Chapter 3
Electronic Reporting

This chapter provides information on acceptable ONRR electronic reporting methods, requirements, and formats for production reporting documents. To implement electronic reporting, we contracted with an electronic commerce (EC) service provider. Our EC service provider loads production reporting data into ONRR's database for validation and update. Your working relationship with us does not change as a result of the contract between us and our EC service provider.

NOTE	*You must contact one of our eCommerce contacts whenever you are considering an upgrade to your computer's operating system. You may be unable to send your monthly production reports to us if you upgrade operating systems without verifying that the EC service provider options work with that particular operating system. To verify the operating system you are considering is compatible, please contact your Production Reporting Contact listed at* http://onrr.gov/ReportPay/contacts.htm .

3.1 Electronic Reporting Requirements

According to 30 CFR 1210.104, "you must submit Forms ONRR-4054 (OGOR) and ONRR-4058 (PASR) electronically unless you qualify for an exception under 30 CFR 1210.105."

As of December 31, 2011, all reporters must report to ONRR electronically by means of the eCommerce Reporting website. The eCommerce Reporting site can be accessed at https://onrrreporting.onrr.gov/.

All reporters must report production data either by entering their data directly or uploading data to the eCommerce reporting site. You can upload your files using one of the following formats: American Standard Code for Information Interchange (ASCII) or Comma Separated Values (CSV). You must create your external files in the proprietary ASCII and CSV file layout formats defined by ONRR. You can generate external files from your system application. Reporters should follow the file format and layout information for production forms described at http://onrr.gov/ReportPay/production-reporting.htm. Reporters also can access detailed information and instructions regarding how to use the eCommerce Reporting Web site at http://onrrreporting.onrr.gov.

Electronic reporting options offer these benefits:

- Fewer reporting errors

- Secure data transmission

- Last-minute reporting capabilities

- Reduced costs for you and for ONRR

The Electronic Reporting Guidelines replace the traditional trading partner agreement. These guidelines provide information you should read before reporting electronically. For the most current version of the Electronic Reporting Guidelines, see http://onrrreporting.onrr.gov or call 1-800-525-7922 and see http://onrr.gov/ReportPay/Forms/default.htm for access forms and instructions needed to report electronically (see EMARF).

3.2 Electronic Reporting Options

You may use the following electronic reporting options:

NOTE	*See **Appendix O** for the web site location to obtain information about electronic reporting.*

Option 1: Complete forms on the Web.

You may, at no cost, use our secure Web site at https://onrrreporting.onrr.gov to complete OGOR and PASR forms.

This secure Web site includes all of the data fields needed to electronically transmit your monthly production reports. When you transmit the electronic reports over secure lines, they are converted into an ANSI ASC X12 EDI format and immediately forwarded to us for processing.

Option 2: Use software off line, and then transmit reports online.

Our eCommerce Web site will accept uploads from report data residing in an electronic format; such as, Microsoft Excel or other spreadsheets, legacy systems, etc. The eCommerce Web site allows you to import Comma Separated Values (CSV) or American Standard Code for Information Interchange (ASCII) data files. When you upload files to ONRR's eCommerce Web site over secure lines, the Web site loads the file into the OGOR form and forwards them to us for processing after validation and it is sent through eCommerce. You do not need an Internet browser for this option. However, you must have an Internet Service Provider (ISP) because our software works in tandem with your internet connection to transmit the completed report.