eForm Notes of Interest
May 3, 2017

STARTING UP…
We are shooting to 'go live' with all systems on June 1, 2017.

SHUTTING DOWN…
We will turn the old eReport program off on or around May 25, 2017. No work will be possible in that system once it is shut down.

MAY 2017 REPORT…
Operators will be able to enter their first reports via eForm beginning with the May 2017 report.

PRE-MAY 2017 AMENDMENTS…
Because of data incompatibilities, once we begin using eForm, reports previously submitted using the eReport program will no longer be electronically available for operators to edit. Amendments to reports prior to the May 2017 report will need to be submitted using paper report forms (available on our website).

GET THOSE APRIL 2017 REPORTS IN ASAP…
It will be to everyone's advantage to submit any due reports as soon as possible. Once eReport is turned off, there will be no way to file any pre-May 2017 reports electronically. They will have to be submitted on paper report forms and our staff will have to enter them by hand. The April 2017 production, disposition, and gas plant reports are technically due to the division by June 15, and the UIC reports are due by June 1. However, if current eReport operators could possibly get all of their April 2017 reports submitted before May 25, it will save them from having to file the reports on paper and save division employees from having to hand-enter them.

eFORM: QUITE SIMPLE, REALLY…
The new eForm program is fairly simple to use.
- Login
- Select your company and the type of form you want to submit
- Select the report for the correct report period
- Determine how you want to process your report using one of the following methods:
  1. **Online**. Click on the Edit button to open the report. Manually enter your data. Click on the Save button. Click on the Validate button. Fix any errors that may be found. Submit.
  2. **Spreadsheet**. Click on the download button to open an Excel spreadsheet pre-populated with your well information. Manually enter your data. Save your spreadsheet. Click on the Upload button, browse to your report file, and submit it. Resolve validation problems, if any, and resubmit.
  3. **Batch**. Using data directly from your computer system, create an Excel Spreadsheet batch file according to the template in the eForm instructions. Click on the Upload button, browse to your report, and submit it. Resolve validation problems, if any, and resubmit.

That's about all there is to it!