

EMNRD – OCD - ADMINISTRATIVE COMPLIANCE TEAM

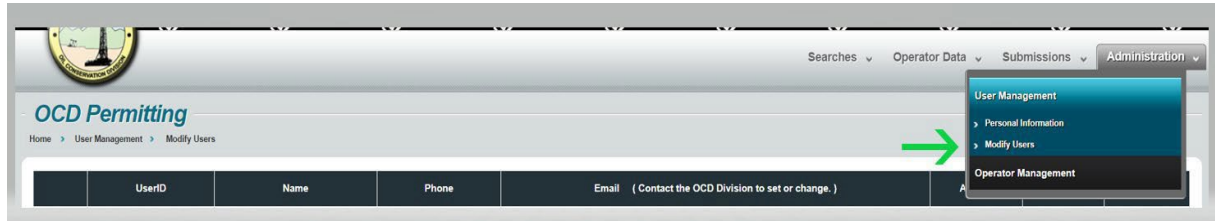
OBTAINING OPERATOR USER IN NMOCD PERMITTING

OCD PERMITTING

Process for Establishing Operator Users in OCD Permitting	1
Providing an email to notify new users of their assigned user ID	2
Acceptance or Rejection Email Notification Setup	3
To remove an existing Op User ID	3
To reset the User ID password when in locked mode	3
Providing an email to Op Users of account password reset	4
Updating personal contact information	5
Operator Address and Contact Information	6

Process for Establishing Operator Users in OCD Permitting

1. Sign into **OCD Permitting**.
2. Navigate to **Administration > User Management > Modify Users**.



3. Your company's **user list** will appear.
4. **Adding a New Op User (General Operator User):**
 - a. Click **Add New User** and follow the prompts to enter their details.
 - b. If the person's name already exists, assign the **role type** as **General (Op User)**.
 - c. Click **Save Existing Person** to add them to the user list.
5. **Adding a New User Without an Existing Profile:**
 - a. Enter their **email address** and click **Search** to populate required fields.
 - b. Assign a **username**, using either their first name initial and last name (all lowercase, no spaces) or vice versa. *i.e., ssmith or smiths*
 - c. Avoid duplicate usernames for the same individual.

User Information

Please enter a user name for this user.

User Name:

Use an existing user name if you want to grant permission to a consultant or attorney, who is already an active user, to act for you.

Personal Information

Please enter the **NEW** user's name, title, and contact information.

First Name: First name is required for a new user.

Middle Initial:

Last Name: Last name is required for a new user.

Title:

Phone Number:

Email Address: Email is required to be able to reset your passwords.

- d. Note: Access section, **for legal representative only**, select both role types, Op user & Op Legal.

Access

Please select what role/roles this person should have.

☐ General (OPUser) : Allowed to create, submit & review operational forms. Can also change and confirm operator contact information.

☐ Legal Representative (OPLegal) : Allowed to create, submit, & review legal requests and motions

Note: For a new Operator Administrator (OPAdmin), please follow the process outlined [here](#).

6. Adding a Consultant as an Op User:

- If the consultant works with multiple entities, search for their **existing username** or **email address**.
- Select their **username account** and assign their **role type** as **General (Op User)** by selecting your business name in “Permissions”.
- Click **Save Existing Person** to update their profile.

Providing an email to notify new users of their assigned user ID

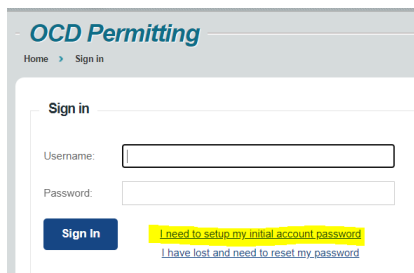
(example)

Hello,

*Your assigned Operator username (Op User) is **ssmith** (all lowercase, no spaces).*

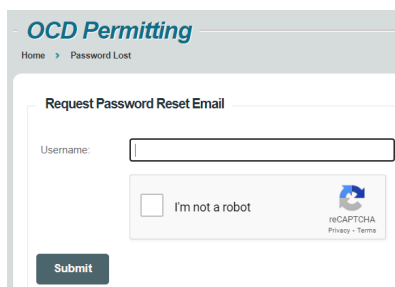
To access OCD Permitting online, please visit: [OCD Permitting \(nm.gov\)](https://www.nm.gov/oecd-permitting).

When setting up your initial account password, select the appropriate option on the login page.



Follow these steps to complete the setup:

1. Enter your **username** when prompted.

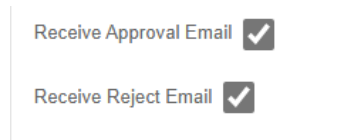


2. You will receive an email from NMOCD with instructions to create your password. Please check your spam or junk folder in case the email does not appear in your inbox.
3. Once your new password is confirmed, exit your email and sign in to OCD Permitting to access user options.

Acceptance or Rejection Email Notification Setup

To ensure you receive approval or rejection emails, follow these steps to verify and update your user settings:

1. **Sign into OCD PERMITTING.**
2. Select **Administration > User Management > Personal Information.**
3. Check that the appropriate boxes for **Approval Email** and **Reject Email** are selected.



Receive Approval Email ☒

Receive Reject Email ☒

4. Verify that all information is correct and up to date.
5. If changes are needed, fill in the relevant fields and click **Update**.

Note: Be sure to check your spam or junk mail folder to avoid missing important emails from **NMOCD**.

To remove an existing Op User ID

- ♦ Op. Admin. must be signed into the system.
- ♦ Select Administration
- ♦ User Management
- ♦ Modify Users
- ♦ Select User ID from the user list provided
- ♦ Select Edit
- ♦ Uncheck “General (Op User)”
- ♦ Select Update
- ♦ Remove user? Select “Remove user” from this OGRID

To reset the User ID password when in locked mode

Op User attempted to access the Username after the 3rd attempt; the system will lock out the account for one hour. Thereafter the Op User may attempt to sign in for OCD PERMITTING with no issues.

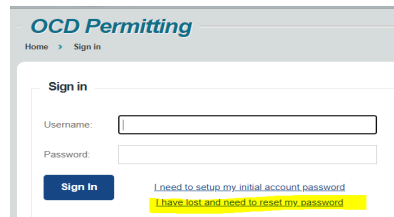
- ♦ Op User is locked out due to inactivity. The interoffice Operator Administrator User may reset the locked username name account.
- ♦ Op User forgot the password and needed to reset password, below are the steps to access. Please provide the information below to the Operator User (Op User) to reset their personal password.

Providing an email to Op Users of account password reset

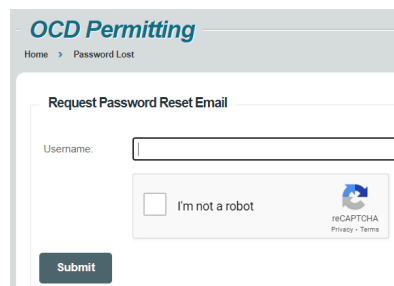
(example)

Hello,

Reset the account password (Op Admin or Op User), please select the appropriate option by following the directions below.



1. Enter your **username** when prompted.

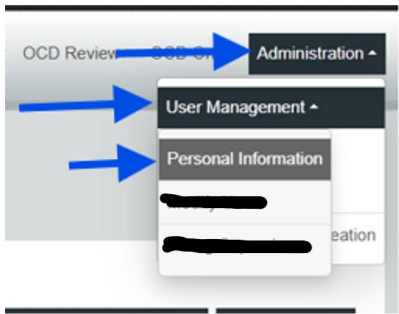


2. You will receive an email from NMOCD with instructions to create your password. Please check your spam or junk folder in case the email does not appear in your inbox.
3. Once your new password is confirmed, exit your email and sign in to OCD Permitting to access user options.

Updating personal contact information

An Operator Administrator (Op. Admin.) or General Operator User (Op. User) account may access their personal contact information to update available options in OCD Permitting.

- ◆ Sign in OCD Permitting
- ◆ Select Administration
- ◆ User Management
- ◆ Personal Information

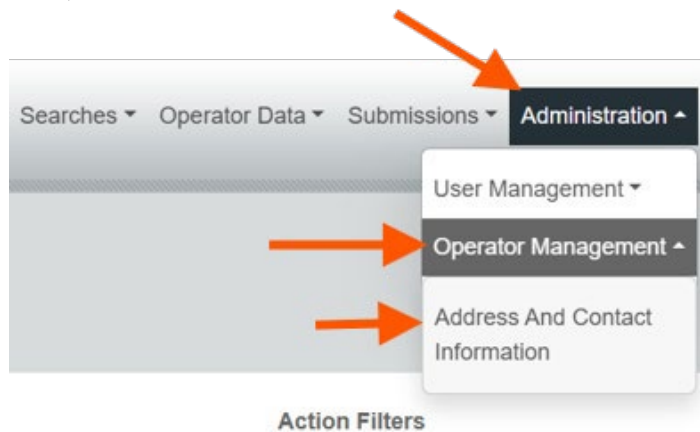


- ◆ Personal Information will appear.
- ◆ Limited options to update information by the user.
- ◆ Title, phone number, and email address.
- ◆ Once information is updated, scroll to the bottom of the screen and select, "Update".

Operator Address and Contact Information

The Operator Administrator username account in OCD Permitting within your business may access Central and District Contact information and with the business contact information to update the information by following the steps below:

- ◆ Sign into OCD Permitting
- ◆ Select Administration
- ◆ Select Operator Management
- ◆ Select Address and contact information



The Organization Information and Central Contact Information will appear with the available fields requiring an update such as the Central contact Information, and any District contact information where applicable.

When the update is complete.

- ◆ Scroll to the bottom of the screen and select the following as shown from the snapshot to complete the change in permitting.

