United States Department of the Interior

JAN 17 2003

Dear Reporter:

Subject: Instructions for all electronic reporters to register on the new Inovis Corporation
(Inovis) Web site after elimination of HX Pro Client (HX) electronic reporting option

In the Dear Reporter letter dated October 9, 2002, the Minerals Management Service (MMS)
notified you of the upcoming changes in the electronic reporting of royalty and production data.
The changes primarily impact the HX reporting option. The HX reporting option is changing to
a total Web-based application, which eliminates the need for MMS to provide software that you
must store on your desktop or to send E-mail messages or a CD-ROM with new forms as
changes occur. Instead, we will make changes on the host server, thereby ensuring that all
reporters use the latest form.

A team of MMS, Inovis, and industry volunteers tested the Web-based application. The testing
has shown that these changes will improve the day-to-day transmission of royalty and production
reports and that performance of the new forms will be equal to or better than your existing HX
desktop solution. We anticipate that the Web-based application will be available on or about
February 10, 2003. We will post a notice at www.mrm.mms.gov and send out an E-mail
message to all registered users when the exact date is determined. **At that time, both HX and
all existing Web users must re-register with Inovis and then log onto the new Web site at
URL: www.mrmreports.net.** (See Enclosure 1, Quickstart Guidelines and System
Requirements, for specific instructions on how to re-register.)

You do not have to make programming changes to your systems. Enclosure 1 includes the
guidelines and system requirements for using the new electronic reporting site. Enclosure 2 is an
information sheet on the new Web-based application. Both HX and current Web reporters will
find this information helpful.

Additionally, please note:

- When the HX option is eliminated, any report you create and attempt to send using the
HX option will receive an error. The error message will read "Communication session
failure." You must then log onto the new Web site and re-create your report.

- All users will have 6 months of reports converted to the new Web site. Your reports will
appear the first time you log onto the Web site. Your subsequent reports will remain on
the Web server for 6 months.

- Web users will see minor changes to screens. (See Enclosure 2 and a slide presentation, which is available at www.mrm.mms.gov/ReportingServices/ElecComm/ECInfo.htm.) The presentation details differences between the HX software and the Web-based application. It also demonstrates logging in, uploading a report, and creating/sending a report.

Record retention remains the reporter's responsibility. Electronic reporting does not change the requirements under 30 CFR, Part 212.50, Subpart B, which states that all Federal 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. Reports must be saved in a retrievable format.

Please call one of the contacts below if you have any questions regarding these changes.

Report of Sales and Royalty Remittance (Form MMS-2014):
         Mary Dietrick   1-800-525-0309 ext. 3318
         Georgia DeLong   1-800-525-0309 ext. 3687
         Kathy Ciferri   1-800-525-0309 ext. 3060

Oil and Gas Operations (Form MMS-4054 - OGOR) or Production and Allocation Schedule Report (Form MMS-4058 - PASR):
         Gail Solaas   1-800-525-7922 ext. 3591
         Sandra Valdez   1-800-525-7922 ext. 3450

Inovis Registration/Java Script Errors:
         Sandy Taulbee   734-878-1299
         Help Desk   1-800-406-6056

                                        Sincerely,

                                        Mary Williams
                                        Reporting Services Manager

Enclosures

Quickstart Guide to the
MMS/MRM's Electronic Reporting Site

Thank you for your interest in MMS/MRM's electronic reporting site. Below are recommended computer requirements to make your reporting easier. If your computer meets these requirements, you can register in about 5 minutes and be ready to do business online.

System Requirements:

Hardware		Minimum	Recommended
	Computer	Pentium II 400MHz processor 64 MB of RAM	Pentium II 800+ MHz processor 128+ MB of RAM
	Internet Connection	56,000 Baud Modem	DSL or Cable modem
Operating System Software	*Browser*	Windows 98, NT, Win2000, ME Microsoft Internet Explorer 5.5 or greater Netscape Navigator 7.0 or greater If using a Macintosh, use the Mac Version of IE 5.0	
Internet Access		Internet access can be obtained from any Internet Service Provider (ISP) or DSL/Cable company.	
Firewall		If you have an Internet firewall at your site, you must configure your firewall appropriately. Please contact Inovis Customer Support at 800-406-6056 for assistance.	
Shareware		Your Internet connection can be dropped when using an ISP. The link below is one of several companies that offer shareware to reduce the chance of your ISP connection being dropped. http://download.com.com/3000-2155-10120767.html	

How to Register:

1. Connect to the Internet and, using your Web Browser, access the MMS/MRM's electronic reporting site at: WWW.MRMREPORTS.NET.
2. Login using your Company ID I found in your Pro Client Registration or Web Registration Option on Main Menu:
   Login: "Your Company ID I"
   Password: "Your Company ID I"

3. You will be asked to change your password.
   After completing the password change, you must verify and update your profile. Please use a unique strong password known only to those responsible for filing MMS regulatory report data. A strong password requires a minimum of **12 characters** in length and must contain at least one character from **three** of the following four categories:
   a. Upper case letter (A, B, C, …, Z)
   b. Lower case letter (a, b, c, …, z)
   c. Number (0, 1, 2, … 9)
   d. Special character (e.g. { } [ ] < > ; : ' ? " / | \ ` @ # $ a ( ) % ^ & *)
4. Upon completing your profile, click **[Save],** then click **[Menu]** to return to main menu. Please ensure an accurate e-mail address so we can send you timely notices and other information.
5. Congratulations! You are now ready to begin.

   *PLEASE NOTE: All reports that are **SENT** are uploaded to the MMS Application Systems. It is not possible to recall your data once you press **SEND**.*

   On the MMS/MRM's electronic reporting login page, you will find links to important information sources, a Tutorial, and a complete online help.

Getting Started

1. Click the **[Quick Start Guidelines]** button for a quick lesson on using MMS/MRM's electronic reporting site.
2. Click the **[Log-In]** button and enter your user-id and password.
3. To fill out a template report:
   - Click **[Document List]** at the Main Menu.
   - Click **[New 2014]**, **[New OGOR]** or **[New PASR].**
4. To import an ASCII or CSV file:
   - Make sure you follow the ASCII or CSV layouts provided by the MMS. (www.mrm.mms.gov).
   - Click **[Upload Report]** from the Main Menu, locate and highlight the file to be imported.
   - Click the **[Import File]** button.
5. Click the **[Field Help]** button for a quick reference on how to complete that field on the form.
6. Please use our web-based training for additional information on the importing feature.

Helpful Hints While Using the Web Forms

1. When entering data:
   - click **[Save]** periodically.
   - Click **[Validate]** to identify errors. The error listing may be printed. When importing files you may wish to correct and re-import the file or you may wish to correct each error on the online form.
2. Click **[Send]** to send the report when validation completes with the following message **[Your document is valid and can now be sent].**
3. After sending your report, ensure the report status reflects **[Sent]** on the Document List.
4. You should print your report for backup purposes. You should also save the ASCII or CSV file in the event you must submit prior period adjustments.

Removal of Your HX Pro Client Software
Since this software can no longer be used, please remove it from your desktop to free up space for other uses.

1. Go to: Start>settings>control panel.
2. Go to: ADD/REMOVE PROGRAMS.
3. Locate Harbinger Express Client (HX).
4. Uninstall the Harbinger Express Client.
5. Go to Windows Explorer.

6. Delete the HX folder.
7. Go to Start>Find>files or folders.
8. Search for DVT*. *
9. Delete if found.
10. Empty trash.

2014 Questions

Mary Dietrick - 800-525-0309 ext. 3318; Georgia Delong – 800-525-0309 ext. 3687; Kathy Ciferri – 800-525-0309 ext. 3060

OGOR/ PASR Questions

Gail Solaas – 800-525-0309 ext. 3591; Sandra Valdez –800-525-0309 ext 3450

For Website Problems or Questions*:*

Call the Inovis toll - free customer support line:

800-406-6056 or

E-mail us at:

mailto:HX@inovis.com

INFORMATION SHEET

- **Login at www.mrmreports.net**

- If it's your first time logging in please re-register/register. See Quickstart Guide.

- If you have problems logging on, registering/re-registering, or forgot your password call:
    Sandy Taulbee – 734-878-1299 or HELP DESK at 1-800-406-6056

- Need help completing the MMS forms call:
    <u>2014</u>
    Mary Dietrick – 1-800-525-0309 ext. 3318, www.mary.dietrick@mms.gov
    Georgia DeLong – 1-800-525-0309 ext. 3687, www.georgia.delong@mms.gov
    Kathy Ciferri – 1-800-525-0309 ext. 3060, www.kathleen.ciferri@mms.gov
    <u>OGOR and PASR</u>
    Gail Solaas – 1-800-525-7922 ext. 3591 www.Gail.Solaas@mms.gov
    Sandra Valdez – 1-800-525-7922 ext. 3450 www.Sandra.Valdez@mms.gov

- Additional Edits for the 2014, OGOR, PASR have been added to the MMS Forms. They are listed in detail at
    http://www.mrm.mms.gov/ReportingServices/PDFDocs/PE.pdf
- Additional Edits were added to assure CSV and ASCII files are in the correct format. Verify your file meets the
    ASCII or CSV layouts provided at http://www.mrm.mms.gov/ReportingServices/RoyRepInfo.htm

Questions and Answers
- My address, email address, phone number, or company name changed. How do I update this information?
    - Click REGISTRATION on the main menu. Update your information and then click SAVE. Once saved you can return to the menu.

- Do I have to upload a file to create my reports?
    - No, you can create a template and fill in only the information that changes each month or
    - Create a new form each month and type all of your data, or
    - Report using our EDI X12 option.

- I upload reports and but get errors during the upload process. If you have problems uploading your report follow this check list:
    - Did you receive a Java Script Error? If so call:
        Sandy Taulbee – 734-878-1299 or the HELP DESK at 1-800-406-6056
    - If your report is more than 25,000 detail lines first zip your file then upload.
    - If your report is larger than 50,000 detail lines, you can only upload reports with up to 50,000 detail lines. Please split your report into separate reports, each containing less than 50,000 detail lines. Using the combined documents indicator is no longer an option.
    - If you received errors during the upload process, go back to the original file, fix it offline, and then upload again.

- I send multiple reports, what is the easiest and quickest way to load them all.
    - Create all of your CSV or ASCII files and then ZIP them into a single file. Then upload the one ZIP file.

- What is the difference between the UPLOAD REPORT, UPLOAD HISTORY LAST 10 DAYS and UPLOAD REPORTS DOCUMENT LIST?
  - The UPLOAD REPORT option is used to upload CSV or ASCII files. The UPLOAD REPORT option also has a link to a free downloadable ZIP program so you can report large (over 25,000 detail lines) reports or multiple reports.
  - The UPLOAD HISTORY LAST 10 DAYS allows you to see all the reports uploaded during the last 10 days.
  - The UPLOAD REPORTS DOCUMENT LIST is the name of the screen that the option UPLOAD HISTORY LAST 10 DAYS displays.

- Can you remove the uploaded reports that appear on the UPLOAD REPORTS DOCUMENT LIST?
  - The list refreshes every 30 seconds. After displaying a report for 10 days the report will automatically disappear. You cannot force a report to go away before 10 days.

- On the UPLOAD REPORTS DOCUMENT LIST I see my report status is complete. What do I do now?
  - Once the report document status is complete your report will appear on the DOCUMENT LIST. You may then begin to work on your report, preparing it to send.
  - Your document will appear on the CURRENT UPLOAD STATUS LIST. You can find the document number in the far right column.
  - Click edit to open your report.

- How long will my reports be on the DOCUMENT LIST?
  - Reports will be kept on the DOCUMENT LIST for only 6 months.
  - Be sure you save your CSV or ASCII files, in a special directory for prior period adjustments you may need to make in the future.
  - If you use a template or complete your report from scratch each month, use the export function on the DOCUMENT LIST. This function allows you to save your report in a CSV or ASCII file. Then you could use this file to re-create any report you might need for prior period adjustments and to meet record retention requirements.

- I entered my Company Name, what is the next step?
  - You must VALIDATE your report. Before you are allowed to send your report you must resolve all reporting errors. Continue to VALIDATE until all errors are resolved and a message appears that your report is ready to send.

- When I run VALIDATE numerous repetitive errors appear on my report. What is most efficient way to fix these errors?
  - Go back to your original CSV or ASCII file and fix the problem there. Then you will need to re-import the file. If you have a few random errors you may use the go to button and fix each line. **PLEASE REMEMBER TO SAVE FREQUENTLY**. Your report data is then committed to our server and if a connection is dropped you can re-establish and continue working.

- After VALIDATE a message says I'm ready to send. What do I do next and how will I know my report was actually sent?
  - After successful validation click on the SEND button. You will receive a message indicating that your document has been successfully received by Inovis and will be sent to MMS for processing. Then go back to the DOCUMENT LIST and assure the status of your report has changed to SENT. You will also see a date and time that the report was last processed.

- How do I know MMS has received and processed my report?
  - An indicator will appear once MMS receives and successfully processes your document. Periodically check to assure this indicator is set.

- How do I print, save, or export a file?
  - To print a report you have two options. You can print the report from the DOCUMENT LIST or you can print before you leave the form you are using.
  - To save your document you use the SAVE button. You can not save a report from the DOCUMENT LIST.
  - To export a CSV or ASCII Version of your document you can use the CSV or FIXED buttons on the DOCUMENT LIST. You will need to name your document and indicate where you want it saved.

- I had just clicked on SEND and my connection was dropped. What should I do?
  - If you lose your connection while sending go to your DOCUMENT LIST and check to make sure that your document's status is SENT. If it still indicates EDIT then you will need to re-send your document.