

# RRC-Online System

External (Non-RRC) Security Administrator Screens

For Account Creation and/or Maintenance

## Log In

Log in to access the RRC Online System.

UserID:

Password:

[Forgot Password?](#)

OR

[Forgot User Id?](#)

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

### 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 or an individual may designate a Security Administrator by completing the Security Administrator Designation form. When the form is processed, the Security Administrator will receive a User ID and a temporary initial password. The Security Administrator will log into the RRC Online System using their assigned User ID and create User IDs for users within their company and assign 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 [rconline-security@rrc.state.tx.us](mailto:rconline-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.

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.

# Welcome Screen

Welcome to the RRC Online System

**Main Application**

- [Account Administration](#)

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

## Account Administration

Maintain Accounts My Account

Search Create Person

To add a new user you must:

1. Create a new person
2. Add the person to one or more filing rights
3. Assign the person to one or more filing rights

How to:

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

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NOTE – These links are help text; they are not the links you follow to accomplish those tasks.

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)

## 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

Create Person

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.

Phone Number - 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)

## 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

Create Person

An example of this screen filled-in.

## Account Administration

Maintain Accounts My Account

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)

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

**Account Administration**

Maintain Accounts | My Account

Search | **Create Person**

- Person successfully created

### Add New User Account

Name:	Test Dummy	
User ID:	<input type="text" value="tester4"/>	<p>To Add a New User Account:</p> <ol style="list-style-type: none"><li>1. In the User ID field, enter a login ID for this person. User ID must be unique.</li><li>2. In the New Password field, enter a password.</li><li>3. In the Confirm Password field, enter the temporary password again and click Submit.</li></ol> <p>See <a href="#">Help</a> for password guidelines</p>
New Password:	<input type="password" value="....."/>	
Confirm Password:	<input type="password" value="....."/>	
Account Status:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive (locked)	

An example of this screen filled-in.

# New Acct: Account Info

## Account Administration

Maintain Accounts **My Account**  
Search | Create Person | **Maintain Account**

### View Account Info for: tester4

**Account Status** | [Assign Filing Rights](#) | [Reset Password](#)

User ID: tester4  
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: tester4

- 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	Texas Damage Reporting Form
<input type="checkbox"/>	H10 External Filer	H10 Filing System
<input type="checkbox"/>	H10 EDI Upload	
<input type="checkbox"/>	Completions Ex	
<input type="checkbox"/>	Directional Surv	
<input type="checkbox"/>	Directional Surv	
<input type="checkbox"/>	G-10/W-10 Ext	
<input type="checkbox"/>	G-10/W-10 Uplo	

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.

**IMPORTANT** - 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: tester4

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"/>		
<input checked="" type="checkbox"/>	Completions External Filer	Completions
<input type="checkbox"/>	Directional Survey Upload	Completions
<input type="checkbox"/>	Directional Survey Certify	Completions
<input checked="" type="checkbox"/>	G-10/W-10 External Filer	Well Status Report (G10/W10)
<input checked="" type="checkbox"/>	G-10/W-10 Upload EDI Filing Only	Well Status Report (G10/W10)

For this example, we're allowing this account to file W-1s (drilling permit applications), PRs (Production Reports) by all methods, Completion Reports, and G10/W10 tests (by both methods). After checking the "Add" boxes, click "Submit" to assign these rights.

# New Acct: Assign Filing Rights (Assigned)

## Account Administration

Maintain Accounts My Account

Search Create Person **Maintain Account**

• Message # 2000 - Update successful

### Maintain Account Info for: tester4

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"/>	External W1 Filer	Drilling Per
<input type="checkbox"/>	PR Full Filing Rights	Product
<input type="checkbox"/>	Completions External Filer	
<input type="checkbox"/>	G-10/W-10 External Filer	
<input type="checkbox"/>	G-10/W-10 Upload EDI Filing Only	

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

#### Available Filing Rights

Add	Filing Right Name	Applicat
<input type="checkbox"/>	PR Upload EDI Files Only	Product
<input type="checkbox"/>	PR Authorized EDI Agent	Product
<input type="checkbox"/>	PR Online Filing Only	Product
<input type="checkbox"/>	External Pipeline Integrity Filer	Pipeline
<input type="checkbox"/>	Third Party Damage Filer	Texas D
<input type="checkbox"/>	H10 External Filer	H10 Filing
<input type="checkbox"/>	H10 EDI Upload Only	H10 Filing System
<input type="checkbox"/>	Directional Survey Upload	Completions
<input type="checkbox"/>	Directional Survey Certify	Completions

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](#).

## 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.

Enter any desired parameters and click “Search” to find accounts within your organization.

**HINT:** 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).

## Account Administration

Maintain Accounts My Account

Search Create Person

### Search Results

User ID	Last Name	First Name	Middle Name	Email	Account Status
<a href="#">aaaa1</a>	<a href="#">Acct</a>	Test		pankaj.khanduri@rrc.state.tx.us	A
<a href="#">tester2</a>	<a href="#">Dummy</a>	Test		tim.poe@rrc.state.tx.us	A
<a href="#">tester4</a>	<a href="#">Dummy</a>	Test		test.dummy@rrc.texas.gov	A
<a href="#">glossop1</a>	<a href="#">Glossop</a>	Robert			
<a href="#">tester3</a>	<a href="#">Junior</a>	Tester			
<a href="#">railro1</a>	Smith	Andy			
<a href="#">railro5</a>	Test	Test			
<a href="#">tester</a>	<a href="#">Tester</a>				
<a href="#">railro6</a>	Waner				
<a href="#">testerbb</a>	<a href="#">boop</a>				

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

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

### Search again?

Status:  ▾

User ID:

First Name:

Last Name:

Filing  ▾

These are accounts for this company that fit the search request.

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 (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.

- 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.

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

## Account Administration

Maintain Accounts My Account

Search | Create Person

### Edit Person

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

The asterisks (\*) indicates required information.

**Person name information may not be changed.**

User Id: tester4

\*First Name:

\*Last Name:

Middle Name:

Suffix:

\*E-Mail:

Business Title:

Personal Title:

Phone: (  )  extension

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.

**IMPORTANT:** For security and tracking reasons, once the user has accessed this account, you will no longer be able to change the person's name!

Phone Number - 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)

## Account Administration

Maintain Accounts My Account  
Search | Create Person | **Maintain Account**

### Maintain Account Info for: tester4

**Account Status** | [Assign Filing rights](#) | [Reset Password](#)

User ID: tester4

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: tester4

- 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"/>	G-10/W-10 External Filer	Well Status Report (G10/W10)
<input type="checkbox"/>	External W1 Filer	Drilling Permits (W-1)
<input type="checkbox"/>	Completions External Filer	Completions
<input type="checkbox"/>	G-10/W-10 Upload EDI Filing Only	Well Status Report (G10/W10)
<input type="checkbox"/>	Full Filing Rights	Production Reports

#### Available Filing Rights

Add	Filing Right Name	Application(s)
<input type="checkbox"/>	PR Upload External Filer	
<input type="checkbox"/>	PR Authorized External Filer	
<input type="checkbox"/>	PR Online Filing Only	
<input type="checkbox"/>	External Pipeline Integrity Filing	Pipeline Integrity Filing
<input type="checkbox"/>	Third Party Filing	
<input type="checkbox"/>	H10 External Filer	
<input type="checkbox"/>	H10 External Filer	
<input type="checkbox"/>	Directional Survey Certify	Completions

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.

Submit Return

# Edit Acct: Maintain Account Info (Reset Password)

## Account Administration

- Maintain Accounts
- My Account
- Search
- Create Person
- Maintain Account**

### Maintain Account Info for: tester4

- Account Status
- Assign Filing Rights
- Reset Password**

User ID: tester4

New Password\*:

Confirm Password\*:

To reset a user's 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 a Security Administrator can reset an Organization's Security Administrator's password.

See [Help](#) for more information on these lines

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)

Oil & Gas Systems:

Completion Reports

[WCU@rrc.state.tx.us](mailto:WCU@rrc.state.tx.us)

Directional Surveys:

[WCU@rrc.state.tx.us](mailto:WCU@rrc.state.tx.us)

Drilling Permit Applications:

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

G-10/W-10 Reports

[WCU@rrc.state.tx.us](mailto:WCU@rrc.state.tx.us)

H-10 Filings:

[H10Info@rrc.state.tx.us](mailto:H10Info@rrc.state.tx.us)

Production Reports:

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

Pipeline Safety Systems:

Pipeline Integrity Forms:

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

Third Party Damage Reporting:

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