



United States Department of the Interior



MINERALS MANAGEMENT SERVICE
Minerals Revenue Management
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OCT 9 2002

Dear Reporter:

Subject: Changes to the HX Pro Client (HX) Electronic Reporting Option

This letter notifies you of anticipated changes in the electronic reporting of royalty and production data to the Minerals Management Service (MMS). **In January 2003, the HX reporting option will change to a total Web-based application.** This change will eliminate the need for us to provide you with software that resides on your desktop computer or send you e-mail messages or a CD-ROM with new forms attached. We will be able to make such changes on our host server, thereby ensuring that all reporters use the same software version. You will continue to access the Internet and use our electronic commerce service provider, Inovis Corporation (formerly Peregrine Systems, Inc.), to send your completed report(s). This change is compatible with all operating systems including Macintosh.

Testing indicates that these changes will improve the day-to-day transmission of royalty and production reports and that performance of the new functionality will be equal to or better than your existing desktop solution. Current HX Pro Client users will see only minor changes to the screens when using the new application. We have included many of the HX Pro features, such as importing data, as well as new features to enhance all reporting. Please note that you must use Internet Explorer as your browser when accessing our Web-based application. This browser is available free as an Internet download.

You will receive additional information on the upcoming changes to the HX reporting option prior to the January 2003 implementation date. If you have questions or concerns about these upcoming changes, please call us at one of the following toll free numbers: (800) 525-0309, -9167, or -7922.

We would also like to remind reporters of the record retention requirements for royalty and production reports. Electronic reporting does not change the requirements under 30 CFR, Part 212.50, which states that all Federal and Indian records must be retained for a period of 6 years after the records are generated, unless the record holder is notified in writing that records must be maintained for a longer period.

Sincerely,

Paula Neuroth
Manager, Reporting Services

