

Guide to access the new firm licensing page.

Start by going to <https://okwrb.portalus.thentiacloud.net/webs/portal/#/>

Once there click on the box that says Licensing. This will begin the process of getting your account finished being set up. After clicking Licensing the next screen should look like this.



Licensing

Sign In

Or

[Forgot your password? Reset Password](#)

[Don't have account yet? Register for an Account](#)

Existing firms should click the reset password button. As there should already be an email associated with the firm. If you do not have an email associated with your firm, please contact the OWRB so we can assist you.



Licensing

Enter the email address you use to sign in and we will send you a password reset email

Next

Back

After clicking “Reset Password” type in the email you have given to the OWRB to attach to your firm.



Licensing

We have just sent you an email with a temporary password. It should arrive within a few minutes.

Enter your temporary password here to verify your email and proceed with setting up your account.

Next

Enter the temporary password from received email.



Licensing

Create a password for your account

- ✗ A minimum of 8 characters
- ✗ At least 1 lower case
- ✗ At least 1 upper case
- ✗ At least 1 number
- ✗ At least 1 special character

- ✗ Passwords must match

Next

Back

Type in a new password.



Licensing

Choose the method you want to use for two-stage authentication.

☒ **Enter Security Code (Email)**

Enter a security code that you receive by email each time you sign in.

☐ **Answer Security Questions**

Answer one of your security questions each time you sign in.

Next

Choose whatever option best suits you. This will be how the secondary form of authentication is done and will need to be answered every time you log in.



Licensing

To verify your identity, check your email for the security code and enter it here:

Security Code

Didn't receive a code? [Resend Code](#)

Submit

If security code was selected; Enter security code from received email. If security question was selected; Enter the answer to the question. This will then log you into your account.

On the left side there will be some options. To find your firm's license click on DPC Certificate.

Licensing

Apply & Renew DPC License

DPC Certificate

Apply & Renew Operator

Operator Wallet Card

Documents For Licensing

Firm

Firm Information

Firm Licensed Categories

Name Change Request

Transfer Operator Request

Document History

Finance

Pay Invoices

Invoices & Receipts

Access

Authorized Users

My Information

My Account Settings


Next click the Download Certificate and it will download a copy of the firm license.

DPC Certificate

If your firm has an active DPC license you can download a copy of the certificate here.

License Class

In-State Drilling/Pump Contractor

 [Download Certificate](#)

For operator wallet cards click the link called Operator Wallet Card. This will open just like the firm license. Click “Download Wallet Card” to start the download on the desired operator. **Please note:** Where it says “Firm:” on the card **does not** have the firm’s DPC on it. If you would like, you can write the firm’s DPC on the card by the firm’s name or just leave it off.

If you need help or have questions at any point, please feel free to contact us.