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:

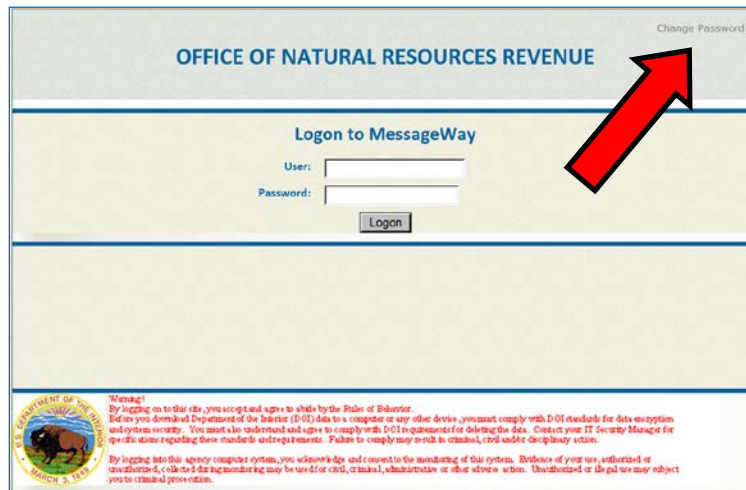| ONRR SENDER OF FILE	MESSAGEWAY SERVER	RECIPIENT OF FILE
• Logs into MessageWay • Uploads file to recipient's mailbox	• Processes and stores all MessageWay correspondences in the appropriate mailbox for 60 days	• Logs into MessageWay • Downloads files in mailbox

- 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.

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.**

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

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

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

6. Click on the "LogonChgPswd" command button.

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.

7. After clicking the "LogonChgPswd" command button, you will see your MessageWay home page.

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.

> **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.

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 | Availabl...gs | Downloaded Msgs | Canceled Msgs | Uploaded Msgs | Home | Logout |

Rows 1/6 of 6   Previous   Next

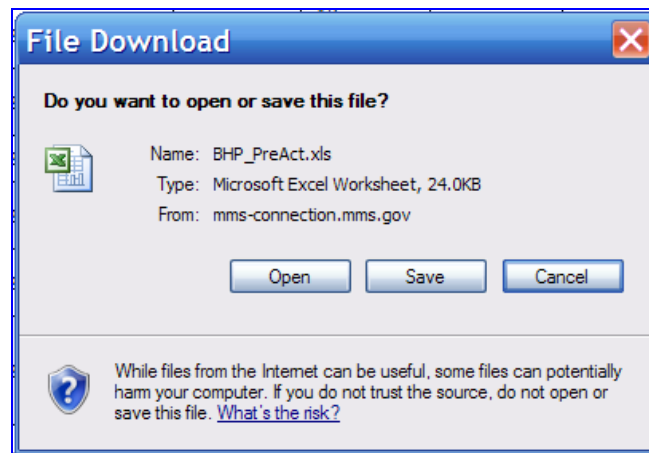|		Message ID	Class ID	Filename	Sender	Date/Time	Size
✕	📧	2014031009520500nvnk		Message Way Tes	WolterS	Mon Mar 10 09:52:05 2014	12693
✕	📧	20140310095148000I7c7		Message Way Tes	WolterS	Mon Mar 10 09:51:48 2014	12684
✕	📧	2014031009512800jbms		Message Way Tes	WolterS	Mon Mar 10 09:51:28 2014	12670
✕	📧	2014031009452700h2dt		Thanks1.docx	OwensS	Mon Mar 10 09:45:27 2014	12864
✕	📧	2014031009450200fpcj		Thanks.pdf	OwensS	Mon Mar 10 09:45:02 2014	5983
✕	📧	2014031009443200domd		Thanks.docx	OwensS	Mon Mar 10 09:44:32 2014	12795

Server Time: 20140310111721254   Previous   Next

2. Click on the "Save" button.

File Download

Do you want to open or save this file?

     Name: BHP_PreAct.xls
     Type: Microsoft Excel Worksheet, 24.0KB
     From: mms-connection.mms.gov

         [Open]   [Save]   [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
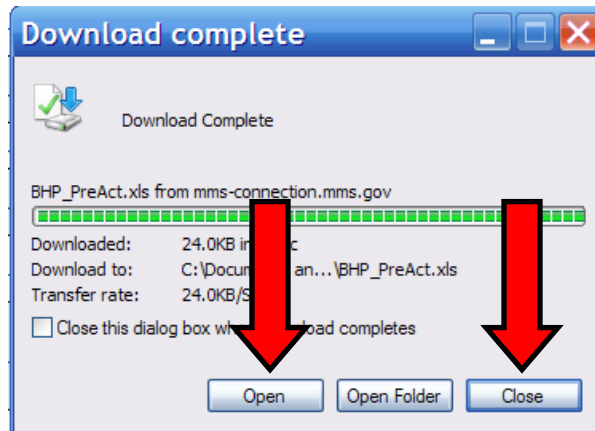
Note: Do not use the "Open" command button. Using the "Open" command button will cause a system error.

3. The "Save As" window opens with the file name for the document. Then click "Save."
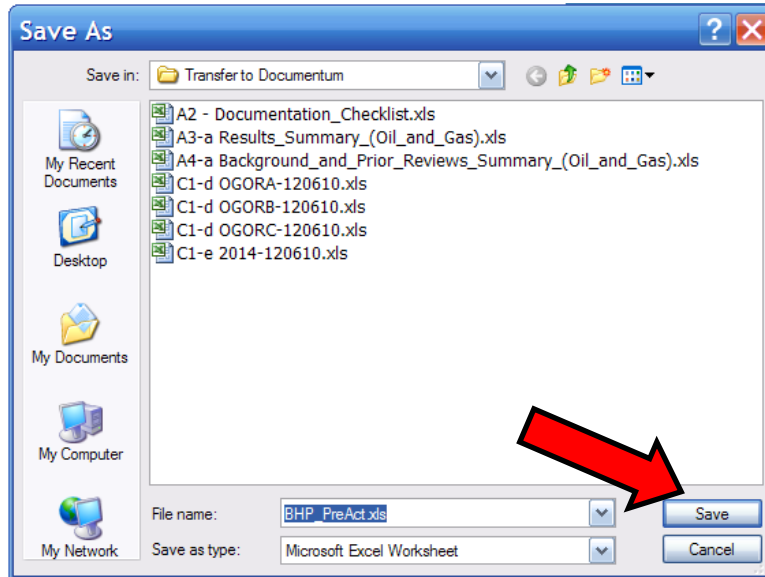
4. Once you see the "Download Complete" box, click "Open" to view document, or click "Close" to view it later.

Downloaded Msgs Home Page

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

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.