Pipeline Online Permitting System (POPS)

External User Guide

Railroad Commission of Texas
Information Technology Services Division

Table of Contents

Table of Figures

Pipeline Online Permitting System (POPS) Basics

This user guide describes how to use the Railroad Commission of Texas (RRC) Pipeline Online Permitting System (POPS) application. Both RRC-regulated communities as well as internal agency staff members use this application.

ⓘ **TIP:** For the best viewing results, see the Browser Recommendations.

This web browser-based application allows the regulated community to electronically submit initial Pipeline T-4 Permit Applications (Form T-4), Pipeline T-4 Permit Amendments (including changes in mileage, characteristics changes, etc.), Pipeline System Additions, Pipeline T-4 Permit Inactivations, Pipeline Transfers, and Pipeline T-4 Permit Renewals.

POPS also provides for the generation of Pipeline T-4 Permit Approval Letters when a Pipeline T-4 Permit is approved for an operator in the system. The application also allows the public and other state agency personnel to access documents that have been submitted electronically, as well as reports based on Pipeline T-4 Permit data.

Browser Recommendations

- Internet Explorer 11.0+ and Google Chrome 39.0+ are recommended for the best viewing results.

    IMPORTANT: POPS does **not** display correctly in *Compatibility View* in Internet Explorer. To turn off *Compatibility View*, click the **Compatibility View** 🖼 button in the Internet Explorer address bar.

- Internet Explorer 10.0 and below are not recommended.
- JavaScript must be enabled.
- Pop-up blocking in your browser must be disabled.

    ⓘ **TIP:** To verify that pop-up blocking is disabled on your computer, use our Pop-up Blocker Test.

POPS Screens Overview—Operator

Log In

To access the Pipeline Online Permitting website, the internal RRC security administrator or ITS Help Desk must assign you the appropriate security rights in the RRC Online System. See the Security Groups section of this user guide for more information.

Once your security rights are applied, navigate to the following web address and log in: https://webapps.rrc.state.tx.us/security/login.do.

On the *RRC Online System* screen, click the **Pipeline Online Permitting System** link.
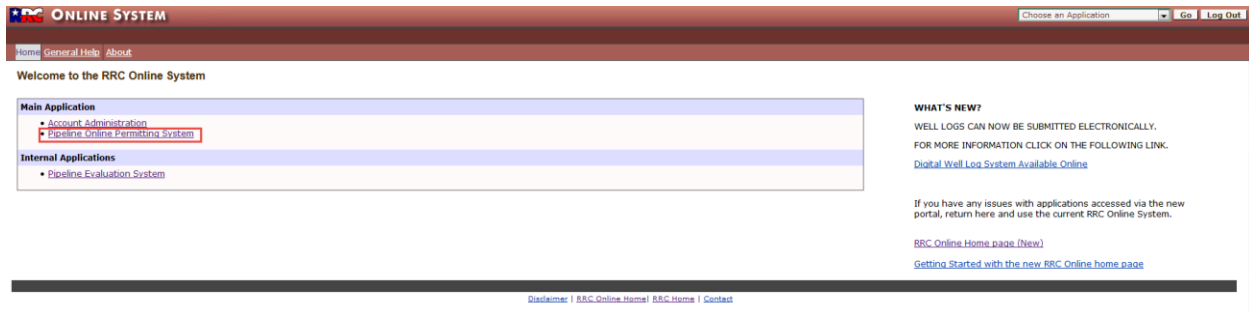

Figure 1: RRC Online System Screen

Navigating the Pipeline Online Permitting Website

The Pipeline Online Permitting website contains many features that help you navigate in the system.

Left Navigation Menu

The left navigation menu allows you to go to different pages in the RRC Online System and the Pipeline Online Permitting website.
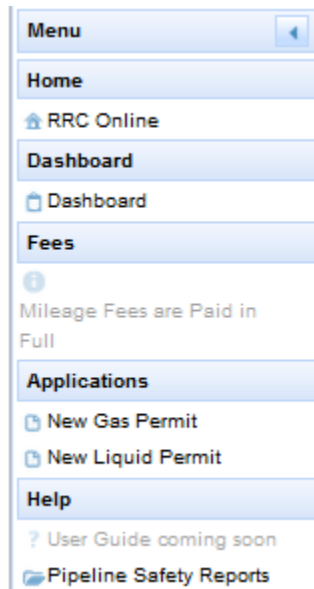
Figure 2: Left Navigation Pane

You can navigate to these pages by clicking on one of the following links:

- **Home:** Click the **Home** 🏠 link to go to the *RRC Online System* page.

- **Dashboard** (Pipeline Online Permitting Home)**:** Click the **Dashboard** 🗋 link to go to the Pipeline Online Permitting home page and view all of the permitting applications and existing permits.

- **Application:** Click the **New Gas Permit** 🗋 or **New Liquid Permit** 🗋 to begin a new T-4 Permit application.

- **Help**: Click the **User Guide** ? link to access a PDF copy of the user guide.

- **Pipeline Safety Reports**: Click the Pipeline Safety Reports link to open the reports page on www.rrc.texas.gov.

List Navigation

You can navigate through lists of information in POPS using the techniques described below. The labels in the following image correspond to the numbered techniques.

Figure 3: Navigating a List

1. Click the sort order button ⬍ of any column to sort the application list by the column you select. Clicking it again reverses the order of the search results.

2. Click the text boxes under the column names and enter a full or partial word to filter the application list by those characters.

   For example, if you enter "John," only results that contain the characters "John" are displayed. Remove the filter text in the text box to return the results to their initial state.

3. Use the navigation bars at the top and the bottom of the list to show more results on the page or quickly move from page to page.

   a. The numbers (1 of 4) next to the navigation bar show you what page you are currently on and how many pages total are in the list of applications.

   b. Click the drop-down list 10 ⌄ in the navigation bar to select how many results per page you want to see in the list of applications.

   c. Click the next ▻ button in the navigation bar to go to the next page of the list of applications. If you are on the last page, this button cannot be used.

   d. Click the previous ◅ button in the navigation bar to go to the previous page of the list of applications. If you are on the first page, this button cannot be used.

   e. Click the last ▻⏐ button in the navigation bar to go to the last page of the list of applications. If you are on the last page, this button cannot be used.

   f. Click the first ▻▻ button in the navigation bar to go to the first page of the list of applications. If you are on the first page, this button cannot be used.

g. Click the numbered buttons to go directly to the page that corresponds to the number you clicked on.

## About the Dashboard

When you enter the Pipeline Online Permitting System, your *Dashboard* displays.

For operators, the *Dashboard* lists all of their T-4 Permit applications and existing T-4 Permits.

The *Dashboard* allows you to check the *Filing Status* of a permit application or existing permit. The following table defines the filing statuses that are assigned at different points in the pipeline permitting process.

Filing Status	Description
In Progress	The operator has begun the permit application and attempted to make a payment but has <u>not</u> submitted it. This filing status only applies to permit filings where a payment is required.
Submitted	The operator completed the permit application and submitted it to the RRC for review.
Issued	RRC reviewers issued the permit to the operator. This filing status only applies to active and inactive permits.
Approved	RRC reviewers have approved the permit filing and it is due to be issued.
Denied	RRC reviewers denied the permit application during the review. The permit application is sent back to the operator.

Figure 4: Filing Statuses

An overview of the *Dashboard* is summarized in the image below.

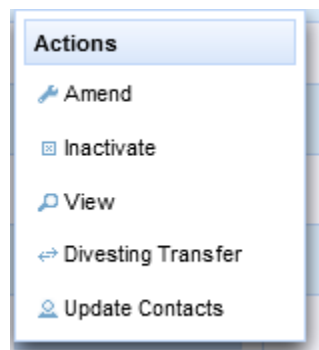|	Application ID	Permit Number	Permit Status	Filing Type	Filing Status	Operator Name	P-5 Number	Permit Type	Classification	Submission Date
Actions	10010	09962	Active	New Permit	Issued	CHEVRON PIPE LINE COMPANY	148100	Gas	Gas Utility	09/21/2018
Actions	10009		New	New Permit	Submitted	XOG RESOURCES, LLC	945929	Gas	Gas Utility	09/21/2018
Actions	10008	01032	Active	Reactivate	Issued	CHEVRON PIPE LINE COMPANY	148100	Liquid	Private	09/21/2018
Actions	10007	09798	Active	Renewal	Submitted	MAGELLAN PIPELINE COMPANY, L.P.	521318	Liquid	Common Carrier	09/21/2018
Actions	10006	05238	Active	Renewal	Submitted	UNION OIL COMPANY OF CALIFORNIA	876520	Liquid	Private	09/21/2018
Actions	10005	04320	Active	Renewal	Issued	PLAINS MARKETING, L.P.	667883	Liquid	Private	09/21/2018
Actions	10004		New	New Permit	Approved	ENERVEST OPERATING, L.L.C.	252131	Gas	Gas Utility	09/21/2018
Actions	10003	09025	Active	Renewal	Submitted	ENERVEST OPERATING, L.L.C.	252131	Gas	Private	09/21/2018
Actions	10001	08811	Inactive	Inactive	Issued	CHEVRON PIPE LINE COMPANY	148100	Liquid	Private	09/21/2018
Actions	10000	09888	Inactive	Inactive	Issued	CHEVRON PIPE LINE COMPANY	148100	Gas	Private	09/21/2018
Actions	5110		New	New Permit	Submitted	PURSUIT OIL & GAS, LLC	683415	Gas	Private	09/12/2018
Actions	5106	09960	Active	New Permit	Issued	R. LACY SERVICES, LTD.	687208	Gas	Private	08/31/2018
Actions	5104		New	New Permit	Submitted	AMP TEXAS PIPELINES, LLC	020461	Gas	Gas Utility	09/11/2018
Actions	5098		New	New Permit	Submitted	B D PRODUCTION CO., INC.	040190	Gas	Private	09/10/2018

Figure 5: Pipeline Permit Application Dashboard Functions

1. The navigation bar allows you to navigate between pages of records in your *Dashboard*.

2. The header row allows you to filter items in your *Dashboard* by typing information into the text boxes at the top of each column. You can filter items by any column heading. The image below depicts a user entering an *Application ID* number to filter the results.

   You can also sort results by clicking the sort order button ⇕ near a column heading. Click the sort order button once to display the results in ascending order and click the sort order button again to reorder the results in descending order.

3. The *Actions* button drops down a list of the available actions for the permit. The list of actions is dynamic and reflects the *Permit Status* and *Filing Status* of the permit.

Figure 6: Actions Drop-down

The following table lists available actions in the *Dashboard* for listed T-4 Permit applications and Permits, based on *Permit Status* and *Filing Status*.

Permit Status	Filing Status	Actions
Active	Submitted/Approved	View
		View T-4A
	In Progress	Complete Filing
	Denied	Correct & Resubmit
		Abandon Filing
	Issued	Amend
		Renew
		Inactivate
		View
		View T-4A
		Transfer
		Edit Contacts
New Permit	Submitted/Approved	View
	In Progress	Complete Filing
	Denied	Correct & Resubmit
Inactive Permit	Submitted/Approved	View
		View T-4A
	Rejected	Correct & Resubmit
		Abandon Filing
	In Progress	Complete Filing
	Issued	Reactivate
		Edit Contacts
Transferred	Submitted/Approved	View
	Rejected	Correct & Resubmit
	Issued	Amend
Delinquent	Submitted/Approved	View
		View T-4A
	In Progress	Complete Filing
	Rejected	Correct & Resubmit
		Abandon Filing
	Issued	Amend

		Renew
		Inactivate
		View
		View T-4A
		Transfer
		Edit Contacts

Figure 7: Available Actions on the Dashboard

New Permit Screens

This section of the guide describes the screens in the Pipeline Online Permitting System (POPS). Steps for performing a variety of actions in POPS are provided in the Apply for a New T-4 Permit section of this user guide.

About the Permit Tab

The *Permit* tab collects information for the T-4 Permit, which includes contact information for individuals and companies associated with the permit.

The *Permit* tab is the first tab displayed during the T-4 Permit application process (for both Gas and Liquid Permits). Each field, by section, is described below.

Figure 8: The Permit Tab

Operator Information Section

Operator Name	The name of the operator.
P-5 Number	The operator number.
Address 1	First line of address information.
Address 2	Second line of address information.
City	City of operator address.
State	State of operator address (abbreviation).
ZIP	ZIP code of operator address.

Pipeline Owner Section

If the owner information matches that of the Operator, you can automatically populate these fields using the **Operator Owns Pipeline** button, otherwise you must complete the *Pipeline Owner* information.

Owner Name	The name of the pipeline owner.
Address1	First line of address information for the pipeline owner.
Address2	Second line of address information for the pipeline owner.
City	City of pipeline owner address.
State	State of pipeline owner address (abbreviation).
ZIP Code	ZIP code of pipeline owner address.

Economic Operator Section

If the Economic Operator information matches that of the Operator, you can automatically populate these fields using the **Operator Controls Economic Interests** button, otherwise you must look up the Economic Operator using the **Look Up Operator** button.

Operator Name	The P-5 name of the economic operator for the pipeline.
Operator Number	The P-5 number of the economic operator for the pipeline.
Address1	First line of address information for the economic operator.
Address2	Second line of address information for the economic operator.
City	City of economic operator address.
State	State of economic operator address (abbreviation).

ZIP Code	ZIP code of economic operator address.

Pipeline Permit Information Section

Interstate Indicator	Select if the filing relates to an Interstate pipeline.
Permit Type	Displays the type of permit.
Pipeline Classification	For Gas: *Gas Utility* or *Private*.
	For Liquid: *Common Carrier* or *Private*.
H2S Concentration	Enter H2S concentration in ppm.
Add New Construction Number	Add a New Construction Report reference number to the filing.
Does pipeline use any public highway or road, railroad, public utility easement, or other common carrier right-of-way?	Select *Yes* or *No* from the drop-down.
Does pipeline carry only gas/liquids produced by the Economic Operator?	Select one of the available options: *Both purchased from and transported for others*, *Owned by Others But Transported For Fee*, or *Purchased From Others*.
Basis for Requested Classification	**Gas Permits only.** Select the basis supporting a requested classification of a Private Pipeline. If requesting Gas Utility status, select the 'Not Applicable' option.

Acquired Pipeline Transfer Section - Partial Transfers Only

Is this submission related to a pipeline transferred from another operator (T-4B attached)?	Select Yes or No. If Yes, the following information must be completed.
Divesting Permit Number	Enter the Divesting Permit Number (as recorded on form T-4B).
Effective Date of Transfer	Enter the effective date of transfer (as recorded on form T-4B).

IMPORTANT: POPS requires that each screen is fully completed and any error messages are cleared before you can proceed to the next tab.

About the Attachments Tab

The *Attachments* tab is where you attach any files that are relevant to your T-4 Permit application. The screen allows for supporting documentation and mapping file uploads. The Additional Attachments List will display any system generated notifications sent for the permit (including a pdf copy of the T-4A).

Figure 9: The Attachments Tab

The following fields display for all permits.

Choose File	Select the *Attachment Type* and upload the document you need to attach. If you are required to attach a PS-48 form, you will upload it here.
List of attachments	Displays the list of attachments you have already uploaded.

About the Additional Contacts Tab

The *Additional Contacts* tab is where you provide contact information relevant to your T-4 Permit application. Each field, by section, is described below.

Figure 10: The Additional Contacts Tab

👉	**IMPORTANT:** The compliance representative and filing representative will receive notifications from the Railroad Commission about the status of your T-4 Permit. The Mapping Representative will only be contacted if there are issues found with the attached mapping files.

Compliance Representative Contact Information Section

Full Name   The name of the compliance representative.
Title   Compliance representative title.
Phone   Compliance representative phone number.
Address1   First line of address information for the compliance representative.
Address2   Second line of address information for the compliance representative.
Email   Compliance representative email address.
City   City of compliance representative address.
State   State of compliance representative address.
ZIP Code   ZIP code of compliance representative address.

Filing Contact Information Section

Full Name   The name of the filing contact.
Phone   Filing contact phone number.
Address1   First line of address information for the filing contact.
Address2   Second line of address information for the filing contact.
Email   Filing contact email address.
City   City of filing contact address.
State   State of filing contact address.
ZIP Code   ZIP code of filing contact address.

Mapping/GIS Contact:

Full Name   Captures the full name of the operator's mapping contact person.
Email   Captures the email of the operator's mapping contact person.
Phone   Captures the phone number of the operator's mapping contact person.

About the Certify/Submit Tab

The *Certify/Submit* tab is where you agree to the operator certification before making any required payment and submitting the T-4 Permit application. Each field, by section, is described below.

| Permit | Attachments | Additional Contacts | Submit |

Submit

I declare, under penalties prescribed in Tex. Nat. Res. Code, Sec. 91.143, that I am authorized to make this report, that this report was prepared by me or under my supervision and direction and that data and facts stated therein are true, correct and complete, to the best of my knowledge.

☐ Certify

Please be aware that, as part of the RRC's payment process, you will be redirected to the Texas.gov payment portal to complete payment for this filing.
Once Payment is complete you will be returned to this page to submit your filing. Your filing is not complete until you submit.

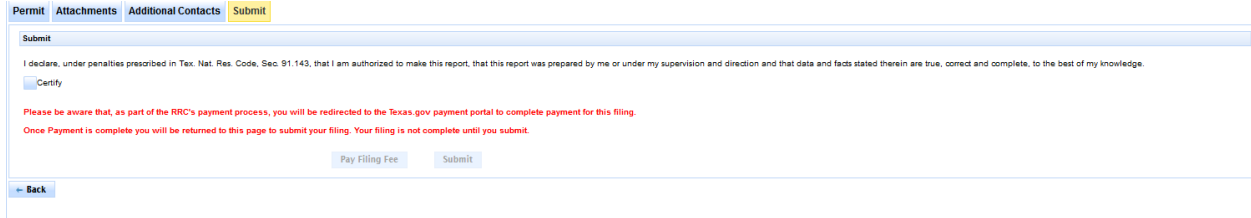[Pay Filing Fee]   [Submit]

← Back

Figure 11: The Certify/Submit Tab

IMPORTANT: You cannot submit a new T-4 Permit application without agreeing to the certification.

Operator Certification   Click the checkbox if you agree to the certification.

Apply for a New T-4 Permit

The T-4 Permit application collects a variety of information from applicants through a tabbed screen process. The Pipeline Online Permitting System (POPS) is designed to collect the same information that the paper-based PDF T-4 forms have always collected.

This section describes how to apply for a new T-4 Permit.

Complete the Permit Tab

To begin the process of applying for a new T-4 Permit, follow the steps below.

1. Click the **New Gas Permit** or **New Liquid Permit** link in the left navigation area of the screen.
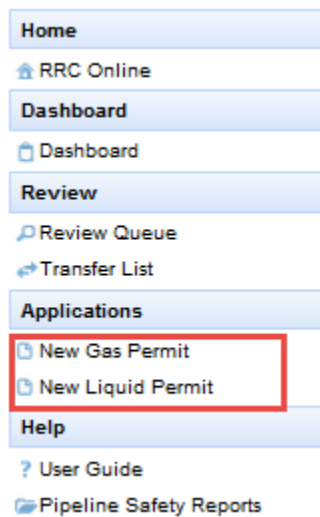

Figure 12: Applying for a New T-4 Permit

IMPORTANT: Once a permit filing has started, information is not saved until either the 'Pay Filing Fee' or 'Submit' button is clicked on the Submit screen.

The *Permit* screen displays.

Figure 13: Permit Tab

2. Enter the appropriate information into the fields on the *Permit* tab. In the *Operator Information* area, you can click the **Search Operator** button to find an operator and automatically populate the *Operator Information*.

Figure 14: Completing the Permit Tab

3. When you finish entering information on the *Permit* tab, click the **Next** button. You will be navigated to the Attachments tab.

IMPORTANT: POPS requires that each tab is fully completed and any error messages are cleared before you can proceed to the next tab.

Complete the Attachments Tab

On the Attachments tab, you can attach files that support your T-4 Permit application.

| Permit | **Attachments** | Additional Contacts | Submit |

Supporting Documentation Attachments

Please check out the <u>Pipeline Permitting Guidance for Required T-4 Documentation</u> for guidance.

Select Attachment type: [Cover Letter ▼]   [+ **Choose PDF File**]

File Name	File Size	Type
No Attachments found.		

Mapping Documentation Attachments

Please check out the <u>TPMS Attribute Definitions and Valid Codes</u> for guidance.

Select Attachment type: [Select Attachment Type ▼]   [+ **Choose Digital Shape File**]

File Name	File Size	Type	Actions
No Attachments found.			

Additional Attachment List

File Name	File Size	Type
No Additional Attachments found.		

[← Back] [→ Next]

Figure 15: Completing the Attachments Tab

Supporting Documentation Attachments

1. To upload an attachment, click the **Attachment Type** drop-down to select the type of attachment.

2. Click the **Choose PDF File** button to select the file to attach to your T-4 Permit application.

3. Repeat steps 1 and 2 for each additional file you need to attach to your T-4 Permit application.

> ⓘ   **TIP:** You can find a reference guide to determine the required attachments for your filing by following the **Pipeline Permitting Guidance for Required T-4 Documentation** link.

Mapping Documentation Attachments

The *Mapping Documentation Attachments section* provides you with the ability to upload maps that are relevant to your pipeline. To submit a complete T-4 Permit application, you <u>must</u> upload both an overview map and a set of shapefiles (a set of four files that the mapping specialists use to determine the exact size and shape of the pipeline).

> ☞   **IMPORTANT:** Shapefiles must always be uploaded in a set of four; they consist of a projection file (.PRJ), an excel-like file that contains the coordinates (.DBF), and two other files that assist in drawing the map (.SHX and .SHP). The file

names on all four shapefiles must be the same (e.g., 12345.SHP, 12345.DBF, etc.).

To upload mapping files, follow the steps below.

1. Use the **Select Attachment Type** drop-down to select the type of map file you are uploading.

2. Click the **Choose Digital Shapefile** button to select the file you are uploading.

3. Repeat steps 1 and 2 for all the mapping files you are uploading; you can upload only one file at a time.

4. Check the *List of attachments* area to ensure your file upload was received.

> **TIP:** You can find a reference guide to determine the required attributes for your digital shapefiles by following the **TPMS Attribute Definitions and Valid Codes** link.

When you finish uploading files, click the Next button to continue with your T-4 Permit application.

Complete the Additional Contacts Tab

Figure 16: Completing the Additional Contacts Tab

Additional Contacts

The Additional Contacts tab allows you to provide contact information for a permit. You will need to provide details for a Compliance Representative, a Filing Representative, and a Mapping Representative.

All email correspondence related to the permit filing will be sent to the Compliance and Filing Representatives. The Mapping Representative will only be contacted if there are problems with the mapping files attached to the permit.

1. Begin by adding the contact information for the Compliance Representative.

2. Add contact information for the Filing Representative. If the Filing Representative is the same as the Compliance Representative, click the 'Same as Compliance Representative' button and the information will be automatically added.

3. Add contact information for the Mapping Representative.

4. Click the 'Next' button to continue with your filing.

Complete the Submit Tab

Figure 17: Completing the Submit Tab

Submit

The Submit tab is where you can make any required payment for your permit filing and submit it for review.

Payment is required for all new intrastate permits and renewals.

1. Select the **Certify** check box.

2. If payment is required, the 'Pay Filing Fee' button will be activated. If payment is not required, the 'Submit' button will activate.

3. Clicking on the 'Payment' button will launch the payment process (see the Payment section for further information).

4. Once any required payment is made, the 'Submit' button will activate.

5. Clicking the 'Submit' button will submit your permit filing for review and complete the filing process.

Denied Filings

Dashboard actions for a denied permit filing

If, during the review period, the RRC Pipeline Permitting staff find that there is insufficient information to approve a permit filing, an email will be sent to the Compliance Representative, Filing Representative, and/or Mapping Representative listed on the permit.

The email will give details of the corrective actions that need to be taken so that the filing can be corrected and re-submitted. In addition to the email, the permit filing will show on your POPS dashboard with a Filing Status of 'Denied'.

Figure 18: Permit filing with a Denied Status as seen on the Dashboard screen

When a filing is in a Denied status, there are two possible actions that can be taken, depending on the Filing Type.

1) All Denied permit filings can select the 'Correct and Resubmit' option from the dashboard Actions menu.
   This will allow you to make the recommended corrections (as stated in the rejection email) to the filing and resubmit it for review.
2) Denied permits where a fee has not been paid (i.e. excluding new permit applications and renewal filings) will also have the option to abandon their filing by selecting the 'Abandon Filing' option from the dashboard Actions meu.
   This will allow you to discard any changes made to the permit information and revert to the previously approved permit.

> **IMPORTANT:** Please be aware that if you choose to abandon a filing all changes made to the active permit will be lost.

Transfer Filings

Full Permit Transfers

Full permit transfers can be initiated by the divesting operator from their Dashboard. To begin a full permit transfer, select the Divesting Transfer option from the Actions menu for the permit that is to be transferred to another operator.
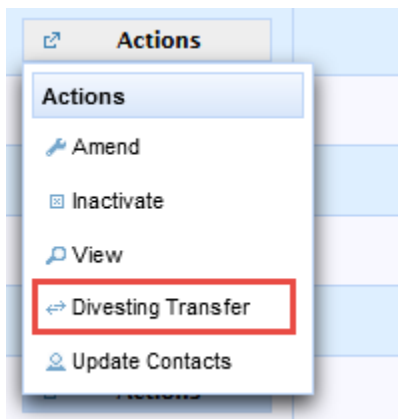
Figure 19: Initiating a Full Permit Transfer as a Divesting Operator

All full permit transfer filings need to be made in sequence, with the divesting filing being submitted and reviewed before the acquiring filing beginning.

Once the divesting filing has been reviewed and approved by the Commission, the divested permit will appear in the acquiring operator's dashboard where they will be able to select Amend from the Actions menu and continue to submit the acquiring filing.

Partial Permit Transfers

Partial permit transfers can be initiated by either the divesting or the acquiring operator (each can complete their part of the transfer filing independently).

The divesting operator initiates their part of the transfer via the Divesting Transfer option in the Actions menu on the Dashboard.

The acquiring operator initiates their part of the transfer by choosing to Amend an existing permit from the Actions menu, or by applying for a new liquid or gas permit from the left-hand menu.

Divesting Transfer Screen

After selecting the Divesting Transfer option from the Actions menu, you will need to complete the Divesting Pipeline Transfer screen for the permit. This screen will record information about the acquiring operator, so that each side of the transfer can be matched up in the system.

Figure 20: Divesting Pipeline Transfer Screen

On this screen, you will need to select whether the transfer is full or partial. Then, you will need to search for the acquiring operator, using either their name, or P-5 number. The remaining contact details and effective date of transfer must also be added.

> **IMPORTANT:** The system will populate as much of the acquiring operator information as is held on their RRC P-5 record. You will need to complete the remaining contact information for them, which should be recorded on their portion of the T-4B transfer form.

For full transfers, only one acquiring operator can be selected. For partial transfers, multiple acquiring operators can be added to the list.

Once the acquiring operator information is complete, selecting the Next button will allow you to review the remaining permit information and submit your transfer filing to the Commission.

Acquired Pipeline Transfer

The Acquired Pipeline Transfer section of the Permit Tab (see Permit Tab section above) must be completed by the acquiring operator for all partial permit transfers.

Figure 21: Divesting Pipeline Transfer Section

In this section (for either amended or new permits that include pipeline newly acquired from another operator's permit) the acquiring operator must give the divesting permit number and effective date of transfer. This information must match the details recorded on the T-4B transfer form, which must also be included on the attachments screen for all transfers.

Please Note: A permit amendment or new permit can include pipeline transferred from multiple permits, all of which must be listed in the Divesting Pipeline Transfer section.

Renew, Amend, Inactivate, or Reactivate Filing for Existing T-4 Permit

Permit Renewals

Pipeline permits must be renewed on an annual basis. A permit renewal can be filed by selecting the Renew option from the Actions menu for the permit that you need to renew.

The renewal option for all permits will be available for a period of 6 months prior to the permit's expiration date. Emailed reminders will be sent to the permit's listed contacts one month prior to the expiration date.

If a permit has not been renewed by the expiration date, a late fee will be automatically added to the regular permit renewal fee. This late fee increases on a sliding scale depending on how late the payment is.

Once a permit has been successfully renewed, the expiration date for the permit will be updated by one year.

Please Note: You will not be able to change any permit or pipeline information while renewing. Any required amendments must be made before a permit is renewed.

Permit Amendments

Permit amendments can be made via the Amend option in the Actions menu on the operator dashboard. All currently issued permits can be amended

You should amend a permit when there is a significant change to the permit's information (for example, adding a system or segment). All significant amendments must be reviewed by the commission to ensure that the changes comply with the permit requirements.

A permit contact amendment can also be made to the permit record. This does not require review and can be made by selecting the Update Contacts option from the Actions menu on the dashboard.

Inactivate or Reactivate a Permit

The system will allow you to make a permit inactive if it is no longer required. This change can be made to any issued and active permit. Once a filing to make a permit inactive has been submitted, it will be reviewed by the commission and, if the details included are satisfactory a confirmation will be sent via email.

An inactive permit can be reactivated (for fee paying purposes this is counted as a new permit) by selecting the Reactivate option from the Actions menu on the dashboard. This filing will be subject to review by the commission.

Payment

You can pay for your New Pipeline Permit, Permit Renewal, or Annual Mileage Fee by credit card or electronic check.

<table>
<tr><td>☞</td><td><mark>**IMPORTANT:** You should only have one tab open in your web browser during the payment process.</mark></td></tr>
</table>

Paying by Credit Card

1. After clicking *Pay Filing Fee*, the *Payment Portal* screen displays. In the *Payment Type* area, select **Credit Card**.

   As of September 1, 2015, if you pay with a credit card, the transaction will be assessed using the following formula: ((RRC Amount + $.25) * .0225) + $.25. For example, if you pay a fee of $100.00, the assessment is $2.51, and you are charged a total of $102.51.

   Application Id: 10080

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Payment Type	○ Electronic Check ○ Credit Card		

   Continue   **Exit**

   In rare cases, the payment cannot be processed because the Payment Portal must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*

   If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

   - If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the Payment Portal and begin the payment process again from the POPS application.

   - Close and reopen the browser. Then log in to the RRC Online System and access the POPS application, and then try to make the payment again.

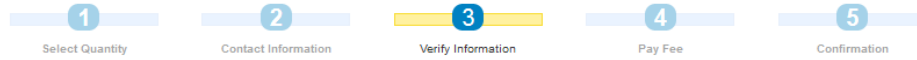2. Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays.

① Select Quantity	② Contact Information	③ Verify Information	④ Pay Fee	⑤ Confirmation

GAU No:153040

First Name *	Joe
Middle Name	
Last Name *	Filer
Company Name *	ABC Company
Phone Number *	(123) 456-7890
Email Address *	jfiler@email.com
Confirm Email *	jfiler@email.com

Previous   **Continue**   **Exit**

3. If necessary, update the contact information that displays. Click **Continue.** The *Verify Information* page displays.

> **NOTE:** You can click the **Previous** button to navigate back to the previous page. You can click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful.

① Select Quantity ② Contact Information ③ Verify Information ④ Pay Fee ⑤ Confirmation

Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Application Id: 10080

Name	TESTER FILINGS
Company Name	COMPANY
Phone Number	(512) 463-8375
Email	ogmtestto@rrc.texas.gov

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 511.51

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Previous] [Continue] [Exit]

4. Verify the information and click **Continue**. The *Pay Fee* screen displays.

① Select Quantity ② Contact Information ③ Verify Information ④ Pay Fee ⑤ Confirmation

Summary of Created Fees (Register Number): 123169

Application Id: 10080

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 511.51

Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Previous] [Make Payment] [Exit]

Note: When paying with a credit card, the address entered must match the billing address.

5. Click **Make Payment**. The *Texas.gov Customer Info* screen displays.

6. Verify the information and click **Next**. The *Texas.gov Payment Info* screen displays.

7. Complete the credit card information fields, which consist of the *Credit Card Number*, *Expiration Month*, *Expiration Year*, *Security Code*, and *Name on Credit Card*.
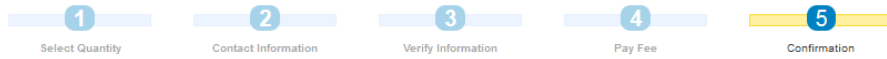
8. Click **Next**. The *Texas.gov Submit Payment* page displays.

POPS **External** User Guide

9. In the *Verification* area, enter the CAPTCHA characters and click **Submit Payment**. The *Payment Portal Confirmation* page displays.

Application Id: 10080

Name	TESTER FILINGS
Company Name	COMPANY
Phone Number	(512) 463-8375
Email	ogmtestto@rrc.texas.gov

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 511.51

Payment Information	
Payment Amount	$511.51
Date and Time	09/27/2018 08:51:24 AM
Trace Number	455RM002N1D51P6
Authorization Code	TEST123
Register Number	123169

Please be aware that your filing is not yet complete. Please continue using the COMPLETE FILING button below to submit your filing.

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

Print Confirmation **Complete Filing**

10. Click **Complete Filing** to access and submit your filing. You can also print the Confirmation Screen. A receipt will be sent via email to the address provided for the payment.

Paying by Electronic Check

1. After clicking *Pay Filing Fee*, the *Payment Portal* screen displays. In the *Payment Type* area, select **Electronic Check**.
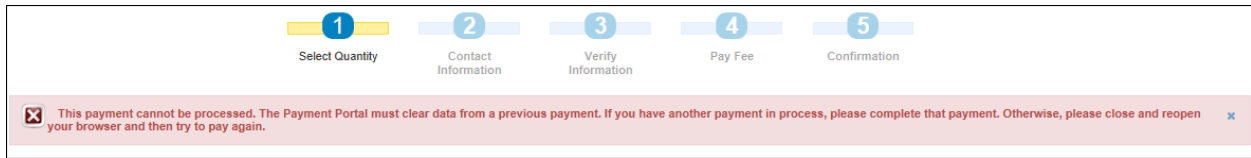

Application Id: 10082

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Payment Type	⦿ Electronic Check ◯ Credit Card		

Continue **Exit**

In rare cases, the payment cannot be processed because the Payment Portal must clear data from a previous payment. The following message displays on the screen when this scenario occurs: *This payment cannot be processed. The Payment Portal must clear data from a previous payment. If you have another payment in process, please complete that payment. Otherwise, please close and reopen your browser and then try to pay again.*

If you see this message, you can use one of the following methods to resolve the issue and complete the payment process for the application.

- If you have another payment in process in a separate web browser tab, complete that payment. Then click **Exit** in the Payment Portal and begin the payment process again from the POPS application.

- Close and reopen the browser. Then log in to the RRC Online System and access the POPS application, and then try to make the payment again.

2. Click the **Continue** button. The *Contact Information* screen of the *Payment Portal* displays.

3. If necessary, update the contact information that displays. Click **Continue.** The *Verify Information* page displays.

📄 **NOTE:** You can click the **Previous** button to navigate back to the previous page. You can click the **Exit** button to exit the application process. If you exit the application process, a message displays that payment has been unsuccessful.

①   ②   ③   ④   ⑤

Select Quantity   Contact Information   Verify Information   Pay Fee   Confirmation

Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Application Id: 10082

Name	TESTER TEST
Company Name	TEST
Phone Number	(512) 463-8375
Email	ogmtestto@rrc.texas.gov

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 500.00

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Previous] [Continue] [Exit]

4. Verify the information and click **Continue**. The *Pay Fee* screen displays.

①   ②   ③   ④   ⑤

Select Quantity   Contact Information   Verify Information   Pay Fee   Confirmation

Summary of Created Fees (Register Number): 123170

Application Id: 10082

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 500.00

Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

[Previous] [Make Payment] [Exit]

Note: When paying with a credit card, the address entered must match the billing address.

5. Click **Make Payment**. The *Texas.gov Payment Type* screen displays.

6. If the payment is being funded by a foreign source, click the check box. Click **Next**. The *Texas.gov Customer Info* page displays.

7. Verify the information and click **Next**. The *Texas.gov Payment Info* screen displays.

Payment Info

Complete all required fields [*]

Name on Account *

test 2 ✓

Routing Number *

111904503 ✓

TOWN NORTH BANK,NATIONAL ASSOCIATION

Pay _____

012345678   01234567890
Routing Number   Account Number

Account Number * ?

61790000123456 ✓

Re-enter Account Number *

61790000123456 ✓

◉ Checking ◯ Savings

Next ＞

8. Complete the payment information fields, which consist of the *Account Type*, *Routing Number*, *Account Number*, and *Name on Account*.

9. Click **Next**. The *Texas.gov Submit Payment* page displays.

10. Read the *Terms and Conditions*, and then click the **Yes, I authorize this transaction** check box.

11. In the *Verification* area, enter the CAPTCHA characters and click **Submit Payment**. The *Payment Portal Confirmation* page displays.
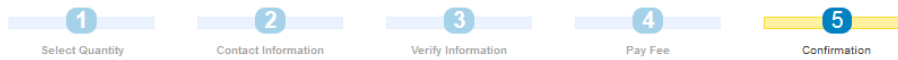
Application Id: 10082

Name	TESTER TEST
Company Name	TEST
Phone Number	(512) 463-8375
Email	ogmtestto@rrc.texas.gov

Fee Description	Amount	Quantity	Total
Annual renewal of pipeline permit fee	$ 500.00	1	$ 500.00
RRC Fee			$ 500.00
Texas.gov Price			$ 500.00

Payment Information	
Payment Amount	$500.00
Date and Time	09/27/2018 09:48:09 AM
Trace Number	455RM002N1E4KXZ
Authorization Code	SUCCESS
Register Number	123170

Please be aware that your filing is not yet complete. Please continue using the COMPLETE FILING button below to submit your filing.

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

[Print Confirmation]   [Complete Filing]

12. Click Complete Filing to access and submit your filing in POPS. You can also print the confirmation screen. A receipt will be sent to the provided email address.