

EMNRD – OCD - ADMINISTRATIVE COMPLIANCE TEAM

USER ID TYPES FOR NMOCD ELECTRONIC REPORTING

OCD PERMITTING

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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:

1. **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.

2. **Operator User (Op User)**

Authorized by the Operator Administrator to submit electronic OCD permits and forms on behalf of the organization.

3. **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 User

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**).

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.**”



Any company that operated wells in New Mexico prior to December 15, 2005 is already registered as a well operator.

Helpful Links for Registered Organizations

[Sign up to be an Operator Administrator](#)

This option will get you a user ID to submit permits and forms.
If your organization already has an Operator Administrator, that person will give you a user ID.
Your organization must be a registered operator (above) before you can proceed with this option.

[Update Operator Address and Contact Information](#)

[Sign-in](#) to OCD Online with your user ID and password and go to Administration => Operator Management => Address and Contact Information

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

1. The following individuals must sign the form:
 - a. **Duly Authorized Representative** (e.g., president, vice president, or authorized employee). **Operator Administrator** (the person assuming the role).
 - b. **Email** the completed request form to: **OCD Administrative Compliance Officer** at OCD.AdminComp@emnrd.nm.gov
2. **Final Approval and Login Instructions**
3. The **NMOCD Administrative Compliance Group** will process the request and email the **Operator Administrator (Op Admin)** with their **new username ID**.
4. 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**.