OKIES User Manual

Notification of Intent to Plug – Form 1001

Accessing the Intent to Plug

You can access an intent to plug if you have the permissions below:

Security Permissions

Access to submit an intent to plug is only available to those with the security permissions below.

• Organization Admin – Ability to Create, Read, Update, and Delete

• Organization All Forms Submitter – Ability to Create, Read, Update

• Organization Read Access – Ability to Read (All new users will default to Read Access)

Tip: When updating security, take care to uncheck the Read Access box as it will override any selection made in conjunction with.

The Admin is the only person who can view or edit security permissions. To view Security Permissions:

• Click on My Organization

• Click on Summary

• Click on People

• Click on the hyperlinked name of the person you would like to review

• Click on Summary

• Click on Security

• Check permissions that apply and click Save

Open an Intent to Plug Form:

To access the intent to plug form for submission you can:

1. Select “Forms”

2. Select “Online Forms”

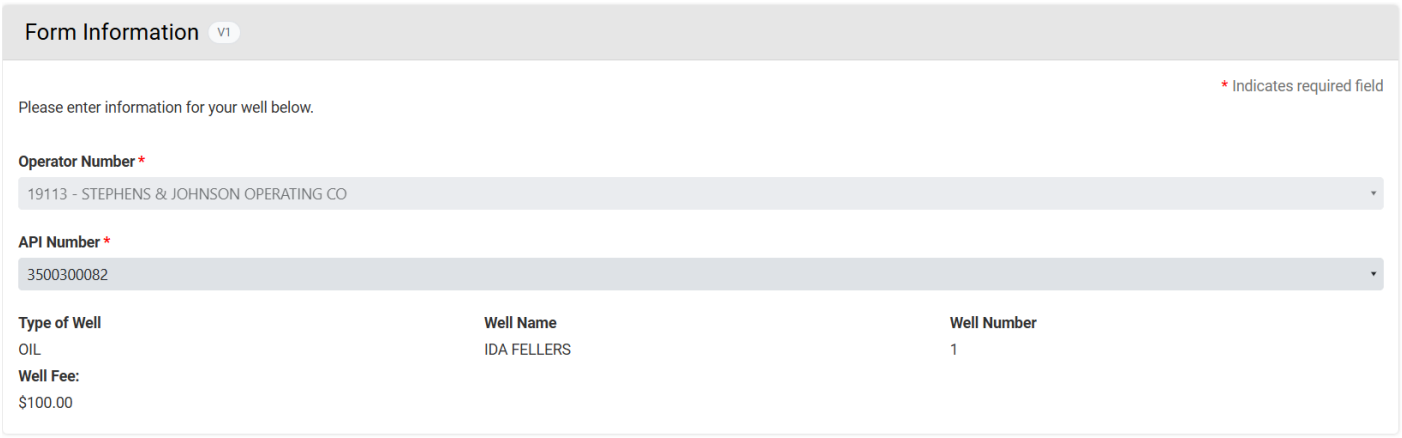
3. Select “Notification of Intention to Plug”

Step 1: Form Information Fields and Functions:

Form Name: Will default to the form you have selected.

Organization: Will default to the Organization you are signed in under.

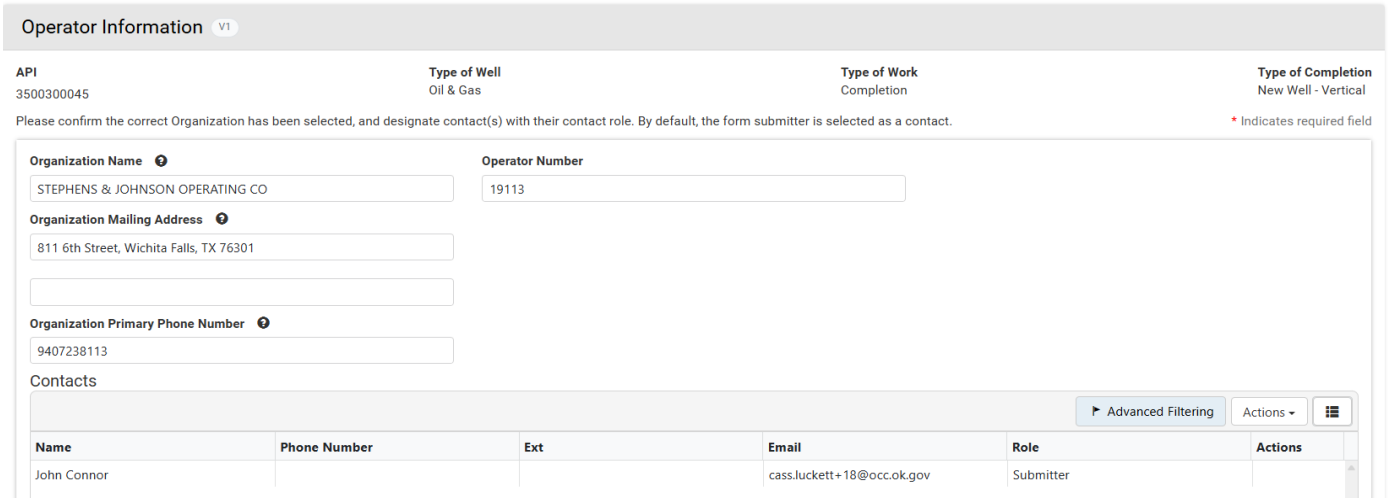
API: Select the API of the well you are filing for.



Step 2: Operator Information

The Operator Information page is used to designate contacts for the filing.

By default, the person who is logged in and submitting the Form will be displayed in the “Contacts” grid. By clicking the “Actions” button and selecting “Add Contact”, additional contacts can be associated with the intent to plug. Review the operator information displayed at the top of the form to ensure the correct organization has been selected. Plugger and cementer contact information will be required in this section.

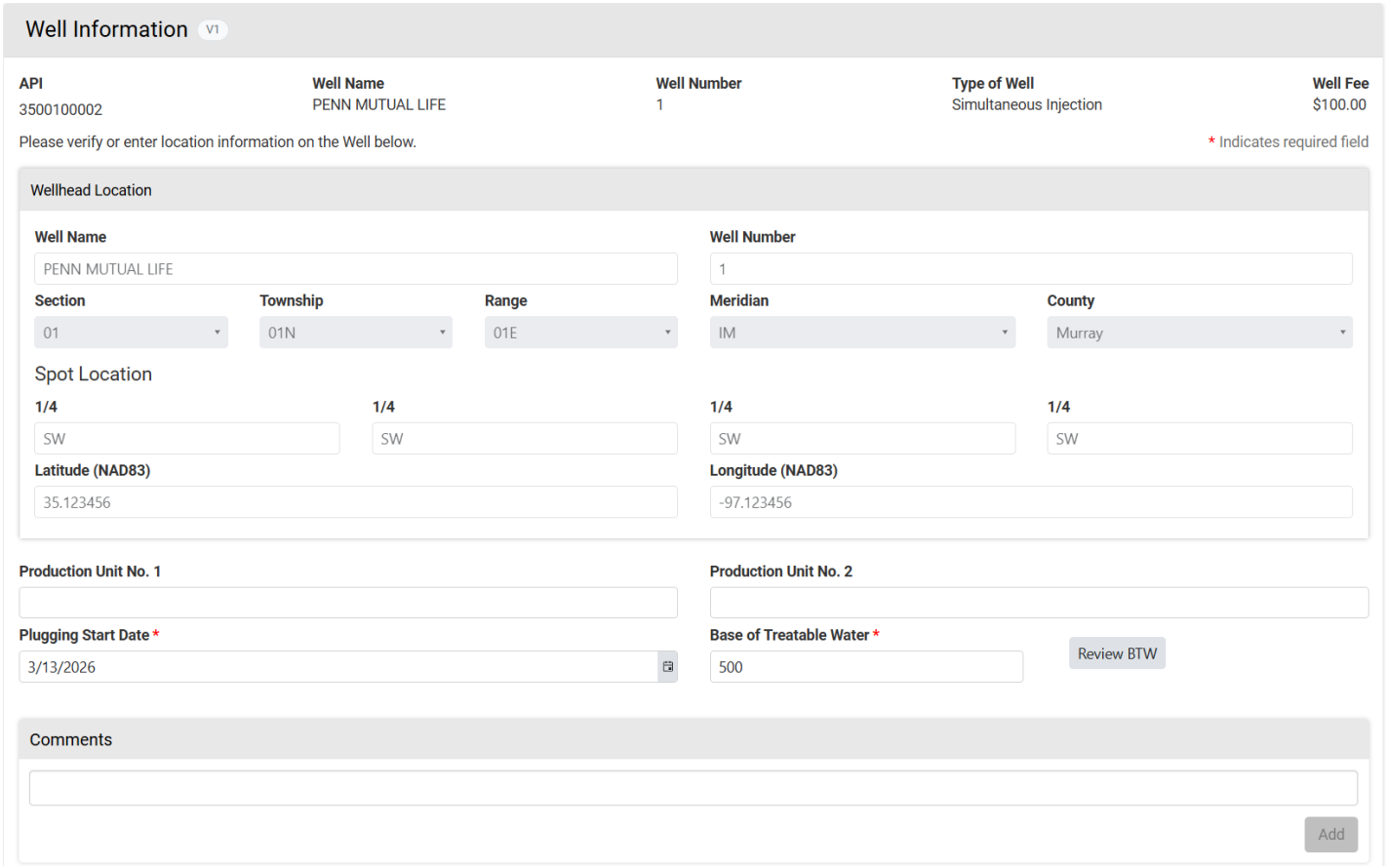


Step 3: Well Information

The Well Information step is used to give wellhead information.

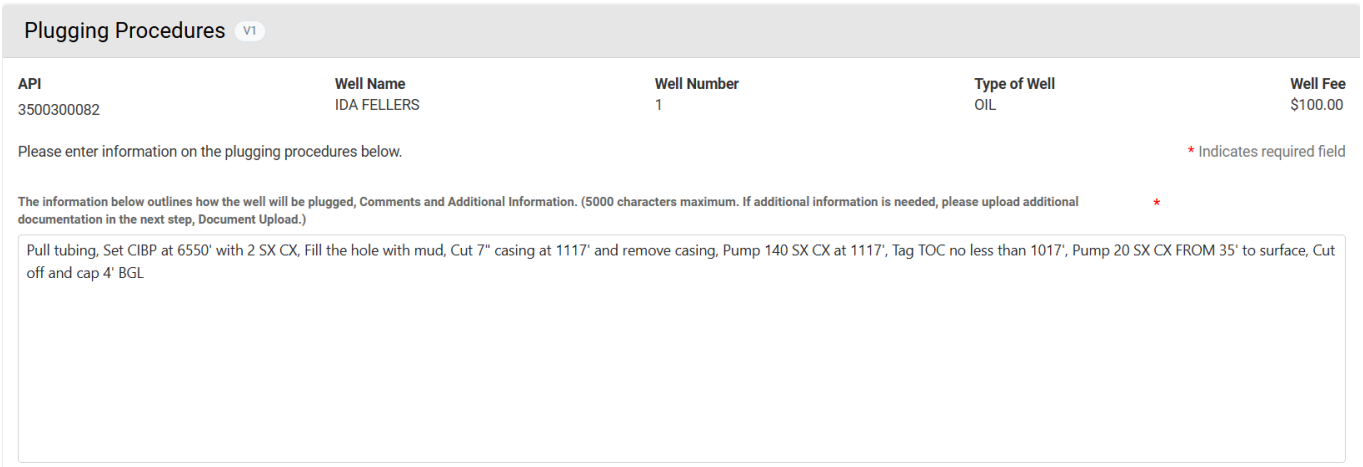
- Verify the wellhead information appears correct.
- If there is a discrepancy leave a remark in the “Comments” section at the bottom of the page. You will see a “Comment successfully added” toast message in the bottom right corner of the screen.
- Enter the production unit number(s) associated with the well. In some scenarios there may be two PUN’s if the completion interval crosses a county boundary, i.e. directional or horizontal wells.
- Enter the estimated plugging start date.
- Enter the base of treatable water value (will automatically round to the nearest ten).

Tip: The “Review BTW” button can be used to derive the value, upon clicking the button a map will zoom to the location per the GPS coordinates entered on the intent to plug. To place a “Pin” on the map, the coordinates will need to be entered again. Once entered, hit enter and click on the “Pin”. Your BTW value will appear.



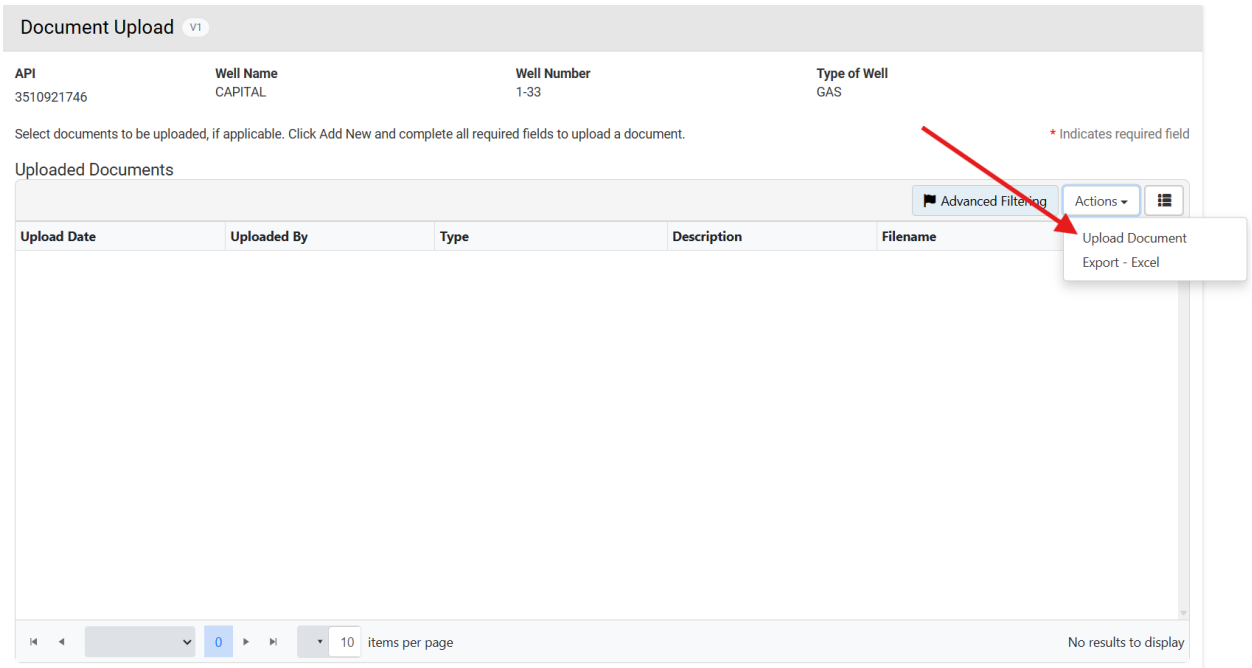
Step 4: Plugging Procedures

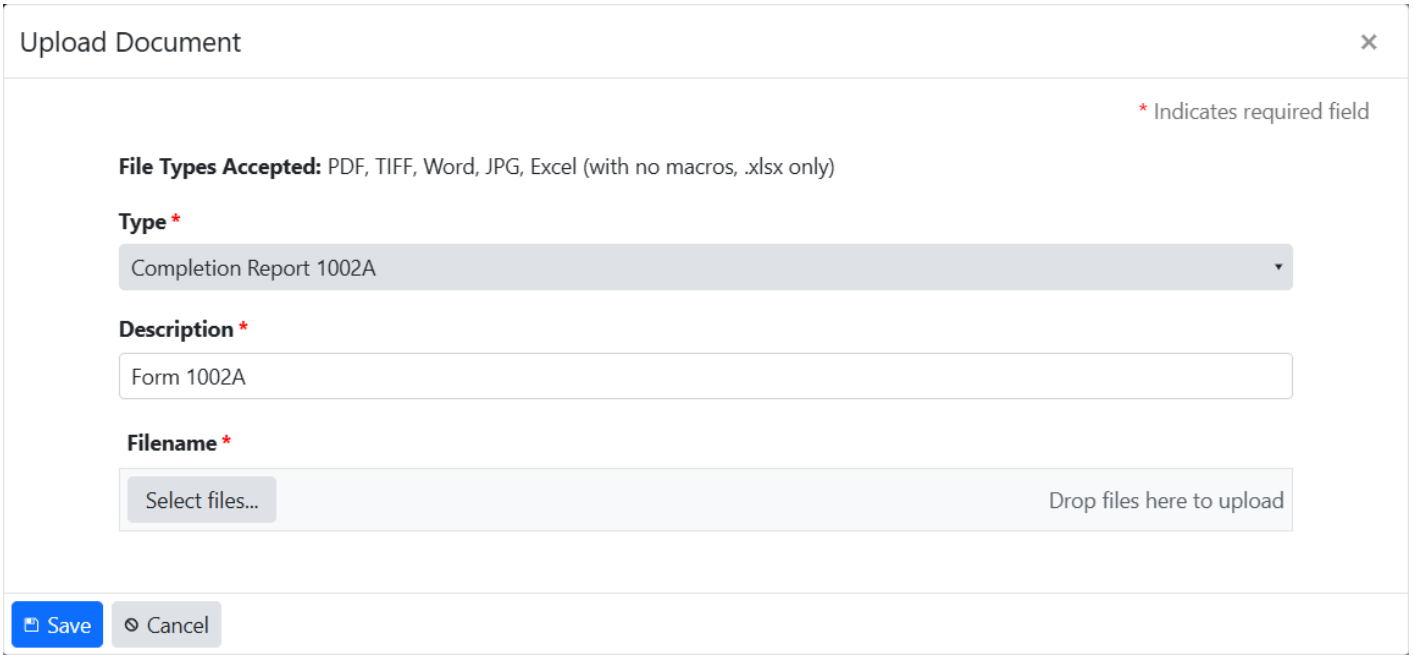
This section is used to provide information on the proposed plugging procedure which will be required for the form to be eligible for approval.



Step 5: Document Upload

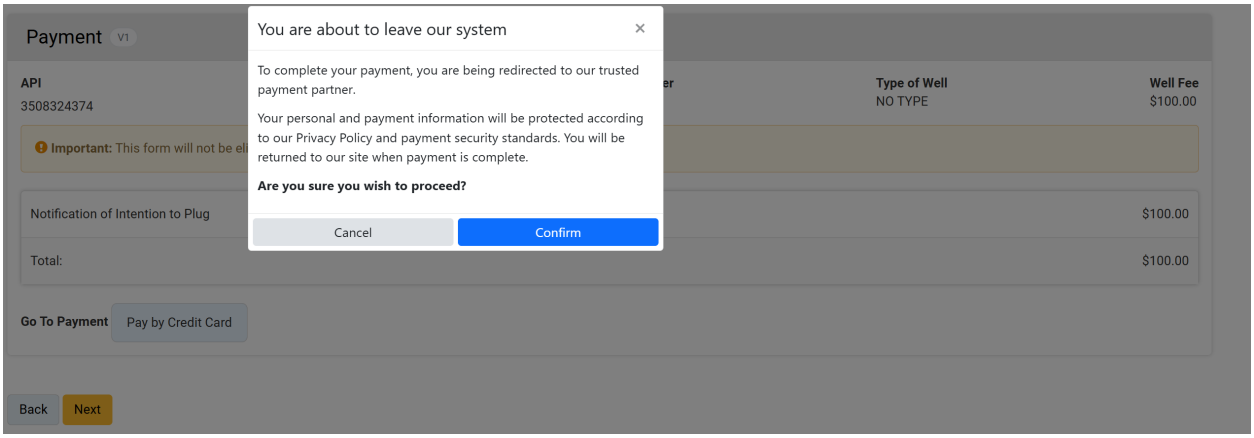
Any additional documents that are required, i.e., completion report (Form 1002A), can be uploaded in this section.





Step 6: Payment

Payment must be made prior to submitting the Form, payment options include Credit Card and ACH (Electronic Check). Upon clicking ***Pay by Credit Card***, you will be prompted by a confirmation screen before being redirected. After filling out the customer information screen and submitting payment, you will receive two receipts by email notification, one from our internal payment processing system and one from OKIES.



Customer Information

Complete all required fields [*]

Country *

United States

First Name *

Last Name *

Company Name

Address *

Address 2

City *

State *

Select State

ZIP/Postal Code *

Phone Number

Email

Next

Step 7: Form Submit

To submit the form, check the box next to the acknowledgement statement, confirm all sections have been completed (check mark vs “X”) and click the “Submit” button at the bottom of the page. Prior to submittal, a draft copy is available using the “Download Draft PDF” button as well as a preview of your submission.