Colorado Oil and Gas Conservation Commission eForm Training

New User Setup and Instructions

COGCC

Denver, CO

303-894-2100

First Time Users

- First-time users will need to install Silverlight.
  - Go to https://cogcc.state.co.us/eform/, the site will automatically run a check of the users system to see if the proper add-on is installed within their browser.
  - The application can run on any browser: including; Internet Explorer, Firefox, Safari and Chrome.
  - If the add-on has not been installed within the browser, the following window will display.
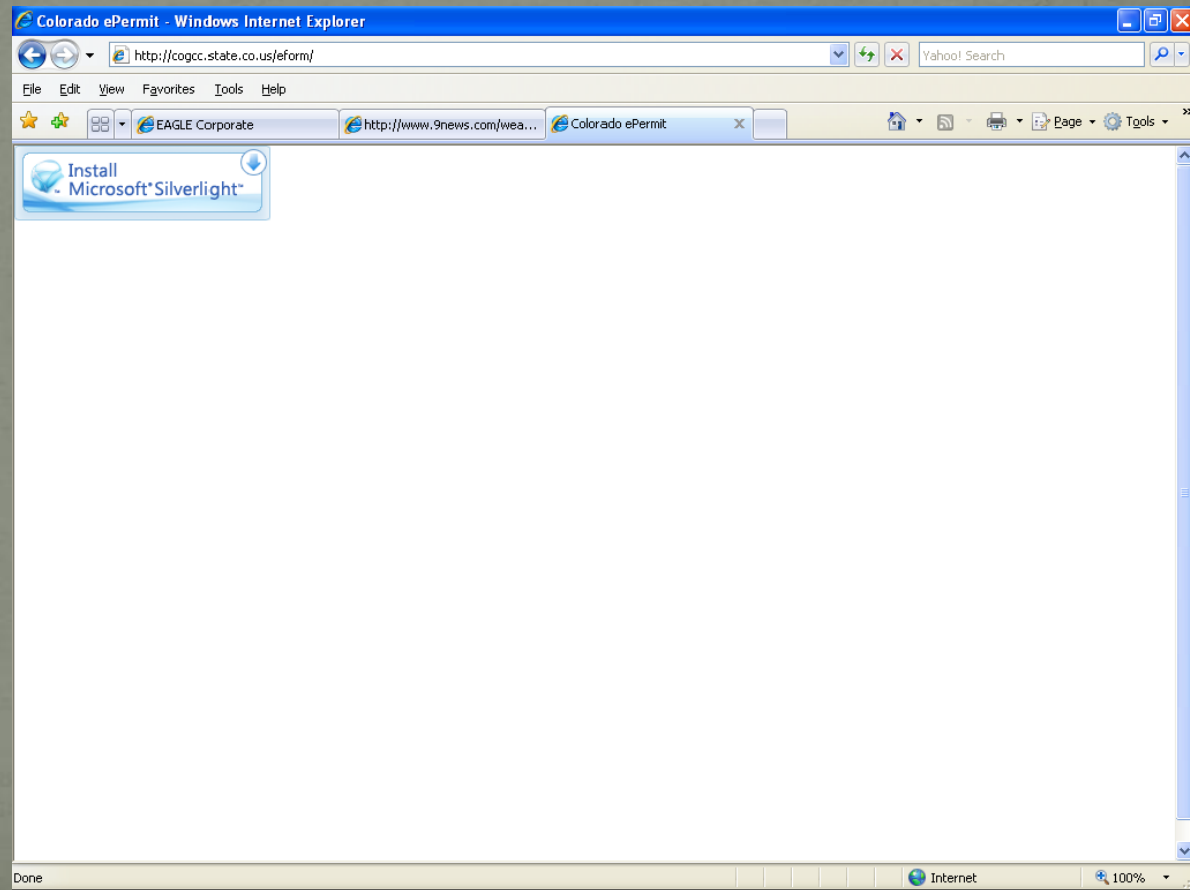
- Click on the "Install Microsoft Silverlight" box to begin the install process and the following dialogue box will appear.
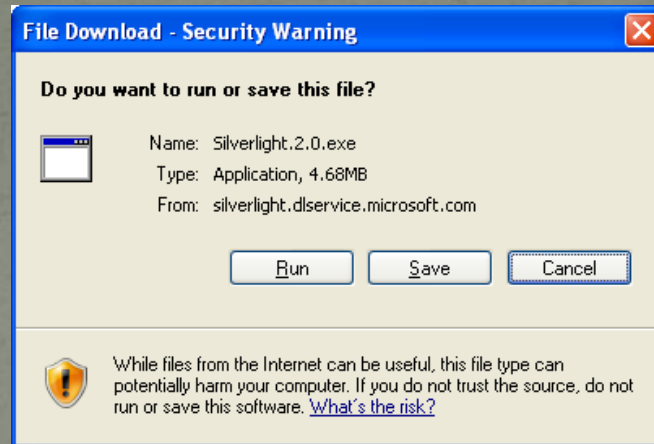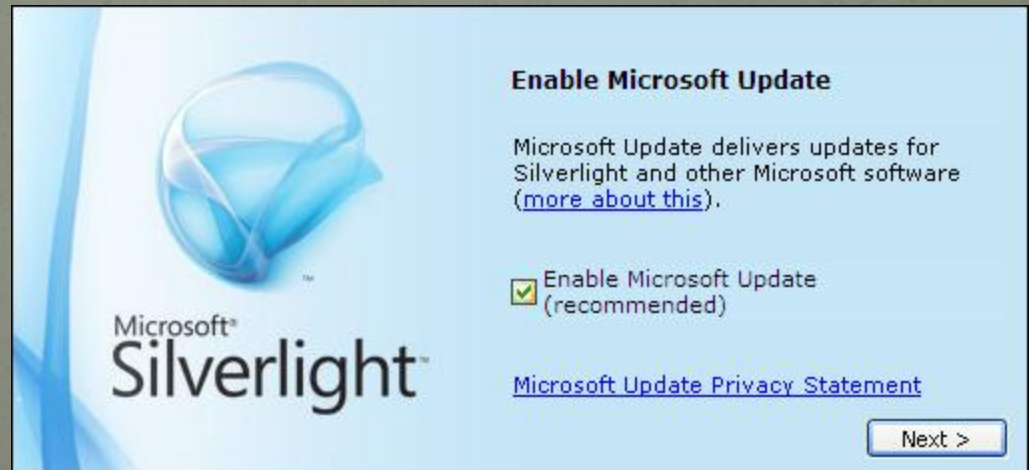

- Click the "Run" button and another dialogue box will appear and you will need to click that "Run" button also.

- The Microsoft Silverlight "Install" window will appear. Click on the "Install Now" Button.
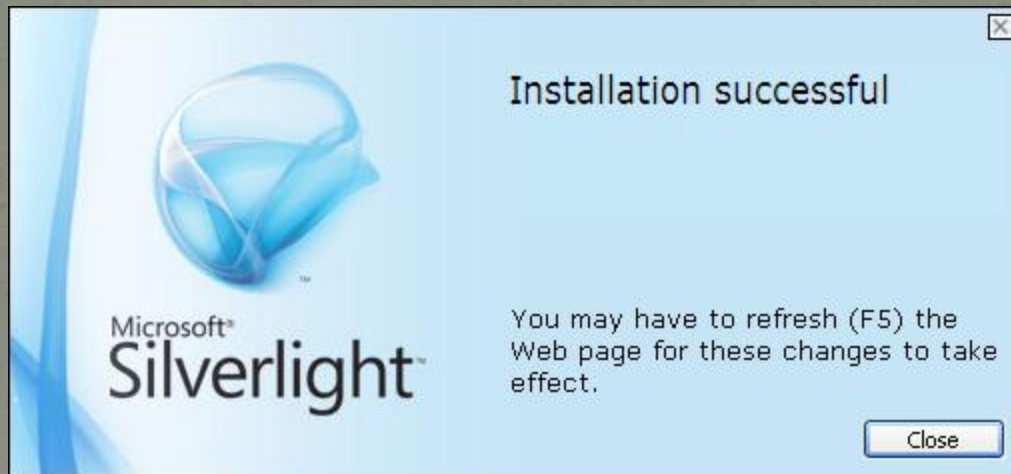

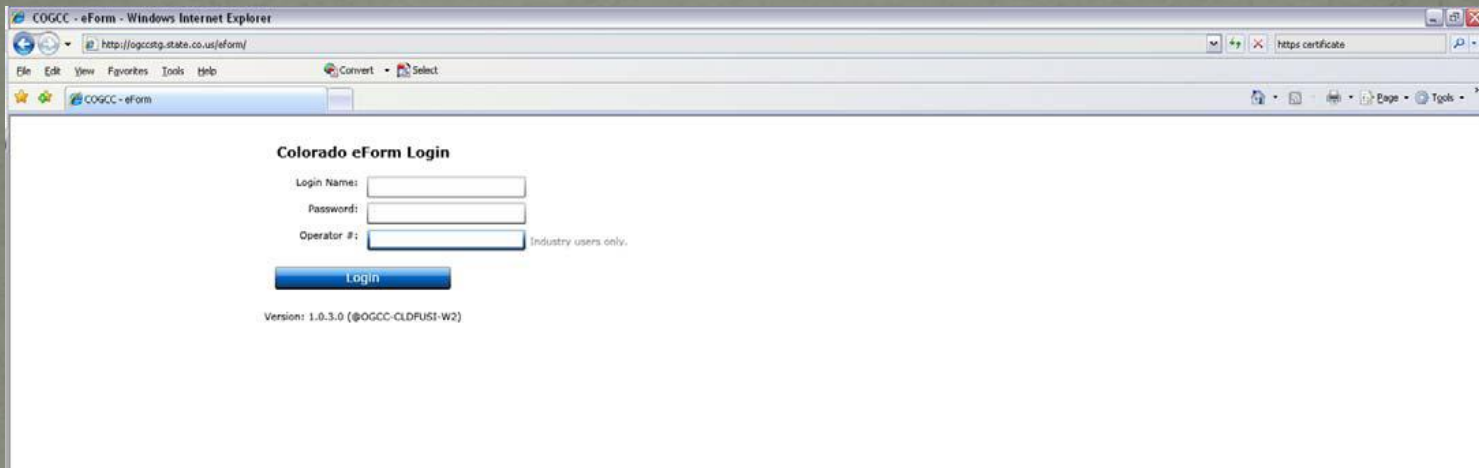- The "Enable Microsoft Update" window appears. Click the "Next" button.

Installation Successful

- The "Installation Successful" window will appear when the installation is complete. Click the "Close" button and move onto the next step.

Sign in and set-up users.

- Re-enter the web-site address for eFrom - https://cogcc.state.co.us/eform

- Enter the Login Name, Password and Operator ID# and click the "Login" button.
- The system will verify the user associated with that operator number and bring up the default dashboard page.

Dashboard Views

- There are two different dashboard views for operators.
  - One view is for the Colorado Operator User Administrator (COUA). This individual is responsible for setting up users for that operator.
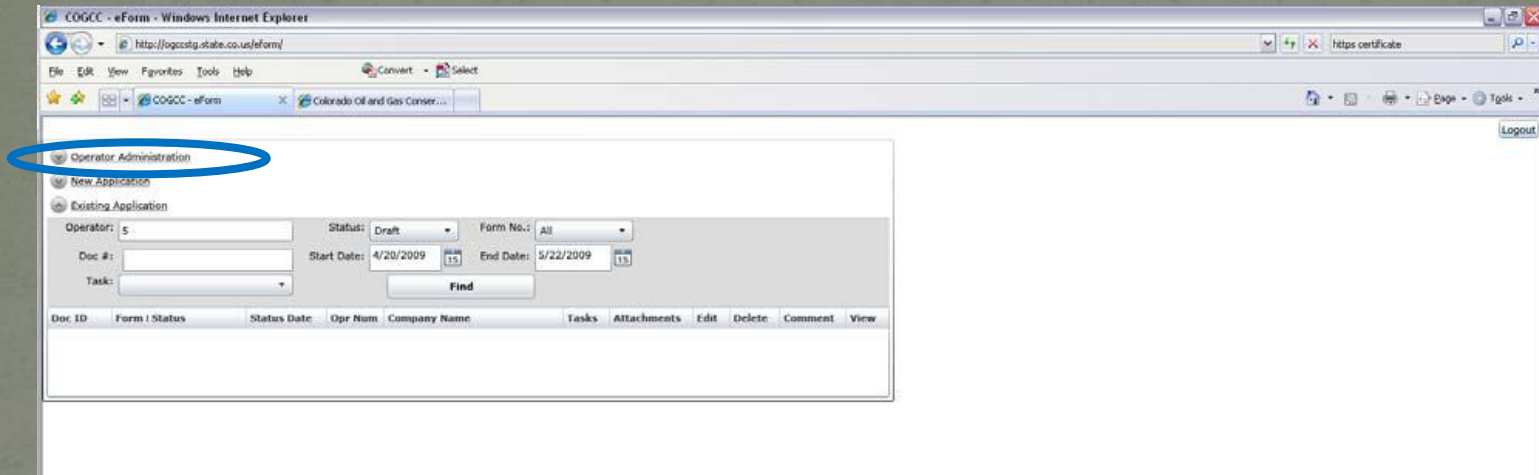
  - The other is the dashboard that the users will see.
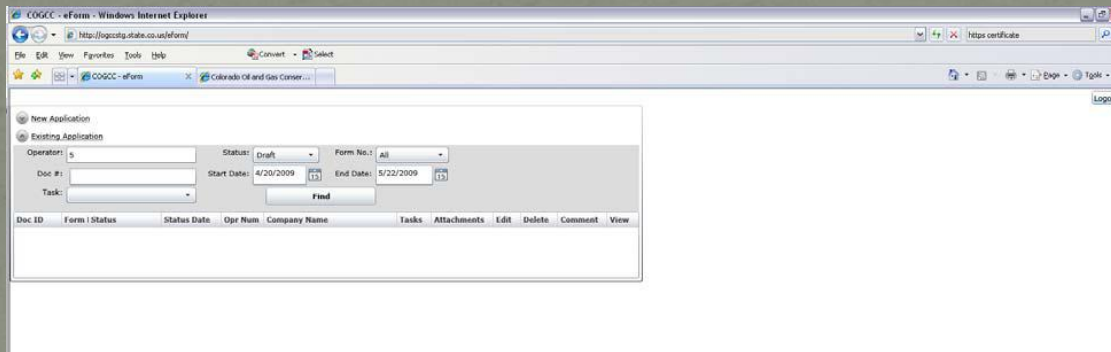
  - The difference is in the number of menu options. The COUA has the additional "Operator Administrator" option which is used to setup users.

Setting Up New Users

- Using the "Operator Administration" option, the COUA will create and maintain users for the Operator.
  - Click on the option for Operator Administrator
  - Click on "Create Login". Type in the new users USER NAME, a PASSWORD (letters, numbers and at least 1 special character, for a total of at least 6 characters is required), and their EMAIL address. The same information will be entered a second time and it must match the initial entries.
  - Once the email is entered and the COUA exits the email field the user has been created. The COUA can continue entering additional new users or can exit to get back to the dashboard as needed.
  - When you want to leave the page and save all of the data click on the "Update and Exit" button. This will return you to the dashboard. The "Cancel" button will cause all of the entered data to be deleted

- See the following slide for the snapshot view of the screen display and example for setting up new users.

Create Users and Passwords

Each user requires an individual username and password to access the system. Each user will have the ability to create a template with their identifying information.

The COUA clicks the Create Login to create new users. Continue to click until all new users are added, then click the Save button to exit.

COUA=
Colorado Operator User Administrator

Every user needs to be an established Designated Agent (Form 1A).

Maintaining Users

- Maintaining current email addresses is imperative since the email address within the users account is the default email for communication related to the eForm processing.

- To delete users: From the "Edit Users for Current Operator" display of user names, click on the delete box for that individual user. Click on the "Update and Exit" button when ready to save and exit.

Use the Designated Agent Form 1A to delete individuals no longer working with the operator.

End Set-Up Tutorial

- Visit other tutorials as needed

  - Creating and Locating Electronic Forms
    - The basics of signing on to the system
    - The basics of the dashboard
    - The basics of creating a new form
    - The basics of locating an existing form

  - Form Creation for Permitting:
    - Form 2
    - Form 2A

  - Form Creation for Completions:
    - Form 5
    - Form 5A