RRC-Online System

External (Non-RRC) Security Administrator Screens

For Account Creation and/or Maintenance

Login Screen

ONLINE SYSTEM

Choose an Application | Go | Log In

Log In

Log in to access the RRC Online System.

UserID:

Password:

Submit

Login with the Security Administrator userID previously assigned by the RRC when the user filed their Security Administrator ("SAD") form.

Note: If this is the first login into this (or any) account, then the system will take the user through a password-change process.

The RRC Online System allows authorized entities to electronically file certain forms with the ... essed through this system are ones containing data that has been migrated from the Commission's ... the RRC Online System, forms can be filed online over the Internet using a web browser, or data files ...

How to Obtain a User ID:

To utilize the Online Filing system, you must have a User ID that is assigned to you by your c... ny or individual may designate a Security Administrator by completing the Security Administrator Des... n the SAD form is processed, the Security Administrator will receive a User ID and a temporary initial passw... og into the RRC Online System using their assigned User ID and create User IDs for users within their company. They will also be able to assign certain electronic filing rights for those accounts, and perform account maintenance activities (such as resetting passwords) when needed.

If you are uncertain whether your company has a security administrator, please email the Commission at rrconline-security@rrc.state.tx.us.

1. Read the requirements for participating in online filing.
2. Print the SAD form.
3. Complete and sign the form then mail it to the RRC, following instructions on Page 2 of the form. When the form is processed, the designated security administrator will receive a User ID and temporary password by email.
4. The security administrator will log into the system and assign User IDs and filing rights.

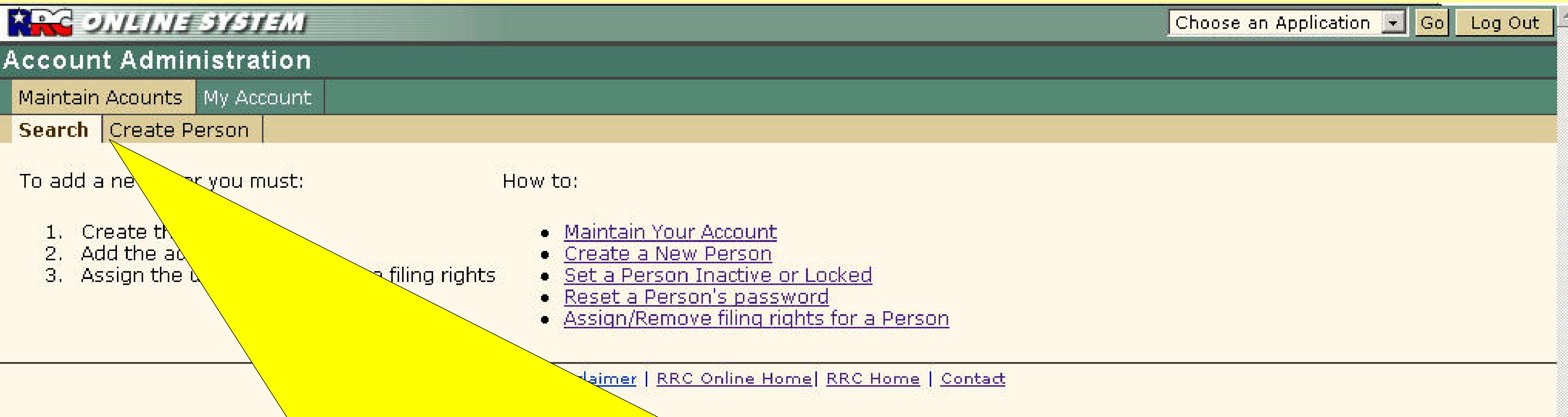
Disclaimer | RRC Online Home | RRC Home | Contact

Welcome Screen

This is the welcome screen for external security administrators. Note that the only application available to them is Account Administration. External Security Administrator accounts cannot be used for any filing purposes; they are only for creation and maintenance of filer accounts.

Select "Account Administration" to proceed.

Account Administration



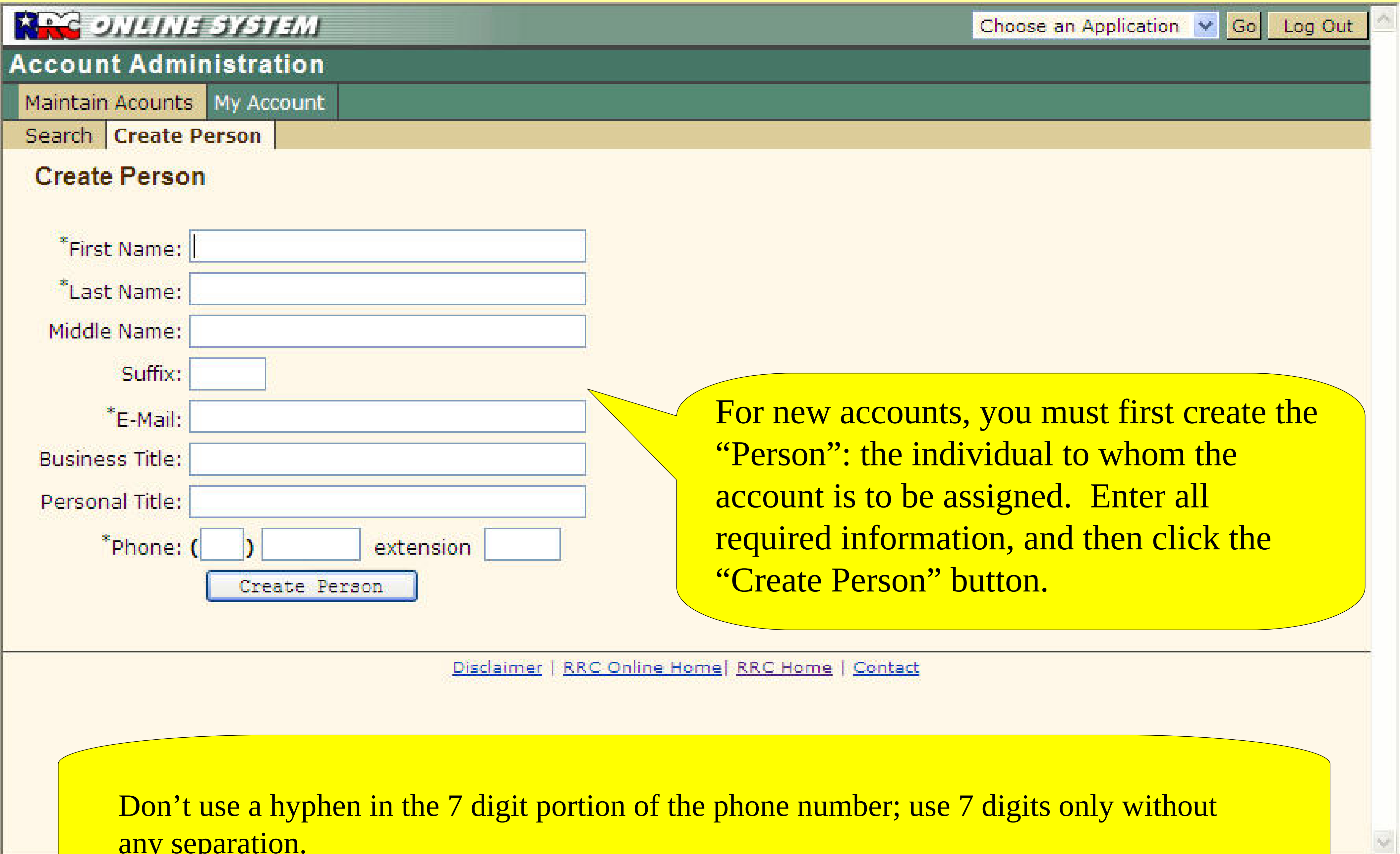
From this screen, you may create a new account or modify an existing one.

To create a new account, click on “Create Person” and continue with the next page.

To modify an existing account, you must first find it. Click on “Search” and and continue with the instructions for editing accounts (Page 13).

Note: This screen appears when the Account Administration application is entered. If you return to “Maintain Accounts” while in Account Administration, you will be taken directly to the Search for Person screen. To return to this screen (with the helptext links), select Account Administration from the “Choose an Application” dropdown box in the upper right corner, and then click the “Go” button.

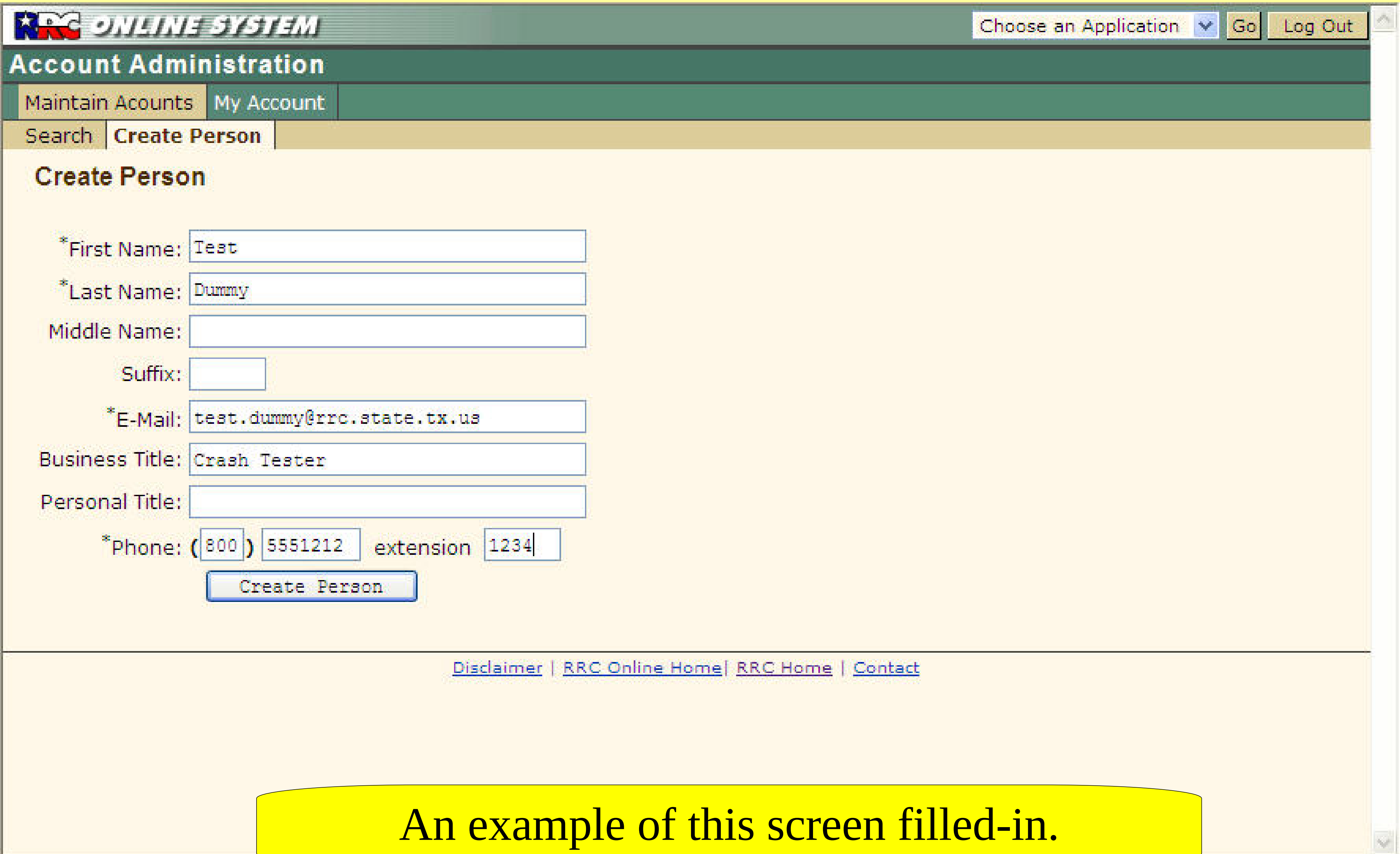
New Acct: Create Person (Blank)



For new accounts, you must first create the "Person": the individual to whom the account is to be assigned. Enter all required information, and then click the "Create Person" button.

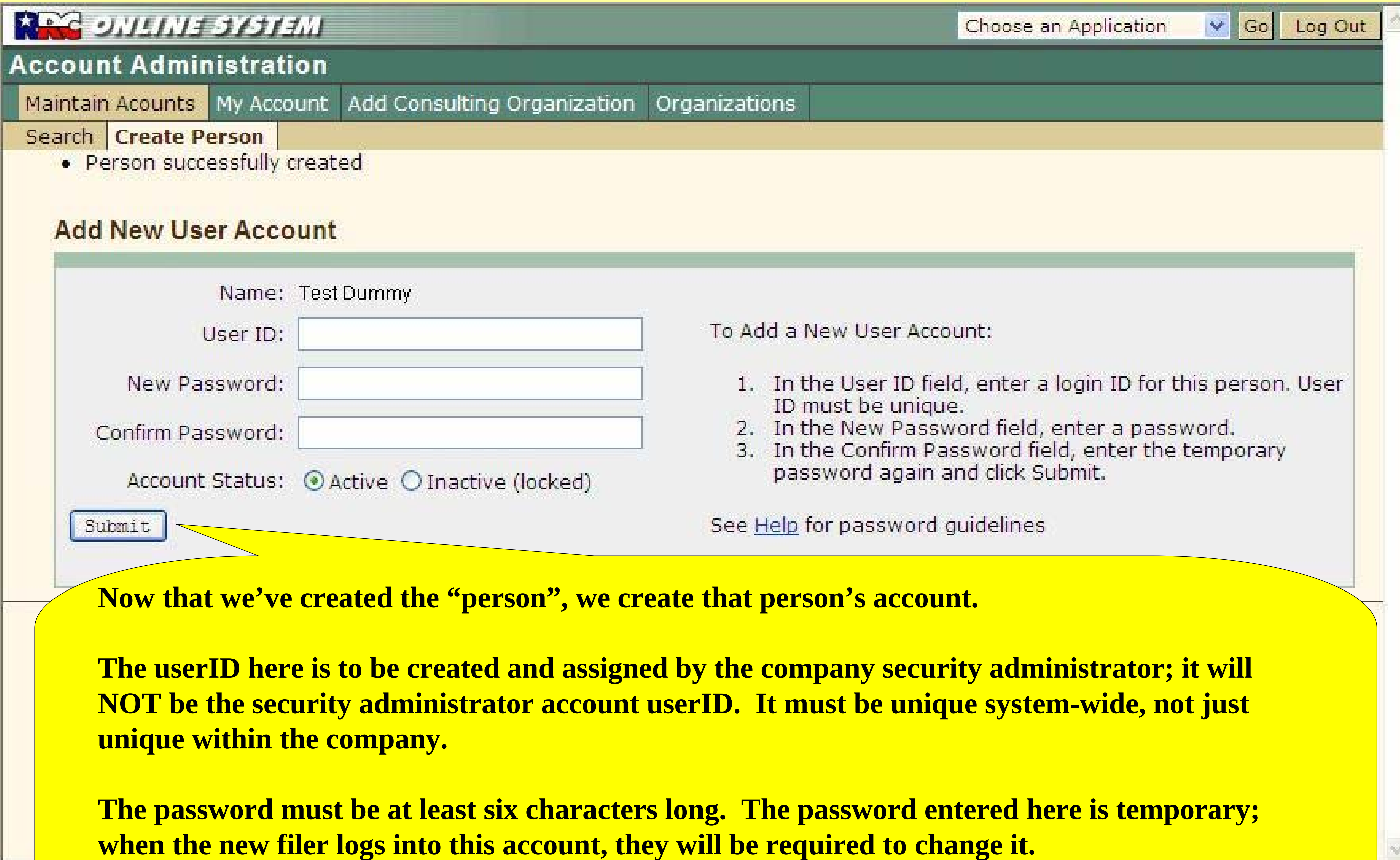
Don't use a hyphen in the 7 digit portion of the phone number; use 7 digits only without any separation.

New Acct: Create Person (Filled in)



An example of this screen filled-in.

New Acct: Create Account (Blank)



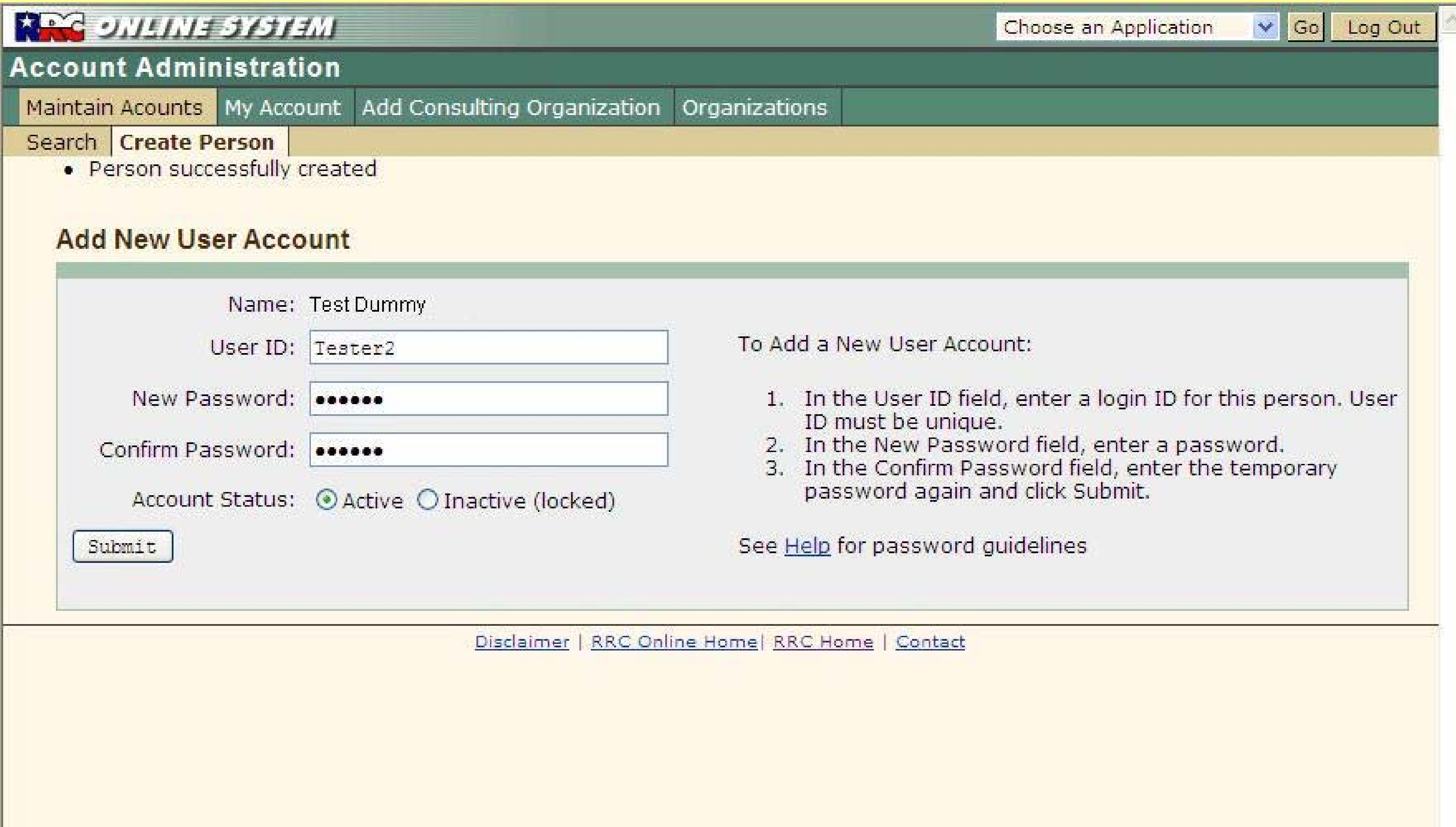
Now that we've created the "person", we create that person's account.

The userID here is to be created and assigned by the company security administrator; it will NOT be the security administrator account userID. It must be unique system-wide, not just unique within the company.

The password must be at least six characters long. The password entered here is temporary; when the new filer logs into this account, they will be required to change it.

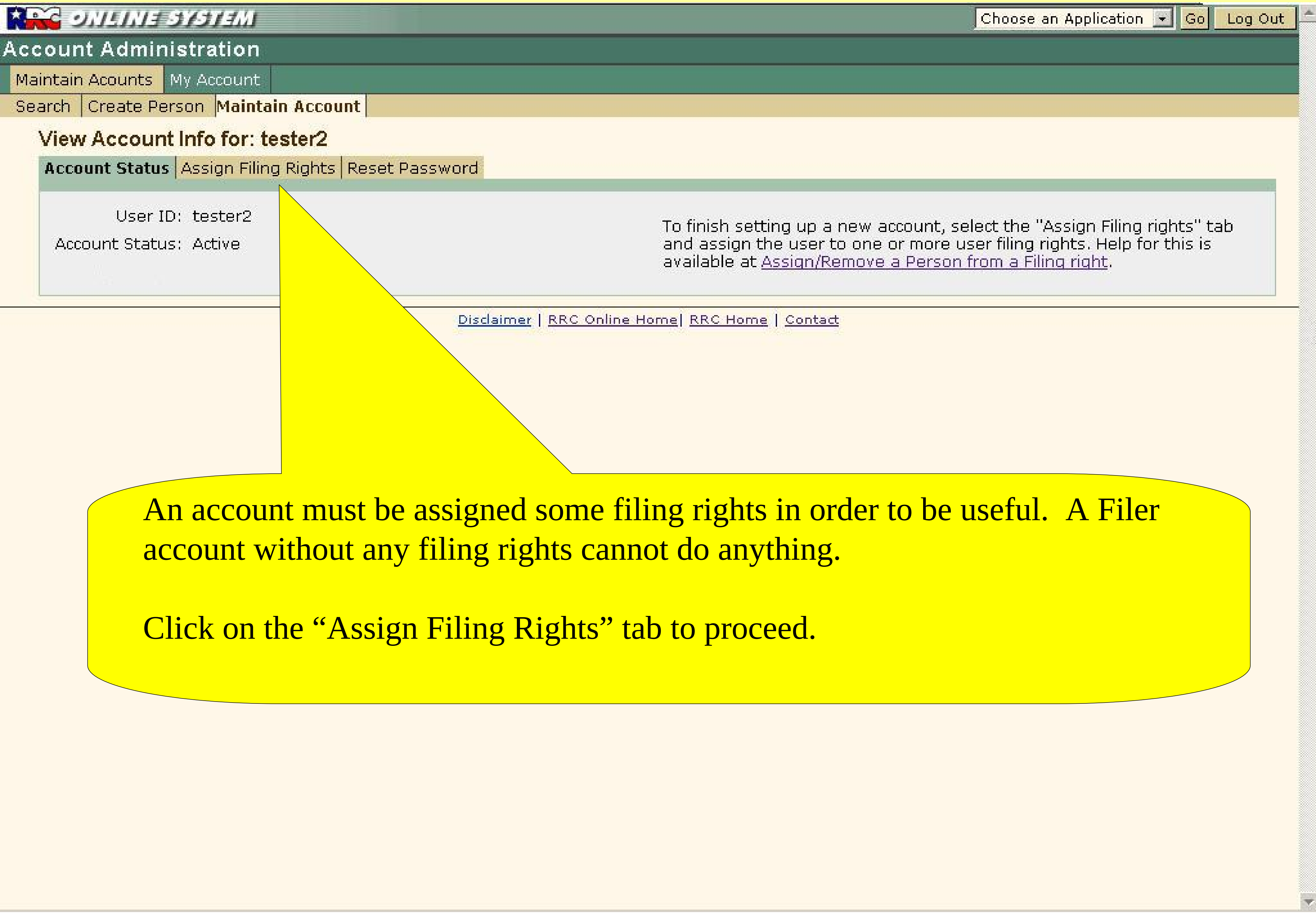
Enter required info, and then click "Submit". There may be a security alert after you submit this; if so, then select "Yes" to proceed. (The security alert has to do with secured passwords.)

New Acct: Create Account (Filled in)



An example of this screen filled-in.

New Acct: Account Info



An account must be assigned some filing rights in order to be useful. A Filer account without any filing rights cannot do anything.

Click on the “Assign Filing Rights” tab to proceed.

New Acct: Assign Filing Rights (New)

ONLINE SYSTEM

Choose an Application | Go | Log Out

Account Administration

Maintain Acounts | My Account

Search | Create Person | **Maintain Account**

Maintain Account Info for: tester2

Account Status | **Assign Filing rights** | Reset Password

How do I know which filing right to assign?

Associated Filing rights

Remove	Filing Right Name	Application(s)
Error # 1019: Filing right not assigned		

Available Filing Rights

Add	Filing Right Name	Application(s)
☐	External W1 Filer	Drilling Permits (W-1)
☐	PR Upload EDI Files Only	Production Reports
☐	PR Full Filing Rights	Production Reports
☐	PR Authorized EDI Agent	Production Reports
☐	PR Online Filing Only	Production Reports
☐	External Pipeline Integrity Filer	Pipeline Integrity Filing
☐	Third Party Damage Filer	Third Party Damage
☐	H10 External Filer	H10 Filing System
☐	H10 EDI Upload Only	H10 Filing System

Submit | Return

For new accounts, no rights have yet been assigned. Select the desired rights by clicking the box in the "Add" column, and then click the "Submit" button. (Simply clicking the box does NOT assign the right; the changes MUST be submitted.)

New Acct: Assign Filing Rights (Selected)

RRC ONLINE SYSTEM

Choose an Application | Go | Log Out

Account Administration

Maintain Acounts | My Account

Search | Create Person | **Maintain Account**

Maintain Account Info for: tester2

Account Status | **Assign Filing rights** | Reset Password

How do I know which filing right to assign?

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Add	Filing Right Name	Application(s)
☑	External W1 Filer	Drilling Permits (W-1)
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☐	PR Authorized EDI Agent	Production Reports
☐	PR Online Filing Only	Production Reports
☐	External Pipeline Integrity Filer	Pipeline Integrity Filing
☐	Third Party Damage Filer	Third Party Damage
☑	H10 External Filer	H10 Filing System
☑	H10 EDI Upload Only	H10 Filing System

Submit | Return

The Filing Right(s ... er determines what information the user has rights ... delete. See Help for the definition of each fi...

To add a filing right to a user's profile, select the filing right from among the "Available filing rights" and then click the Submit button. To remove a filing right from a user's profile, select the filing right from among the "Associated filing rights" and then click Submit.

For this example, we're allowing this account to file H10s (by both the online and upload methods), full access to the PR filing system, and the ability to file drilling permits. After checking the "Add" boxes, click "Submit" to assign these rights.

New Acct: Assign Filing Rights (Assigned)

RRC ONLINE SYSTEM | Choose an Application | Go | Log Out

Account Administration

Maintain Acounts | My Account

Search | Create Person | **Maintain Account**

- Message # 2000 - Update successful

Maintain Account Info for: tester2

Account Status | **Assign Filing rights** | Reset Password

How do I know which filing right to assign?

Associated Filing rights

Remove	Filing Right Name	Application(s)
☐	External W1 Filer	Drilling Permits (W-1)
☐	PR Full Filing Rights	Production Reports
☐	H10 External Filer	H10 Filing System
☐	H10 EDI Upload Only	H10 Filing System

Available Filing Rights

Add	Filing Right Name	Appli
☐	PR Upload EDI Files Only	Production Rep
☐	PR Authorized EDI Agent	Production Reports
☐	PR Online Filing Only	Production Reports
☐	External Pipeline Integrity Filer	Pipeline Integrity Filing
☐	Third Party Damage Filer	Third Party Damage

Submit | Return

The Filing Right(s) assigned to a user determines what information the user has rights to read, create, update or delete. See Help for the definition of each filing right listed.

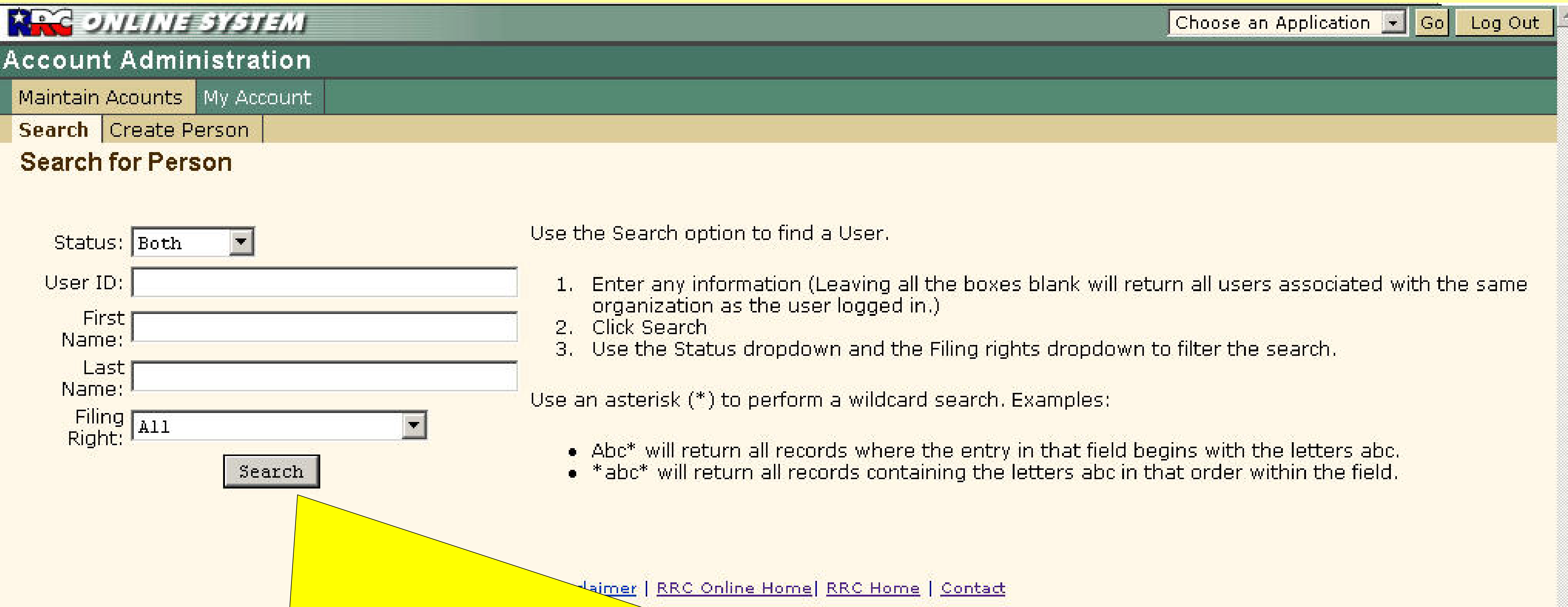
To add a filing right to a user's profile, select the filin and then click the Submit button. To remove a filing rig from among the "Associated filing rights" and then click Submit.

Once the rights appear in the "Associated Filing Rights" group, they are available to the filer.

This account is complete and ready to go. If the security administrator and the filer are one in the same, then the user should log out of the security administrator account (button in the top-right), and then log in to the account that they've just created.

Return to Account Administration.

Edit Acct: Search for Person



Editing Accounts:

Recall that you must click on "Search" after entering the "Account Administration" application in order to display these parameter boxes.

For most operators, do NOT enter anything into the parameter boxes. Few operators have so many accounts that filtering them offers any advantages.

Simply leave all boxes blank, and click on "Search" to display all accounts that exist for this company (except for the one that the user is currently logged in as).

Edit Acct: Search Results

ONLINE SYSTEM

Choose an Application | Go | Log Out

Account Administration

Maintain Acounts | My Account

Search | Create Person

Search Results

User ID	Last Name	First Name	Middle Name	Email	Account Status	Lock Status
aaaa1	Acct	Test		pankaj.khanduri@rrc.state.tx.us	A	U
tester2	Dummy	Test		test.dummy@rrc.state.tx.us	A	U
railro1	Smith	Andy		andy.smith@rrc.state.tx.us	I	U
Create Account	Test	Test		doo@dah.com		
tester	Tester	In-house		ecap@rrc.state.tx.us	A	U
railro6	Waner	Donna		donna.burks@rrc.state.tx.us	A	U

Click on the UserID to access the account information for that user. You may then:

- Change the account status (active/inactive)
- Change the locked sta (locked/unlocked)
- Change a users filing r
- Reset the password.

Click on the Last Name to change

A userID of Create Account indicates that a person was created but no userID has yet been assigned to the person. Selecting it will take the security

These are accounts for this company (excluding the one the user is currently logged in to). Note that some accounts have links associated with the userIDs and Last Names. Those accounts with links are Filer accounts; security administrators may modify the account or user information on those accounts. Those without links are other Security Administrator accounts within the same company and cannot be modified by this user. The holder of any account, of course, may modify their own personal information (name, email address, title, etc.) but not their level of access. RRC Security Administration personnel can administer a company's security administration accounts, but have no access to modify a company's Filer accounts.

To modify the "Person" (the account holder's information), click on the "Last Name" link.

To modify the Account settings (including password and filing rights), click on the userID link.

Search again?

Status: Both

User ID:

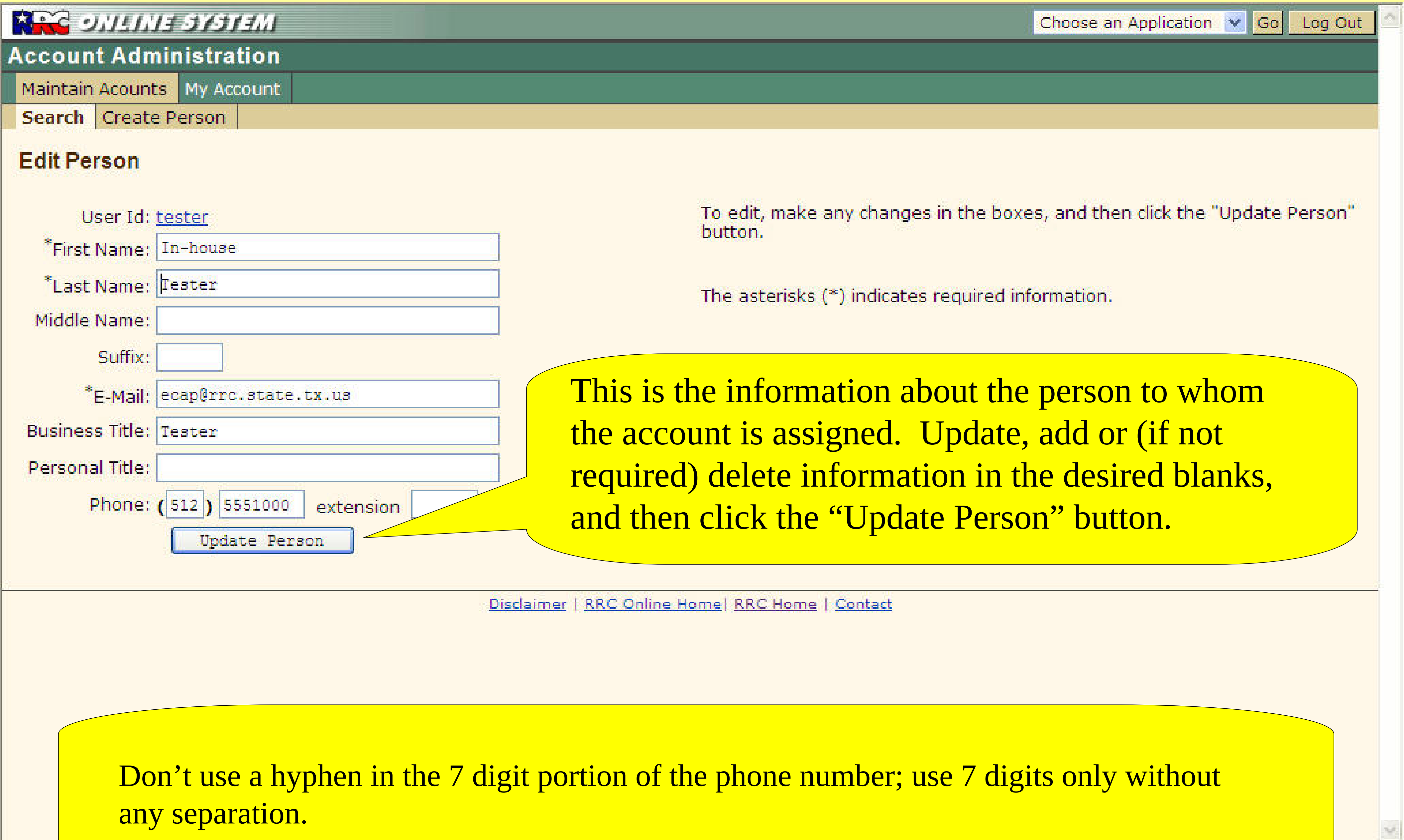
First Name:

Last Name:

Filing Right: All

Search

Edit Acct: Maintain Person (Account Holder's Info)



This is the information about the person to whom the account is assigned. Update, add or (if not required) delete information in the desired blanks, and then click the "Update Person" button.

Don't use a hyphen in the 7 digit portion of the phone number; use 7 digits only without any separation.

Edit Acct: Maintain Account Info (Account Status)

These tabs (Account Status, Assign Filing Rights, and Reset Password) are used to maintain the account itself.

Account Status allows you to control access to the account. If the access should no longer exist, then the account should be set to “Inactive” status. (Accounts cannot be deleted).

Edit Acct: Maintain Account Info (Maintain Filing Rights)

ONLINE SYSTEM — Choose an Application | Go | Log Out

Account Administration

Maintain Acounts | My Account

Search | Create Person | **Maintain Account**

Maintain Account Info for: tester2

Account Status | **Assign Filing rights** | Reset Password

How do I know which filing right to assign?

Associated Filing rights

Remove	Filing Right Name	Application(s)
☐	H10 External Filer	H10 Filing System
☐	External W1 Filer	Drilling Permits (W-1)
☐	PR Full Filing Rights	Production Reports
☐	H10 EDI Upload Only	H10 Filing System

Available Filing Rights

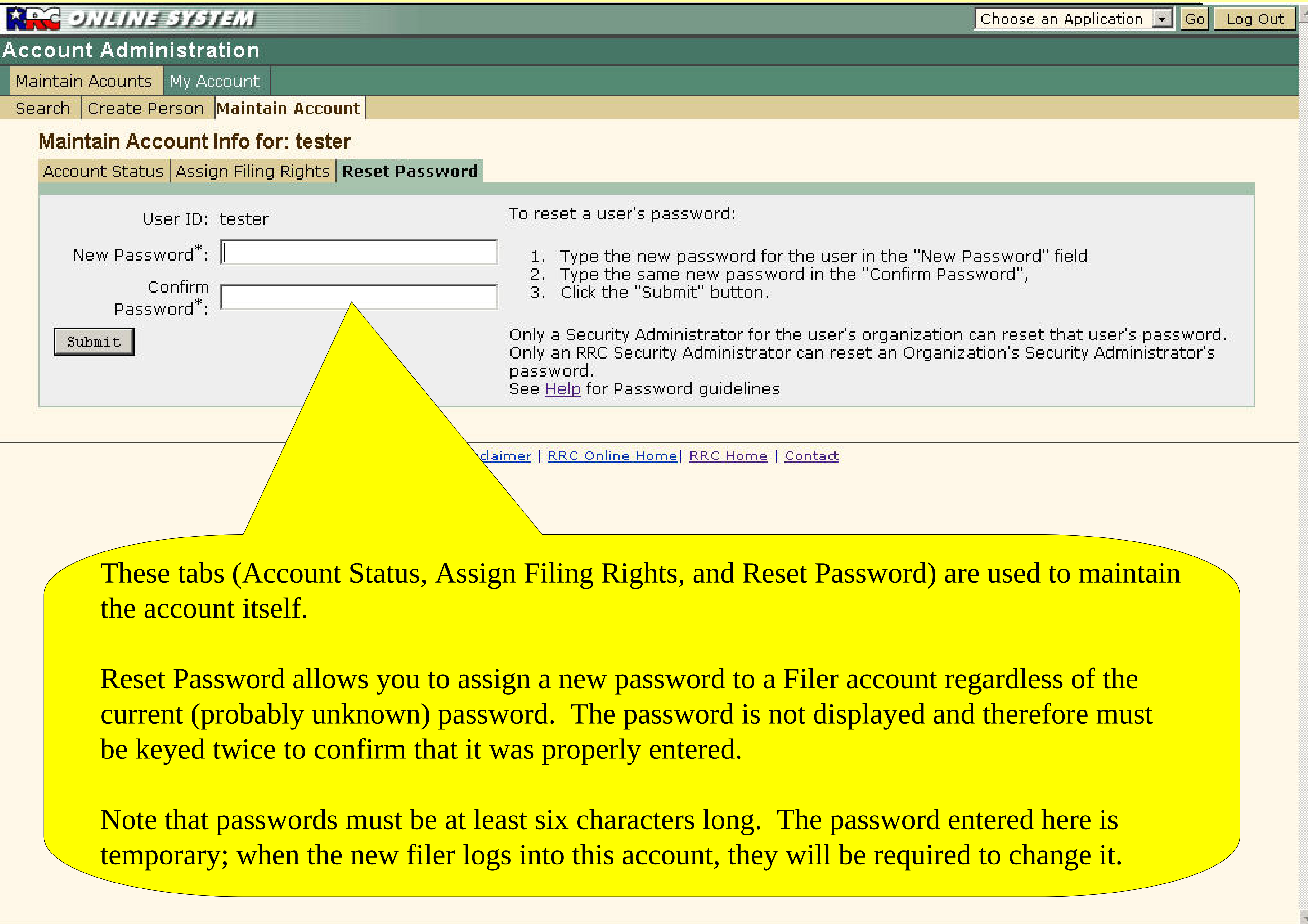
Add	Filing Right Name	Application(s)
☐	PR Upload EDI Files Only	Production Reports
☐	PR Authorized EDI Agent	Production Reports
☐	PR Online Filing Only	Production Reports
☐	External Pipeline Integrity Filer	Pipeline Integrity Filing
☐	...rty Damage Filer	Third Party Damage

Submit | Return

These tabs (Account Status, Assign Filing Rights, and Reset Password) are used to maintain the account itself.

Assign Filing Rights allows you to update the access granted to the account holder by adding or removing access. Click the desired boxes, and then click the "Submit" button to make changes.

Edit Acct: Maintain Account Info (Reset Password)



These tabs (Account Status, Assign Filing Rights, and Reset Password) are used to maintain the account itself.

Reset Password allows you to assign a new password to a Filer account regardless of the current (probably unknown) password. The password is not displayed and therefore must be keyed twice to confirm that it was properly entered.

Note that passwords must be at least six characters long. The password entered here is temporary; when the new filer logs into this account, they will be required to change it.

RRC-Online System

For Questions:

Security/Account questions: RRCOnline-Security@rrc.state.tx.us

System:	Email questions to:
Production Reports:	ProductionReporting-Info@rrc.state.tx.us
Drilling Permit Applications:	DrillingPermits-Info@rrc.state.tx.us
Pipeline Integrity Forms:	safety.bulk.email@rrc.state.tx.us
H-10 Filings:	H10Info@rrc.state.tx.us
Third Party Damage Reporting:	safety.bulk.email@rrc.state.tx.us