropdown menus. The fourth column is labeled 'Packer Depth' and is empty. A large black arrow points to the 11th row. At the bottom of the table, there is an 'Add' button circled in red and a 'Remove' button. The bottom of the form shows 'Page 1 of 1' and 'View 1 - 11 of 11'.

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.

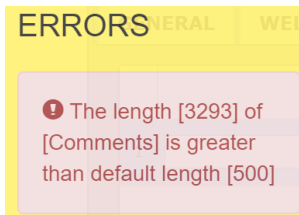
Please contact the Under Ground Injection Control department if you have further questions at (405) 521-2242

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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.

The screenshot shows the 'REPAIR DATA' tab selected. It contains a table with columns: API, List or describe any Repairs or Testing performed on well (limited to 500 characters), and Repair Date. Below the table, there is an 'Add' button circled in red and a 'Remove' button. A large black arrow points to the 'Add' 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.

The screenshot shows the 'REPAIR DATA' tab with the 'Repair Date' field highlighted. A calendar pop-up is displayed, showing the month of December 2019. A large black arrow points to the calendar box with the text 'Click in box to bring up the 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.

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		
API	Out of State Barrels Collected?	Arkansas bbls/MCF	Colorado bbls/MCF	Kansas bbls/MCF	New Mexico bbls/MCF	Texas bbls/MCF
1 35151237520000	Yes	0	0	0	0	0

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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)

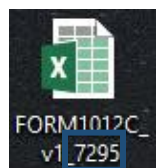
○ If this tab is skipped the following error will occur, to resolve this error please go to the Out of State Barrels tab and change the "yes" to "no" or input barrels received from another state.

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

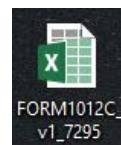
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- c. Fill out the **INJECTION DATA** tab, **REPAIR DATA** tab (if applicable), and the **OUT OF STATE BARRELS** tab using the same requirements previously stated in this user guide.
- On the **INJECTION DATA** tab under “**Packer?**” and on the **OUT 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.



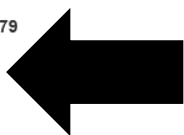
Upload

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

Select XLSX file to upload for Form 9279

Browse...

OK Cancel



- 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.

Submit **View** **Cancel**

- 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.

Save **Print Preview** **Submit** **Exit**

- 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 ▾	Clear
Form ID	<input type="text"/>	Last Modify Start Date	<input type="text"/>	Last Modify End Date	<input type="text"/>	Find
Report Start Date	<input type="text"/>	Report End Date	<input type="text"/>	Amended?	No ▾	

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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.

Injection Data tab | Packer Depth is required (Row 1)

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

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

API	Packer?	Packer Depth
3507101608	Yes	
3507101635	No	
3507120481	Select One	
3507124510000	Select One	
35071245410000	Select One	
35071246540000	Select One	
35071247060000	Select One	
35071247140000	Select One	
35071247810000	Select One	
35071248220000	Select One	

Page 1 of 1

View 1 - 10 of 10

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

OK

- 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.

OK

Cancel

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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**

The form was successfully submitted, but will not be accepted by the OCC until payment is remitted. Click **OK** to return to the Reports menu. If payment is outstanding, click the form's **\$ (Pay)** button to make the required payment.

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	Downl	Uploa	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
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

Fax Number

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

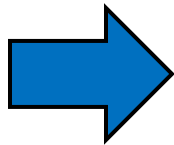
Amount \$25.00

Form Type FORM1012

Form ID 9697

Payment Token 564bbb34-6831-4405-a812-6187f8b3bd5e


Message



[Return to Dashboard](#)

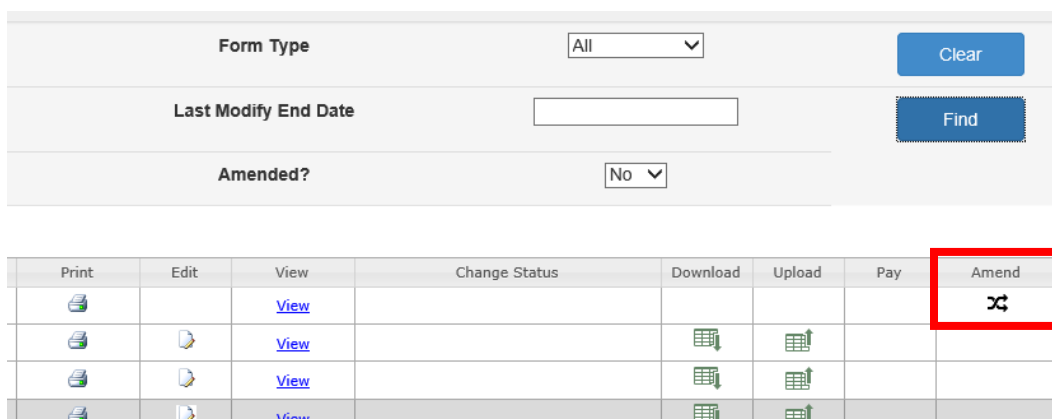
NOTE: If you have to pay by check, DO NOT follow steps 16- 19. Click the **Save** button but DO NOT click on **Submit**. IF PAYING BY CHECK, DO NOT SUBMIT THE 1012 ONLINE. PRINT A COPY AND SEND IT WITH A CHECK TO THE CORPORATION COMMISSION. ONLY FULL PAYMENTS WILL BE ACCEPTED.

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.




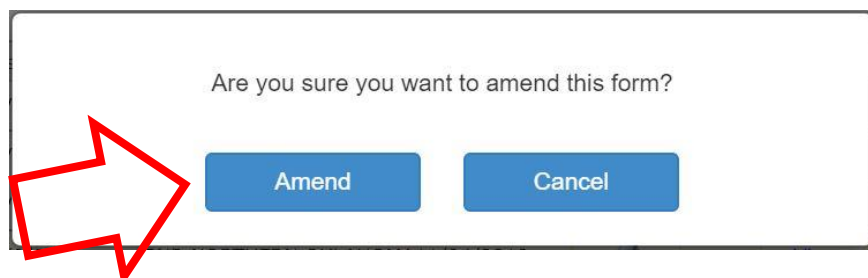
The screenshot shows a filter section at the top with the following fields:

- Form Type:** All (dropdown), Clear button
- Last Modify End Date:** (text input), Find button
- Amended?:** No (dropdown)


Below the filters is a table with the following columns: Print, Edit, View, Change Status, Download, Upload, Pay, and Amend. The Amend column contains an icon (a document with a double-headed arrow) which is highlighted with a red box in the original image.

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.






The dialog box contains the text: "Are you sure you want to amend this form?". Below the text are two buttons: "Amend" and "Cancel". A red arrow points to the "Amend" button.

- 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	Download	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.