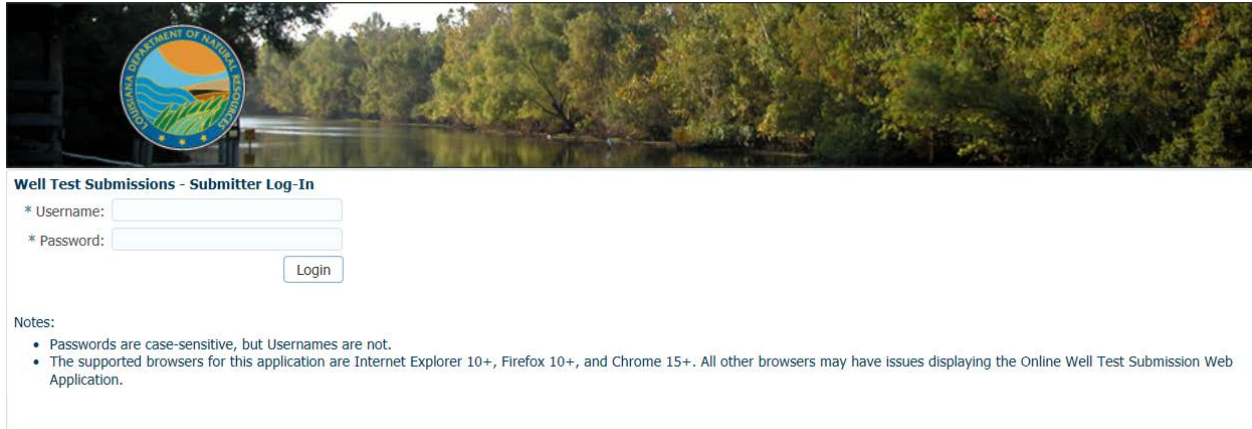


Well Test Submissions Instructions



Well Test Submissions - Submitter Log-In

* Username:

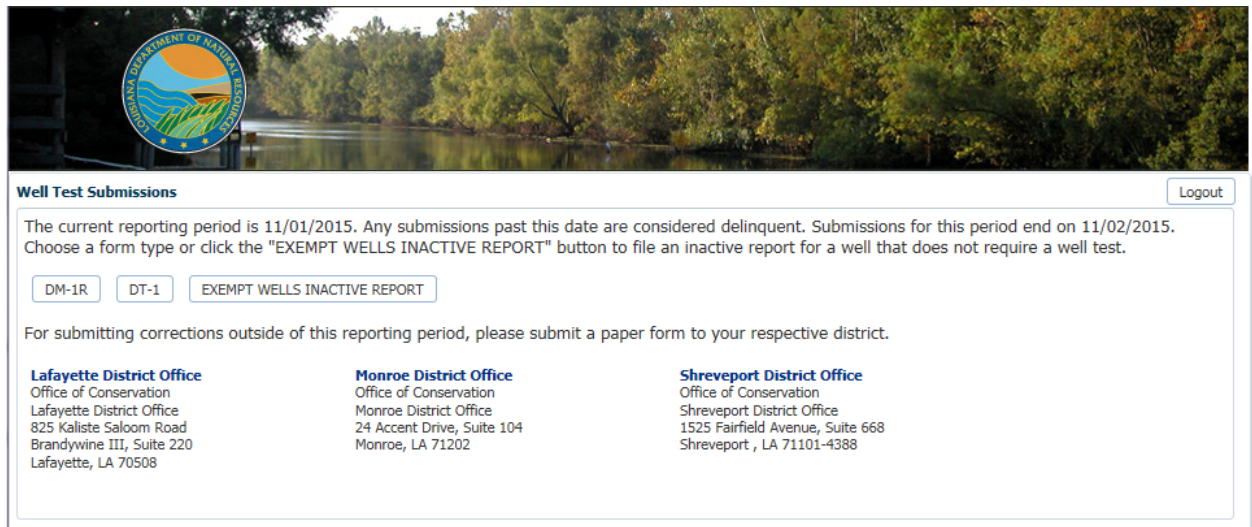
* Password:

Login

Notes:

- Passwords are case-sensitive, but Usernames are not.
- The supported browsers for this application are Internet Explorer 10+, Firefox 10+, and Chrome 15+. All other browsers may have issues displaying the Online Well Test Submission Web Application.

The first screen you will see is the Login screen. To login, enter your username and password. Note: Usernames are not case-sensitive, but passwords are. Click the “Login” button to continue.



Well Test Submissions Logout

The current reporting period is 11/01/2015. Any submissions past this date are considered delinquent. Submissions for this period end on 11/02/2015. Choose a form type or click the "EXEMPT WELLS INACTIVE REPORT" button to file an inactive report for a well that does not require a well test.

DM-1R DT-1 EXEMPT WELLS INACTIVE REPORT

For submitting corrections outside of this reporting period, please submit a paper form to your respective district.

Lafayette District Office Office of Conservation Lafayette District Office 825 Kaliste Saloom Road Brandywine III, Suite 220 Lafayette, LA 70508	Monroe District Office Office of Conservation Monroe District Office 24 Accent Drive, Suite 104 Monroe, LA 71202	Shreveport District Office Office of Conservation Shreveport District Office 1525 Fairfield Avenue, Suite 668 Shreveport, LA 71101-4388
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The second screen is the Welcome Page screen. This screen will tell you which reporting period is open for online submission and what date the period for submittal will close. It also gives mailing addresses for each district as well as a link to the district’s information page on the DNR website. To continue, click on the “DM-1R”, “DT-1”, or “Exempt Wells Inactive Report” button, depending on whether you are reporting for oil, gas, or exempt wells. DM-1R is for oil wells; DT-1 is for gas wells.


Exempt Wells include:

1. Stripper oil lease wells in Monroe and Shreveport districts only
2. Monroe Gas Rock wells (only in Monroe field and certain sand IDs)
3. Status 16, 18, 20, 31, 32, 35, 36, and 37 wells
4. Wells that are of a required status but have no product code to determine the report to be filed (DM-1R or DT-1)

This modification is to allow Inactive Well Reports to be filed on wells that do not have to file DM-1Rs or DT-1s.

If an exempt well is ACTIVE (st. 10), you DO NOT have to file an Inactive Well Report.

If an exempt well is INACTIVE (and including st. 16, 18, 20, 31, 32, 35, 36, and 37), you DO have to file an Inactive Well Report.



Well Test Submissions Logout


Save Submit Cancel Back to Welcome Page **Reporting Period: 05/01/2014**

* Name of Company Official
* Official Company Title
* Phone Number
* Email

Organization ID

DM-1R

The next screen is where you will be entering the data for your well test. Each time you login to enter data, you will be required to enter contact information.



Well Test Submissions Logout


Save Submit Cancel Back to Welcome Page **Reporting Period: 05/01/2014**

* Name of Company Official John Doe
 * Official Company Title CEO
 * Phone Number 1234567890
 * Email john.doe@company.com

Organization ID **E177** ENERGYQUEST II, LLC
 Field ID

DM-1R Inactive Reports

Next, click on the Organization ID drop down menu and choose your organization ID. Once selected, the name of your organization will populate to the right.



Well Test Submissions Logout

Save Submit Cancel Back to Welcome Page **Reporting Period: 05/01/2014**

* Name of Company Official John Doe
 * Official Company Title CEO
 * Phone Number 1234567890
 * Email john.doe@company.com


Organization ID **E177** ENERGYQUEST II, LLC
 Field ID **2248** CAMERON MEADOWS
 Luv Code: No Luv Code

Show Wells

- **Button Color Guide:** **Green** - All wells submitted, **Yellow** - Started but not submitted, **Orange** - Some wells submitted, **Red** - Not yet started.
- **Well Test Color Guide:** **Green** - Submitted, **Yellow** - Started but not submitted, **Red** - Not yet started

DM-1R Inactive Reports

Next, click on the Field ID drop down menu and select a field. Once selected, the field name will populate to the right. Only fields that have wells requiring data will be shown.



Well Test Submissions Logout

Save Submit Cancel Back to Welcome Page **Reporting Period: 05/01/2014**

* Name of Company Official: John Doe
 * Official Company Title: CEO
 * Phone Number: 1234567890
 * Email: john.doe@company.com

Organization ID: E177 ENERGYQUEST II, LLC
 Field ID: 2248 CAMERON MEADOWS
 LUW Code: 532862 CAMERON MEADOWS LAND CO

Show Wells

- **Button Color Guide:** Green - All wells submitted, Yellow - Started but not submitted, Orange - Some wells submitted, Red - Not yet started.
- **Well Test Color Guide:** Green - Submitted, Yellow - Started but not submitted, Red - Not yet started

DM-1R Inactive Reports

Well Serial Number	Well Name	Well Number	Report Type	Upper Perforation	Lower Perforation	Oil (Barrels/day)	Gas (MCF/day)	Water (Barrels/day)	Choke/
143142	CAMERON MEADOWS LAND CO	002	DM-1R	4268	4288	1	2	3	
147573	CAMERON MEADOWS LAND CO	018	DM-1R	1100	4911	50	0	1000	
150806	CAMERON MEADOWS LAND CO	035	DM-1R	1584	1590	7	0	89	
151676	CAMERON MEADOWS LAND CO	002	DM-1R	1224	1272				
152195	CAMERON MEADOWS LAND CO	018	DM-1R	1225	1273				
156349	CAMERON MEADOWS LAND CO	035	DM-1R	3919	3921				
163641	CAMERON MEADOWS LAND CO	030	DM-1R	3572	3606				
171276	CAMERON MEADOWS LAND CO	036	DM-1R	4560	4562				
171279	CAMERON MEADOWS LAND CO	037	DM-1R	3470	3542				
171380	CAMERON MEADOWS LAND CO	065	DM-1R	3175	3225				
171281	CAMERON MEADOWS LAND CO	062	DM-1R	3946	3960				
171282	CAMERON MEADOWS LAND CO	066	DM-1R	4375	4382				
181594	CAMERON MEADOWS LAND CO	072	DM-1R	4579	4589				
183388	CAMERON MEADOWS LAND CO	073	DM-1R	2594	2608				
186432	CAMERON MEADOWS LAND CO	074	DM-1R	3104	3110				

Next, click on the LUW Code drop down menu and select a LUW code. Once selected, the LUW name will populate to the right. Only LUW codes that have wells requiring data will be shown. Once the LUW code is selected, click the "Show Wells" button. The wells that requiring data will populate in a table at the bottom of the page.

Note: Colors have been used to help identify your progress for each LUW code and each well. Green signifies that all the wells in a particular LUW code have been submitted. Yellow signifies that some of the wells in a particular LUW code have been started but not submitted. Orange signifies that some wells in a particular LUW have been submitted. Red signifies that all wells in a particular LUW code have not yet been started.

Note: Upper and Lower Perforations have been provided for you. This information is populated from the latest perforation data we have in SONRIS. Also, the table will automatically calculate BS & W% and Gas Oil Ratio (CF/Barrel) based on the data provided. See example for SN 151676 below.

Well Test Submissions Logout

Save Submit Cancel Back to Welcome Page **Reporting Period: 05/01/2014**

* Name of Company Official John Doe
 * Official Company Title CEO
 * Phone Number 1234567890
 * Email john.doe@company.com

Organization ID: E177 ENERGYQUEST II, LLC
 Field ID: 2248 CAMERON MEADOWS
 Luv Code: 532862 CAMERON MEADOWS LAND CO

Show Wells

- **Button Color Guide:** Green - All wells submitted, Yellow - Started but not submitted, Orange - Some wells submitted, Red - Not yet started.
- **Well Test Color Guide:** Green - Submitted, Yellow - Started but not submitted, Red - Not yet started

Well Serial Number	Upper Perforation	Lower Perforation	Oil (Barrels/day)	Gas (MCF/day)	Water (Barrels/day)	Choke/64"	BS & W (%)	Gas Oil Ratio (CF/Barrel)	API Gravity (@ 60° F)	Flowing Press (PSIG)
143142	4268	4288	1	2	3	4				
147573	1100	4911	50	0	1000					
150806	1584	1590	7	0	89	16	92	1428	28.5	140
151676	1224	1272	1	2	3		75	2000		
152195	1225	1273								
156349	3919	3921								
163641	3572	3606								
171278	4560	4562								
171279	3470	3542								
171280	3175	3225								
171281	3946	3960								
171282	4375	4382								
181594	4579	4589								
183388	2594	2608								
186432	3104	3110								

Once data for a serial number is entered, you can either save or submit. If you save, it will keep the data entered until you are ready to submit. If you submit, it will check the data for errors. Any errors found will need to be corrected before your data will submit. There are required fields that must be entered for the data to submit. These are -

For DM-1R:

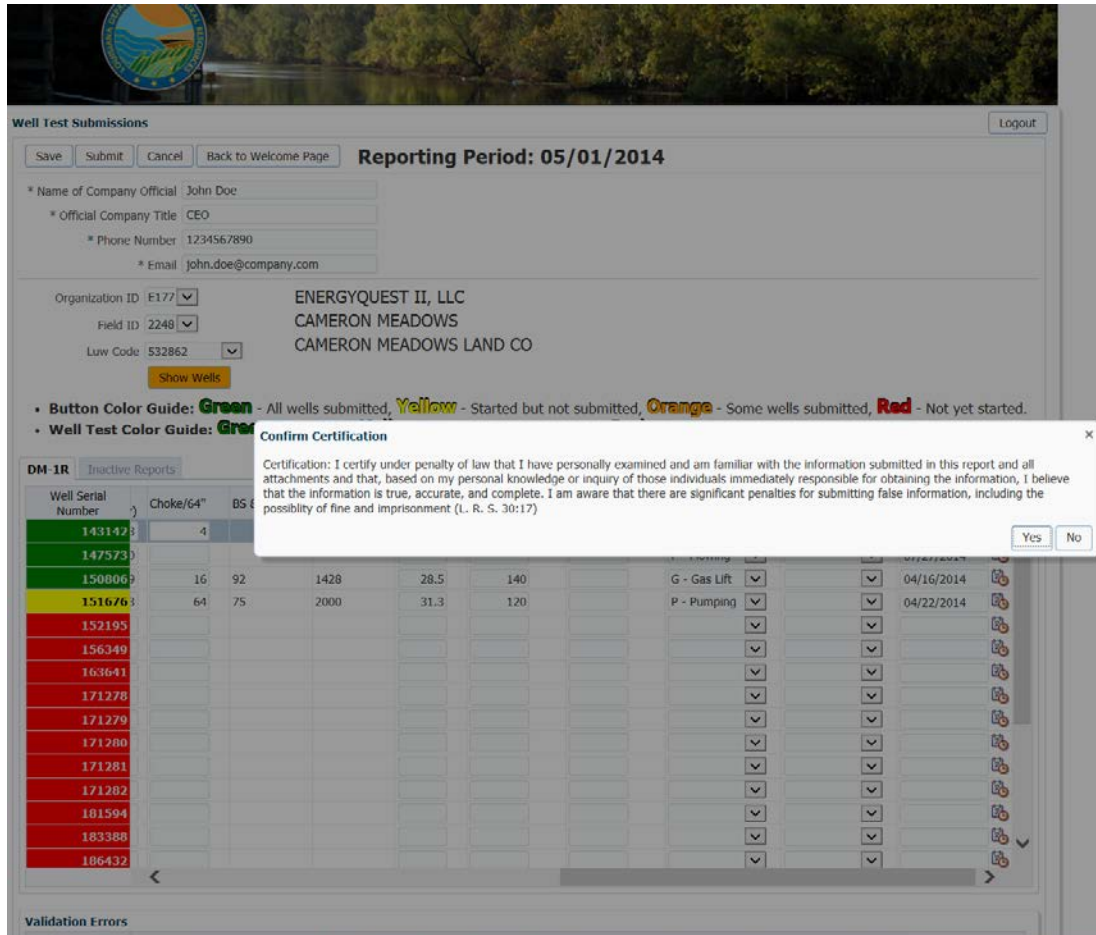
- Upper and Lower Perforations
- Oil (BBLs/day)
- Gas (MCF/day)
- Water (BBLs/day)
- Producing Method
- Date of Test or Status

For DT-1:

- Upper and Lower Perforations
- Gas (MCF/day)
- Cond (BBLs/day)
- Water (BBLs/day)
- Date of Test or Status

If you select that a well is inactive, the "Inactive Reports" tab will become available for you to enter the Inactive Well Report data for that well. This information is required for every inactive well.

If you click the “Submit” button, a box will appear with a certification. You must click “Yes” to continue. Once “Yes” is clicked, a box will confirm that your data has been submitted. Also, the color of the well serial number will change.



To return to the Welcome Page screen where you selected either DM-1R, DT-1, or Exempt Wells Inactive Report buttons, click on the “Back to Welcome Page” button.

The well serial numbers displayed for each LUW code are required to be submitted for the reporting period. If they are not submitted before the report date, those serial numbers will be considered delinquent and you will be notified via e-mail.

Helpful Hints:

1. Make sure your contact information, especially email address, is updated through your OR-1 online submission. This is the department’s **ONLY** method of contacting you about well test submissions.
2. Make sure to give access to subusers and reporting companies to file these reports through your OR-1’s Master Account via the Administer Access button.