

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

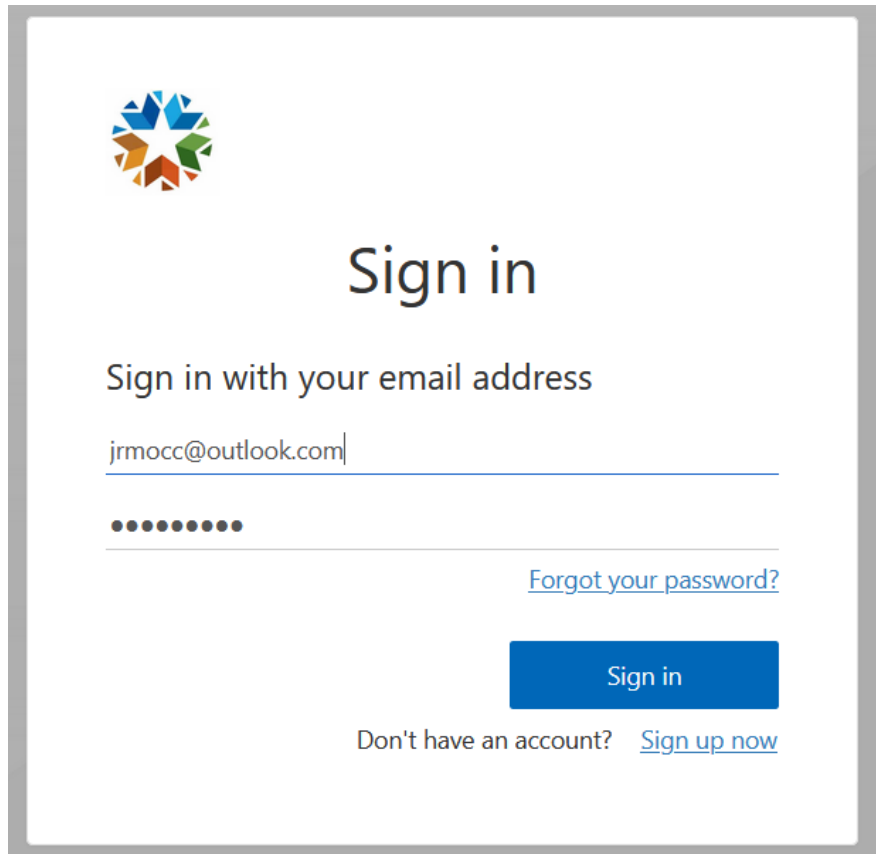
This user guide is to assist with holders reporting unlocated mineral owner payments through OGCD new online reporting system “OGIMS” – Oil & Gas Information Management System.

## **STEP 1: LOG IN**

Navigate to <https://ogims.public.occ.ok.gov/>

Registered User - Begin the process by entering your user id and password. Click “**Sign In**”.

Unregistered or No Account - Begin the process by clicking on “**Sign up now**”. Use the [New User Access Request Guide](#) to complete registration and to obtain access to the operator within OGIMS. Once completing the access guide, continue to page 2.



The screenshot shows the OGIMS Sign in page. At the top left is a circular logo with a white star in the center, surrounded by colorful triangles in shades of blue, green, and orange. Below the logo, the text "Sign in" is displayed in a large, dark font. Underneath, the instruction "Sign in with your email address" is followed by a text input field containing the email address "jrmocc@outlook.com". Below the email field is a password field represented by a series of black dots. To the right of the password field is a blue link that says "Forgot your password?". At the bottom center, there is a blue rectangular button with the text "Sign in" in white. Below the button, the text "Don't have an account?" is followed by a blue link that says "Sign up now".

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## **STEP 2: BEGIN A NEW 1081**

### A. Open in “My Dashboard”

a. Note: If you bookmarked your page when the forms tab was open then you will open in forms. Redo your bookmark when on the My Dashboard screen.

### B. Select Operator from drop down arrow

### C. Select “MOEA Details” tab

D. (Optional) – Access to operator’s current Pooling Order Report is available at any time in excel or pdf formats. See blue arrows. We recommend the pooling order report be downloaded prior to beginning the online reporting to compare and research orders, wells and owner records.

### E. Begin new 1081 by clicking on “+ New 1081”

The screenshot shows the OGIMS My Dashboard interface. The left sidebar contains navigation options: Home, My Dashboard (highlighted), MOEA Search, and Request Access. The main content area is titled 'My Dashboard' and includes a 'My Operators' section with a dropdown menu showing 'Eron LLC' and 'II LLC'. Below this is a 'Form Dates' section with 'Last Submitted Form' (04/05/2024) and 'Next Anniversary Date' (01/03/2025). A table lists 'Form 1081' entries with columns for Form ID, Status, Date Created, Date Modified, From, and To. A '+ New 1081' button is visible in the bottom right. Annotations include red arrows pointing to the operator dropdown, the MOEA Details tab, and the + New 1081 button, and blue arrows pointing to the 'View 1081 Pooling Order Report' buttons.

Form ID	Status	Date Created	Date Modified	From	To
Form 1081	Changes Requested	04/18/2024 09:48 AM	04/18/2024 10:23 AM	01/01/2023	02/01/2024
Form 1081	Changes Requested	04/09/2024 04:19 PM	04/18/2024 10:15 AM	01/01/2023	01/01/2024
Form 1081	Changes Requested	04/08/2024 11:52 AM	04/18/2024 10:35 AM	01/01/2022	01/01/2024
Form 1081	Accepted	04/05/2024 01:16 PM	04/18/2024 10:02 AM	03/01/2022	01/01/2023
Form 1081	Ready For Review	04/04/2024 03:32 PM	04/18/2024 10:08 AM	01/01/2024	04/01/2024
Form 1081	Accepted	04/03/2024 03:17 PM	04/05/2024 10:46 AM	02/01/2023	01/01/2024

Tip: Always work in OGIMS using full screen mode.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## **STEP 3: OPERATOR INFORMATION**

- A. Verify you are reporting under the correct operator ID and Name.
- B. Select report type **“Operator or Purchaser”**
- C. Input Reporting Period (Annual report is a 12mth reporting period.)
- D. Input Suspense Provided as of Date (Filer is attesting that all suspense funds prior to this date are included in the reported. The date should not be later than the last date of the reporting period and prior to date the report is remitted.)
- E. Input Report Filer
- F. Input Report Filer Address
- G. Input Escrow Account Bank Information (Optional if all revenue is reported. Required if reporting escrow account balances.)

24 [REDACTED] | BLUE [REDACTED]

### Form 1081 Report Information

Select a report type  
Operator

Reporting Period  
Starting Month \* February    Starting Year \* 2023    Ending Month \* January    Ending Year \* 2024

All payments in suspense provided as of date: Report As Of \* 1/31/2024

Report Filer  
First Name \* John  
Last Name \* Doe  
Company Name  
Phone Number \* 405-555-1212  
Email Address \* jdoe@test.com

Report Filer Address  
Address \* PO BOX 9999  
Address (line 2)  
City \* EDMOND    State/Country \* Oklahoma - United States    Postal Code \* 73083-7506

Bank Information  
Bank Name  
Escrow Account Number  
 Include Address  
Address  
Address (line 2)  
City    State/Country    Postal Code

Optional - Attach supporting documents.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 3 (continued)

H. Attach File (Optional) Used for attaching informational plugging reports or well transfer reports. DO NOT ATTACH A FORM 1081

a) *Note: You will not be able to navigate back to this screen to attach documents once you begin the report.*

I. Click “**Begin Report**” – *If the Begin Report tab is not highlighted then a required field has not been completed. Required fields are indicated by a “\*”.*

Company Name \_\_\_\_\_ TULSA Oklahoma - United States / 4103-3729

Phone Number \*  
405-111-1111


Email Address \*  
JOHN@TEST.COM

Address \_\_\_\_\_

Address (line 2) \_\_\_\_\_

City \_\_\_\_\_ State/Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Optional - Attach supporting documents.


Attach File 

### Documents

Name	Group	Type
No data to display		

0 total

[Back](#) [Begin Report](#)



# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## **STEP 4: START FILING 1081 ONLINE**

A. Click on **“Continue Online Entry”**

My Dashboard / Form 1081

Form 1081 Reporting

Continue Online Entry

Return to 1081 Report Information

Assistance with OGIMS is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call [405-521-2331](tel:405-521-2331) or e-mail: [OGIMS@occ.ok.gov](mailto:OGIMS@occ.ok.gov)

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## **STEP 5: POOLING ORDERS**

- A. Select **“Product Type”** – Options are Oil, Gas, or Oil and Gas (Required Field)
- B. Click on **“+ Pooling Order”**

The screenshot displays the OGIMS reporting interface. At the top, there is a teal header with navigation icons. Below the header, the Oklahoma Corporation Commission logo and contact information are shown: P.O. Box 52000, Oklahoma City, OK 73152-2000, 405-521-2331, and occentralprocessing@occ.ok.gov. The main content area is divided into several sections:

- Report Details:** A table with columns for Start, End, Report As Of, Report Type, Name, Phone, Email, Address, and Bank Information. The data includes: Start: 1 / 2023, End: 1 / 2024, Report As Of: 04/24/2024, Report Type: Operator, Name: JOHN DOE, Phone: 4051111111, Email: JOHN@TEST.COM, Address: PO BOX 10000 TULSA OK 74103-3729.
- Memo:** A text area with a note: "Click the edit icon to the left to include notes about the report for the auditor to review."
- Operators and Pooling Orders:** A section titled "Add operators whose funds are being held and navigate to their pooling order reports". It shows a card for operator "241 [redacted]\_C" with a red exclamation mark icon, "0 Order(s) | \$0.00", and a checkbox for "Orders Complete". A red arrow points to the "Product Type" dropdown menu, which has a red text label "Product type required" below it. Another red arrow points to a "+ Pooling Orders" button on the right.
- Filter Orders:** A teal bar with a "Filter Orders" button.
- Table:** A table with columns: Order #, Date, Status, Escrow balance, Bonus, Revenue submitted, Total due to OCC, and Actions. The table is currently empty, showing "No data to display" and "0 total".
- Report Grand Totals:** A section at the bottom right.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 5 (continued)

- C. Select “Operator’s orders”
- D. Select “Select All” (Note: Do not have to use Select All function if submitting a Bonus Only or Partial 1081 report. In this case, only select the applicable pooling orders that will be needed to be reported on.)
- E. Click on “Submit”

Select which pooling order(s) to include on the Form 1081 ✕

Filter Orders

Select All	Active on Order	Order #	Date
<input checked="" type="checkbox"/>	Active	739	01/03/2024
<input checked="" type="checkbox"/>	Active	736	08/17/2023
<input checked="" type="checkbox"/>	Active	735	07/05/2023
<input checked="" type="checkbox"/>	Active	734	06/01/2023
<input checked="" type="checkbox"/>	Active	734	06/01/2023
<input checked="" type="checkbox"/>	Active	725	05/16/2023
<input checked="" type="checkbox"/>	Active	733	04/14/2023
<input checked="" type="checkbox"/>	Active	732	03/30/2023
<input checked="" type="checkbox"/>	Active	732	02/21/2023
<input checked="" type="checkbox"/>	Active	730	12/13/2022

178 selected / 178 total

1 2 3 4 5

### Pooling Order Notes:

- **All Pooling Orders** - If an order did not appear under the Operator’s Pooling Orders, there is an option to search within All Pooling Orders to find the specific order that you may need to report unlocated owner’s funds to the Commission. Please verify you are under the correct operator and have already inputted the Operator’s Pooling Orders prior to using this function.
- **Transferred Wells** – All wells and associated pooling orders transferred during the year will remain within the annual report to allow a final revenue payment to be submitted for the well production. Mark the well status as transferred and report any remaining revenue balances. The transferred wells and associated pooling orders will be removed from the operators pooling order report once final reporting on the well has been completed.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 5 (continued)











The pooling order screen is your primary work screen. The pooling order screen provides your progress and reporting totals. OGIMS tracks the pooling order status in the status column for each pooling order. Status include New, In Progress or Complete. You will work each pooling report separately until ALL pooling are completed. Each column can be sorted based on your viewing preference.

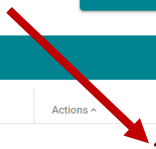
F. Click on the pencil icon to report on the pooling order selected.

Product Type  
Oil and Gas

+ Pooling Orders

Filter Orders

Order #	Date	Status	Escrow balance	Bonus	Revenue submitted	Total due to OCC	Actions
739	01/03/2024	New	\$0.00	\$0.00	\$0.00	\$0.00	 
736	08/17/2023	New	\$0.00	\$0.00	\$0.00	\$0.00	 
735	07/05/2023	New	\$0.00	\$0.00	\$0.00	\$0.00	 
734	06/01/2023	New	\$0.00	\$0.00	\$0.00	\$0.00	 
734	06/01/2023	New	\$0.00	\$0.00	\$0.00	\$0.00	 
			\$0.00	\$0.00	\$0.00	\$0.00	



*Tip: We recommend not leaving the report in draft mode for a long period of time. Pooling orders and wells are constantly transferred from one operator to another. If the report is in draft mode over a long period of time, you will need to check the operating orders again to verify no orders have been added prior to submitting the report.*



# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## **STEP 6: REPORTING BONUS & REVENUE**

### Unlocated Owners & Bonus Payments

- A. Verify unlocated owners are listed correctly.
- B. Verify owner status. (**IMPORTANT**) (Status of owners should be updated if needed on this screen even if you are not reporting a bonus)
- C. Add unlocated owner if not on the screen.
  - a) Owners may appear on the add "+ owners" screen. These are owners that may have been previously reported as located, no interest or interest transferred. If owner needs to be added to the report, select their name(s) and click submit.

My Dashboard / Form 1081 / Report

24120 | CITIZEN ENERGY III LLC  
Pooling Order #73

1 Unlocated Owners & Bonus Payments      2 Well Association      3 Revenue Payments

**Important:** Verify owner information and statuses before proceeding, even if no bonuses are reported.

Apply bonus payments to owners and update their information  Display Additional Bonus Payments

**+ Owner** Filter by last name

Name	Address	Status	Bonus Payment	Actions
HER		Unlocated	\$0.00	
LER		Unlocated	\$0.00	

2 total

**Back** **Next**

**Search for an existing owner before adding a new one** ✕

It's possible the owner you are attempting to add already exists. Please search the list of owners and verify no entry exists before adding a new owner.

Last name      First name      Middle name      **Clear**

Select	Name	Address
<input checked="" type="checkbox"/>	DUN	

Owner Does Not Exist **Submit**

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 6 (continued)

b) Adding owners that do not appear on the "+ Owner" screen.

*Note: Only add unlocated owners listed on Schedule A of Final Pooling Order or related to owner originally listed on the schedule.*

### Submit information for a new owner not previous listed on the order



Prefix	First Name	Middle Name	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<span style="color: red;">Last name is required</span>				
Address 1				
<input type="text"/>				
Address 2				
<input type="text"/>				
City		State	Postal Code	
<input type="text"/>		Select State ▼	<input type="text"/>	
				<input type="submit" value="Submit"/>

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 6 (continued)

- J. Report bonus payment if one was paid or in suspense. A bonus payment reminder may appear if a bonus has not been previously reported.
- K. Click “**Next**” once all data has been verified.

My Dashboard / Form 1081 / Report

241 [REDACTED] LC  
Pooling Order #739 [REDACTED]

1 Unlocated Owners & Bonus Payments 2 Well Association 3 Revenue Payments

**1** Important: Verify owner information and statuses before proceeding, even if no bonuses are reported.

Apply bonus payments to owners and update their information  Display Additional Bonus Payments

+ Owner Filter by last name

Name	Address	Status	Bonus Payment	Actions
HERC [REDACTED]		Unlocated	\$0.00	
LERC [REDACTED]		Unlocated	\$0.00	

2 total

Back Next

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# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 6 (continued)

### Well Association

Report wells associated with the pooling order.

L. If the information on the screen is correct, you can click **“Next”**.

M. If you need to add a well, select **“+ Well”**.

a) Select **“Operator’s wells”** (Note: If the well does not appear within the Operator’s wells then a search for the well using the All wells option can be used.)

b) Select the well to add by checking the box next to the well and click **“Submit”**.

N. Verify well status is reported correctly. Add a Comment if needed.

O. Click **“Next”** once all data has been verified.

My Dashboard / Form 1081 / Report

241 [redacted] LC  
Pooling Order # [redacted]

1 Unlocated Owners & Bonus Payments 2 Well Association 3 Revenue Payments

**Important:** All well status values are defaulted to active in this form. Please change the value of the well status if it is not active.

+ Wells  
Operator's wells  
All wells

Filter wells by well name or API

Name	Well #	Status	Comment	RBDMS Status	RBDMS Location	Actions
------	--------	--------	---------	--------------	----------------	---------

0 total

Back Next

### Select which wells to assign to Order

Filter wells

Select All	API #	Name	Well #	County	Location	Type	Status	Active
<input type="checkbox"/>	35-0	[redacted]	W-IM			OIL	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-0	[redacted]	W-IM			OIL	(AC) Drilled Not Plugged	Y
<input checked="" type="checkbox"/>	35-0	[redacted]	SW-IM			OIL	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-0	[redacted]	W-IM			OIL	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-0	[redacted]	W-IM			OIL	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-0	[redacted]	W-IM			DRY	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-0	[redacted]	W-IM				(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-0	[redacted]	W-IM				(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-0	[redacted]	W-IM				(AC) Drilled Not Plugged	Y

Selected: 1 | Active: 742 | Total: 791

Submit Close

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 6: (continued)

### Revenue Payments

- P. Select well. Each well is reported separately. (Note: Unprocessed wells are indicated with red exclamation mark.)
- Q. Assign Owners. Click **“Assign Owners”** and click **“Select All”**.
- R. Report Revenue Payments
  - a. Enter total revenue in suspense payment amount in the third reporting column titled **“Revenue remitted this period”** for each unlocated owner. (Note: Most common reporting type.)
  - b. If the holder utilizes an escrow carrying account balance, report the total balance in escrow and escrow remitted as revenue under the columns titled. Escrow balance cannot exceed \$100 per owner or carried more than five years. Escrow account must meet guidelines set within OCC administrative rules.
- S. Repeat Steps 2 and 3 for each well.
- T. Click **“Complete Pooling Report”** once all data has been verified and complete that pooling order.

*Note: If you need the pooling report to stay “In Progress” status to conduct more research, click “Back” three times to go back to pooling order screen.*

Assign owners to specific wells and apply escrow/revenue balances

35-051-24553

35-051-24542

Name	Status	Total balance in escrow	Escrow remitted as revenue	Revenue remitted this period	Total due to OCC	Comment	Actions
HER	Unlocated	Escrow balance OR revenue submitted required \$ Amount \$0.00	Escrow balance OR revenue submitted required \$ Amount \$0.00	Escrow balance OR revenue submitted required \$ Amount \$0.00	\$0.00		
LER	Unlocated	Escrow balance OR revenue submitted required \$ Amount \$0.00	Escrow balance OR revenue submitted required \$ Amount \$0.00	Escrow balance OR revenue submitted required \$ Amount \$0.00	\$0.00		

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS


## **STEP 7: SUBMITTING 1081 FORM**

Once you have completed all pooling orders, verified all information and totals are accurate you can now submit the report.

- A. Once all pooling orders have been completed the Orders Complete box will automatically check and the **“Submit 1081 Form”** button will become available.
- B. Complete final verification of amounts and information for completeness and accuracy.
- C. Click on **“Submit 1081 Form”**





Operators and Pooling Orders

Add operators whose funds are being held and navigate to their pooling order reports

24 [REDACTED] II LLC 2 Order(s) | \$362.00  Orders Complete 

Product Type  
Oil and Gas + Pooling Orders


Filter Orders

Order #	Date	Status	Escrow balance	Bonus	Revenue submitted	Total due to OCC	Actions
739 [REDACTED]	24	Complete	\$0.00	\$50.00	\$312.00	\$362.00	 
734 [REDACTED]	23	Complete	\$0.00	\$0.00	\$0.00	\$0.00	 
			\$0.00	\$50.00	\$312.00	\$362.00	

2 total

Report Grand Totals

Escrow Balances	Bonus Payments	Revenue Submitted	Total Due to OCC
\$0.00	\$50.00	\$312.00	\$362.00

Delete 1081 Form  Submit 1081 Form

assistance with OGIMS is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call [405-521-2331](tel:405-521-2331) or e-mail: [OGIMS@occ.ok.gov](mailto:OGIMS@occ.ok.gov)

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## **STEP 8: FORM 1081 REPORT SUMMARY**

- A. Click **“Print”** to preview your report
- B. Click on **“Sign”**
- C. Type in your Name and Title (Required)
- D. Sign 1081. Hold the left mouse button down and sign name in the box provided.
- E. Click **“Submit”** (Note: Once you click submit, you will no longer be able to modify the report.)

My Dashboard / Form 1081 / Form 1081 Summary

**Form 1081 Report Summary**  
CITIZEN ENERGY III LLC | 24120

241 [REDACTED] 2 Order(s) | \$362.00

Report Grand Totals			
Escrow Balances	Bonus Payments	Revenue Submitted	Total Due to OCC
\$0.00	\$50.00	\$312.00	\$362.00

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Delete 1081 Form** **Print** **Sign** **Payment Options**

### Agreement

I declare under penalty of perjury that I have knowledge of the contents of this report and am authorized by my organization to make this report, which was prepared by me or under my supervision and direction, with the data and facts stated herein to be true, correct and complete to the best of my knowledge and belief.

Dated this 24th day of April, 2024

Name\*  
JOHN DOE

Title\*  
TESTING



**Signature Required:** Use either a mouse or touchscreen to sign inside the box below. Or select "Sign from File" to fill the signature from a computer file.

[Handwritten signature: John]

- Clear** **Undo** **Sign from File** **Submit**

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## **STEP 9: PRE-REVIEW PROCESS**

Your report is now sent to OCC/MOEA to be pre-reviewed.

- A. Click on My Dashboard, then click on MOEA Details to view current status of your report. The current report you submitted will show the status of **“Pre-Review”**.

The screenshot shows the 'My Dashboard' interface. Under 'My Operators', there are fields for Organization Type (LLC), Status (Open), and Well Count (791), along with a 'View Wells' button. Below this, the 'MOEA Details' tab is active, showing 'Form Dates' (Last Submitted Form: 04/05/2024, Next Anniversary Date: 01/03/2025). A table lists reports with columns for Form ID, Status, Date Created, Date Modified, From, and To. The first row shows a report with Form ID 'Form 1081' and Status 'Pre-Review', which is highlighted in yellow with a red arrow pointing to it. Other rows show 'Changes Requested' status.

Form ID	Status	Date Created	Date Modified	From	To
Form 1081	Pre-Review	04/24/2024 08:52 AM	04/24/2024 10:34 AM	01/01/2023	01/01/2024
Form 1081	Changes Requested	04/18/2024 09:48 AM	04/18/2024 10:23 AM	01/01/2023	02/01/2024
Form 1081	Changes Requested	04/09/2024 04:19 PM	04/18/2024 10:15 AM	01/01/2023	01/01/2024
Form 1081	Changes Requested	04/08/2024 11:52 AM	04/18/2024 10:35 AM	01/01/2022	01/01/2024



# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9 (continued)

Once MOEA Staff has completed their review, the report will either be accepted or returned. If the report is returned, the remitter addresses the discrepancies noted. The remitter will be notified by email and the status of report will change to **“Changes Requested”**.

B. Click on **“Form 1081”** to view the form and review notes.

The screenshot displays the OGIMS Oil & Gas Information Management System interface. The top navigation bar includes the OGIMS logo and system name. The left sidebar contains navigation options: Home, My Dashboard, MOEA Search, and Request Access. The main content area is titled 'My Dashboard' and features a 'My Operators' section with a table of operator details. Below this, there are sections for 'Surety Details', 'MOEA Details', and 'Form Dates'. A table lists several 'Form 1081' entries, with the status 'Changes Requested' highlighted in yellow. A red arrow points to the 'Form 1081' link in the first row of the table.

Form	Status	Date Created	Date Modified	From	To
Form 1081	Changes Requested	04/24/2024 08:52 AM	04/24/2024 12:06 PM	01/01/2023	01/01/2024
Form 1081	Changes Requested	04/18/2024 09:48 AM	04/18/2024 10:23 AM	01/01/2023	02/01/2024
Form 1081	Changes Requested	04/09/2024 04:19 PM	04/18/2024 10:15 AM	01/01/2023	01/01/2024
Form 1081	Changes Requested	04/08/2024 11:52 AM	04/18/2024 10:35 AM	01/01/2022	01/01/2024

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9 (continued)

C. Click on “Continue Online Entry”

The Red Flag indicates that pooling order has some feedback from MOEA staff.

D. Click on the Pencil to view feedback details.

OGIMS Oil & Gas Information Management System

My Dashboard / Form 1081 / Operators

OIL AND GAS CONSERVATION DIVISION  
P.O. Box 52000  
Oklahoma City, OK 73152-2000  
405-521-2331  
occentralprocessing@occ.ok.gov

OKLAHOMA  
CORPORATION COMMISSION

Report Details: Start 1 / 2023, End 1 / 2024, Report As Of 04/24/2024, Report Type Operator, Name JOHN DOE, Phone 4051111111, Email JOHN@TEST.COM, Address PO BOX 10000 TULSA OK 74103-3729

Operators and Pooling Orders  
Add operators whose funds are being held and navigate to their pooling order reports

241 [REDACTED] LC 2 Order(s) | \$362.00  Orders Complete

Product Type: Oil and Gas

Order #	Audit Feedback	Date	Status	Escrow balance	Bonus	Revenue submitted	Total due to OCC	Actions
734		06/01/2023	In Progress	\$0.00	\$0.00	\$0.00	\$0.00	
739		01/03/2024	Complete	\$0.00	\$50.00	\$312.00	\$362.00	
				\$0.00	\$50.00	\$312.00	\$362.00	

2 total

E. Click on the Red Flag

Apply bonus payments to owners and update their information

Display Additional Bonus Payments

+ Owner

Filter by last name

Name	Address	Status	Bonus Payment	Actions
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	
[REDACTED]	[REDACTED]	Unlocated	\$0.00	

30 total

Back Next

**Step 9 (continued)**

- F. A pop-up window should display the feedback.
- G. The remitter can remove the owner or provide a response in the “Operator Response” area of why the owner should remain.
- H. Click “**Feedback has been Addressed**”
- I. Click “**Submit**”

Address and Respond to Auditor Feedback



Feedback from Auditor

THIS OWNER WAS NOT LISTED ON THE FINAL POOLING ORDER, PLEASE REMOVE.

Operator Response (Optional)

Type here to provide an optional response to the auditor regarding this feedback.

Feedback has been Addressed

Cancel

Submit

- J. After all Flags have been addressed, click “**Complete Pooling Report**”
- K. Repeat this process all Pooling Orders that have been marked with a Red Flag
- L. Once all red flagged orders have been addressed click “**Submit 1081 Form**”, “**Sign**” and “**Submit**” the report.
- M. The report is updated to a “**Pre-Review**” status.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9 (continued)

- N. The report is accepted or repeats Step 9 pre-review process if needed.
- O. If accepted the report status will be updated to **“Waiting for Payment”** status. The remitter will receive an email of the status update or can view the report status within the entity dashboard at any time.
- P. Click on Dollar sign to make a payment.

The screenshot shows the 'My Dashboard' for the Oklahoma Oil & Gas Information Management System. The user is logged in as 'QUAN DANG-NGOC'. The dashboard displays 'My Operators' information, including Organization Type (LLC), Status (Open), and Well Count (791). Below this, there are tabs for 'Surety Details' and 'MOEA Details'. The 'MOEA Details' section shows 'Form Dates' with 'Last Submitted Form' on 04/05/2024 and 'Next Anniversary Date' on 01/03/2025. A 'Status' dropdown is set to 'Select Status'. A 'View 1081 Pooling Order Report' button is visible. A table lists 1081 forms with columns for Form ID, Status, Date Created, Date Modified, From, and To. The first row shows a form with status 'Waiting For Payment' highlighted in yellow. A red arrow points to a dollar sign icon in the rightmost column of the table.

Form ID	Status	Date Created	Date Modified	From	To
Form 1081	Waiting For Payment	04/24/2024 08:52 AM	04/24/2024 01:22 PM	01/01/2023	01/01/2024
Form 1081	Changes Requested	04/18/2024 09:48 AM	04/18/2024 10:23 AM	01/01/2023	02/01/2024

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## STEP 10: PAYMENT OPTIONS

The payment options are to pay **Online** or to **Walk-in/Mail** your payment to OCC.

### A. Pay Online:

a) Click “Pay Online”

OGIMS Oil & Gas Information Management System

My Dashboard / Pay Invoice

### Form 1081 Invoice

Important: Forms that require filing fees will not be reviewed or processed until the filing fee is received.

Invoice Number: [REDACTED] 04/24/2024

Item	Amount
MOEA- MANAGEMENT FEE 10%- OGCD	\$36.20
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$325.80
<b>Total</b>	<b>\$362.00</b>

A 3% service fee will be added for Credit Card payments.  
A flat \$1 service fee will be added for ACH/Electronic Check payments.

Form Details **Pay Online** Mail/Walk In Payment

b) Click to select **Payment Type**:

SKU	Description	Unit Price	Quantity	Amount
600236	MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$325.80	1	\$325.80
600238	MOEA- MANAGEMENT FEE 10%- OGCD	\$36.20	1	\$36.20
Total				\$362.00

### Payment

Payment Type

Payment Type \*

Select One

Payment Type is missing.

Next >

Customer Information

Payment Information

Cancel

### Transaction Summary

MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$325.80
MOEA- MANAGEMENT FEE 10%- OGCD	\$36.20
<b>TOTAL</b>	<b>\$362.00</b>

### Need Help?

Select Payment Method and Continue to proceed with payment.

## Step 10 (continued)

### 1. ACH (Electronic Check): \$1 per 1081 report (Recommended)

- Select payment type “**Electronic Check**”
- Click on “**Next**”
- Follow instructions, verify, and authorize transaction.
- Click on “**Submit Payment**”

### 2. Credit/Debit Card: 3% fee

- Select payment type “**Credit/Debit Card**”
- Click on “**Next**”
- Follow instructions, review, and confirm transaction.
- Click on “**Submit Payment**”

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 10 (continued)

### B. To Mail/Walk In Payment

c) Click on **Print Invoice**

My Dashboard / Pay Invoice

Form 1081 Invoice

**Important:** Forms that require filing fees will not be reviewed or processed until the filing fee is received.

A selection to mail or deliver your payment has been made, if this selection was a mistake please select the 'Back' button and proceed with online payment. If you wish to proceed with mail or delivery of payment please select the 'Print' button to print a copy of your invoice, attach payment and mail or deliver to Oklahoma Corporation Commission.

Invoice Number: 3532230 04/24/2024

MOEA- MANAGEMENT FEE 10%- OGCD	\$36.20
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$325.80
<b>Total:\$362.00</b>	

A 3% service fee will be added for Credit Card payments.  
A flat \$1 service fee will be added for ACH/Electronic Check payments.

[Form Details](#) [Back](#) [Print Invoice](#)



## INVOICE



Remit to:  
Oklahoma Corporation Commission  
P.O. Box 52000  
Oklahoma City, OK 73152-2000

Operator Number: [REDACTED]  
[REDACTED] LLC

Invoice Number: [REDACTED]  
Invoice Date: 04/24/2024

#### Invoice Items

MOEA- MANAGEMENT FEE 10%- OGCD	\$36.20
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$325.80
<b>Amount Due:</b>	<b>\$362.00</b>

Please attach payment and either mail to the remit address at the top of this invoice or bring to the cashier office located on the first floor at the following address:

2401 N. Lincoln Blvd  
Oklahoma City, OK 73105

- d) Mail in payment with the attached invoice to the address provided.
- e) Or Walk In: Provide printed invoice and payment at the Cashier window.

## **Step 11 – My Dashboard**

1. View the status of each form using the My Dashboard tab.
2. Click on Form 1081 link to view the form.