



**eCommerce
Reporting Website**
Online Rental Payments
Federal Leases Only



Office of Natural Resources Revenue

The focus of this slide show is to provide basic guidance for using the Online Rental system to pay Federal lease rents.

What We Will Be Reviewing

■ Online Rental Payment System (ORPS)

- System for Paying Federal Lease Rents (other than first year)
- Located in eCommerce
- Connects Directly With Pay.gov to make ACH Debit Payment

■ Benefits

- User Controls Lease(s) and Amounts to Pay
- Payments Automatically Matched to Leases
- More Timely and Accurate Rental Payment Information
- Online Payment Tracking and Confirmation

The Online Rental Payment System:

- System for paying Federal Lease rents, other than first year rents
- Located in eCommerce, under the “Rental Information” menu option.
- It connects directly to Pay.gov to make the payment. ACH Debit is the only method of payment allowed for Online Rental payments.

The Online Rental Payment System is simple and efficient.

Benefits include:

- The user has control over the leases and amounts they wish to pay. You can select leases from an already populated list, add leases manually, or upload a file of leases to pay.
- Payments are automatically matched to the leases selected. ONRR receives payment files from Treasury, loads them into our system, and the Lease Account Balances are updated.
- Automating the process eliminates errors that can occur when matching paper checks to leases. Automation also leads to more timely and accurate rental payment information.
- The online rental payment system provides online payment tracking and confirmation.

■ Rental Payment Process Overview

1. Select and Review Lease Lines to Pay
2. Click “Checkout”
3. Confirm Lease Numbers, Payment Amounts, and Payor Code
4. Transition Seamlessly to Pay.gov to Input Bank Account Information
5. Review and Authorize Payment
6. Track, View, or Export Payment History

Paying Online Rents for Federal Leases is a straight forward process.

1. Select and Review the leases you wish to pay
2. Click “checkout”
3. Confirm Lease Numbers, Amounts, and Payor Code
4. Transition seamlessly to pay.gov to input Banking Information
5. Review and Authorize Payment
6. Track, View or Export Payment History

The process begins in eCommerce and transitions seamlessly from eCommerce to pay.gov and back to eCommerce.

Rental Information Tab

Office of Natural Resources Revenue

Documents List | Registration Information | Upload File | Upload History | **Rental Information** | Help | Known Issues | Feedback | Log Out

Home » Rental Information

1 Add New Lease

Enter Lease Number or Agency Number criteria to retrieve Lease Information

Lease Number: Agency Number: Year: 2015 Search Lease Number

2 Filter Options

Enter Lease Number or Agency Number criteria to retrieve Rental Information.

Lease Number: Agency Number: Due Date: 10/1/2015 Entry Type: All

3 Rental Report

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input type="checkbox"/>	ONRR Lease#	Agency Lease#	10/1/2015	1734.92	\$ 50	from reference table	867.50
<input type="checkbox"/>	ONRR Lease#	Agency Lease#	10/1/2015	161.61	\$2.00	from reference table	324.00
<input type="checkbox"/>	ONRR Lease#	Agency Lease#	10/1/2015	121.01	\$2.00	from reference table	244.00

1 2 3 4 5

Click the “Rental Information” menu item in eCommerce to access the Online Rental Payment System.

The “Rental Information” page is displayed in three sections.

Section 1: “Add New Lease”

- This section is used to add a rental obligation line for a specific lease or agency number that is not already visible in the “Rental Report” section.

Paying leases that do not appear on rental report

Paying Future Dates: due date > 90 days from current date

- There is also a “Search Lease Number” option

Section 2: “Filter Options”

- This section allows you to apply filters to the rental lines in the “Rental Report” section. By selecting criteria and clicking “filter”, you can limit the lines you see in the “Rental Report”.
- Check/Uncheck All: clicking once selects ALL lease lines on ALL pages of the Rental Report (with filters applied). Clicking again de-selects all lines on all pages.
- This section also includes a “Payment History” option.

Section 3: “Rental Report”

- The Rental Report section contain lease lines available for payment.
- Each page contains 25 lease records, with additional pages indicated at the bottom of the section.
- The Rental ID is populated based on the origin of the lease lines.

- **Select Lease Lines in Rental Report**

- Click box in “Select Line” to choose that line for payment

Rental Report

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input type="checkbox"/>	005000192A	COC0192A	3/1/2016	160	\$1.00	163	160.00
<input type="checkbox"/>	005000192A	COC0192A	3/1/2017	0	\$0.00	164	100.00
<input type="checkbox"/>	005000192A	COC0192A	3/1/2015	160	\$1.00	from reference table	160.00
<input type="checkbox"/>	0050013980	COC01398	3/1/2015	1120	\$0.50	from reference table	520.00

1 2 3 4 5 6 7 8 9 10 ... >>

- Filter Options to identify specific criteria
- Check/Uncheck All to select lines

Filter Options

Enter Lease Number or Agency Number criteria to retrieve Rental Information.

Lease Number: Agency Number: Due Date:  Entry Type:

Rental Report The Rental Report section contains lease lines available for payment.

The lease lines are generated three ways:

1. System Populated records of leases due within the next 90 days
 - Any lease you have a current or past obligation to pay will appear in your rental listing.
 - This provides the maximum flexibility in showing leases you may be responsible for.
 - You can choose which of the leases you want to pay.
 - System generated records have “from reference table” in the Rental ID column
2. Utilizing the “Add New Lease” section which we will demonstrate later in the presentation (see page
 - Rental ID is a system-generated numeric identifier
 - Acreage, Rental Rate and Payment Amount are populated based on effective year
3. Manual Upload from the “Upload File” tab (same upload process demonstrated earlier in the week). (example slide XXXXXX)
 - Rental ID is a system-generated numeric identifier
 - Acreage and Rental Rate are zero
 - Payment Amount and Due Date are populated from the upload file
 - NOTE: the upload file process only populates the rental report, records

must still be selected and paid.

Choose the Lease Lines to Pay:

Select the lease lines to pay by clicking on the boxes in the “Select Line” column

Select all lease lines at once using the “Check/Uncheck All” button in the “Filter Options” section

Use filter options to identify specific records, then select lines individually or use Check/Uncheck All

■ Select Lines for Payment

Rental Report

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input checked="" type="checkbox"/>	0020817260	AKAA81726	10/1/2016	6132.53	\$3.00	98529	18399.00
<input checked="" type="checkbox"/>	0020817260	AKAA81726	10/1/2015	6132.53	\$3.00	from reference table	18399.00

Payment Summary:



Office of Natural Resources Revenue

Documents List Registration Information Upload File Upload History Rental Information Help Known Issues Feedback

Payment Summary

Lease #	Agency #	Due Date (MM/YYYY)*	Acreage	Rental Rate	Payment Amount
0020817260	AKAA81726	10/1/2016	6132.53	\$3	\$18399
0020817260	AKAA81726	10/1/2015	6132.53	\$3	\$18399
Total:					\$36,798.00

Reporter Code:

In this example, we are going to pay two years rent for a lease.

Click the box next to the lease lines to select them for payment.

- If a line is selected in error, click the box again to un-select the line.

Verify the payment amount.

- Notice the white payment amount box. The system defaults to the original payment amount due, and does not reflect payments already made. Lease Account Balance, which is covered in another presentation can be used to check the actual amount due for a lease. The payment amount should be changed here if the amount displayed does not equal the amount owed.

Click the “Checkout” button in the lower right hand corner of the “Rental Report” section to proceed with payment.

A “Payment Summary” page will appear showing the lines selected for payment.

- Verify the lease numbers and payment amounts.
- If they are not correct, click “Cancel” to be returned to the previous page.
- If the rental lines are correct, select a “Reporter Code” from the dropdown menu, if your id has access to more than one reporter. If you only have access to one reporter, it will be displayed.
- Click the “Pay” button to initiate payment.

■ Confirm Rental Lines to Pay

The screenshot shows the 'Office of Natural Resources Revenue' website. At the top, there is a navigation menu with links: Documents List, Registration Information, Upload File, Upload History, Rental Information, Help, Known Issues, and Feedback. Below the menu is a 'Payment Summary' section containing a table with the following data:

Lease #	Agency #	Due Date (MM/YYYY)*	Acreage	Rental Rate	Payment Amount
0020817260	AKAA81726	10/1/2016	6132.53	\$3	\$18399
0020817260	AKAA81726	10/1/2015	6132.53	\$3	\$18399
Total:					\$36,798.00

Below the table is a 'Message from webpage' popup box with the text: 'Are you sure you want to pay rental for displayed records?'. The popup has 'OK' and 'Cancel' buttons. To the right of the popup is a 'Reporter Code' dropdown menu set to '99999' and 'Cancel' and 'Pay' buttons. At the bottom right of the page, there is a footer: 'Department of Interior | Policy, Management and Budget | Pay.gov |'.

Click OK to continue or Cancel to return to previous screen

A popup box appears asking "Are you sure you want to pay rental for displayed records?"

- Click the "OK" button to be taken to pay.gov to make the payment
- Click "Cancel" to be taken back to the previous screen

■ Input Payment Information



Online Rental Payments

Please enter checking or savings account information below.

* Indicates required fields

Agency Tracking ID: TRK374

Payment Amount: \$36,798.00

* Account Holder Name: XYZ Energy Inc. ←

* Account Type: Select an Account Type ←

Routing Number: 25945783
Account Number: 234

* Routing Number: 123456789 ←

* Account Number: 12345 ←

* Confirm Account Number: 12345 ←

[Cancel](#)

[Continue](#)

- **Agency Tracking ID** is a system generated number assigned to the payment.
- **Payment Amount** is the total amount to be paid for the rental line(s) selected. It's the same amount that was displayed on the previous payment summary page.

The type of payment is ACH debit. ACH debit is the only payment option.

Input the following fields:

- **Account Holder Name**
- **Account Type** – Select the bank account type from the drop down menu. Options are: Business Checking, Business Savings, Personal Checking, and Personal Savings
- **Routing Number** – input the 9 digit bank routing number
- **Account Number** – input the bank account number to be debited for this payment
- **Confirm Account Number:** Input the account number a second time to confirm

The pay.gov screen has an example displaying how to obtain your routing number and account number from the bottom of your check.

- Click “Continue” to proceed with confirming the payment.
- Click “Cancel” if you do not wish to make the payment. Cancel returns the user to eCommerce and the payment is not made.

■ Review and Authorize Payment



Online Rental Payments

Review and submit payment

* indicates required fields

Agency Tracking ID: TRK374

Payment Amount: \$36,798.00

Payment Method: ACH Debit

Account Holder Name: XYZ Energy Inc.

Account Type: Business Checking

Routing Number: 123456789

Account Number: *****2345

Read Authorization and Disclosure Statement

Authorization and Disclosure Statement: **Authorization and Disclosure-- Consumers and Businesses**
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management

I agree to the Pay.gov authorization and disclosure statement.

[Previous](#)

[Cancel](#)

[Submit](#)

Review and Submit Payment

- Confirm all of the information on the page.
- Read the Authorization and Disclosure Statement.
- Click the box beside "I agree to the Pay.gov authorization and disclosure statement" to confirm you have read and agree.
- Click the "Submit" button to make the payment.
- Click "Previous" to return to the previous screen.
- Click "Cancel" if you do not wish to make the payment. Cancel returns the user to eCommerce and the payment is not made.

Highlights from the Authorization and Disclosure statement:

- You acknowledge that you have authority to act on behalf of your business with regards to that bank account to make the debit payment.
- In case of errors or questions about a transaction, contact ONRR.

■ Successful Payment!



Pay.gov tracking number

Ties payments between pay.gov and ONRR systems

After the payment is submitted in pay.gov, the user is returned from pay.gov to the eCommerce “Rental Confirmation” page.

System displays

- “Successfully Completed Transaction” message
- Pay.gov tracking number.

The pay.gov tracking number is used to trace payments.

It’s the link which ties payments between pay.gov and ONRR.

Online Rental Payment History Page

- View Online Lease Payment Data
- Access through Filter Option section

All Columns in Rental Payment History can be sorted
 Rental Payment History can be exported

This page shows the payments (and attempted payments) made under a User's Payor Code(s).

The Payment History page shows lines with Successful, Cancelled and Open status.

- Success means that a payment was completed in Pay.gov
 - Rental History is populated with the Pay.gov Tracking ID and Date Paid
- Cancelled and Open identify payments attempts that were not completed
 - These lease lines must be re-selected in the Rental Report to pay, if needed.

All Columns in Rental Payment History can be sorted by clicking the header title on that column.

Users can export the Online Rental Payment History displayed in eCommerce.



- Resources
- Known Issues
- ONRR eCommerce Feedback – Online Rental
- Filter Options
- Add Lease Rental Line
- Rent Upload

Now that we've gone through the basic steps for paying a rental obligation online, we will proceed with bonus material including:

- Resources
- Known Issues
- Leaving Feedback for Online Rental
- Filter Options
- Add Lease Rental Line
- Rent Upload

■ Resources

■ eCommerce User Guide

https://onrrreporting.onrr.gov/Help/eCommerce_Reporting_Website_User_Guide.pdf

□ ONRR Payment Information Page

<http://www.onrr.gov/ReportPay/payments.htm>

Rent Payments -- Federal (via eCommerce to Pay.gov)

→ eCommerce Online Rental FAQ (PDF)
Data Warehouse Portal (to access eCommerce) ←

- Online Rent File Upload Instructions - ASCII Format (PDF)
- Rental Payment .csv File Format Instructions (PDF)
- csv Rent Example (PDF)

Contacts

Richard Taylor	Stanley Chan
✉ Richard.Taylor@onrr.gov	✉ Stanley.Chan@onrr.gov
☎ (800) 525-0309 x3368	☎ (800) 525-0309 x3114
☎ (303) 231-3368	☎ (303) 231-3114

□ Rent Payment Contacts by Contract Type and State

http://www.onrr.gov/ReportPay/PDFDocs/RS_LeAgAssignments.pdf

Resources for Online Rental:

The eCommerce User Guide contains a section on Online Rental:

https://onrrreporting.onrr.gov/Help/eCommerce_Reporting_Website_User_Guide.pdf

The ONRR Payment Information Page:

<http://www.onrr.gov/ReportPay/payments.htm>

Scroll down to: Rent Payments - - Federal (via eCommerce to Pay.gov)

The ONRR Payments Information Page (a portion is shown here on the slide) provides links to:

1. eCommerce Online Rental Frequently Asked Questions
2. Data Warehouse Portal (to access eCommerce)
3. Online Rent File Upload Instructions for both ASCII and .CSV Files
4. Example of the CSV Rent File Format
5. Contacts for Rental Payments

There is also a link to Rent Payment Contacts by Contract type and State:

http://www.onrr.gov/ReportPay/PDFDocs/RS_LeAgAssignments.pdf

■ **Known Issues: eCommerce**

□ **Online Rental**

Office of Natural Resources Revenue

Documents List | Registration Information | Upload File | Upload History | Rental Information | Help | **Known Issues** | Feedback | Log Out

Home » Known Issues

Known Issues Currently Being Addressed

Date	Description	Resolution Status	Affected Function
2/25/2015 11:58:40 AM	If you receive the webpage message: "An error occurred during the transaction", please log out of eCommerce and clear your internet browser cache. Note: the procedure for clearing browser cache varies among browsers and browser releases.	Open	Online Rental
2/25/2015 11:58:28 AM	Amount due on the Rental Information tab does not reflect previous payments for that lease and due date. Please use rental payment history and/or LAB for the balance due. Providing the true lease account balance is a future enhancement.	Open	Online Rental
6/26/2013 6:10:55 PM	The Validation Window will not always display in front of the eCommerce page. Please minimize the eCommerce page to see the Validation Window.	Open	Validation Window
10/19/2011 1:44:01 PM	Please be aware of the line number limitations: for PASR submissions, the number of lines on a PASR report cannot be greater than 1000 or an error will be displayed.	Current Functionality	PASR
10/19/2011 1:42:36 PM	Please be aware of the line number limitations: for OGOR submissions, the number of lines on an OGOR report cannot be greater than 5000 on either A, B, or C or an error will be displayed.	Current Functionality	OGOR
10/19/2011 1:38:53 PM	Please be aware of the line number limitations: for 2014 submissions, the number of lines in a 2014 report cannot exceed 49,999 or an error will be displayed.	Current Functionality	2014

Known Issues: eCommerce log of current processing issues

Online Rental entries (current as of 2/25/2015):

Clearing Cache:

If you receive the webpage message: "An error occurred during the transaction", please log out of eCommerce and clear your internet browser cache. Note: the procedure for clearing browser cache varies among browsers and browser releases.

System Generated Payment Amount:

Amount due on the Rental Information tab does not reflect previous payments for that lease and due date. Please use rental payment history and/or LAB for the balance due. Providing the true lease account balance is a future enhancement.

■ Comments or Feedback?

Office of Natural Resources Revenue

Documents List Registration Information Upload File Upload History Rental Information Help Known Issues **Feedback** Log Out

Home » Feedback

Tell Us What You Think of Our Site

Provide Feedback

Name: Your Name

From: Your E-mail Address

Feedback (Required)

Online Rental. Your suggestion or comment

Max 4000 characters

Send Feedback

The “Feedback” option can be used to e-mail comments or feedback about eCommerce.

- Please put “ONLINE RENTAL” at the beginning of the feedback block when providing comments related to online rental.
- This will ensure your comments get to the right people.

- Filter Option
 - Input Criteria
 - Select Filter button to retrieve results

Filter Options

Enter Lease Number or Agency Number criteria to retrieve Rental Information.

1 Lease Number:

2 Agency Number:

3 Due Date: 1/6/2015

4 Entry Type: Reference

Filter Check/Uncheck All Save Payment History

Use Calendar or Key In Date

The Filter options panel allows users to narrow what's displayed in the rental listing and to search for specific data.

Criteria:

1. **ONRR Lease Number**
2. **Agency Number**
3. **Due Date:** Key in DD/YY/YYYY or use Drop-down calendar
4. **Entry Type** (applies to the Rental id Field)
 - All: All lease lines
 - Manual: Lease lines added using "Add new lease" function or File Upload
 - Reference: Lines automatically populated "from reference table"

Any combination of criteria can be input.

Action Buttons:

Filter: Must be selected after input of criteria to retrieve results

Check/Uncheck All: Will select all records displayed in rental list. It applies to ALL pages of the Rental Report, and can be used to select what is displayed after you filter the rental list.

Example: Filter by Due Date

Filter Options

Enter Lease Number or Agency Number criteria to retrieve Rental Information.

Lease Number: Agency Number: Due Date: Entry Type:

Rental Report

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input type="checkbox"/>	0050002150	COC0215	3/1/2016	356.33	\$.50	191	15.00
<input type="checkbox"/>	0491452540	WYW145254	3/1/2015	0	\$.00	193	125.00
<input type="checkbox"/>	0050002150	COC0215	3/1/2015	356.33	\$.50	from reference table	15.00
<input type="checkbox"/>	0050008330	COC0833	3/1/2015	68.15	\$.00	from reference table	19.50
<input type="checkbox"/>	0050013980	COC01398	3/1/2015	1120	\$.50	from reference table	520.00
<input type="checkbox"/>	0270113480	NVN11348	5/1/2015	720	\$.50	from reference table	160.00
<input type="checkbox"/>	0290010520	NMNM01052	5/1/2015	320	\$.50	from reference table	160.00
<input type="checkbox"/>	0290027900	NMNM02790	4/1/2015	960.60	\$.50	from reference table	480.50

Result: Only Leases with 3/1/2015 Due Date

Rental Report

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input type="checkbox"/>	0491452540	WYW145254	3/1/2015	0	\$.00	193	125.00
<input type="checkbox"/>	0050002150	COC0215	3/1/2015	356.33	\$.50	from reference table	15.00
<input type="checkbox"/>	0050008330	COC0833	3/1/2015	68.15	\$.00	from reference table	19.50
<input type="checkbox"/>	0050013980	COC01398	3/1/2015	1120	\$.50	from reference table	520.00
<input type="checkbox"/>	0300945840	NMNM94584	3/1/2015	51.68	\$ 1.50	from reference table	78.00
<input type="checkbox"/>	0301005330	NMNM100533	3/1/2015	2160	\$ 2.00	from reference table	4320.00
<input type="checkbox"/>	0301005340	NMNM100534	3/1/2015	2540.38	\$ 2.00	from reference table	5080.76

Filter by Due Date:

1. Select Due Date
2. Select "Entry Type" from drop-down: All, Manual, Reference. In this example we use the default value of all.
3. Click "Filter" to retrieve results

Rental Report Results:

- Only leases having the due date we selected as our filter option, 3/1/2015 are displayed.
- Our entry type value was "all", so we see all leases with due date 3/1/2015.
- In our results, notice the first lease line. It was an uploaded line. We know this because it has zeros for acreage and rental rate, and a numeric rental id.
- The remaining lines were all system generated. We know this because the rental id is "from reference table".

■ Add New Lease

- ❑ Paying leases that do not appear on rental report
- ❑ Paying Future Dates

due date > 90 days from current date

Home » Rental Information

[Add New Lease](#)

Enter Lease Number or Agency Number criteria to retrieve Lease Information

Lease Number: Agency Number: Year: 2015 [Search Lease Number](#)

❖ Input Lease Number or Agency Number

❖ Select Year (current and future only)

Contact Lease/Agreement Specialist regarding past due rent

Year: 2015

- 2015
- 2016
- 2017
- 2018
- 2019
- 2020
- 2021
- 2022
- 2023
- 2024

“Add New Lease” is used to add lease lines that do not appear on the rental report, and when paying lease rents that are due more than 90 days in the future.

- Input the lease number or the agency number
- Select the year from the dropdown menu
- Click the “search” box

Note:

- The lease number or agency number must be exact. Pay particular attention to spacing and leading zero's.
- Only current and future year rents can be paid through online rental.
- Contact your lease/agreement specialist regarding past due rent.

“Search Lease Number” can be used to search for a lease or agreement number.

- It generates a popup window which allows search functionality.
- Enter just the first few digits in order to search for all numbers starting with those digits.

■ Add New Lease

- Input Lease or Agency number
- Select year from dropdown
- Click Search

Home » Rental Information

Add New Lease

Enter Lease Number or Agency Number criteria to retrieve Lease Information

Lease Number: Agency Number: Year: Search Lease Number

Filter Options

Enter Lease Number or Agency Number criteria to retrieve Rental Information.

Lease Number: Agency Number: Due Date: Entry Type:

Rental Report

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input type="checkbox"/>	0020817260	AKAA81726	10/1/2015	6132.53	\$3.00	from reference table	18399.00
<input type="checkbox"/>	005002112C	COC02112C	12/1/2015	15.39	\$.50	from reference table	8.00

In this example, we have a lease in our rental report with rent due on 10/1/2015. We want to pay rent on this lease for both 2015 and 2016.

To add the lease line for 2016:

1. Input the lease number in "Add New Lease",
2. Select the year "2016" from the dropdown menu
3. Click "Search"

■ Add New Lease - Search Results

Home » Rental Information

Add New Lease

Enter Lease Number or Agency Number criteria to retrieve Lease Information

Lease Number: Agency Number: Year: Search Lease Nu

Search successful.

<input type="checkbox"/>	Lease #	Agency #	Due Date	Acreage	Rental Rate	Payment Amount
<input type="checkbox"/>	0020817260	AKAA81726	10/1/2016	6132.53	\$3.00	18399

To add the line to the "Rental Report":

1. Click the box next to the line to select
2. Click "Add Additional Lease"

The system returns "Search successful" and displays the 2016 rental line.

To add the line to the "Rental Report"

1. Click the box next to the line to select
2. Click "Add Additional Lease"

■ Add Lease Line

Home » Rental Information

[Add New Lease](#)

Enter Lease Number or Agency Number criteria to retrieve Lease Information

Lease Number: Agency Number: Year: [Search Lease Number](#)

Selected row (Lease #: 0020817260, Agency #: AKAA81726, Due Date: 10/01/2016, Acreage: 6132.53, Payment Amount: 18399) successfully added to the Rental Report.

Lease line has been added to Rental Report:

[Filter Options](#)

Enter Lease Number or Agency Number criteria to retrieve Rental Information.

Lease Number: Agency Number: Due Date: Entry Type:

[Rental Report](#)

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input type="checkbox"/>	0020817260	AKAA81726	10/1/2016	6132.53	\$3.00	98521	18399.00
<input type="checkbox"/>	0020817260	AKAA81726	10/1/2015	6132.53	\$3.00	from reference table	18399.00

After clicking “Add Additional Lease”, a message is returned stating that the lease line has been added to the rental report. The rental report now shows lease lines for both 2015 and 2016.

Look at the Rental ID column. “From Reference Table” means the line was automatically populated. A number in the rental id column (in this example 98521) indicates the rental line was added manually.

Common error in Add New Lease

Add New Lease

Enter Lease Number or Agency Number criteria to retrieve Lease Information

Lease Number: Agency Number: Year:

Selected row (Lease #: 0020817260, Due Date: 10/01/2015) already exists in the Rental Report

Search Lease Number

<input type="checkbox"/>	Lease #	Agency #	Due Date	Acreage	Rental Rate	Payment Amount
<input checked="" type="checkbox"/>	0020817260	AKA481726	10/1/2015	6132.53	\$3.00	18399

Filter Options

Enter Lease Number or Agency Number criteria to retrieve Rental Information.

Lease Number: Agency Number: Due Date: Entry Type:

Rental Report

Select Line	Lease #	Agency #	Due Date	Acreage	Rental Rate	Rental ID	Payment Amount
<input checked="" type="checkbox"/>	0020817260	AKA481726	10/1/2015	6132.53	\$3.00	from reference table	18399.00

Cannot add lease / year combination that already exists

If a rental obligation line already exists for a specific lease and year, you will not be able to add a line for that same lease and year.

When you click "Add Additional Lease", a message will be returned stating the lease and due date already exists in the Rental Report.

Rental Upload - Upload File Tab

Upload Report Document

To upload a report file from your local computer, click the "Select" button and choose a file.

For faster delivery of multiple reports, compress them into one zip file prior to upload. The system will automatically detect the file type and process accordingly.

Report Files (.csv, .txt, and .zip formats only)

Select

Upload History

Status Legend

Uploaded: The file has successfully loaded onto the servers.
Pending: The file is waiting for format validation processing.
Processing: The file is being validated for format requirements.
Completed: The file successfully passed format validation and a report has been created. The new report can be viewed in the Documents List.
Error: The file has failed format validation. Click on the status to view format errors.

Upload History

File Name	Report Type	Status	Uploaded By	Upload Date(EST)	File Size	Import Start	Import End
ORPS_Rental_Upload1.txt	RENT	Completed	JONESMIC	2/23/2015 9:53:42 AM	71	2/23/2015 9:53:50 AM	2/23/2015 9:53:50 AM
ORPS_Rental_Upload.txt	RENT	Error	JONESMIC	2/23/2015 9:37:27 AM	116	2/23/2015 9:37:33 AM	2/23/2015 9:37:34 AM

To upload leases for online rental:

- Select the "Upload File" tab
- Accept the default
- Click "Select" to choose the file to be uploaded
- The status of your upload can be viewed in the "Upload History" Tab.
- Uploaded rental files will show in your upload history as report type "RENT"
- The process for uploading a file, status meanings, and viewing its history is the same as for other file uploads in eCommerce.

The "Resources" slide we covered previously shows where to get instructions and an example of the file format for rental payments from the ONRR Payment Information Page (scroll down to Rent Payments – Federal section) :
<http://www.onrr.gov/ReportPay/payments.htm>

Reminder:

- Uploading a rental file only populates the "Rental Report"
- Users are still required to select the leases and "Check Out" to make the payment

Thank You!!!

