

## OKIES User Manual

### Completion Report – Form 1001A

## Accessing the Notification of Spud

You can access a spud report if you have the permissions below:

### Security Permissions

Access to submit a completion report 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 a user from Read Access, take care to uncheck Read Access 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 a Spud Report Form:

To access the Notification of Spud for submission you can:

1. Select “Online Forms”
2. Select “Notification of Spud”

## Home

[Alerts](#) [Online Forms](#) [Forms In Progress](#) [Forms Submitted](#) [My Organization](#)

| Form Name ↓                                                                     | Form Number |
|---------------------------------------------------------------------------------|-------------|
| <a href="#">Well Completion Report</a>                                          | 1002A       |
| <a href="#">Notification of Well Spud</a>                                       | 1001A       |
| <a href="#">Notification of Intention to Plug</a>                               | 1001        |
| <a href="#">Notice of Intent to Drill</a>                                       | 1000        |
| <a href="#">Application to Dispose or Inject Class II Fluid</a>                 | 1015        |
| <a href="#">Application for Order or Permit for Simultaneous Injection Well</a> | 1015SI      |

### Step 1: Form Information

The operator in which you are signed in under will populate, enter the API number and the information from the permit will populate. Click “Save & Continue”.

Form Information v1

Operator \*

19113 - STEPHENS & JOHNSON OPERATING CO

API Number \*

3500100002

Type of Well

Simultaneous Injection

Type of Drilling Operation \*

Vertical Hole

Well Name

PENN MUTUAL LIFE

Well Number

1

Indicates required field

Cancel

Save & Continue

### 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 completion report will be displayed in the “Contacts” grid. By clicking the “Actions” button and selecting “Add Contact”, additional contacts can be associated with the spud report. Review the operator information displayed at the top of the form to ensure the correct organization has been selected.

## Operator Information V1

API 3500300045      Type of Well Oil & Gas      Type of Work Completion      Type of Completion New Well - Vertical

Please confirm the correct Organization has been selected, and designate contact(s) with their contact role. By default, the form submitter is selected as a contact.

\* Indicates required field

### Organization Name ?

STEPHENS & JOHNSON OPERATING CO

### Operator Number

19113

### Organization Mailing Address ?

811 6th Street, Wichita Falls, TX 76301

### Organization Primary Phone Number ?

9407238113

### Contacts

Advanced Filtering

Actions



| Name        | Phone Number | Ext | Email                      | Role      | Actions |
|-------------|--------------|-----|----------------------------|-----------|---------|
| John Connor |              |     | cass.luckett+18@occ.ok.gov | Submitter |         |

## Step 3: Well Information

The Well Information step is used to give wellhead information from the permit.

- Enter the Spud Date for the well.
- Verify the information appears correct.
- Update the information as necessary then click “Save” to continue.

## Well Information V1

API 3500100002      Well Name PENN MUTUAL LIFE      Well Number 1      Type of Well Simultaneous Injection      Type of Drilling Operation Vertical Hole

Please enter information on the proposed well operation below.

\* Indicates required field

Spud Date \* 1/1/2025

### Wellhead Location

#### Well Name \*

PENN MUTUAL LIFE

#### Well Number \*

1

#### Section \*

01

#### Township \*

01N

#### Range \*

01E

#### Meridian \*

1M

#### County \*

Murray

#### Footages from Nearest Section Line

##### Footages \*

660

##### Feet From \*

North

Line

##### Footages \*

600

##### Feet From \*

East

Line

#### Latitude (NAD83) \*

35.123456

#### Longitude (NAD83) \*

-97.123456

## Step 4: 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.

| API        | Type of Well | Type of Work | Type of Completion    |
|------------|--------------|--------------|-----------------------|
| 3509900422 | Oil & Gas    | Completion   | New Well - Horizontal |

Review your information and click Submit to complete the form.

\* Indicates required field

### Acknowledgement

#### Submitter

Internal User Cass Luckett

#### Submitter Title

Employee

#### Date Received

03/18/2026



☒ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct, and complete. \*

### Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

Download Draft PDF