

Utah eReport

Instructions

METHOD 1 - Web Forms (Intended for small operators with only a few wells)

Web forms located on the Utah DOGM web site allow small operators to quickly enter monthly production and disposition reports for a few wells. To use this reporting method, follow these steps:

1. Once you have received notification that your registration has been approved (see "Getting Started (Registration)" above), log back into the eReport website at <http://utstnrogmsql3.nr.state.ut.us/Utah.ereport/cfm/login.cfm>.
2. Go to "Web Forms (File Online)" in the Menu and click on the '+' sign.
3. Click on the desired report (for example, "Monthly Production Report" or "Monthly Disposition Report").
4. Select the appropriate Operator and Report Period, and click on "Submit Query".
5. Click on the API number for each well of the production report, or each Entity number on the disposition report, and enter the appropriate data. Click on the "Save" button for each well or entity. NOTE: On the disposition report, both the oil and gas lines must be saved, even if no activity is reported.
6. Once your report data has been entered and saved, click on "VALIDATE & SUBMIT Report" in the Menu.
7. Select the appropriate Operator and Report Period, and click on "Review".
8. Click on the "Validate & Submit" button.
 - If your report passes a series of validation checks, your report will be submitted to the Utah Division of Oil, Gas and Mining.
 - If your report fails the validation checks, a list of problems will be shown. Go back to your reports by clicking on the appropriate "Review... Report" buttons and fix the errors. You can then resubmit the report by again clicking on the "Validate & Submit" button. Call (801) 538-5331 for assistance.
9. Once your report has been accepted, click on "Logoff eReport" in the Menu to exit the system.
10. You can check the status of any of the reports you have filed thru eReport by clicking on "Check My eReport Status" in the Menu, entering the desired operator and report period, and then clicking on the "Review" button.