Railroad Commission of Texas State Tracking and Reporting System (LoneSTAR)

Release 1 Software Design

User Guide

Financial Assurance Information

Table of Contents

COURSE OVERVIEW

Course Description

This guide can be used to submit a Financial Assurance Information form in LoneSTAR.
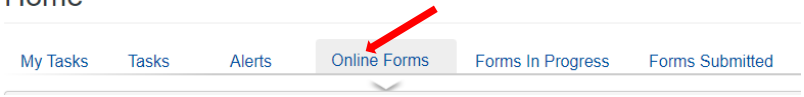
1.1 Launching the Form

1.1.1 Key Points

- Users with sufficient security roles can launch the form. (See 'User Guide General LoneSTAR' for more info on how to update security roles)

1.1.2 Steps to launch the form

Step	Action	Required Fields
1.	Navigate to the **Internal Landing** page.	
2.	Click the Online Forms tab. 	
3.	Select the Financial Assurance Information form name.	

1.2 Form Information Step

1.2.1 Key Points

- Learn how to enter information on the form information step and create a new form instance.

1.2.2 Steps to complete the Form Information step

Step	Action	Required Fields
1.	Select the Organization you are submitting the Financial Assurance on behalf of. **Organization** * [ ]	
2.	Select the purpose of the Financial Assurance being submitted. For this example, select P-5 Option 1 – Well Operations Only. **Financial Assurance Purpose** * P-5 Option 1 - Well Operation Only Note: Each Financial Assurance can only have one Financial Assurance Purpose.	
3.	Select the Instrument Type. For this example, select Cashier's Check. **Instrument Type** * Cashier's Check Note: If the user submitted multiple Financial Assurances of different Instrument Types, a separate Financial Assurance Information form must be submitted. If they are for the same Financial Assurance Purpose for the same Organization, the values will be added together upon approval.	
4.	The Specialty Codes field will display any specialty codes associated to the selected Organization – this field cannot be edited. **Specialty Codes**	
5.	Enter a Description that will allow you to easily locate this particular form submission in the future.	

	Description *	
6.	Click Save & Continue	
	Cancel Save & Continue	
	Note: At this point, this is now considered a form instance in LoneSTAR and the Form Information step can no longer be edited.	
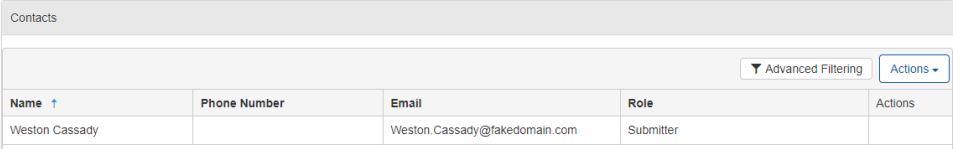
1.3 Organization Information Step

1.3.1 Key Points

- Learn how to confirm Organization Information.

1.3.2 Steps to complete the Organization Information step

Step	Action	Required Fields
1.	LoneSTAR will present the Organization Information step pre-populated with information based on the most recently approved P-5 Organization Report for the associated Organization.	
2.	The first information presented includes the information for the organization itself as entered on the P-5 Organization Report.	

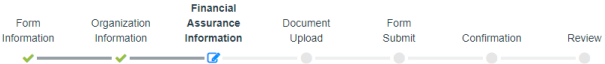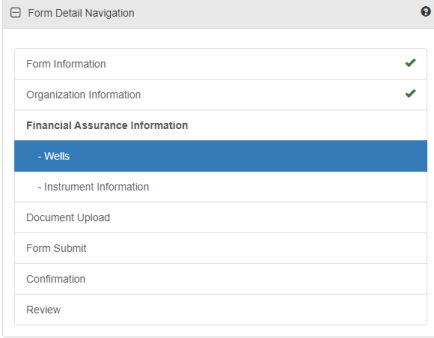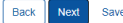|	**Organization Long Name** (HI) NORTH STAR TRUCKING LLC **Organization Short Name** (HI) NORTH STAR TRUCKING LLC **Organization Primary Address** 310 WALL STREET STE 415 MIDLAND, Texas 79701 **Organization Primary Phone Number** (801) 647-7919	**Type of Organization** Limited Liability Company (LLC or LC) **RRC Operator Number** 953498 **Ext**	
3.	Below, the grid displays users who are associated to the form submission. Contacts Advanced Filtering / Actions	Name ↑	Phone Number	Email	Role	Actions Weston Cassady		Weston.Cassady@fakedomain.com	Submitter	Note: A user with a Role of Submitter is automatically added as the user who is currently in context of the online form.	
4.	To navigate to the next step, click "Next". Back Next Save	

1.4 Wells Step

1.4.1 Key Points

- Learn to view the content on this step.

Form Information — Organization Information — **Financial Assurance Information** — Document Upload — Form Submit — Confirmation — Review

Form Detail Navigation ⊖ ❓

Form Information	✔
Organization Information	✔
Financial Assurance Information	
- Wells	
- Instrument Information	
Document Upload	
Form Submit	
Confirmation	
Review	

Wells

This step does not apply to your Financial Assurance submission.

Back Next Save

1.4.2 Steps to complete the Wells step

Step	Action	Required Fields
1.	This step will display differently based on the information selected on the Financial Assurance information step.	
2.	Because of the selections, this step will only display a message indicating it does not apply to this Financial Assurance Information submission.	

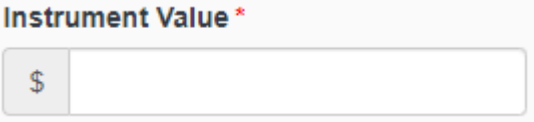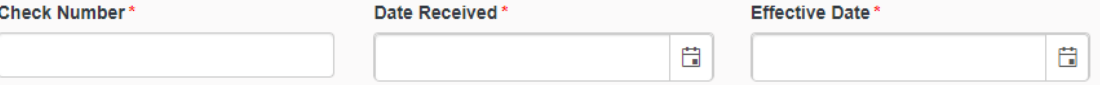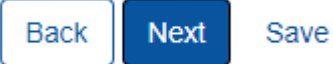|	Wells	
	This step does not apply to your Financial Assurance submission.	
3.	To navigate to the next step, click "Next". Back Next Save	

1.5   Financial Assurance Information Step

1.5.1   Key Points

- Learn how to enter information regarding the instrument.
- Learn how to view information related to the required Financial Assurance information.

1.5.2   Steps to complete the Financial Assurance Information step
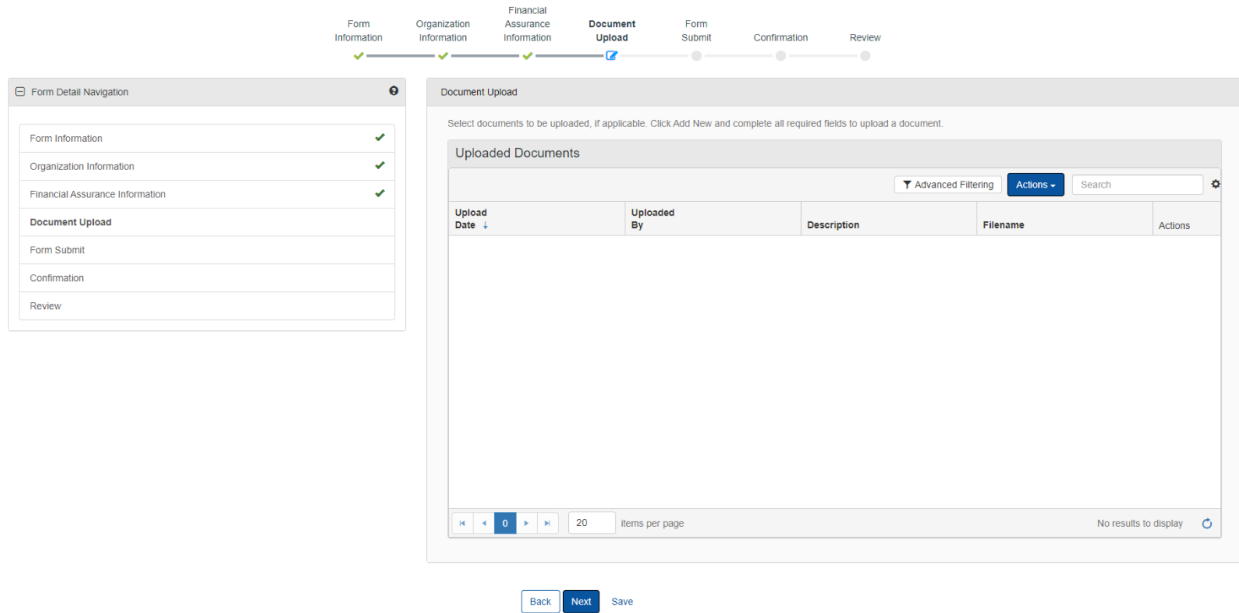
Step	Action	Required Fields
1.	For the purpose of this example, select No for Override Amount Required? Override Amount Required? * ◯ Yes ⦿ No	
2.	The Amount Required, Total Financial Assurance Applied towards (P-5 Option 1 – Well Operation Only), and Financial Assurance ID fields are all read-only. Note: 1. The Amount Required field value represents the dollar value required to be fulfilled by Instrument Value(s). 2. The Total Financial Assurance Applied towards (P-5 Option 1 – Well Operation Only) field value represents the sum of all financial assurances associated to this	

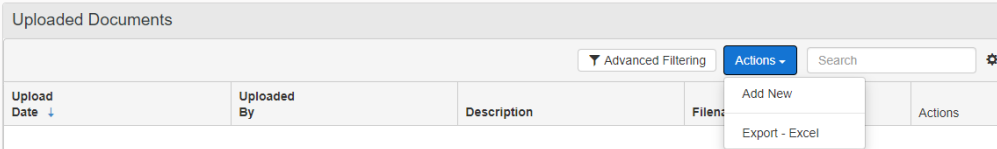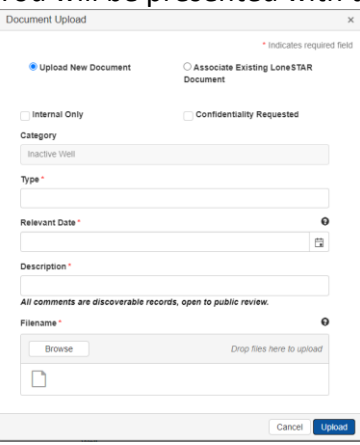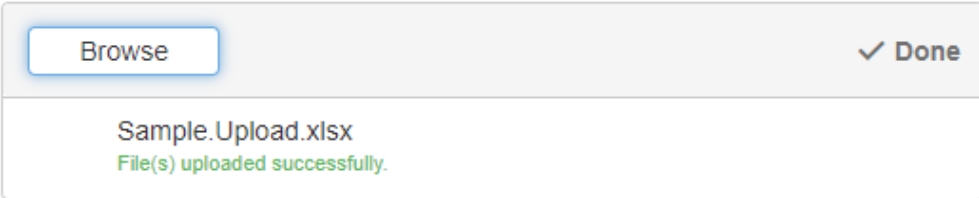|		
	organization that have the same Financial Assurance Purpose as the one selected in this form. 3. The Financial Assurance ID field value will be filled in by the system upon approval of the form as a unique id to help identify this particular financial assurance at a later time.	
3.	Enter in the value of the Cashier's Check in the Instrument Value field. **Instrument Value** * $ [ ]	Instrument Value
4.	Enter the applicable RMS Register Number in the RMS Register Number field. **RMS Register Number** * [ ]	RMS Register Number
5.	Complete the Date Received, Effective Date, and Check Number fields. Check Number * Date Received * Effective Date * Note: The Effective Date determines the date the Financial Assurance will go into effect for the Organization.	Date Received, Effective Date
6.	Set the Expiration Date to the indicated date the Financial Assurance expires.	Expiration Date
7.	Set the status of the Financial Assurance Status field to Approved. **Financial Assurance Status** * Approved	Financial Assurance Status
8.	To navigate to the next step, click "Next". Back Next Save	

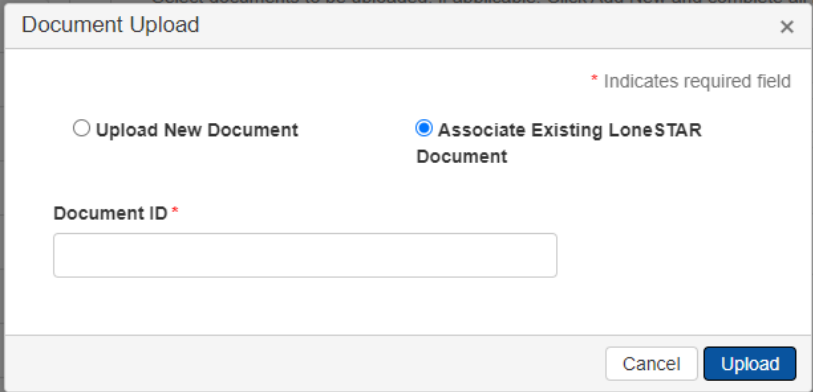## 1.6 Document Upload Step
1.6.1 Key Points
- Learn how to upload various documents to be part of the online form submission.
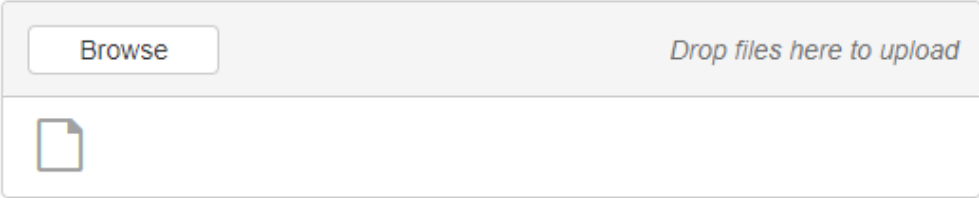
1.6.2 Steps to complete the Document Upload step

Step	Action	Required Fields
1.	To upload a new document, click the grid-level actions menu and select Add New.	
2.	You will be presented with the Document Upload dialog.	
3.	The user can choose to upload a new document or associate an existing document. Note: To associate an existing document, the document must have been uploaded as part of a previously approved form associated to the organization in context.	

4.	If you choose to upload a new document, you must select the type of document to be associated to the document. Select a type of "Copy of Original Bond", set the relevant date to today, and enter a description which can be easily identified later.	
5.	To upload the document itself, select the Browse button. You will be presented with your file management window to select the document from. Filename * ❓ Browse Drop files here to upload 📄	
6.	Double click the document you would like to upload and the selected document will display in the Document Uplaod dialog.	
7.	LoneSTAR will display a message indicating the document was successfully uploaded. Filename * ❓ Browse ✓ Done Sample.Upload.xlsx File(s) uploaded successfully.	
8.	Select Upload and the document will now display in the grid and will be associated to the form submission. Cancel Upload	
9.	If instead of uploading a new document, an existing document can be associated. Document Upload ✕ * Indicates required field ○ Upload New Document ● Associate Existing LoneSTAR Document Document ID * [ ] Cancel Upload	
10.	The Document ID dropdown will display a list of documents that can be associated. Select the desired document and click Upload and the document will now display in the grid and will be associated to the form submission. Cancel Upload	

| 11. | To navigate to the next step, click "Next".

Back Next Save | |

1.7 Form Submit and Confirmation Steps

1.7.1 Key Points

- Learn how to submit the form.
- Learn how to view confirmation message.

1.7.2   Steps to complete the Form Submit step

Step	Action	Required Fields
1.	While reviewing this form, you can select to jump to this step without navigating through the form by selecting the Submission step in the left-hand form navigation menu. Form Detail Navigation ❓ Form Information ✔ Organization Information ✔ Financial Assurance Information ✔ Document Upload ✔ **Form Submit** Confirmation Review	
2.	To associate an existing online form to be part of this form submission, you can select the Add Form action and select the form from the subsequent dialog. Online Form Association Actions ▾ ⚙ Add Form Form ID Form Category Title Description	
3.	To add a comment, enter the text of the comment in the comment textbox and press the Add button. ⏮ ◀ 0 ▶ ⏭ 20 items per page No results to display Internal Only? ☑ Unless indicated Internal Only, comments are viewable by operators and other external users. Add Note: Selecting a comment to be internal only will only allow RRC Users to view the comment.	
4.	In the Acknowledgement section, the user must enter their submitter title and indicate the date this form was received. Acknowledgement Submitter Submitter Title *	Submitter Title, Date Received

5.	Select the certification checkbox.	Certification Checkbox
	☑ By typing my name below, I declare under penalties prescribed in Texas Natural Resources Code Sec. 91.143 that the above certification(s) are based on my personal knowledge of the physical condition of the inactive well(s) identified in this application. I further declare that I am authorized to complete this report, that this report was prepared by me or under my supervision, direction, and control and that the data and facts stated therein are true, correct, and complete, to the best of my knowledge. A person who submits a false, untrue, or fraudulent application, report, or document to the Railroad Commission of Texas in violation of Sec. 91.143 commits a felony punishable by a fine, imprisonment, or both. *	
6.	Select the Submit button to submit the form.

Back Next Save

Note: The Submit button is deactivated until all required fields are completed on this step. | |
| 7. | When the form is submitted, the Confirmation message will be displayed to indicate the form has been submitted and the workflow processing has begun.

Confirmation

✔ Your Financial Assurance Information form 5824 has been submitted successfully. You will be notified when a determination has been made.

Note:
• Refreshing the page will display if the workflow processing has been completed.
• Once the form has been submitted, External Users can no longer edit the form. | |

1.8 Create Correspondence Step

1.8.1 Key Points
- Learn how to complete the Create Correspondence Step.

1.8.2 Steps to complete the Form Submit step

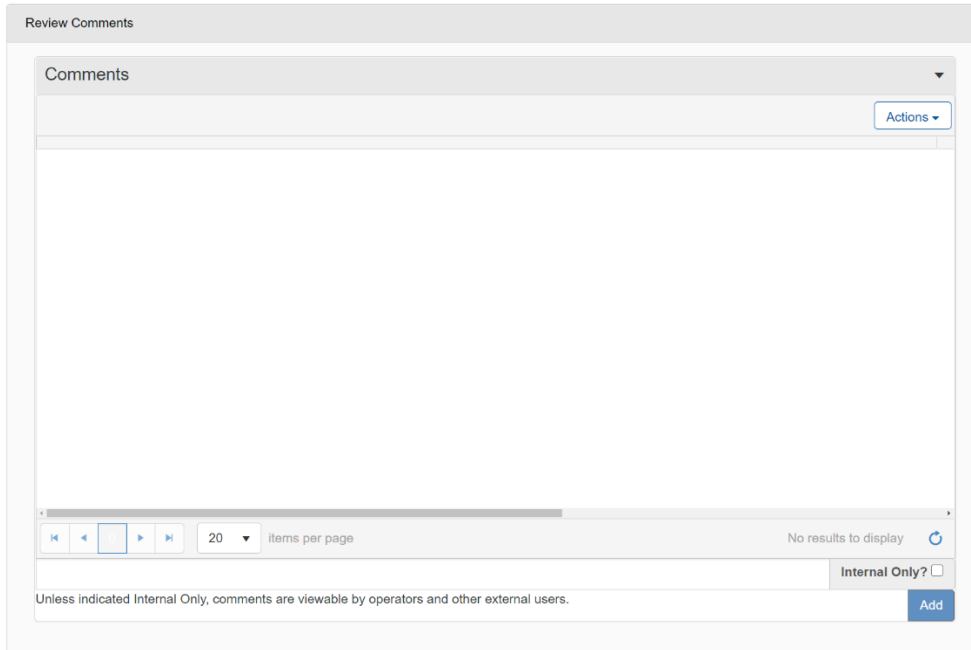| Step	Action	Required Fields
1.	In order to navigate to this step, click the "Review" step on the left-hand navigation of the form; steps will display below this selection showing the steps within this grouping.	
2.	For the purpose of this guide, choose to Create Correspondence **Create Correspondence?** ● Yes ○ No	Create Correspondence
3.	Choose not to Send via Certified Mail. ☐ **Send via Certified Mail?**	
4.	Select the Correspondence Type dropdown to be General. **Correspondence Type** General	
5.	Complete the Subject line to be "Financial Assurance Correspondence" **Subject** * Financial Assurance Correspondence	Subject
6.	Complete the Signatory Name field as your preferred name. **Signatory Name** * John Doe	Signatory Name
7.	For the purpose of this example, do not select to CC any additional organizations. **CC Organizations**	
8.	From the Signatory Department dropdown, select "P-5 Financial Assurance Unit". **Signatory Department** * P-5 Financial Assurance Unit	Signatory Department
9.	For the purpose of this example, do not select to CC any additional people. **CC People**	
10.	r a description to be able to identify this document at a later time. **Description** * ⓘ	Description

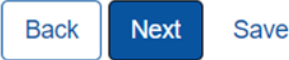|		
	Note: This description is not the title of the correspondence, this is meant to be an easily identifiable description that can be used to locate the correspondence at a later time.	
11.	Complete the Correspondence Text field with the desired text to be sent to the Organization as the body of the text. Correspondence Text *	Correspondence Text
12.	Navigate back to the top of the step, click the Ready to Send? Checkbox. ☑ Ready to Send? Note: If this is not selected, the correspondence will not be sent.	
13.	Select the save and then the Preview link, this will download a PDF copy of what the correspondence will look like when sent. Preview Back Next Save	
14.	To navigate to the next step, click "Next". Back Next Save	

1.9 Review Comments Step

1.9.1 Key Points

- Learn how to complete the Review Comments Step.

1.9.2 Steps to complete the Review Comments step

Step	Action	Required Fields
1.	To add a comment, enter the text of the comment in the comment textbox, select Internal Only? checkbox, and press the Add button. Note: - Internal Only comments will only be viewable by Internal Users. - The Internal Only? checkbox selection persists between entering comments.	
2.	To add an externally facing comment, enter the text of the comment in the comment textbox, deselect the Internal Only? checkbox, and press the Add button.	
3.	Select the Next button to proceed to the next step.	

1.10 Review Step

1.10.1 Key Points
- Learn how to complete the Review Step.
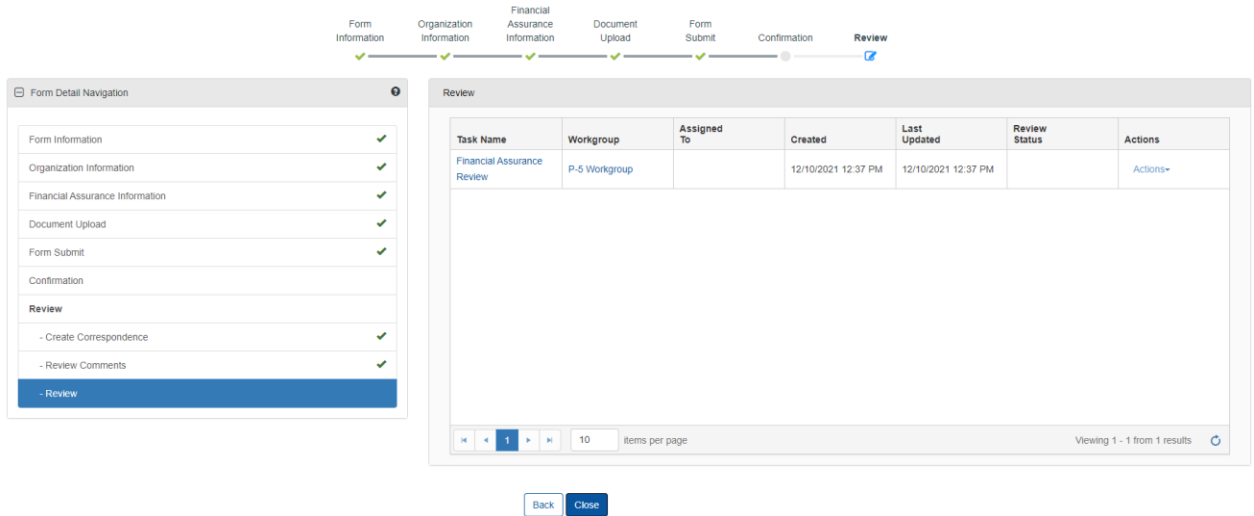
1.10.2 Steps to complete the Review step

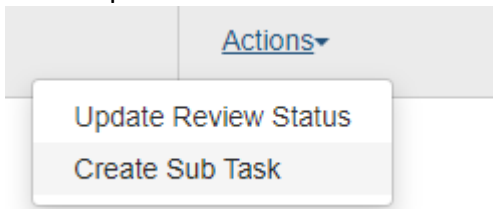| Step	Action	Required Fields
1.	The step is pre-populated with a review task to be completed.	
2.	Before the task can be completed, it must be assigned to yourself. Select the Task Name link to be taken to the Task Detail page.	
3.	assign the task to yourself, select the Edit button at the bottom the "Assigned To" dropdown, select your name from the list t a Due Date (type manually or use the calendar button at right)	Assigned To, Due Date

Due Date *

12/17/2021   📅

lect Save (you will be taken back to the Review Step of the Form)

Cancel   Save
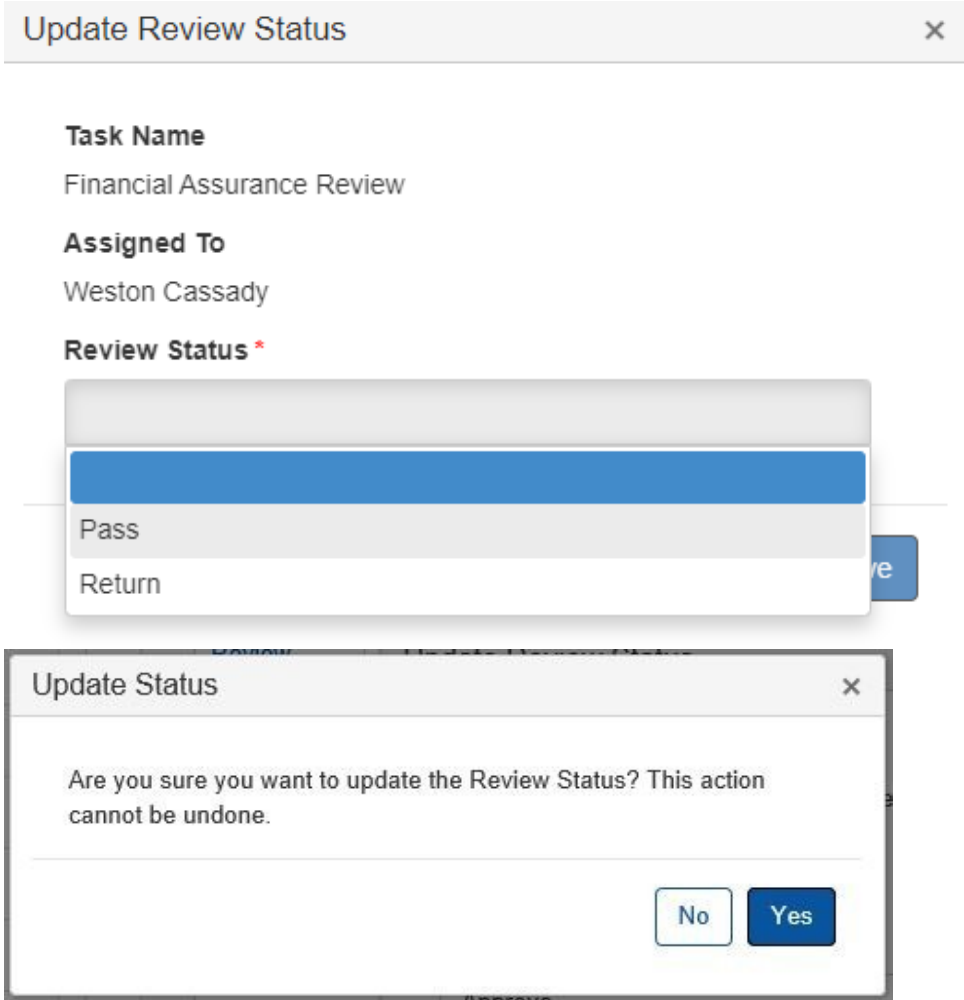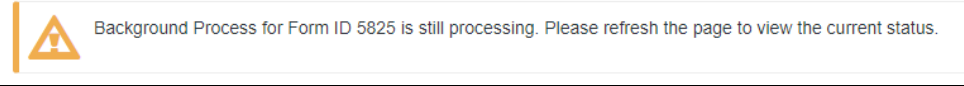
4.	Now that the task is assigned to you, you can select the Actions dropdown to disposition the review task.	

Task Name	Workgroup	Assigned To	Created	Last Updated	Review Status	Actions
Financial Assurance Review	P-5 Workgroup		12/10/2021 12:37 PM	12/10/2021 12:37 PM		Actions▾

5.	For the purpose of this guide, we are going to choose to Approve the form. To do so, select Update Review Status from the dropdown.	

Actions▾

Update Review Status

Create Sub Task

6.	Select Pass from the Review Status dropdown and select Save to disposition the task. You will be asked to confirm your selection and select to continue. **Update Review Status** ✕ **Task Name** Financial Assurance Review **Assigned To** Weston Cassady **Review Status** * Pass Return **Update Status** ✕ Are you sure you want to update the Review Status? This action cannot be undone. No Yes	Review Status
7.	Workflow processing will begin and you will be notified that you can refresh the page to view the updated status. ⚠ Background Process for Form ID 5825 is still processing. Please refresh the page to view the current status.	
8.	Continue the above steps to assign and Pass or Approve each subsequent task that is generated for this form.	
9.	When workflow processing is complete, the form can be closed.	