



Logging into OKIES - FAQ

Initial Sign On

If you are an operator that is currently registered with OGIMS:

The email and password used to sign in to OGIMS can be used with OKIES without creating an OKIES account and requesting a PIN. If you wish to create another login follow the instructions below.

How do I create an OKIES account?

1. Navigate to <https://okies.occ.ok.gov/>
2. Press "External User Access"
3. Click "Sign up now" next to "Don't have an account?"
4. After entering your email address click "Send verification code" and enter the verification code sent to your email before continuing.
5. Enter the other information to create your account. You are now registered.

How do I request access to my Organization?

If you would like to be an administrator for your organization, follow the instructions below:

You should request that an administrator from OCC grant you an Administrator PIN. Please contact ogbtw@occ.ok.gov and request a PIN for your organization. Once you have received an email containing the pin, you may follow these instructions:

1. Press "Operator Management" in the Menu Bar and then click "Enter Access Pin."
2. Enter the pin from above and click "Enter".

Note: There will only be one PIN for administrating your organization as an Administrator — you should only share this PIN with someone in your organization who you trust to add other users to the system.

If you are a new operator that is not currently registered with OGIMS:

Please email ogbtw@occ.ok.gov for further assistance.

Why is my home page blank?

The system is designed such that users who are a part of an organization in OGIMS (Oil and Gas Information Management System) get provisioned with the organization their email is associated with. They should also have been granted a role that is appropriate for the type of work they will be doing.

If your home page is blank, the system failed to assign you to an organization, and you should request access through the instructions outlined below. [See next section]

How do I join an organization as a non-administrator?

1. Under "Operator Management" on the homepage, select "Request Access"
2. Find your organization in the dropdown and select "Request"
3. The administrator of your organization must then accept your request under "Manage User Requests" (Outlined in a section below).

How do I change my password?

1. Press "Forgot Your Password" on the login screen.
2. Enter your email address and click "Send verification code".
3. Enter the verification code and press "Verify Code". If you need a new code press "Send new code"
4. Once your code is verified press "Continue".
5. Follow the onscreen instructions to create a new password.

How do I approve or reject a user's request to join my organization?

1. Press "Operator Management" in the Menu Bar and then click "Manage User Requests".
2. Press the "Actions" button next to the user whose request you'd like to manage.
3. If their request is pending, you can approve or reject the request by clicking the appropriate option in the drop-down from "Status", writing a comment, and clicking "Save".

Other FAQ:

How will I know when I am part of the Organization?

1. Your organization will be listed next to your name on the Home Screen.
2. If you are a part of multiple organizations, you will be prompted upon logging in to choose one
 - a. To switch organizations, you can log out and log back into the application.

How can I revoke a user's membership after I have approved it?

1. If you are an administrator for your operator, you may navigate to "Manage user requests" under operator management and remove a user under "Actions" next to their name.
2. If you are not an administrator, contact one so that they may perform the above action.

Why am I not seeing the forms I have access to under the Online Forms tab?

You must have up-to-date Surety on file before proceeding with your forms.

1. Proceed to the link provided in the message at the top of the screen regarding your Organization's Surety being out of date.
2. Click the link provided to update your Surety information in OGIMS.
3. When your organization's updated Surety records are reflected in OKIES, you will now have access to the forms for your organization.

Note: When you proceed to submit the form and your Surety information has lapsed, you will receive a notification to update your Surety bonding information through OGIMS. Once completed, your access to submit forms is cleared.