



Instructions for Electronic Submission System (ESS) Oil and Gas Production Data Entry



west virginia department of environmental protection

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Introduction – Electronic Submission System

The Electronic Submission System (ESS) has been developed by WV DEP as an interface between the Agency and the regulated community to allow for the direct electronic linkage of information.

The ESS web page will explain the Sign up process.

ESS Home page: <https://apps.dep.wv.gov/eplogin.cfm>

The Security Administrator will serve a very important function in your organization, so read that carefully. The security administrator will assign rights to others in your organization, or to consultants that work on your behalf.

NOTE: If your organization already has a login for ESS that you obtained for purposes unrelated to oil and gas, you do not need to request a separate ESS login, examples of other ESS uses are below:

- Aboveground Storage Tank registration
- Water/Mining ePermitting
- Water/Mining eDMRs
- Other electronic forms for Water/Mining/Oil & Gas
- Air permit determination forms

Introduction



Electronic Submission System

News

Released	Office	Application
12/10/2014	Electronic Submission System (ESS)	Mining's newest version of the Revision also now allows bonding and activation of inactive and new increments. Upon issuance of the application the increments will be activated.
10/22/2014	Electronic Submission System (ESS)	Mining's newest version of the Incidental Boundary Revision (IBR) and Amendment applications now allow bonding and activation of inactive and new increments. Upon issuance of the application the increments will be activated. There will be a Bulletin coming out with more details.
07/31/2014	System Maintenance	Network Outage tonight at 9:00pm, lasting no more than 15 minutes. ePermitting and eDMR will be unavailable beginning at 5pm on July 19, 2014, the WV Office of Technology (WVOT) Network Engineering team will be upgrading the existing

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer (Version 6.0 or later).

NOTE:

You do not have to be signed up to access the Public Query.

- If you have never signed up for a log in and password, do so now by clicking [here](#) or the 'Sign Up' button.
- Once your information has been verified, an account will be set up for you in the system.
- You will be notified of your user id and password by email, usually within 72 hours.
- You will then have access to complete your Electronic Submissions online.



Account

- Login
- Sign Up

Aboveground Storage Tanks (ASTs)

- Do I need to register?
- Registration User's Guide
- Sample Registration

ESS Guidance

- Sign Up Guidance
- Security Guidance

Mining

- Tour
- General FAQ
- Maps
- eMaps

Beginning in 2015, for the reporting of 2014 oil and gas production data, the Office of Oil and Gas is requesting that operators report production data using the Electronic Submission System (ESS).

A login ID is required, instructions are available using the "Sign Up" option on login screen. Many companies will currently have a login ID.

Navigate to ESS login screen:

<https://apps.dep.wv.gov/eplogin.cfm>

Complete production reporting instructions and forms are available at:

<http://www.dep.wv.gov/oil-and-gas/rr/Pages/default.aspx>

Be sure to read instructions for completing the WR-39e form. There are details that must followed.

Step 1: Login Screen

dep west virginia department of environmental protection

Electronic Submission System

News

Released	Office	Application
1/08/2019	System Maintenance	We will be performing electrical work in our datacenter on January 22 from approximately 6:00PM to 12:00 midnight, which will render all online systems unavailable during that time window. For best results, please plan your use of our online systems before or after that. Thank you and our apologies for any inconvenience.
1/04/2019	ESS Security Enhancement	On Monday, January 7th, 2019, DEP will be enhancing the security of the ESS systems. While end users shouldn't notice any differences, some users may experience errors as the security policy goes into effect. From our testing, most of these errors can be resolved by clearing the browser cache and cookies and trying to access the resource again. If that does not work, please use the following form to submit an error to the webmaster: https://apps.dep.wv.gov/WebsiteProblemReporting/report_error.cfm
		We will be installing a new firewall on our systems on December 20 from approximately 7:00PM to 12:00 midnight, which will render all online

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer (Version 9.0 or later). Also, Firefox and chrome will work for most applications.

NOTE:

You do not have to be signed up to access the [Public Query](#).

- If you have never signed up for a log in and password, do so now by clicking [here](#) or the 'Sign Up' button.
- Once your information has been verified, an account will be set up for you in the system.
- You will be notified of your user id and password by email, usually within 72 hours.
- You will then have access to complete your Electronic Submissions online.

System Tour

- Take Tour

Account

- Login ←
- Sign Up ←

Aboveground Storage Tanks (ASTs)

- Do I need to register?
- Do I need to Modify My Tank Registration?
- Registration User's Guide
- Sample Registration

ESS Guidance

- Sign Up Guidance ←
- Security Guidance ←

Mining

- Tour
- General FAQ
- Maps
- eMaps
- Overview

Geotrust
VERIFIED BY
West Virginia...
CLICK1.01.19 21:12 UT

From the login screen at:

<https://apps.dep.wv.gov/eplogin.cfm>

If you currently have login ID, choose: **“Login”**.

If you do not have login ID, choose **“Sign Up”**. (See instructions on previous page.)

See **“Sign Up Guidance”** and **“Security Guidance”** for further explanation.

Step 2: Login Screen



dep Department of Environmental Protection State of West Virginia

Enter Login Information:

Login:

Password:

Once you have successfully entered your login information, any period of inactivity for 2 hours will log you out of the system.

[Forgot login or password?](#)

To login:

Enter Login ID and Password to enter site.

See these instructions about computer operating systems and browser compatibility.

Then choose **“Enter Site”**.

If you have a Microsoft Internet Explorer Browser higher than 9.0. Please follow these instructions:

Here are instructions to work around the problems we are having with Windows 7 or 8 and IE 10 or IE 11 whether it be marking a section complete and/or inputting lab to retrieve parameters for eDMR. Open IE 10 or IE 11. If the menus are not visible at the top of the browser, as the above picture, hit the 'Alt' key one time. Click on the menu item 'Tools'. There you will see to items, 'Compatibility View' and 'Compatibility View settings'. If you click on 'Compatibility View' it will set this mode for all web sites. If you use 'Compatibility View settings' you can put in specific URLs. Using one of these two settings will allow Windows 8 and IE 10 uses to work properly.

Thursday January 31, 2019
"Promoting a Healthy Environment."
Please use Microsoft Internet Explorer 9.0 and up

Step 3: Create New App for Data Entry

Welcome KEARNEY, JOHN (SUPPORT)

Process: New

Office: Oil and Gas (OOG)

Applicant: EQT PRODUCTION COMPANY (Who is this?)

Type: Electronic Production - WR39E (OOG)

Ref. ID: EQT Prod Co WR39 2017

Create New Log out

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OOG	KEARNEY, JOHN (SUPPORT)	WR39E	🔒	Bug 950 Test 1 (01/09/2019)	Submitted	01/09/2019
OOG	EQT PRODUCTION COMPANY	WR39E	🔒	trqwerqwer (01/02/2019)	0% completed	
OAG	KEARNEY, JOHN (SUPPORT)	G35	🔒	Test JKearney 2 (12/26/2018)	0% completed	
OAG	KEARNEY, JOHN (SUPPORT)	PD	🔒	Test - JKearney 1 (12/26/2018)	0% completed	

Pick the options as shown from “selection process” screen.

In the **Applicant** box, select your company (It will be an option after you have registered in ESS) , or the companies which you have rights assigned to you.

The **Ref. ID box** is important and will be created by you. This will name the submittal page “application” and will identify it in the future.

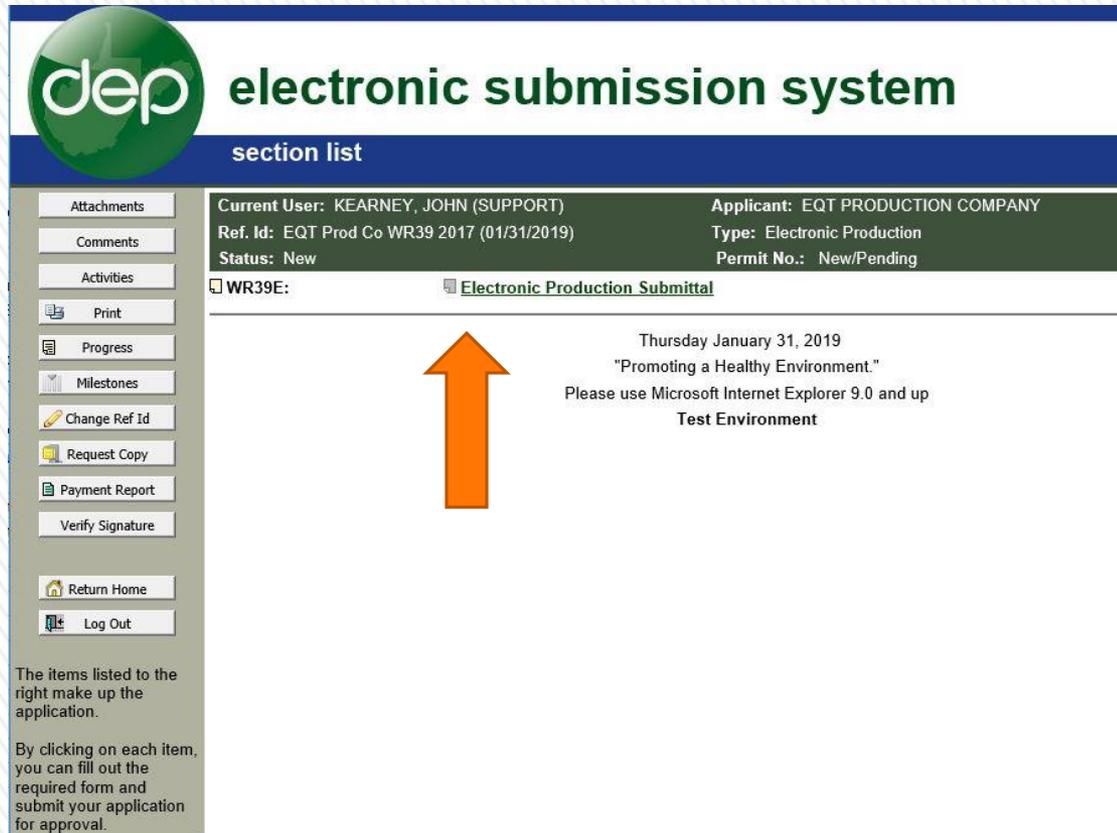
Name your application in the format as shown.

Use your Company name, + WR39 + year. Example: “XYZ Oil and Gas WR39 2018”

Then, click **“Create New”**

There is a 50 characters maximum in the Reference ID field. If your company name has an “&” in it, spell out “and”. No special characters like &, %, \$, #, etc.

Step 4: Select Electronic Production Submittal



dep electronic submission system
section list

Current User: KEARNEY, JOHN (SUPPORT) Applicant: EQT PRODUCTION COMPANY
Ref. Id: EQT Prod Co WR39 2017 (01/31/2019) Type: Electronic Production
Status: New Permit No.: New/Pending

WR39E: [Electronic Production Submittal](#)

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Test Environment

Return Home Log Out

The items listed to the right make up the application.
By clicking on each item, you can fill out the required form and submit your application for approval.

Select "[Electronic Production Submittal](#)"

This will take you to Electronic Production Submittal page.

Step 5: Upload Production Data File

NEW FOR 2018



Current User: KEARNEY, JOHN (SUPPORT)
Ref. Id: EQT Prod Co WR39 2017 (01/31/2019) App Effective Date: 12/10/2013
Status: New

Applicant: EQT PRODUCTION COMPANY
Type: Electronic Production
Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete Section Incomplete

Activities Attachments Comments Instructions

Electronic Oil and Gas Production Reporting

No errors or warnings.

2nd Step -
Select "Attachments"



*Description of Production Data File

- All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
- For months of no production, or for substances you are not required to report (condensate or water) you may enter 0 (zero), or leave the field blank. A blank field will be given.
- Give the file a unique filename. The file should include your company name and year, such as, "XYZ Oil and Gas WR39 2016".
- Do not use special characters such as &, %, #, \$ in the filename. The & symbol is in many operators' name. Please spell out "and".

* For complete instructions on submittal of production data, please refer to this page on the DEP Office of Oil and Gas webpage

Definition of Terms

Please select the type of WR39e spreadsheet you are submitting:

Conventional H6A



1st Step – Choose "Conventional"

- YEAR: Is the Calendar year of data. ie 2016
- OPERATOR ID: Is the ID of the Well Operator. This number will be 6 or 9 digits. All registered Well Operators will have been given an operator ID.

Production Data Description:

- API: Is a 10-digit numeric value with no decimal places. The first 2 digits are "47". The next 3 digits correspond to a county code. (001-109). The last five are the permit digit API. An example of a full API is 4708501234.
- XXX_GAS: Is up to an 8-digit numeric value with no decimal (whole numbers only). Measurement of the gas produced from the well during the month in thousand cubic

Conventional operators must select **"Conventional"** first, as shown below.

Then the **"Attachement"** box will activate.

Operators of horizontal wells send data in quarterly. And have a different form.

Conventional well operators submit yearly.

This button tells the computer which form is on the way.

You must select this first.



Step 6: Browse to Data File, Upload File

The screenshot displays the DEP (Department of Environmental Protection) web interface for submitting a WR39e. The top navigation bar shows the current user as KEARNEY, JOHN (SUPPORT) and the applicant as EQT PRODUCTION COMPANY. The submission is identified as WR39e: Electronic Production Submittal. The interface includes tabs for Section Complete, Section Incomplete, Activities, Attachments, Comments, and Instructions. The main content area is titled "Electronic Oil and Gas Production Reporting" and shows a "No errors" message. A modal window titled "Attach/View Files - Internet Explorer" is open, displaying a table for uploading files. The table has columns for Action, Description, Select file to upload, File name/Upload date, Version, and CBI?. An entry is shown with the description "Oil and Gas Production Excel File" and a "Browse..." button. An orange arrow points to the "Upload" button in the modal window. Below the modal, there is a section for "Definition of Terms" and a question: "Please select the type of WR39e spreadsheet you are submitting:" with radio buttons for "Conventional" and "H6A".

Use the upload screen to navigate to your WR-39e spreadsheet on your computer. Use the Browse button.

After selecting your file, click **Upload**.

Note: Your file name CAN NOT contain special characters, like “ & \$ # @”

If your company name is like “XYZ Oil & Gas”, spell out the word “and”.

It will not accept the “&” symbol.

Step 7: Selection Complete

Current User: KEARNEY, JOHN (SUPPORT) Applicant: EQT PRODUCTION COMPANY
Ref. Id: EQT Prod Co WR39 2017 (01/31/2019) App Effective Date: 12/10/2013 Type: Electronic Production
Status: New Permit No.: New/Pending

WR39E: Electronic Production Submittal

Section Complete Section Incomplete [Activities](#) [Attachments](#) [Comments](#) [Instructions](#)

Electronic Oil and Gas Production Reporting

File Upload Completed, Click "Section Complete" to validate the data

***Description of Production Data File**

- All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
- For months of no production, or for substances you are not required to report (condensate or water) you may enter 0 (zero), or leave the field blank. A blank field will be interpreted as zero.
- Give the file a unique filename. The file should include your company name and year, such as, "XYZ Oil and Gas WR39 2016".
- Do not use special characters such as &, %, #, \$ in the filename. The & symbol is in many operators' name. Please spell out "and".

* For complete instructions on submittal of production data, please refer to this page on the DEP Office of Oil and Gas webpage

Definition of Terms

Please select the type of WR39e spreadsheet you are submitting:

Conventional H6A

After you hit **"Upload"** you will see a message that the file is uploading.

When the file is uploaded, it will return to this screen.

"Comment" Button: If you would like to add a comment about your file, use the "Comment" button here.

If you are sending in a correction file, a second file, an update, or anything else unusual, add a comment explaining the situation.

If no explanation is needed, don't use it.

When ready to submit, select **"Section Complete"** button.

Step 8: Validation - Important Step

The screenshot shows the DEP system interface. At the top left is the DEP logo. The header area contains the following information: Current User: KEARNEY, JOHN (SUPPORT); Ref. Id: EQT Prod Co WR39 2017 (01/31/2019); Status: New; Applicant: EQT PRODUCTION COMPANY; App Effective Date: 12/10/2013; Type: Electronic Production; Permit No.: New/Pending. Below the header is a navigation bar with 'Section Complete' (selected) and 'Section Incomplete' (unselected) radio buttons, and tabs for 'Activities', 'Attachments', 'Comments', and 'Instructions'. The main content area displays 'Electronic Oil and Gas Production Reporting' and a message: 'File ready. Please go to the Index menu and submit the application.' Below this is a section titled '*Description of Production Data File' with a list of instructions: 'All entries should be numeric. No letters, spaces, or other punctuation will be accepted.', 'For months of no production, or for substances you are not required to report (condensate or water) you may enter 0 (zero), or leave blank.', 'Give the file a unique filename. The file should include your company name and year, such as, "XYZ Oil and Gas WR39 2016".', and 'Do not use special characters such as &, %, #, \$ in the filename. The & symbol is in many operators' name. Please spell out "and".' At the bottom is a navigation bar with buttons for 'Save Changes', 'Back', 'Next', 'Print', 'Current Version' (dropdown), and 'Reset'. On the right side of the bottom bar are links for 'Navigator | Menu | Index | Home | Log Out'.

The system now checks the accuracy of your data file.

If there are no problems with your data, this screen appears.

If “Errors” or “Warning” statements appear, you may have to edit your file. Discussion of this is in slides below.

In this example, there are no errors or warnings, all is good, so proceed to next step.

Select “Menu” at the bottom of page.



Step 9: Submit Data

dep electronic submission system
section list

Current User: KEARNEY, JOHN (SUPPORT) Applicant: EQT PRODUCTION COMPANY
Ref. Id: EQT Prod Co WR39 2017 (01/31/2019) Type: Electronic Production
Status: New Permit No.: New/Pending

WR39E: [Electronic Production Submittal](#)

SUBMIT APPLICATION

Thursday January 31, 2019
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Please use Microsoft Internet Explorer 9.0 and up
Test Environment

This screen appears.

Now select **"Submit Application"**.

Step 10: Submit Button

The screenshot displays the DEP electronic submission system interface. At the top left is the DEP logo, followed by the text "electronic submission system" and "section list". The main content area shows user information: "Current User: KEARNEY, JOHN (SUPPORT)", "Applicant: EQT PRODUCTION COMPANY", "Ref. Id: EQT Prod Co WR39 2017 (04/24/2017)", and "Status: New". A "SUBMIT APPLICATION" button is visible. A modal dialog box titled "Notice" is open, containing the text: "Until West Virginia has implemented eSignature, any section requiring original signature or embossed stamps should be provided as hardcopy." Below this is the question "Are you sure you want to submit this Application for DEP Review?" and two buttons: "Submit" and "Cancel". A large orange arrow points to the "Submit" button. The left sidebar contains a list of navigation options: Attachments, Comments, Activities, Print, Progress, Milestones, Change Ref Id, Request Copy, Payment Report, Verify Signature, Return Home, and Log Out. A note at the bottom left of the sidebar states: "The items listed to the right make up the application."

This confirmation screen appears.

Select the **Submit** button.

The data is now uploading. This may take a few seconds, up to a minute.

Do not disturb this process.

Step 11: Complete

After successful upload, this screen appears.

You will notice that the “padlock” has turned red in color. This indicates that this application is complete on your end, and that no further changes can be made by you.

On all screens prior to this, the padlock was green. That indicates changes can be made by you.

If any changes are needed to be made by you, after the padlock is red, the WVDEP must unlock it.

Congratulations. You have successfully uploaded your annual production data !!

You will receive email confirmation.

The screenshot displays the DEP Electronic Submission System interface. At the top left is the DEP logo. The main header reads "electronic submission system" and "section list". A sidebar on the left contains navigation buttons: Attachments, Comments, Activities, Print, Progress, Milestones, Change Ref Id, Request Copy, Payment Report, Verify Signature, Return Home, and Log Out. The main content area shows application details: Current User: KEARNEY, JOHN (SUPPORT); Applicant: EQT PRODUCTION COMPANY; Ref. Id: EQT Prod Co WR39 2017 (01/31/2019); Type: Electronic Production; Status: New; Permit No.: New/Pending. A red padlock icon is visible in the top right of the application details section. Below this, a message states: "This Application was submitted on 01/31/2019 16:04:26 and changes are not allowed currently." A link for "Electronic Production Submittal" is provided. The bottom of the screen displays the date "Thursday January 31, 2019", the slogan "Promoting a Healthy Environment.", and a note: "Please use Microsoft Internet Explorer 9.0 and up Test Environment". An orange arrow points to the red padlock icon.

Errors and Warnings

The ESS system will check the accuracy of data that is being reported by you. It will report back to you problems, in the form of “Errors” and “Warnings” on the screen shown at Step 8. These can be corrected by you prior to submitting your data. Instructions on correcting these are in slides below.

Errors – Errors are problems that will not allow the data to import. These are “fatal” errors. T We can break errors into two categories: Mistakes (or typos) in your data file, and errors related to conflicts of real data.

- Common errors related to your mistakes in your data include:
 - Typos, or incorrect Operator ID or API numbers. If these numbers reported by you are not in our system, they cannot be reported on. You probably made a mistake or typo.
 - WR-39e file format issues. Letters, symbols, negative numbers in the data, or extra data fields, like totals, or well numbers, are not allowed in the production data fields. Only numbers are allowed. Please see the instructions for completing the WR-39e form.
 - Blank lines of data below the data field headers. The computer sees the header line and looks for real data below this line, any non-numbers below this line will cause errors.
- “Real” problems include:
 - Listing NGL data on wells that are not Horizontal H6A wells. These are the only wells we accept NGL data on.
 - API number of wells do not exist.
 - Operator does not exist.

Errors and Warnings

Warnings – Warnings are conflicts of data, but will allow the data to be imported. As with errors, warnings can be grouped into typo-like mistakes in the data, or “real” errors.

- Common warnings caused by data mistakes can be:
 - Mistyping an Operator ID or API, but this number exists in our system, it will give you a warning about ownership because you’ve given it the wrong numbers. Check to see if you have entered the correct numbers or made a typo.
 - Typos can give you warnings about the well status, such as a plugged well. Again, it is because you gave it the wrong well API.
- “Real” data warning problems occur when your have entered information correctly, but there is a conflict with ownership, well status (plugged), type of well (UIC).
 - Ownership conflicts can be caused by a variety of factors, including:
 - The well was sold the year of reporting and you are reporting a partial year’s production. This is acceptable, proceed with importing.
 - You recently sold the well and transfer is not yet completed, proceed with importing.
 - Ownership has changed, but for whatever reason, transfer has not been completed, either recently or historically. If you are confident you are reporting on the correct well, you may import data. Then you can follow up on correcting your wells that are on your bond and fix these discrepancies. This is the time to correct these well lists. Contact OOG to assist in correcting these.
 - Well Status.
 - It is fairly common to report production on plugged wells. This is often caused by historical plugging permits that were cancelled and not plugged, but the well status says plugged (or reporting the wrong well.) Review these and if you are sure the well is not plugged, submit the data and follow up to correct your well.

Warnings and Errors

Here is an example of warnings would could appear at Step 8 if your data is not correct.

After you select **Section Complete**, the system checks your data and performs validations. It checks the records in your file against the records in our database.

If differences, or errors, are discovered, a report of these problems are presented, as shown here.

It will be a good practice to use these warnings to check the quality of your well records, your production file, historical well statuses, and the completeness of our database.

These are warnings that the wells belong to another company.

Often times we accept this data and can be corrected later.

The screenshot shows the DEP system interface. At the top, there is a header bar with the DEP logo and user information: Current User: KEARNEY, JOHN (SUPPORT), Ref. Id: EQT Prod Co WR39 2017 (01/31/2019), App Effective Date: 12/10/2013, Status: New. Applicant: EQT PRODUCTION COMPANY, Type: Electronic Production, Permit No.: New/Pending. Below the header, there is a section titled 'WR39E: Electronic Production Submittal' with radio buttons for 'Section Complete' (selected) and 'Section Incomplete'. There are also buttons for 'Activities', 'Attachments', 'Comments', and 'Instructions'. The main content area is titled 'Electronic Oil and Gas Production Reporting' and shows a summary of 'Warning(s) 3' and 'Error(s) 0'. Below this is a table with the following data:

Number	Type	Message	Action
1	Warning	The Well API 4700501501 exists, but belongs to a different Operator.	Please check the Well API Num
2	Warning	The Well API 4700501506 exists, but belongs to a different Operator.	Please check the Well API Num
3	Warning	The Well API 4700501507 exists, but belongs to a different Operator.	Please check the Well API Num

Below the table, there is a section titled '*Description of Production Data File'. At the bottom of the interface, there is a navigation bar with buttons for 'Save Changes', 'Back', 'Next', 'Print', 'Current Version', 'Reset', and a menu with 'Navigator', 'Menu', 'Index', 'Home', and 'Log Out'.

Corrections – Reload the File

Current User: KEARNEY-OUTSIDE, JOHN
Ref. Id: XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)
Status: New

Applicant: KEARNEY-OUTSIDE, JOHN
Type: Electronic Production
Permit No.: New/Pending

Section Locked for review

File Submission Method: Disk eSubmission Excel File Fax Paper Telephone

Electronic Oil and Gas Production Reporting

Description of PRODUCTION.XLS (Click here to download a copy)
All entries should be numeric. No letters, spaces, or other punctuation will be accepted.
The SIZE column indicates the column width.
No production should be indicated with a 0 (zero).

Column	Field Name	Size	Description
A	YEAR	4	YEAR OF REPORT
B	OPERATOR_ID	20	ID OF THE WELL OPERATOR

DEFINITION OF TERMS
YEAR: Is the Calendar year of data. ie 2004
OPERATOR ID: Is the ID of the Well Operator.

After making needed corrections on your WR-39e file:

Select **“Attachments”** to load corrected file.

Applicant: KEARNEY-OUTSIDE, JOHN
Facility: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Type: Electronic Production
Permit: New/Pending

Additional Documents you want to attach

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	Oil and Gas Production Excel File	Replace this file	XYZ Oil and Gas WR39e 2014.xlsx 12/12/2014	0	<input type="checkbox"/>

Additional Documents you want to attach

Select **“Replace this file”**

Applicant: KEARNEY-OUTSIDE, JOHN
Facility: XYZ Oil and Gas 2014 Production (12/12/2014)
Status: New

Type: Electronic Production
Permit: New/Pending

Additional Documents you want to attach

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	Oil and Gas Production Excel File	<input type="text" value="Oil and Gas Production Excel File"/> <input type="text" value="Oil and Gas Production Excel File"/> <input type="button" value="Browse..."/>	XYZ Oil and Gas WR39e 2014.xlsx 12/12/2014	0	<input type="checkbox"/>

Don't forget to click the Upload button before closing the window

This screen comes up, Browse again to load your corrected file

Hit **“Upload”** again, then “Section Complete” button.

Then select the **“Menu”** button and submit as shown in Steps 8, 9, and 10.

Saving Work and Returning Later

west virginia
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electronic submission system
selection process

Welcome KEARNEY-OUTSIDE, JOHN

Process:

Office:

Applicant: (Who is this?)

Type:

Ref. ID:

Status: Open Closed 2 rows

Search:

Locked	Ref. ID	Created
	New/Pending - XYZ Oil and Gas Production (12/12/2014)	12/12/2014
	New/Pending - XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)	12/16/2014

Last 60 days work-in-progress

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		XYZ Oil and Gas Prod 2014 -Ex 2 (12/16/2014)	Submitted	12/16/2014
OOG	KEARNEY-OUTSIDE, JOHN	WR39E		XYZ Oil and Gas 2014 Production (12/12/2014)	Submitted	12/15/2014

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

NOTE:

The ESS allows you to leave the system (prior to submitting data) and come back later to complete your data entry.

If you logout prior to Step 9 above, you may log back in. On login, you can choose **“Continue”** in the Process box, choose these options, and return to the Pending applications you created earlier

This may be useful if you have well data to correct prior to final submission.

It will show only the work you created.

Final Instruction

If you find there are many warnings, one option is to go back to your WR-39e file, cut out the problem wells, paste them to another WR-39e file, give it a unique name, and submit your good data while you work on your corrections.

You have to give the file and the ESS submittal a unique name.

You will receive an email confirmation of data submittal.

You can check the DEP list of wells that are registered to you at:

https://apps.dep.wv.gov/oog/wellsearch_new.cfm

Again, Thank You for using the WV DEP's Electronic Submission System.