



Office of Natural Resources Revenue Instructions for MessageWay Access and Use

MessageWay is the system used by the Office of Natural Resources Revenue (ONRR) for sharing sensitive, proprietary information with government agencies, company operators and payors.

These instructions are designed to assist you with:

- Establishing an account to access MessageWay.
- Accessing the MessageWay web interface.
- Downloading encrypted correspondence.

General Guidelines and Information

- ONRR MessageWay File Transfer process overview:

ONRR SENDER OF FILE	MESSAGEWAY SERVER	RECIPIENT OF FILE
<ul style="list-style-type: none">• Logs into MessageWay• Uploads file to recipient's mailbox	<ul style="list-style-type: none">• Processes and stores all MessageWay correspondences in the appropriate mailbox for 60 days	<ul style="list-style-type: none">• Logs into MessageWay• Downloads files in mailbox

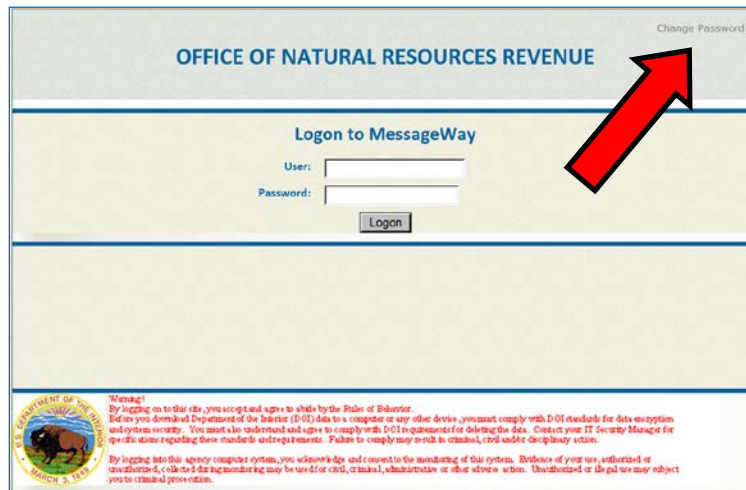
- MessageWay Web Address: <https://onrr-connection.onrr.gov>.
 - Once you download a message (file), it will move from the “Available Msgs” tab to the “Downloaded Msgs” tab.
 - The message will stay in the “Downloaded Msgs” tab for 60 days. During the 60 days it can be downloaded again as needed.
 - If you experience any problems while using MessageWay, please contact the sponsor (the person who requested your account and that you received your account information from). Please have any error message you receive available. Your sponsor will then contact the Enterprise IT Service Desk to open a ticket on your behalf.
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How to Establish a MessageWay Account

1. To establish a MessageWay account, please contact your ONRR contact (sponsor) and request a User ID (account name) and temporary password.
2. The ONRR MessageWay Administrator will establish a user ID and temporary password and forward them to your sponsor via email. Your sponsor will communicate the information to you.

How to Setup your MessageWay for the First Time

1. Begin by going to the following link: <https://onrr-connection.onrr.gov>
2. **IMPORTANT:** Click on the “Change Password” command button.



The screenshot shows the top portion of the ONRR MessageWay login page. At the top right, there is a link labeled "Change Password". Below this, the text "OFFICE OF NATURAL RESOURCES REVENUE" is displayed. The main heading is "Logon to MessageWay". There are two input fields: "User:" and "Password:". Below these fields is a "Logon" button. A large red arrow points from the "Change Password" link down towards the "Logon" button area.

3. In the “User” text box, type in your “User ID” (account name).



The screenshot shows the account setup page for ONRR MessageWay. The heading is "Logon to MessageWay". There are four input fields: "User:", "Password:", "New Password:", and "Repeat New Password:". Below the "New Password:" field is a "LogonChgPswd" button. A note states: "Note: Password **MUST** be at least 6 characters." A large red arrow points from the right side of the page towards the "User:" text box.

4. In the “Password” text box, type in the temporary password that was provided.

The screenshot shows the 'Logon to MessageWay' form on the 'OFFICE OF NATURAL RESOURCES' website. The form includes fields for 'User:', 'Password:', 'New Password:', and 'Repeat New Password:'. A red arrow points to the 'Password:' field. A note states: 'Note: Password **MUST** be at least 6 characters.' Below the fields is a 'LogonChgPswd' button. At the bottom left is a 'Return' link. At the bottom right is a circular seal for the U.S. Department of the Interior, featuring a bison and the text 'U.S. DEPARTMENT OF THE INTERIOR', 'BUREAU OF LAND MANAGEMENT', 'MARCH 3, 1849'. Below the seal is a warning: 'Warning! By logging on to this site, you accept and agree to abide by the Rule of Behavior. Before you download Department of the Interior (DOI) data to a computer or any other device, you must comply with DOI standards for data encryption and system security. You must also understand and agree to comply with DOI requirements for deleting the data. Contact your IT Security Manager for specific instructions regarding these standards and requirements. Failure to comply may result in criminal, civil and/or disciplinary action. By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative or other adverse action. Unauthorized or illegal use may subject you to criminal prosecution.'

5. In the “New Password” and “Repeat New Password” text boxes, type in your preferred new password.

This screenshot is identical to the one above, showing the 'Logon to MessageWay' form. Two red arrows point to the 'New Password:' and 'Repeat New Password:' fields. The rest of the form, including the 'User:' field, the 'LogonChgPswd' button, the 'Return' link, the seal, and the warning text, remains the same.

- Click on the “LogonChgPswd” command button.

OFFICE OF NATURAL RESOURCES

Logon to MessageWay

User:

Password:

New Password: **Note: Password MUST be at least 6 characters.**

Repeat New Password:

[Return](#)

Warning!
By logging on to this site, you accept and agree to abide by the Rules of Behavior.
Before you download Department of the Interior (DOI) data to a computer or any other device, you must comply with DOI standards for data encryption and system security. You must also understand and agree to comply with DOI requirements for deleting the data. Contact your IT Security Manager for specifications regarding these standards and requirements. Failure to comply may result in criminal, civil and/or disciplinary action.
By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative or other adverse action. Unauthorized or illegal use may subject you to criminal prosecution.

Note: There are no password restrictions in-place for MessageWay. If you fail to successfully log in after four attempts, you will be locked out. If you get locked out or forget the password, please contact the ONRR Enterprise Service Desk, by phone: 877-256-6260 or 303-231-3333; or e-mail: EnterpriseITServiceDesk@bsee.gov.

- After clicking the “LogonChgPswd” command button, you will see your MessageWay home page.

OFFICE OF NATURAL RESOURCES

Mailbox: WolterS

Upload Available Msgs Downloaded Msgs Canceled Msgs Uploaded Msgs Home Logout

Rows 1/0 of 0 Previous Next

Message ID	Class ID	Filename	Sender	Date/Time	Size
Server Time: 20140305111609105					Previous Next

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By logging on to this site, you accept and agree to abide by the Rules of Behavior.
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How to Access MessageWay as a Returning User

1. To access MessageWay, click on the following link: <https://onrr-connection.onrr.gov>
2. Type in your User ID and password and click the “Logon” command button.

OFFICE OF NATURAL RESOURCES REVENUE

Logon to MessageWay

User:

Password:

Logon

Note: If you fail to successfully log in after four attempts, you will be locked out of the system. If you get locked out or forget the password, please contact the Service Desk, by phone: 877-256-6260 or 303-231-3333; or e-mail: EnterpriseITServiceDesk@bsee.gov.

3. Your MessageWay Home Page opens.

OFFICE OF NATURAL RESOURCES

Mailbox: WolterS

Upload Available Msgs Downloaded Msgs Canceled Msgs Uploaded Msgs Home Logout

Rows 1/0 of 0 Previous Next

Message ID	Class ID	Filename	Sender	Date/Time	Size
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Server Time: 20140305111609105 Previous Next

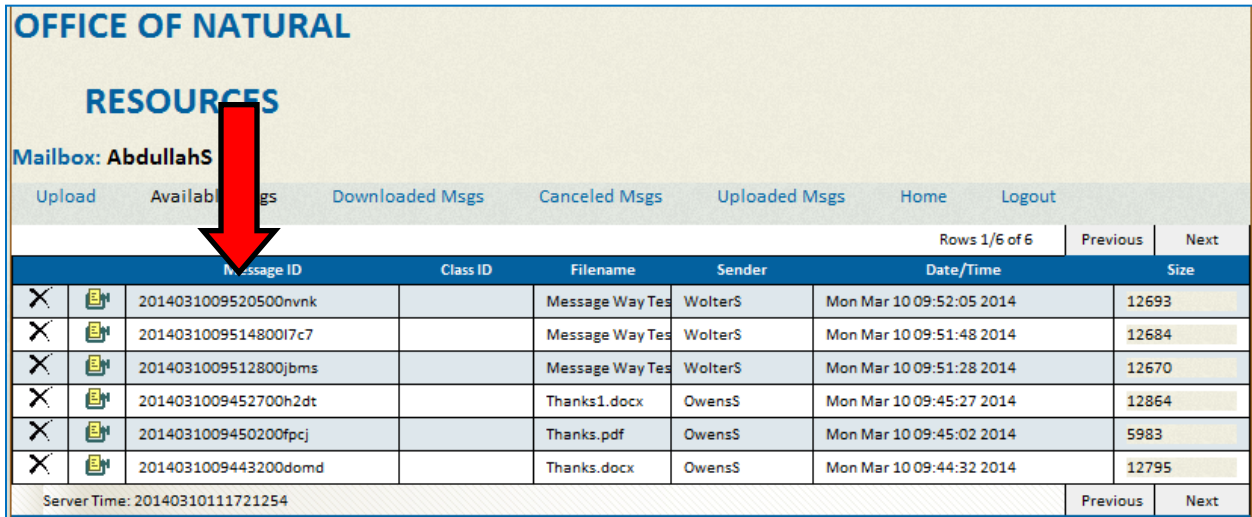
Warning!
By logging on to this site, you accept and agree to abide by the Rules of Behavior. Before you download Department of the Interior (DOI) data to a computer or any other device, you must comply with DOI standards for data encryption and system security. You must also understand and agree to comply with DOI requirements for deleting the data. Contact your IT Security Manager for specifications regarding these standards and requirements. Failure to comply may result in criminal, civil and/or disciplinary action.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative or other adverse action. Unauthorized or illegal use may subject you to criminal prosecution.

How to Download Secure Correspondence

Note: The MessageWay system will notify you via email that you have a message waiting for download.

1. From the MessageWay home page, click on the desired “Message ID” link for the file you want to download.



OFFICE OF NATURAL RESOURCES

Mailbox: AbdullahS

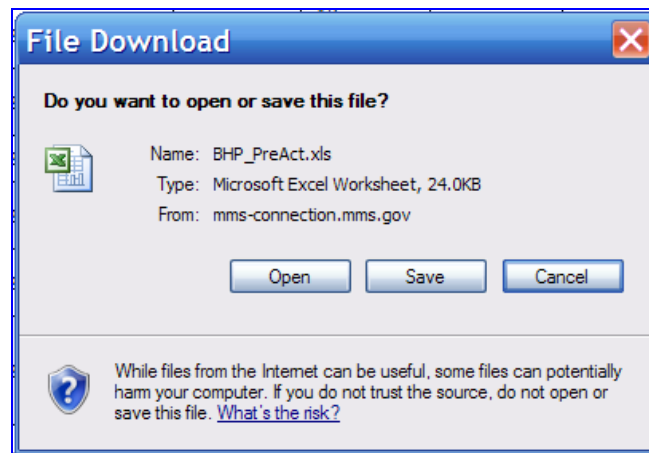
Upload Available Msgs Downloaded Msgs Canceled Msgs Uploaded Msgs Home Logout

Rows 1/6 of 6 Previous Next

	Message ID	Class ID	Filename	Sender	Date/Time	Size
X	2014031009520500nvnk		Message Way Tes	WolterS	Mon Mar 10 09:52:05 2014	12693
X	2014031009514800i7c7		Message Way Tes	WolterS	Mon Mar 10 09:51:48 2014	12684
X	2014031009512800jbms		Message Way Tes	WolterS	Mon Mar 10 09:51:28 2014	12670
X	2014031009452700h2dt		Thanks1.docx	OwensS	Mon Mar 10 09:45:27 2014	12864
X	2014031009450200fpcj		Thanks.pdf	OwensS	Mon Mar 10 09:45:02 2014	5983
X	2014031009443200domd		Thanks.docx	OwensS	Mon Mar 10 09:44:32 2014	12795

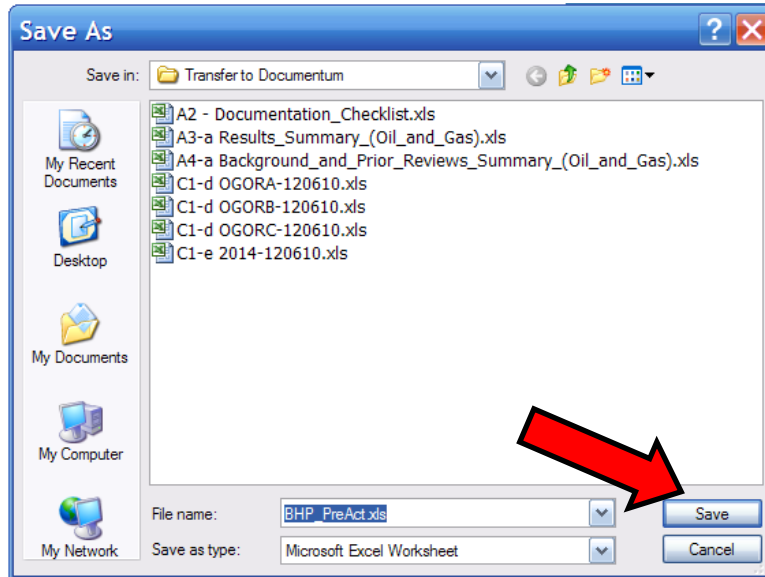
Server Time: 20140310111721254 Previous Next

2. Click on the “Save” button.

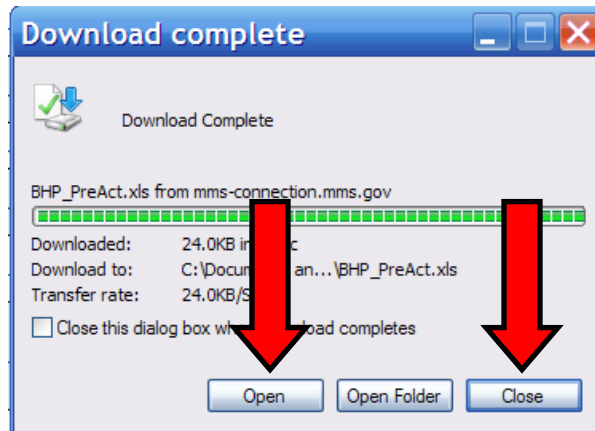


Note: Do not use the “Open” command button. Using the “Open” command button will cause a system error.

3. The “Save As” window opens with the file name for the document. Then click “Save.”




4. Once you see the “Download Complete” box, click “Open” to view document, or click “Close” to view it later.



Downloaded Msgs Home Page

The “Downloaded Msgs” home page lists all the successfully downloaded correspondence.

OFFICE OF NATURAL RESOURCES							
Mailbox: AbdullahS							
Upload	Available Msgs	Downloaded Msgs	Canceled Msgs	Uploaded Msgs	Home	Logout	
					Rows 1/1 of 1	Previous	Next
Message ID	Class ID	Filename	Sender	Date/Time	Size		
 2014031009512800jbms		Message Way Test	WolterS	Mon Mar 10 11:28:01 2014	12670		
Server Time: 20140310112816609					Previous	Next	

The message will stay in the “Downloaded Msgs” tab for 60 days. During the 60 days it can be downloaded again as needed.

To report any issues with accessing or use of your ONRR MessageWay account, please contact the ONRR Enterprise Service Desk, by phone: 877-256-6260, 303-231-3333; or e-mail: EnterpriseITServiceDesk@bsee.gov.