

RAILROAD COMMISSION OF TEXAS  
Oil and Gas Division

IMPORTANT NOTICE TO OIL AND GAS PRODUCERS

**New Addition to Railroad Commission Online Filing System  
Available Soon!**

The new web-based online filing system for well completion packets will be available to all operators in the near future. Forms W-2 and G-1 will soon be accepted in the Railroad Commission's online filing system. In addition, Forms G-10 and G-5 will be derived, when possible, from data entered from the G-1. Form P-4, P-15, and others will be in an electronic format for new leases. Additional required forms, such as Form W-12 and W-15 will be scanned and attached to the completion packet. **Check the "News" section of the Railroad Commission website, [www.rrc.state.tx.us](http://www.rrc.state.tx.us), often for the latest updates concerning availability.**

To file forms electronically through the RRC Online System, you must first assign a Security Administrator for your organization by submitting a Security Administrator Designation for Electronic Filing Form to the RRC. The Security Administrator can then assign user roles to others in your organization, enabling them to file forms electronically with the RRC. Existing users of the RRC's other Online Systems need merely to assign filing rights through their Account Administrator.

Some of the benefits of using the online filing system for completions include:

- The ability to track the status of your filed completion,
- Immediate submission of the completion packet for review by both Austin and District staff,
- Electronic audit of completion data to ensure correct data is submitted,
- Quicker, electronic communication between RRC staff and filer via the Online system, and
- Capability to make corrections or upload additional attachments to completion packets under review.

Electronic filing of well completion data will be an easier, more efficient process for both the industry and Railroad Commission staff. Information concerning training seminars is available on the RRC website at: <http://www.rrc.state.tx.us/education/seminars/og/mini.php>

If you have questions about the new filing system, please contact the Proration Unit of the Administrative Compliance Section of the Railroad Commission at (512) 463-3905. You may also contact us by e-mail at [prorationunit@rrc.state.tx.us](mailto:prorationunit@rrc.state.tx.us) for more information.

Austin, Texas

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Please Forward To The Appropriate Section of Your Company