

# RRC-Online System

External (Non-RRC) Security Administrator Screens

For Account Creation and/or Maintenance

# Login Screen

## 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 Commission. Forms that have been processed through this system are ones containing data that has been migrated from the Commission's Online System, forms can be filed online over the Internet using a web browser, or data files.

processed  
the RRC

## 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 company. If you are an individual, you or an individual may designate a Security Administrator by completing the Security Administrator Designation Form. When the SAD form is processed, the Security Administrator will receive a User ID and a temporary initial password by email. The Security Administrator will log 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](mailto: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.

# Welcome Screen

Welcome to the RRC Online System

## Main Application

- [Account Administration](#)

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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

RRC ONLINE SYSTEM

Choose an Application [v] Go Log Out

Account Administration

Maintain Accounts My Account

Search Create Person

To add a new account you must:

1. Create the account
2. Add the account to the system
3. Assign the account the appropriate filing rights

How to:

- [Maintain Your Account](#)
- [Create a New Person](#)
- [Set a Person Inactive or Locked](#)
- [Reset a Person's password](#)
- [Assign/Remove filing rights for a Person](#)

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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 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)

**RRG ONLINE SYSTEM** Choose an Application

**Account Administration**

Maintain Accounts My Account

Search **Create Person**

### Create Person

\*First Name:

\*Last Name:

Middle Name:

Suffix:

\*E-Mail:

Business Title:

Personal Title:

\*Phone: (  )  extension

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.

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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)

**RRG ONLINE SYSTEM** Choose an Application

### Account Administration

Maintain Accounts | My Account

Search | **Create Person**

#### Create Person

\*First Name:

\*Last Name:

Middle Name:

Suffix:

\*E-Mail:

Business Title:

Personal Title:

\*Phone: ()  extension

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An example of this screen filled-in.



## New Acct: Create Account (Blank)

**NRG ONLINE SYSTEM** Choose an Application

**Account Administration**

Maintain Accounts | My Account | Add Consulting Organization | Organizations

Search | **Create Person**

- Person successfully created

### Add New User Account

Name: Test Dummy

User ID:

New Password:

Confirm Password:

Account Status:  Active  Inactive (locked)

To Add a New User Account:

1. In the User ID field, enter a login ID for this person. User ID must be unique.
2. In the New Password field, enter a password.
3. In the Confirm Password field, enter the temporary password again and click Submit.

See [Help](#) for password guidelines

**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)

**RRC ONLINE SYSTEM** Choose an Application

### Account Administration

Maintain Accounts | My Account | Add Consulting Organization | Organizations

Search | **Create Person**

- Person successfully created

#### Add New User Account

Name: Test Dummy

User ID:

New Password:

Confirm Password:

Account Status:  Active  Inactive (locked)

To Add a New User Account:

1. In the User ID field, enter a login ID for this person. User ID must be unique.
2. In the New Password field, enter a password.
3. In the Confirm Password field, enter the temporary password again and click Submit.

See [Help](#) for password guidelines

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An example of this screen filled-in.



# New Acct: Account Info

**RRCC ONLINE SYSTEM** Choose an Application Go Log Out

**Account Administration**

Maintain Accounts My Account

Search Create Person **Maintain Account**

**View Account Info for: tester2**

**Account Status** Assign Filing Rights Reset Password

User ID: tester2  
Account Status: Active

To finish setting up a new account, select the "Assign Filing rights" tab and assign the user to one or more user filing rights. Help for this is available at [Assign/Remove a Person from a Filing right](#).

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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)

## Account Administration

Maintain Accounts 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)
<input type="checkbox"/>	External W1 Filer	Drilling Permits (W-1)
<input type="checkbox"/>	PR Upload EDI Files Only	Production Reports
<input type="checkbox"/>	PR Full Filing Rights	Production Reports
<input type="checkbox"/>	PR Authorized EDI Agent	Production Reports
<input type="checkbox"/>	PR Online Filing Only	Production Reports
<input type="checkbox"/>	External Pipeline Integrity Filer	Pipeline Integrity Filing
<input type="checkbox"/>	Third Party Damage Filer	Third Party Damage
<input type="checkbox"/>	H10 External Filer	H10 Filing System
<input type="checkbox"/>	H10 EDI Upload Only	H10 Filing System

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)

## Account Administration

Maintain Accounts 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)
<input checked="" type="checkbox"/>	External W1 Filer	Drilling Permits (W-1)
<input type="checkbox"/>	PR Upload EDI Files Only	Production Reports
<input checked="" type="checkbox"/>	PR Full Filing Rights	Production Reports
<input type="checkbox"/>	PR Authorized EDI Agent	Production Reports
<input type="checkbox"/>	PR Online Filing Only	Production Reports
<input type="checkbox"/>	External Pipeline Integrity Filer	Pipeline Integrity Filing
<input type="checkbox"/>	Third Party Damage Filer	Third Party Damage
<input checked="" type="checkbox"/>	H10 External Filer	H10 Filing System
<input checked="" type="checkbox"/>	H10 EDI Upload Only	H10 Filing System

Submit Return

The Filing Right(s) determines what information the user has rights to view, add, edit, or delete. See Help for the definition of each filing right.

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)

## Account Administration

- Message # 2000 - Update successful

### Maintain Account Info for: tester2

How do I know which [filing right](#) to assign?

#### Associated Filing rights

Remove	Filing Right Name	Application(s)
<input type="checkbox"/>	External W1 Filer	Drilling Permits (W-1)
<input type="checkbox"/>	PR Full Filing Rights	Production Reports
<input type="checkbox"/>	H10 External Filer	H10 Filing System
<input type="checkbox"/>	H10 EDI Upload Only	H10 Filing System

#### Available Filing Rights

Add	Filing Right Name	Applic
<input type="checkbox"/>	PR Upload EDI Files Only	Production Reports
<input type="checkbox"/>	PR Authorized EDI Agent	Production Reports
<input type="checkbox"/>	PR Online Filing Only	Production Reports
<input type="checkbox"/>	External Pipeline Integrity Filer	Pipeline Integrity Filing
<input type="checkbox"/>	Third Party Damage Filer	Third Party Damage

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 filing right and then click the Submit button. To remove a filing right, select it 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

**RRG ONLINE SYSTEM** Choose an Application Go Log Out

**Account Administration**

Maintain Accounts My Account

**Search** Create Person

## Search for Person

Status:

User ID:

First Name:

Last Name:

Filing Right:

Use the Search option to find a User.

1. Enter any information (Leaving all the boxes blank will return all users associated with the same organization as the user logged in.)
2. Click Search
3. Use the Status dropdown and the Filing rights dropdown to filter the search.

Use an asterisk (\*) to perform a wildcard search. Examples:

- Abc\* will return all records where the entry in that field begins with the letters abc.
- \*abc\* will return all records containing the letters abc in that order within the field.

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## 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

## Account Administration

Maintain Accounts My Account

Search Create Person

### Search Results

User ID	Last Name	First Name	Middle Name	Email	Account Status	Lock Status
<a href="#">aaaa1</a>	<a href="#">Acct</a>	Test		pankaj.khanduri@rrc.state.tx.us	A	U
<a href="#">tester2</a>	<a href="#">Dummy</a>	Test		test.dummy@rrc.state.tx.us	A	U
railro1	Smith	Andy		andy.smith@rrc.state.tx.us	I	U
<a href="#">Create Account</a>	<a href="#">Test</a>	Test		doo@dah.com		
<a href="#">tester</a>	<a href="#">Tester</a>	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 user information for that user. You may then... 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 administrator directly to the Assign User ID page.

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

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:

User ID:

First Name:

Last Name:

Filing Right:

Search

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

**RRG ONLINE SYSTEM** Choose an Application

**Account Administration**

Maintain Accounts | My Account

Search | Create Person

### Edit Person

User Id: [tester](#)

To edit, make any changes in the boxes, and then click the "Update Person" button.

The asterisks (\*) indicates required information.

\*First Name:

\*Last Name:

Middle Name:

Suffix:

\*E-Mail:

Business Title:

Personal Title:

Phone: ()  extension

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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)

 Choose an Application

**Account Administration**

Maintain Accounts | My Account

Search | Create Person | **Maintain Account**

**Maintain Account Info for: tester**

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

User ID: tester

Account Status:  Active  
 Inactive (locked)

Accounts that are Inactive or have exceeded the "Maximum allowed login attempts" cannot be accessed. If these statuses need to be updated, the user must contact their Security Administrator.

**Account Status:** If an employee should no longer have access to this system (if they have left employment, changed their job function, etc.), then their Security Administrator should set their account to "Inactive (locked)" status.

**Maximum allowed login attempts exceeded:** The system will automatically prevent access to an account if there are three successive failed attempts to log in under that UserID. This will prevent further activity on this account until the password is reset by the Security Administrator.

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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)

## Account Administration

Maintain Accounts 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)
<input type="checkbox"/>	H10 External Filer	H10 Filing System
<input type="checkbox"/>	External W1 Filer	Drilling Permits (W-1)
<input type="checkbox"/>	PR Full Filing Rights	Production Reports
<input type="checkbox"/>	H10 EDI Upload Only	H10 Filing System

#### Available Filing Rights

Add	Filing Right Name	Application(s)
<input type="checkbox"/>	PR Upload EDI Files Only	Production Reports
<input type="checkbox"/>	PR Authorized EDI Agent	Production Reports
<input type="checkbox"/>	PR Online Filing Only	Production Reports
<input type="checkbox"/>	External Pipeline Integrity Filer	Pipeline Integrity Filing
<input type="checkbox"/>	Third Party Damage Filer	Third Party Damage

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)

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

**Account Administration**

Maintain Accounts My Account

Search Create Person **Maintain Account**

**Maintain Account Info for: tester**

Account Status Assign Filing Rights **Reset Password**

User ID: tester To reset a user's password:

New Password\*:

Confirm Password\*:

1. Type the new password for the user in the "New Password" field
2. Type the same new password in the "Confirm Password",
3. Click the "Submit" button.

Only a Security Administrator for the user's organization can reset that user's password. Only an RRC Security Administrator can reset an Organization's Security Administrator's password. See [Help](#) for Password guidelines

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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](mailto:RRCOnline-Security@rrc.state.tx.us)

System:

Email questions to:

Production Reports: [ProductionReporting-Info@rrc.state.tx.us](mailto:ProductionReporting-Info@rrc.state.tx.us)

Drilling Permit Applications: [DrillingPermits-Info@rrc.state.tx.us](mailto:DrillingPermits-Info@rrc.state.tx.us)

Pipeline Integrity Forms: [safety.bulk.email@rrc.state.tx.us](mailto:safety.bulk.email@rrc.state.tx.us)

H-10 Filings: [H10Info@rrc.state.tx.us](mailto:H10Info@rrc.state.tx.us)

Third Party Damage Reporting: [safety.bulk.email@rrc.state.tx.us](mailto:safety.bulk.email@rrc.state.tx.us)