
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.

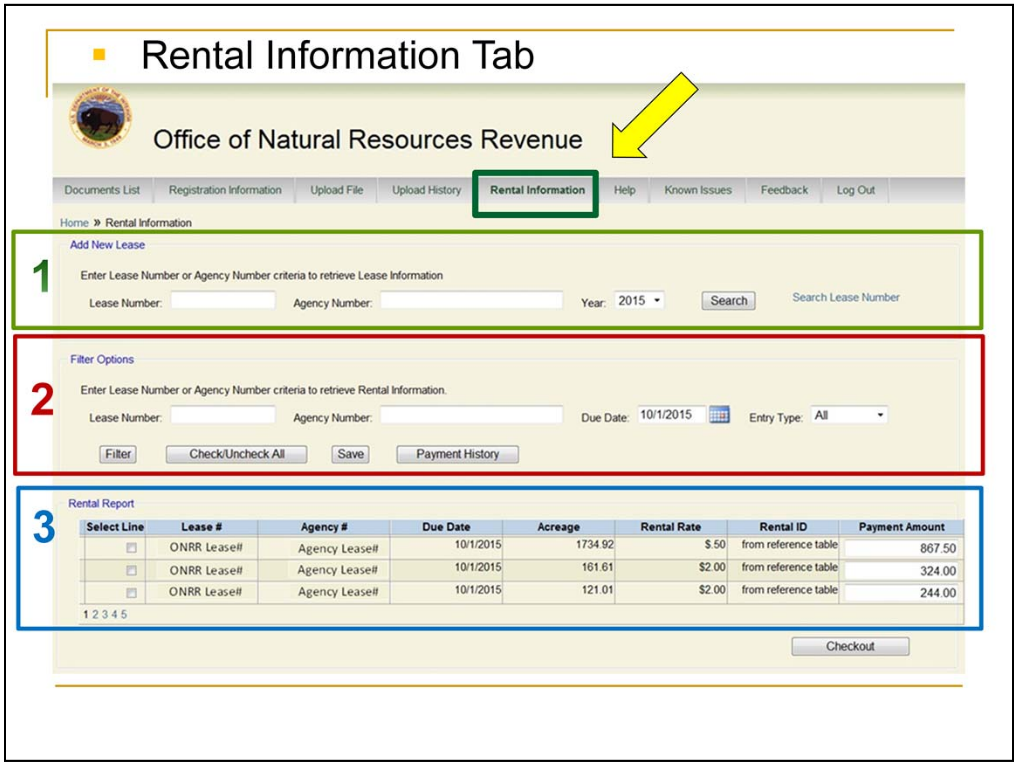
## Rental Payment Process Overview

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.




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

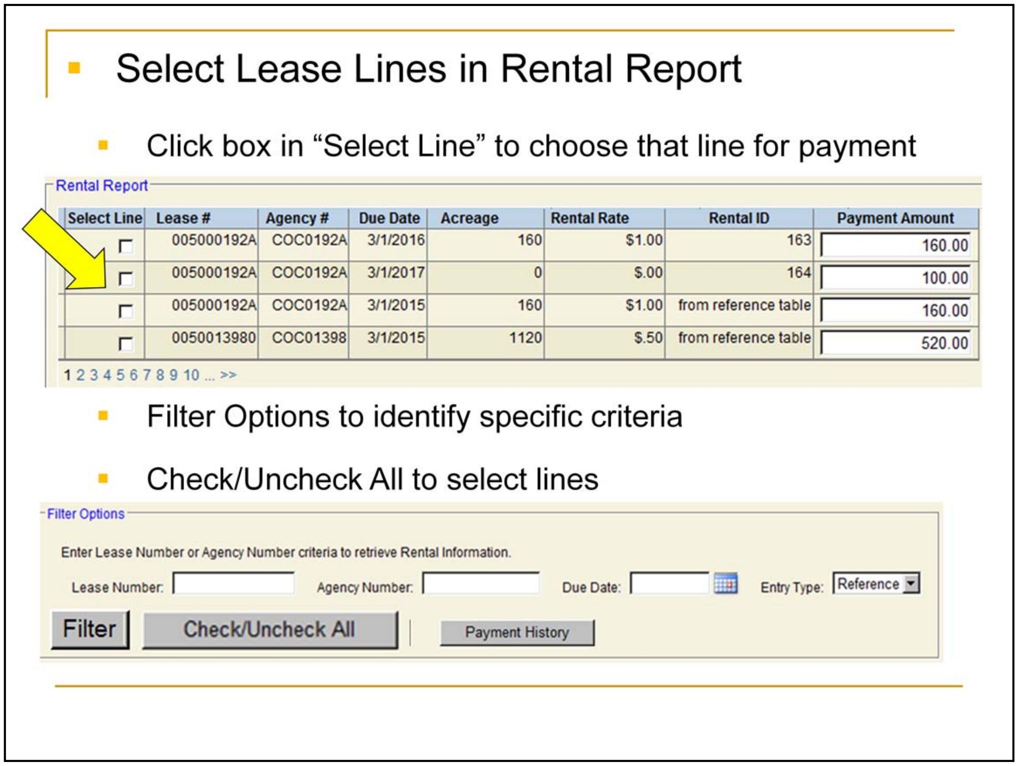
- There is also a “Search Lease Number” option

**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.




**<u>Rental Report</u>** The Rental Report section contains lease lines available for payment.

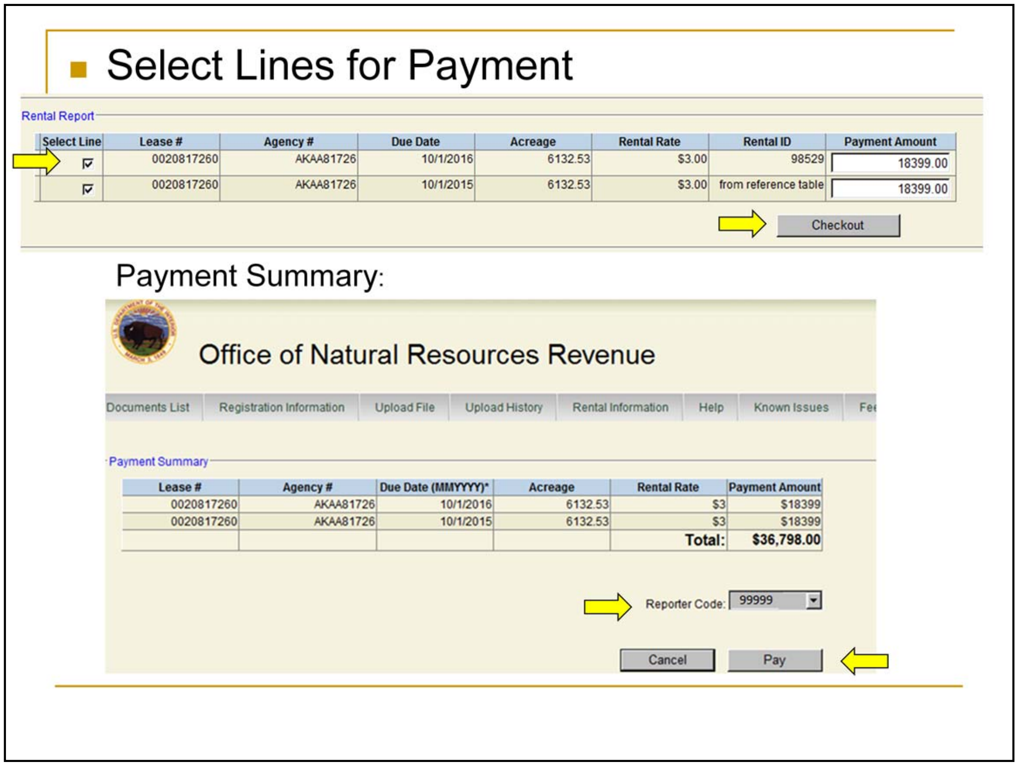
The lease lines are generated three ways:

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.

**<u>Choose the Lease Lines to Pay:</u>**

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




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.

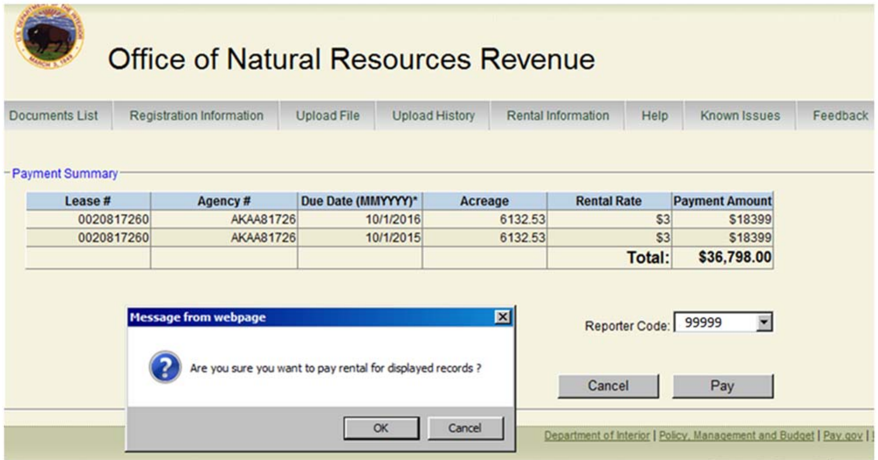
- Notice the white payment amount box.  The system defaults to the original payment amount due, and does not reflect payments already made.  Lease Account Balance, which is covered in another presentation can be used to check the actual amount due for a lease.  The payment amount should be changed here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

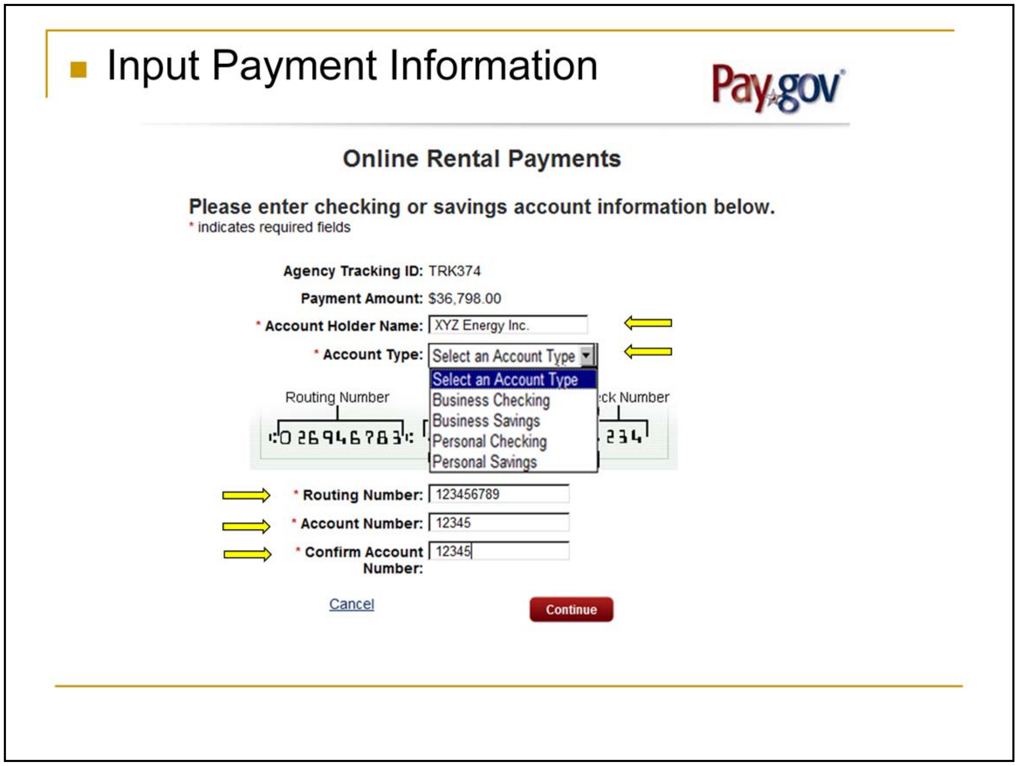
## Confirm Rental Lines to Pay




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




- **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.

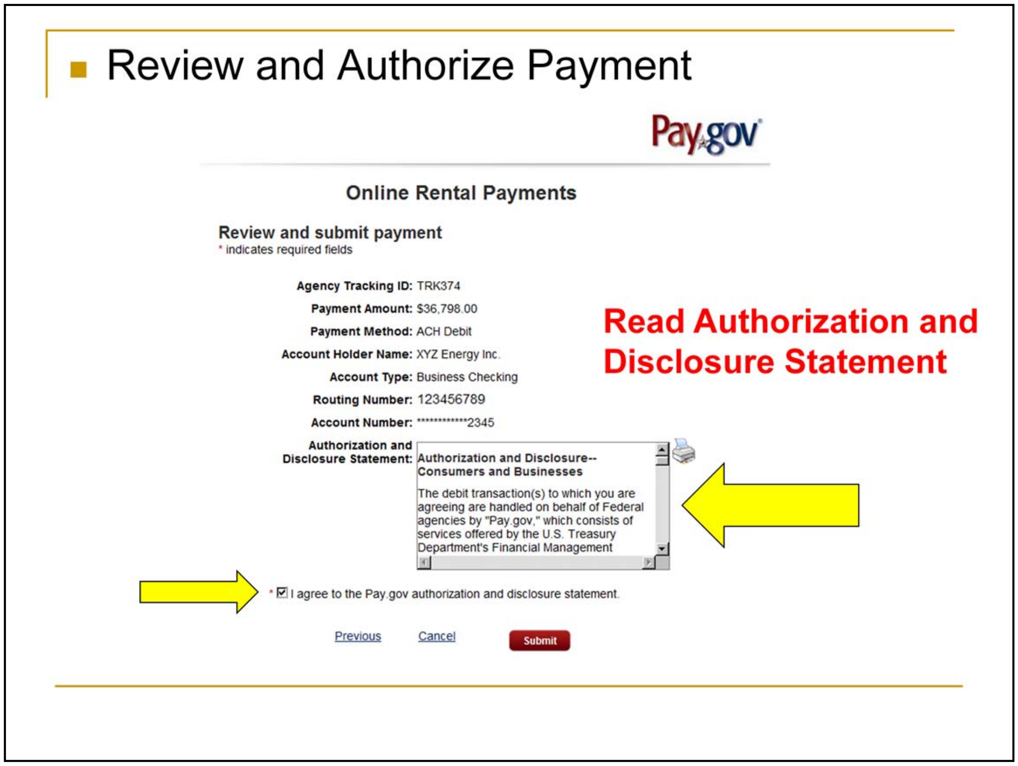
The type of payment is ACH debit. ACH debit is the only payment option.

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.

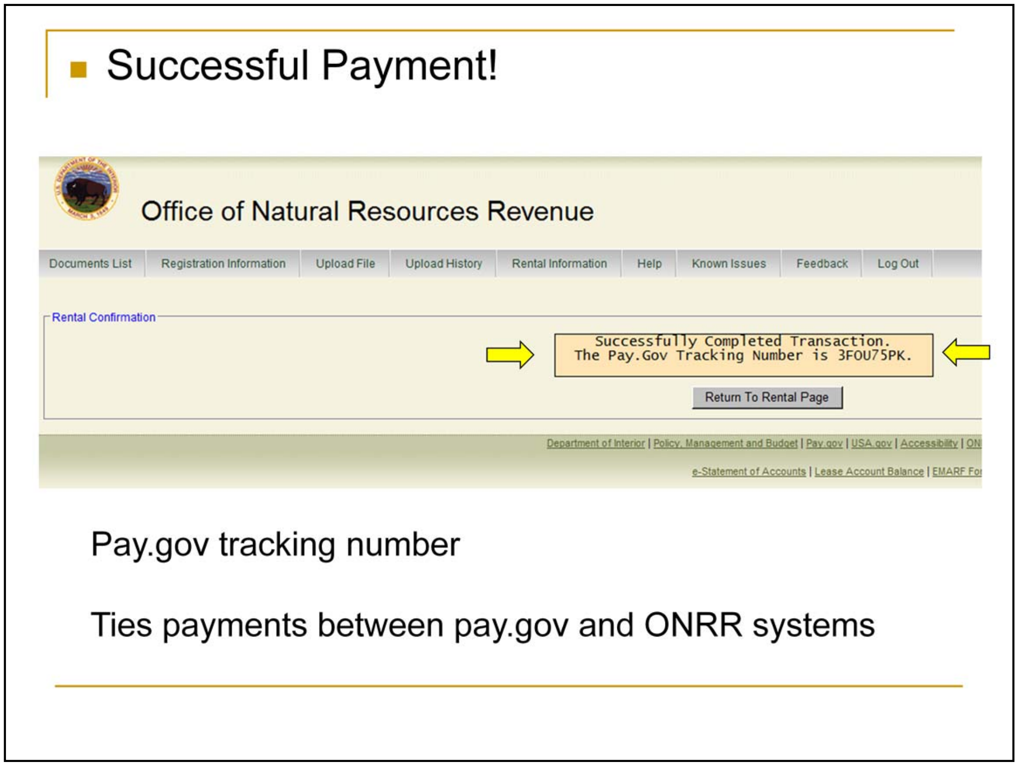



Review and Submit Payment

- 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.

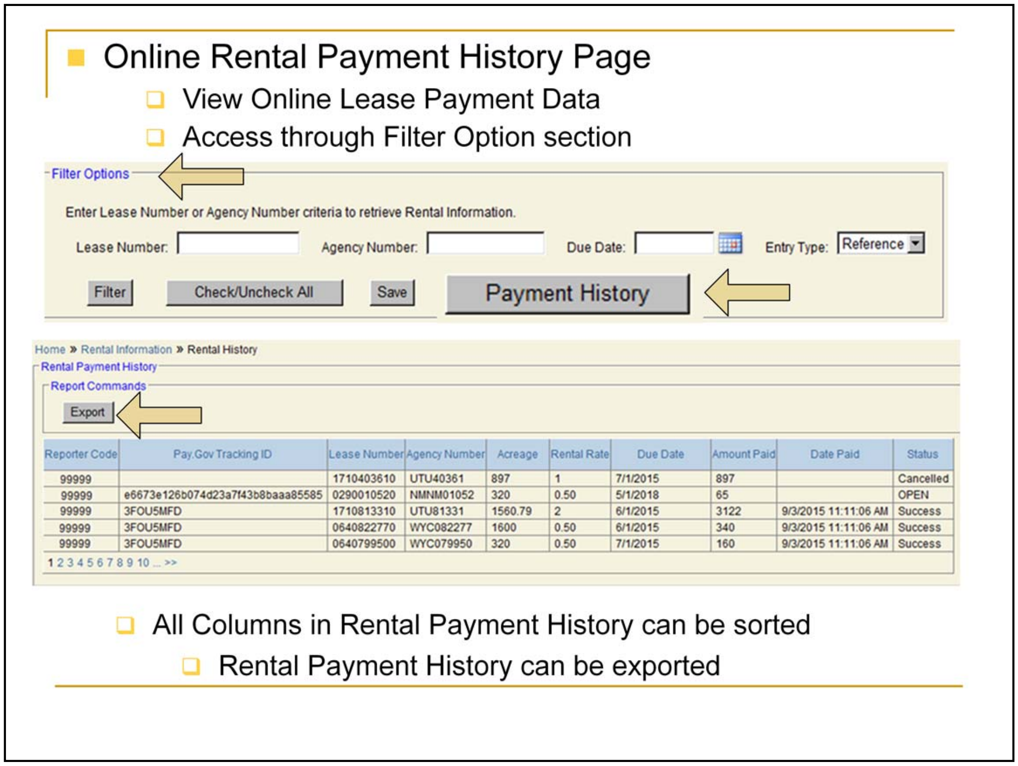



After the payment is submitted in pay.gov, the user is returned from pay.gov to the eCommerce “Rental Confirmation” page.

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.




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

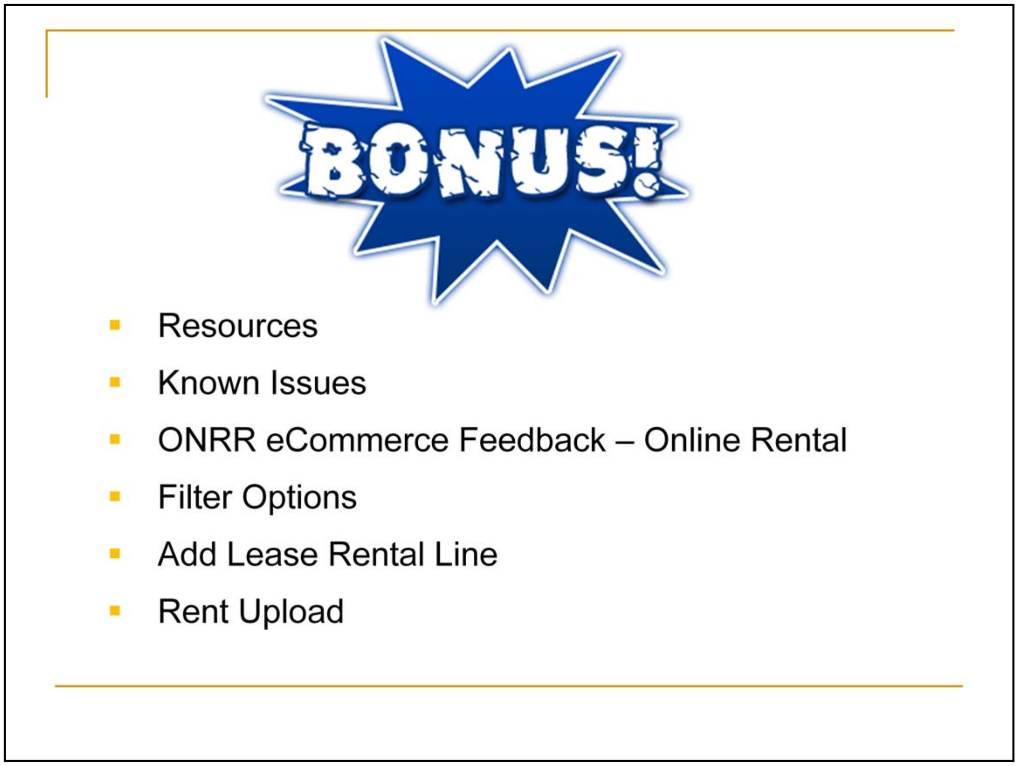
The Payment History page shows lines with Successful, Cancelled and Open status.

- 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.

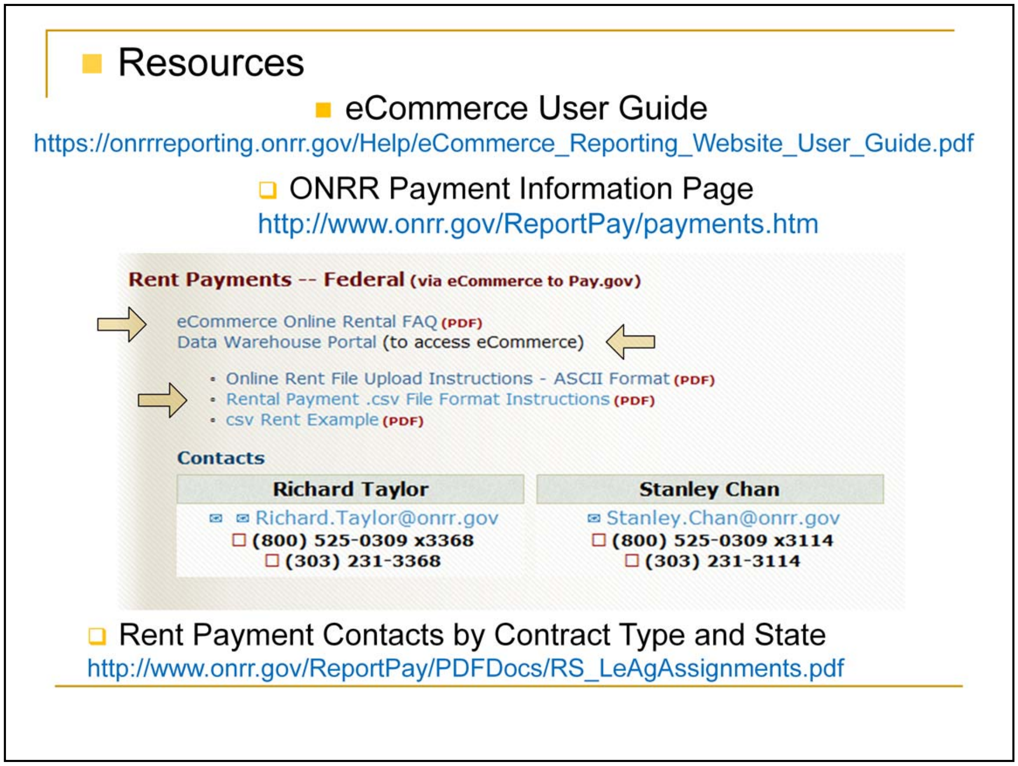
All Columns in Rental Payment History can be sorted by clicking the header title on that column.

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




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 for Online Rental:

The eCommerce User Guide contains a section on Online Rental:
https://onrrreporting.onrr.gov/Help/eCommerce_Reporting_Website_User_Guide.pdf

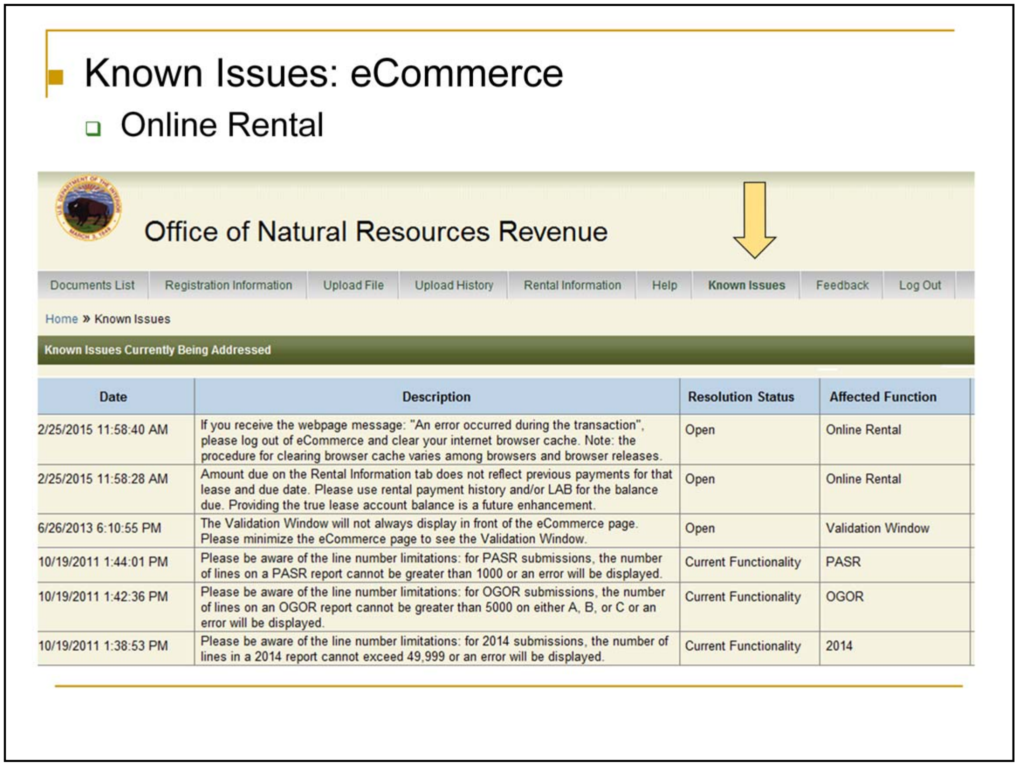
The ONRR Payment Information Page:
http://www.onrr.gov/ReportPay/payments.htm

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



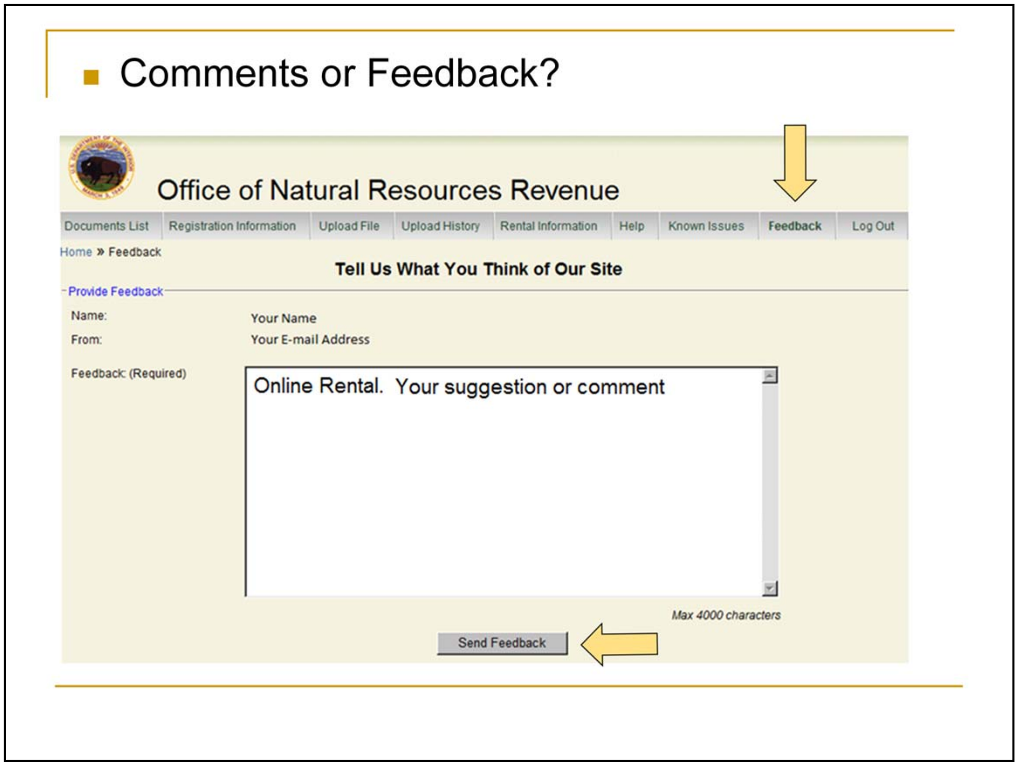

| Date | Description | Resolution Status | Affected Function |
|---|---|---|---|
| 2/25/2015 11:58:40 AM | If you receive the webpage message: "An error occurred during the transaction", please log out of eCommerce and clear your internet browser cache. Note: the procedure for clearing browser cache 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):

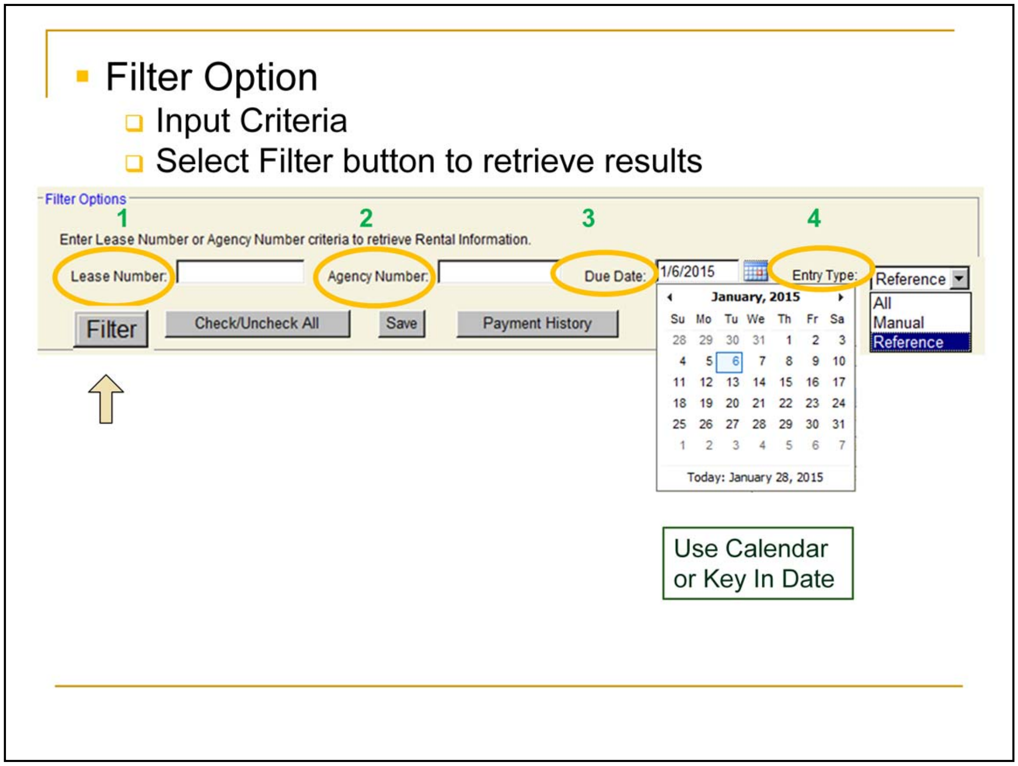
<u>Clearing Cache:</u>
If you receive the webpage message: "An error occurred during the transaction", please log out of eCommerce and clear your internet browser cache. Note: the procedure for clearing browser cache varies among browsers and browser releases.

<u>System Generated Payment Amount:</u>
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.




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.




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

<u>Criteria:</u>

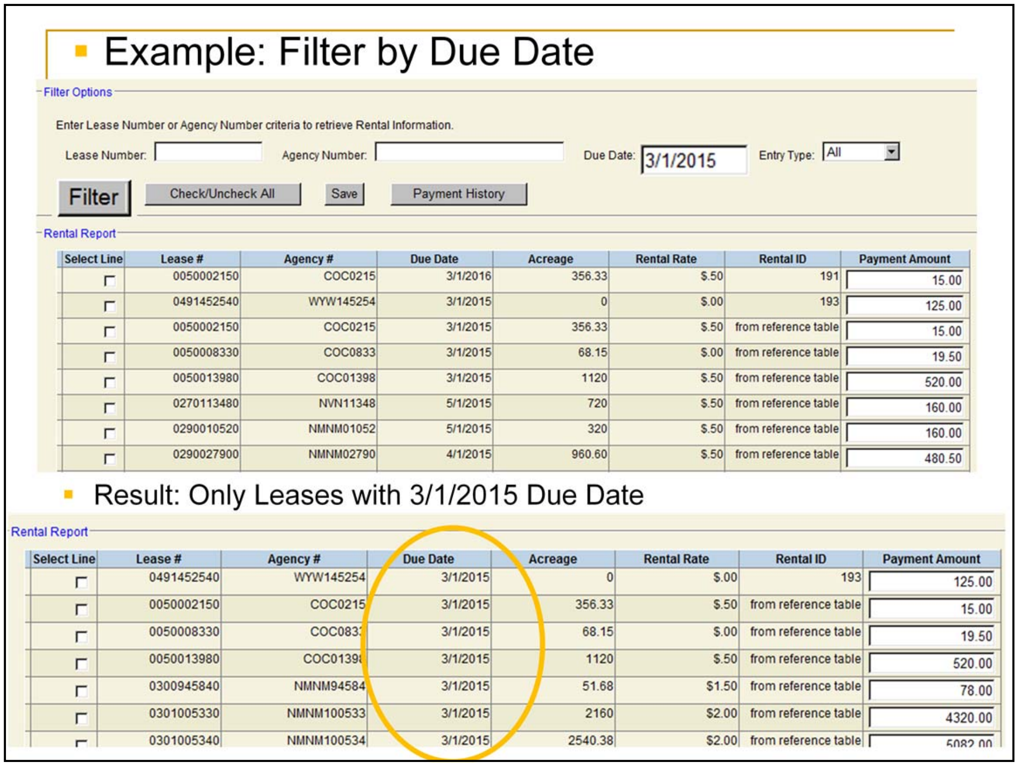
1. **ONRR Lease Number**
2. **Agency Number**
3. **Due Date**: Key in DD/YY/YYYY  or use Drop-down calendar
4. **Entry Type** (applies to the Rental id Field)
   All: All lease lines
   Manual: Lease lines added using "Add new lease" function or File Upload
   Reference: Lines automatically populated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

Any combination of criteria can be input.

<u>Action Buttons:</u>

**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: 3/1/2015 Entry Type: All

Filter | Check/Uncheck All | Save | Payment History

Rental Report

| Select Line | Lease # | Agency # | Due Date | Acreage | Rental Rate | Rental ID | Payment Amount |
|---|---|---|---|---|---|---|---|
| ☐ | 0050002150 | COC0215 | 3/1/2016 | 356.33 | $.50 | 191 | 15.00 |
| ☐ | 0491452540 | WYW145254 | 3/1/2015 | 0 | $.00 | 193 | 125.00 |
| ☐ | 0050002150 | COC0215 | 3/1/2015 | 356.33 | $.50 | from reference table | 15.00 |
| ☐ | 0050008330 | COC0833 | 3/1/2015 | 68.15 | $.00 | from reference table | 19.50 |
| ☐ | 0050013980 | COC01398 | 3/1/2015 | 1120 | $.50 | from reference table | 520.00 |
| ☐ | 0270113480 | NVN11348 | 5/1/2015 | 720 | $.50 | from reference table | 160.00 |
| ☐ | 0290010520 | NMNM01052 | 5/1/2015 | 320 | $.50 | from reference table | 160.00 |
| ☐ | 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 |
|---|---|---|---|---|---|---|---|
| ☐ | 0491452540 | WYW145254 | 3/1/2015 | 0 | $.00 | 193 | 125.00 |
| ☐ | 0050002150 | COC0215 | 3/1/2015 | 356.33 | $.50 | from reference table | 15.00 |
| ☐ | 0050008330 | COC083[illegible] | 3/1/2015 | 68.15 | $.00 | from reference table | 19.50 |
| ☐ | 0050013980 | COC0139[illegible] | 3/1/2015 | 1120 | $.50 | from reference table | 520.00 |
| ☐ | 0300945840 | NMNM94584 | 3/1/2015 | 51.68 | $1.50 | from reference table | 78.00 |
| ☐ | 0301005330 | NMNM100533 | 3/1/2015 | 2160 | $2.00 | from reference table | 4320.00 |
| ☐ | 0301005340 | NMNM100534 | 3/1/2015 | 2540.38 | $2.00 | from reference table | 5082.00 |

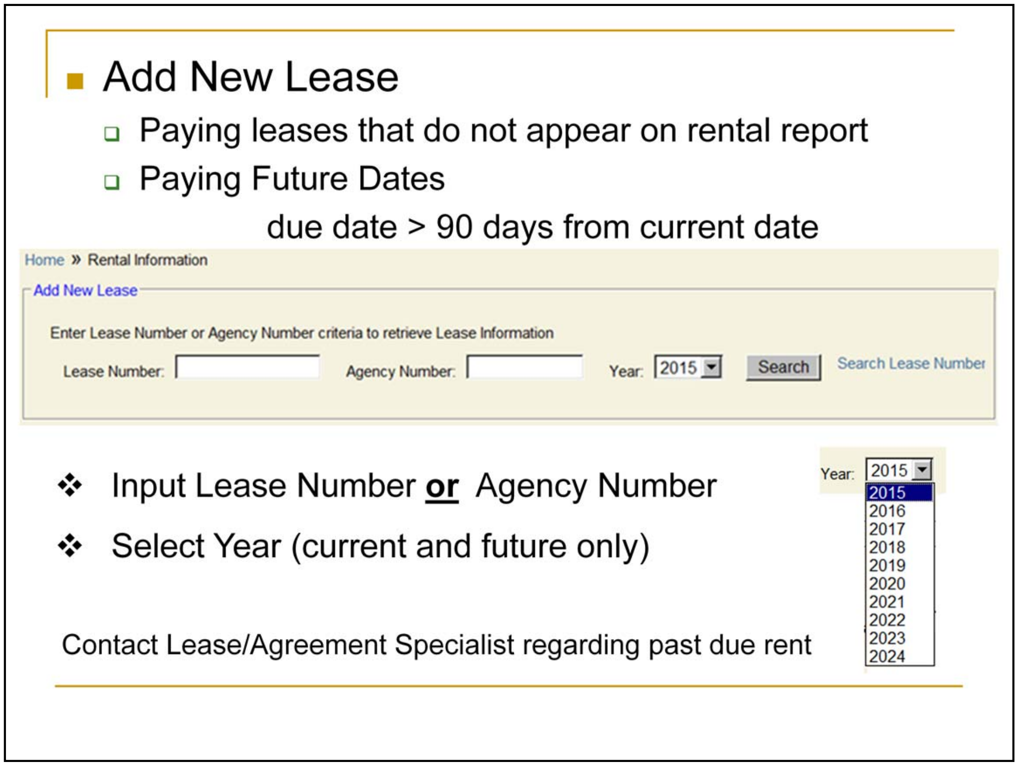
Filter by Due Date:

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" 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.

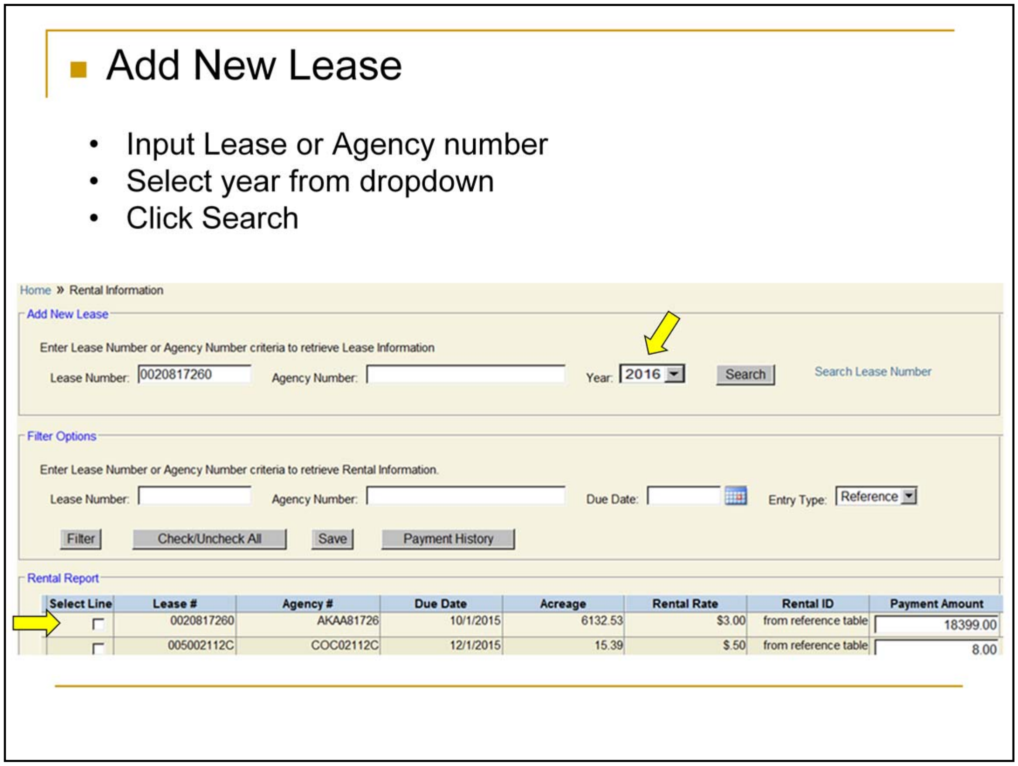
- Input the lease number or the agency number
- Select the year from the dropdown menu
- Click the "search" box

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.

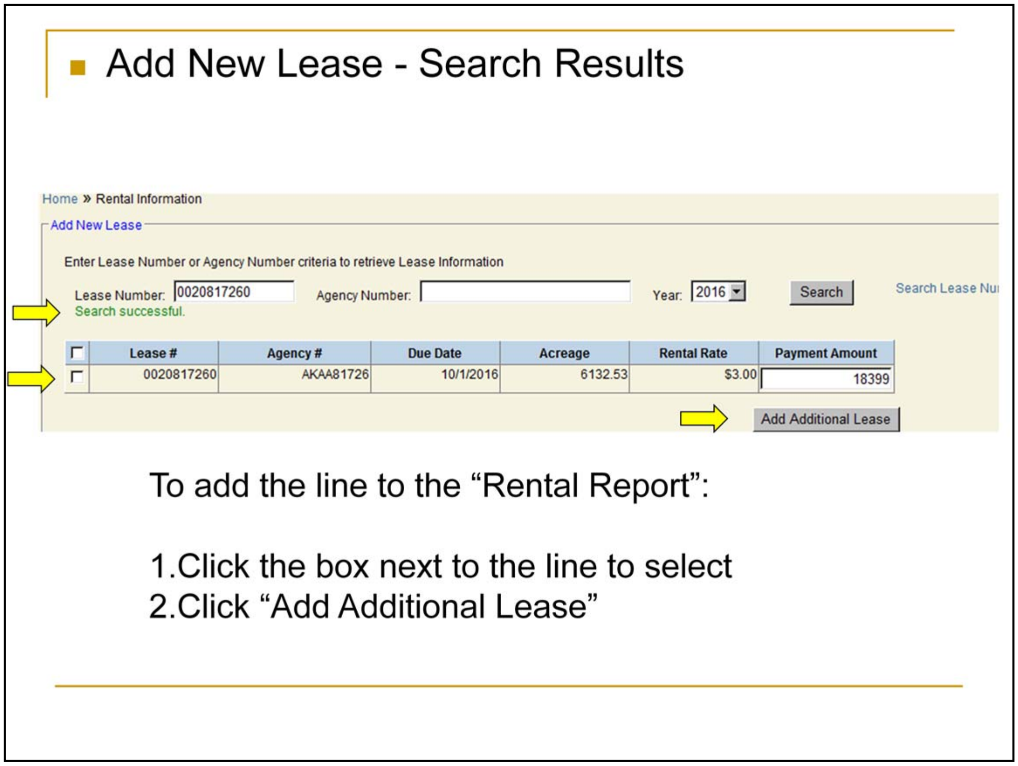
- It generates a popup window which allows search functionality.
- Enter just the first few digits in order to search for all numbers starting with those digits.




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.

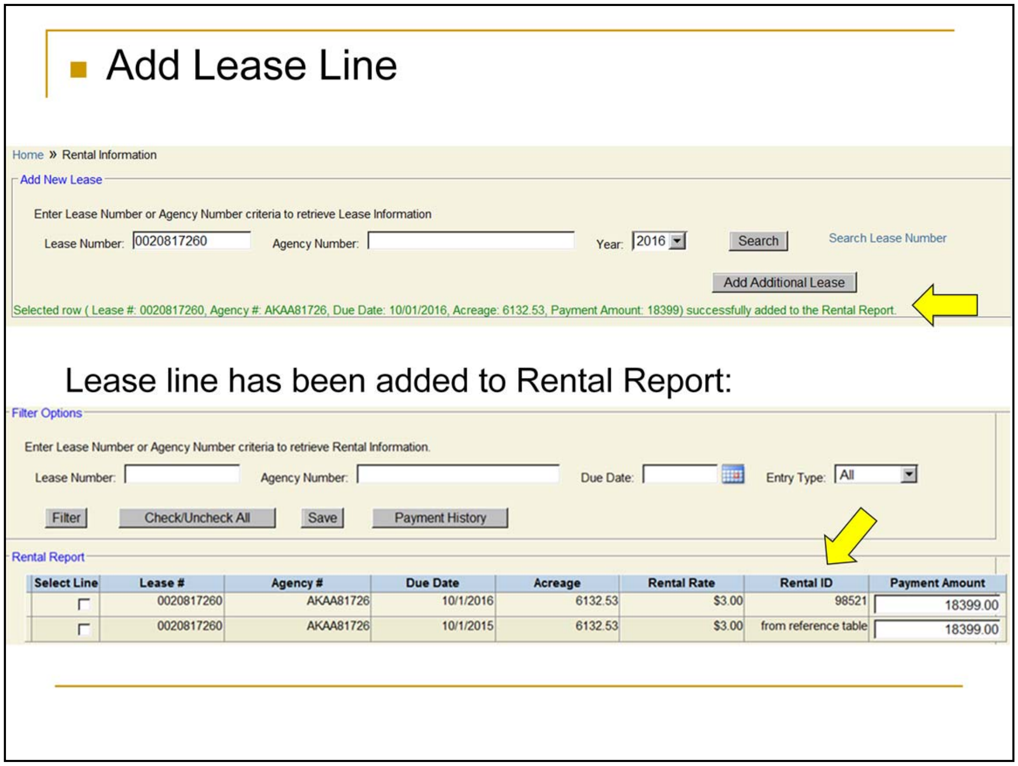
To add the lease line for 2016:

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




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

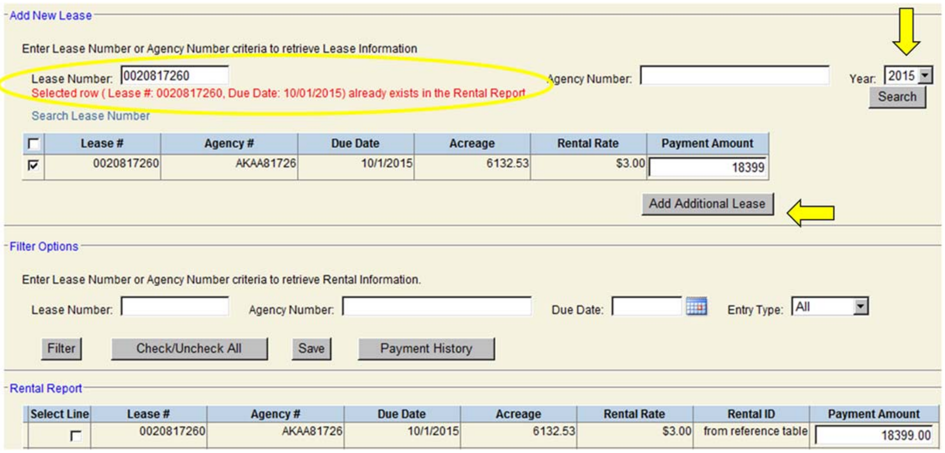
To add the line to the "Rental Report"
1. Click the box next to the line to select
2. Click "Add Additional Lease"




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.

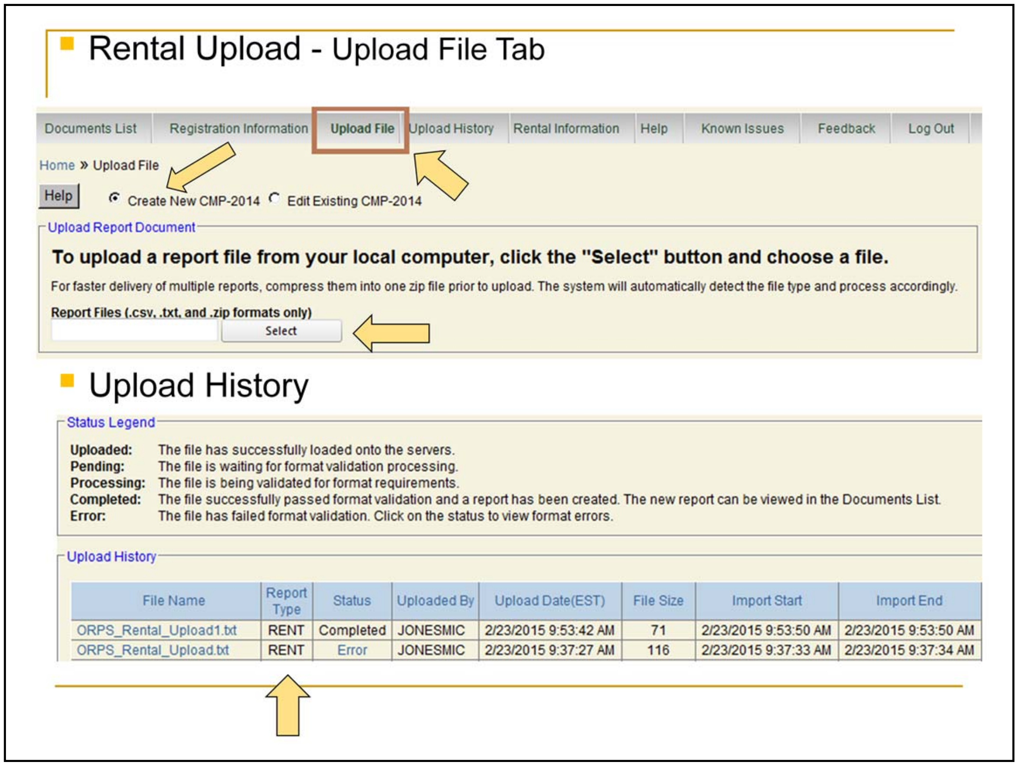
## Common error in Add New Lease




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.




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!!!