

## **Step by step instructions for the operator to submit the C-145**

**This transfer can only be done using OCD Online E-Permitting, the electronic permitting system. Both operators will need user ids for OCD Online E-Permitting. Please read every step below.**

- 1. Both operators must have OGRIDs and be registered as users of OCD Online.**
- 2. Either operator may log on first and enter the “from operator” and “to operator” and other information.**
- 3. Next that operator should go to the Select Properties tab and click on the properties of interest. If all wells are transferring, use Select All at the bottom. Wells and properties may be added or deleted at any time before submission.**
- 4. Go to the Select Wells tab. If all wells in the selected properties are transferring, click Select All at the bottom. If not, click on each well. Additional bonding may appear on the right. This means that the well is on state or fee land and has been inactive for 24 months. This bonding must be obtained before the operator change will be approved.**
- 5. Look at the View Forms tab and the List of Wells Affected by Change to ensure that you are transferring the wells you intend to.**
- 6. Go to the Warnings tab to see if there are any warnings other than not yet having certified.**
- 7. At this point, print the C-145 by going to View Forms and selecting View Operator Change Form. Both the “from” operator and the “to” operator must sign this. After it is signed, all 3 pages must be scanned in and attached to this permit. NOTE: only the 3page document is uploaded. It is not acceptable to add in additional pages.**
- 8. The user must press the Certify button for your OGRID to certify that the list of wells is what you intend to transfer or receive and to acknowledge all statements.**
- 9. Next, the other operator must sign on. Go to the Submit Form tab and Certify that the list of wells is correct. If either operator changes the wells to be transferred, both operators will have to certify again.**
- 10. If both companies have a property with the same name, the receiving company will be asked to verify or change the new property names.**
- 11. When both operators have Certified, the Submit button will appear. Either operator may press it.**
- 12. After submission, you can see your permit under Permit Status. If you need to change the list of wells, you may un-submit the permit.**
- 13. The permit will be rejected if you have not yet supplied additional bonding. When your bonding is in place, you may pick up the permit again by going to Submit Forms, Other, Operator Change, and selecting Edit for the Rejected permit.**
- 14. The new operator should print a new well list to obtain the new property numbers.**

**Operator Information** - This screen shows the “from” and “to” operator, the effective date of the change, and contact information. Required information has an asterisk.

**Select Properties** - Click on the properties with wells that are transferring. If all wells are transferring, use the Select All button at the bottom.

**Select Wells** - Click on the wells that are transferring. You may see additional bonding appear for inactive wells on state and fee land; bonds must be obtained for these amounts. If all wells in the selected properties are transferring, use the Select All button at the bottom.

**Warnings** - Warnings show if some information is missing or appears to be incorrect. If the old and new operator have the same property name, the second operator will see a request to enter a new property name. You may see a warning about either not attaching the signed C-145.

**Submit Form** - On this page you can attach your scanned .pdf file of the C-145 signed by both operators. You will also Certify that the list of wells is what you agree are transferring. Both the “to” and the “from” operators must certify. When both have certified, a Submit button will appear at the bottom of the screen. Press that to submit.

If either operator changes the list of selected wells, both operators have to certify again.

**View Forms** - Under this option you can view and print the 3page C-145 form, the list of wells transferring, and the wells in those properties that are and are not transferring.