USER ID TYPES FOR NMOCD PERMITTING

EMNRD – OCD - ADMINISTRATIVE COMPLIANCE TEAM

November 19, 2026 ab

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User ID Types for NMOCD Electronic Reporting

Before submitting electronic reports to the New Mexico Oil Conservation Division (NMOCD), organizations must use one of two types of user IDs:

- Operator Administrator (Op Admin)
- Designates a single individual per operator whose name will be linked to all OCD permits and forms submitted electronically.
- Serves as the organization's "super user", responsible for authorizing other users.
- Operator User (Op User)
- Authorized by the Operator Administrator to submit electronic OCD permits and forms on behalf of the organization.
- Multiple Op Users may be assigned by an Op Admin, allowing electronic submissions except: Form C-145 (Change of Operators), which must be submitted exclusively by the Op Admin.

Authorization of an Operator Administrator

Oil and gas companies operating in the State of New Mexico may designate only one (1) Operator Administrator, also referred to as the "super user", to act as a duly authorized representative of the company.

Approval of a company's Operator Administrator must be granted by any of the following individuals:

- President or Vice President of the company.
- Employees of the corporation are authorized by a corporate resolution or power of attorney to approve and sign Oil Conservation Division (OCD) forms on behalf of the corporation.
- Manager (if the business operates as a limited liability company).
- Partner (if the business operates as a partnership).
- Operator individually (if the business operates as a sole proprietorship).

Operator Administrator (Op Admin) Designation and Transition Process

This procedure outlines the responsibilities of the designated Operator Administrator (Op Admin) within the operator's account and provides guidance for creating or transitioning Op Admin authority in the NMOCD Permitting system.

Role of the Operator Administrator

- Upon designation, you become the official Op Admin for the operator's name and OGRID.
- Your name will be linked to all OCD permits and forms submitted electronically.
- The Op Admin serves as the organization's primary "super user," responsible for managing and authorizing additional users within NMOCD Permitting.
- The Op Admin ensures that user access is accurate, current, and aligned with the operator's

internal permissions.

Transition of Operator Administrator Responsibilities

- If the existing Op Admin is leaving the operator, or if the operator requires reassignment to a new Op Admin, it is the responsibility of the current Op Admin to create a new Op Admin user in the OCD Permitting system.
- This transition should occur before the existing Op Admin's departure to ensure uninterrupted access and compliance.

If the Current Op Admin Is Unavailable

- If the existing Op Admin is no longer available to perform the transition, the operator must complete the Op Admin Request Form.
- Submit the completed form to the NMOCD Administrative Compliance team at: OCD.AdminComp@emnrd.nm.gov
- The Administrative Compliance team will review the request and assign a new Op Admin for the operator.

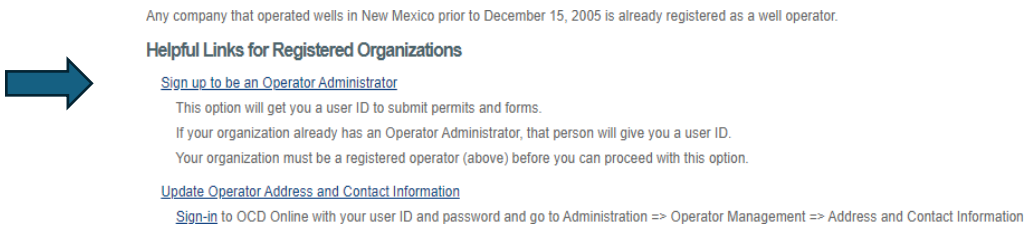
Steps to Establish an Operator Administrator Username for OCD Permitting

Before setting up or replacing a company's Operator Administrator (Op Admin), authorization must be granted by:

- The President or Vice President of the corporation, or
- An employee of the corporation authorized by corporate resolution or power of attorney.

Step-by-Step Process

1. Access the OCD Home Website
    a. Open a web browser and go to OCD Home.
2. Navigate to the OCD Permitting System
    a. Select Industry Oversight → Oil & Gas → Oil and Gas Permitting (drop-down arrow).
    b. OCD Permitting → OCD Permitting again
3. Sign Up for an Operator Administrator Account
    a. Scroll to the bottom of the Welcome page and click on "Sign up to be an Operator Administrator."



4. Select Company Name and OGRID#
    a. Choose the Company Name and OGRID# from the drop-down list (sorted alphabetically).



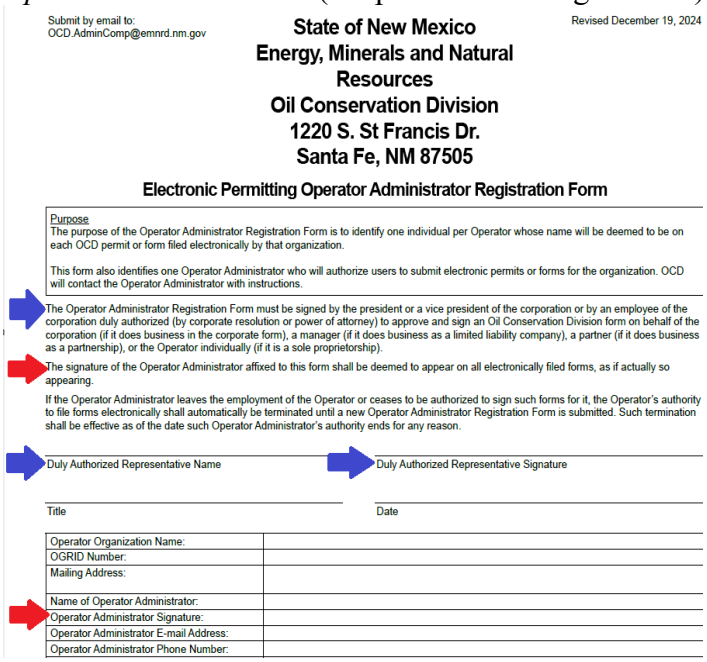
Important: If there is an existing Operator Administrator assigned to your organization, a dialog box will appear with the following message: *"There is a Problem!" [Employee Name] is already identified as the Operator Administrator for your OGRID. Please contact him/her for access to the system.*"

5. Change or Add Operator Administrator
6. If replacing an existing Op Admin, click "Change the Operator Administrator".
7. If setting up a new Operator Administrator, select "Add New Operator Administrator."

8. Complete the Requested Fields Enter all required information as displayed on the registration form.
9. Click Print to generate a hard copy of the request form.

Obtain Original Signatures

- The *following individuals must sign the form* as specified below:
  - *Duly Authorized Representative* (e.g., president, vice president, or authorized employee).
  - *Operator Administrator* (the person assuming the role).



Submit by email to:
OCD.AdminComp@emnrd.nm.gov

Revised December 19, 2024

State of New Mexico
Energy, Minerals and Natural Resources
Oil Conservation Division
1220 S. St Francis Dr.
Santa Fe, NM 87505

Electronic Permitting Operator Administrator Registration Form

Purpose
The purpose of the Operator Administrator Registration Form is to identify one individual per Operator whose name will be deemed to be on each OCD permit or form filed electronically by that organization.

This form also identifies one Operator Administrator who will authorize users to submit electronic permits or forms for the organization. OCD will contact the Operator Administrator with instructions.

The Operator Administrator Registration Form must be signed by the president or a vice president of the corporation or by an employee of the corporation duly authorized (by corporate resolution or power of attorney) to approve and sign an Oil Conservation Division form on behalf of the corporation (if it does business in the corporate form), a manager (if it does business as a limited liability company), a partner (if it does business as a partnership), or the Operator individually (if it is a sole proprietorship).

The signature of the Operator Administrator affixed to this form shall be deemed to appear on all electronically filed forms, as if actually so appearing.

If the Operator Administrator leaves the employment of the Operator or ceases to be authorized to sign such forms for it, the Operator's authority to file forms electronically shall automatically be terminated until a new Operator Administrator Registration Form is submitted. Such termination shall be effective as of the date such Operator Administrator's authority ends for any reason.

Duly Authorized Representative Name

Duly Authorized Representative Signature

Title

Date

Operator Organization Name:	
OGRID Number:	
Mailing Address:	
Name of Operator Administrator:	
Operator Administrator Signature:	
Operator Administrator E-mail Address:	
Operator Administrator Phone Number:	

  - Email the *completed request form* to: OCD Administrative Compliance Officer at OCD.AdminComp@emnrd.nm.gov
- Final Approval and Login Instructions
- The NMOCD Administrative Compliance Group will process the request and email the Operator Administrator (Op Admin) with their new username ID.
- The Op Admin will then activate their password for OCD Permitting using the instructions provided by NMOCD.

The NMOCD Administrative Compliance Group will review the request and email the Operator Administrator (Op Admin) with a new username ID. The Op Admin will then activate a password for OCD PERMITTING, following the instructions provided by NMOCD. Once the approval is confirmed, the Operator Administrator (Super User) will gain access to OCD PERMITTING.