



Office of Natural Resources Revenue (ONRR)

The new Reporting eCommerce ONRR web site is up and running at <https://onrrreporting.onrr.gov>

Note: The Inovis web site is no longer available.

IMPORTANT!

If you have a User ID for the Data Warehouse Portal but you have not applied for a new User ID since December 2010, you must complete, sign and send a new EMARF to ONRR to gain access to the eCommerce Reporting web site.




Your current User ID for the Data Warehouse can provide access to the new eCommerce Reporting web site **ONLY IF** you request that specific access by mailing a new EMARF to ONRR (see detailed directions below). Until you have a User ID that is specifically set up to access the eCommerce Reporting web site, you cannot report data electronically. Late reporting is subject to fines, so apply for a new User ID or add eCommerce access to your existing User ID as soon as possible.

Previously, user access to the Inovis web site was assigned at the COMPANY level. User Access to the new eCommerce Reporting web site must be applied for and assigned at the INDIVIDUAL level. Each individual who requires access to the eCommerce Reporting web site to enter electronic reporting must follow the directions below.

Apply for a New User ID

1. Click <http://www.onrr.gov/FM/Forms/default.htm> and locate the following items:

External MRMSS Application Request Form (EMARF)
Application that external users must complete, sign and mail to ONRR to establish access to the ONRR Data Warehouse Portal so they can view their archived Royalty (2014), OGOR and PASR reports and Statement of Account. (May also be used by government auditors to establish access to the MRMSS.)

-  [External MRMSS Application Request Form \(EMARF\) \(as of 12/2010\)](#)
-  [EMARF Instructions \(as of 12/2010\)](#)
-  [Acceptable Use Policy for External Users](#)

2. Open and read the Acceptable Use Policy for External Users document.
3. Open the EMARF and fill in all required fields. Read the EMARF Instructions if you have questions.

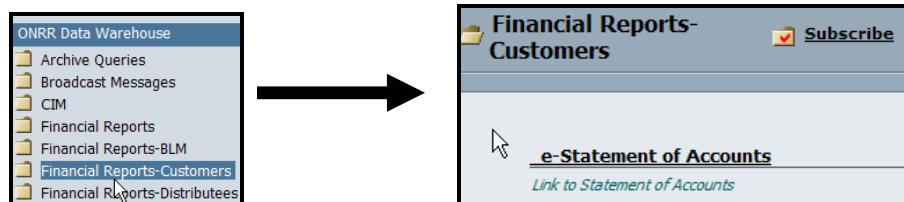
If you already have an individual User ID for the Data Warehouse, mark the “Change User” radio button on the form and type your current User ID in the space provided.

4. Print, sign, and date the EMARF.
5. Mail your original, completed EMARF to:

Denver Federal Center Building 53
Entrance W19 S
Help Desk Mail Stop 3753
PO Box 25165
Denver CO 80225-0165

Test your new User ID and Password

1. When you receive your new User ID and Password, log in to the ONRR Data Warehouse.
2. Click on the Financial Reports-Customers folder.
3. Click on the e-Statement of Accounts link.



Questions or comments?

Please read the Frequently Asked Questions (FAQs) starting on page 3. If your questions are not answered there, or if you have comments, please e-mail them to ONRRReCommerceFeedback@onrr.gov.



eCommerce Reporting Web Site

Frequently Asked Questions (FAQs)

(as of March 2011)

Q1 I am unable to find the Dear Reporter letter dated 3/31/2006 that provides instructions on saving the noted historical data.

A: The direct link to the March 31, 2006 Dear Reporter letter is:
<http://www.onrr.gov/FM/PDFDocs/20060331.pdf>

To navigate via the Internet, open the ONRR home page: www.ONRR.gov.

- In the ONRR column on the left, hover over “Payors and Reporters” until a list opens.
- Click on “Reporting Information” to open that web page.
- In the FM Quick Links list on the right, click “Payor/Reporter Letters.”
- Find the Arranged by Date list, then click on the dropdown arrow next to the field under it.
- Use the scroll down until you reach the year 2006.
- Click on the March 31, 2006 entry to highlight it.
- Click the Submit button to open that Dear Reporter letter. You can print that letter.

Q2 I only report OGORs and 2014s. Do I still need to switch to the new reporting site or continue to use the present one?

A: You must switch to the new eCommerce Reporting web site. (The Inovis site is no longer available.)

Q3 How do we register for the new web site and begin reporting on it?

A: You must register for the new web site using the EMARF form. Please follow the directions above. The new eCommerce Reporting web site is similar in functionality to the current web site, updated with tabs for easier user navigation.

Q4 Are you changing the web site to be only available M-F between 6 AM and 6 PM? Does this mean I can't enter data on Saturday or at 8pm on a Wednesday night?

A: Yes. Availability of the new web site is Monday through Friday between 6am and 6pm Mountain Time. We know this requires an adjustment for some reporters, and we will re-evaluate the time constraint in the near future.

Q5 Can you please add me to your distribution to receive any information?

A: All information about the eCommerce Reporting web site will be distributed through the ONRR web site. Updates will also be announced through Dear Reporter letters and/or emails and will be posted to the www.ONRR.gov web site.

Q6 Please provide information for the new ONRR eCommerce Reporting web site and contact information.

A: All information about the ONRR Reporting web site redesign will be posted to www.ONRR.gov. Please check that web site for all current and future information about the new eCommerce Reporting site.

Q7 If I have access to the current Inovis web site, do I need to reapply for access to the new eCommerce web site?

A: Yes. To provide additional security for your reporting data, access to the new web site will be given to individuals. See the directions above to reapply.

Q8 Is Inovis web site historical data available through the ONRR Data Warehouse portal?

A: Yes, and this data will continue to be stored in the Data Warehouse. There will be no changes to historical information currently stored in Data Warehouse.

Q9 I noticed that the External Application Request Form (EMARF) is the same one I filled out to use the Data Warehouse portal. Do I need to fill out another to access the ONRR reporting site?

A: You are right—it is basically the same form. Yes, you must mail a new EMARF to obtain access to the ONRR eCommerce Reporting web site. Your existing access to the Data Warehouse portal was approved based on the first EMARF you submitted. The EMARF now provides a checkbox so you can request access to the new eCommerce web site. Having Data Warehouse access does NOT automatically include eCommerce access—you must request it via EMARF.

Q10 We report for many different companies. Do we need to complete separate User access requests for each company? Will we need separate User IDs for each company? If we don't prepare the report, but need to access it later, do we need another User ID?

A: No, you do not need to submit separate requests, nor will you be assigned separate User IDs. However, to access or input data for more than one company, you DO need to list all reporter codes (Operator Numbers) for all the companies you need to access on your EMARF. Each user is assigned a unique User ID, and with that User ID they will be able to report for all reporter codes you listed on the EMARF.

If a User ID has access to a particular reporter code, the user will be able to access all reports submitted for that reporter code regardless of who prepared them.

Please send additional questions or comments to
ONRRReCommercefeedback@onrr.gov