

Instructions for the External MRMSS Access Request Form (EMARF)

An original, signed External MRMSS Application Request Form (EMARF) is required for external users to gain access to the Office of Natural Resources Revenue (ONRR) Data Warehouse through the on-line portal. The ONRR Data Warehouse on-line portal is used to report electronically.

Please complete the EMARF according to the procedure below, print it, and obtain required signatures. You must read the ONRR Acceptable Use Policy and mark the box indicating you have read and understand your responsibilities. Mail the completed form to us at the address following these instructions.

Upon receipt, we will confirm all submitted information before approving and processing your request. This process usually takes two weeks.

After you receive your User ID and PIN letter, you must log in every 60 days or your password will become inactive and must be reset. After 90 days, your User ID will be deactivated and you must submit a new "Change User" EMARF to reinstate it.

PLEASE TYPE OR WRITE LEGIBLY.

EMARF Item	Instructions
User Information	Blacken the radio button that indicates your status as a user: New User – If you have never had access to the ONRR Data Warehouse portal. Change User – If you have access to the ONRR Data Warehouse portal and this application is for a name change or other user information change, enter your current User ID in the Current User ID blank. Delete User – If you no longer need access to the ONRR Data Warehouse portal, enter your current User ID in the Current User ID blank.
Legal Name	Enter your Last name, First name, and Middle Initial as they appear on your birth certificate or passport.
Preferred Name (Optional)	Only enter a Last name, First name and/or Middle Initial if you prefer to be addressed differently than your Legal Name.
User Telephone Number	Enter your daytime telephone number.

EMARF Item	Instructions
User Email Address	Enter your electronic mail address so you can receive important information from us. If your e-mail address changes, you must submit a new "Change User" EMARF.
Organization (Company Name)	Enter the full name of the Company, Federal Agency, State Agency, or Tribe for whom you work. If you are a reporting agent for another company, you must submit a letter from them that authorizes your access to their data.
User Mailing Address	Enter your work mailing address, including internal routing information as appropriate, the street address or PO Box, city, state or province, and Zip or postal code.
Industry	If you work for a company, you must provide at least one Payor Code or Operator Number. If your company will submit electronic Royalty and/or Production reports, please check eCommerce Reporting. If your company submits Solids P&R reports, please check that box in addition to providing at least one Payor Code or Operator Number. Skip the next three boxes.
Financial (Non-STRAC)	If you are a financial auditor, complete either the State and County fields or the Tribe field.
Compliance (STRAC)	If you are a STRAC member, provide either a Tribe Name or a two-digit alpha State abbreviation.
Federal	If you are employed by another Federal Agency, please provide the name.
External Auditor (DOJ, KPMG, OIG)	If you are an external auditor for one of these organizations, check the appropriate box(es) for access to the ONRR Data Warehouse and/or the PeopleSoft financial system.
User Signature	After you read the ONRR Acceptable Use Policy, check the box indicating you have done so and agree to abide by it. (If you do not check this box, your EMARF will be returned.) Print the form, then sign and date it.
Supervisor Name/Signature	Either you or your supervisor must print their name and telephone number. Your supervisor must sign and date the completed form. If you do not have a supervisor, attach a statement of explanation.
Questions?	If you need assistance to complete this form, please contact the IT Help Desk at 877-256-6260.

Mail the original, completed, signed form to this address (do NOT use overnight delivery):

Denver Federal Center
Office of Natural Resources Revenue
IT Help Desk MS 3753
PO Box 25165
Denver CO 80225-0165