



# **RRC Access Management Process (RAMP)**

## **Restricted Account Guide**

Railroad Commission of Texas  
Information Technology Services Division  
January 2023

# Table of Contents

Introduction .....	1
Requesting a Restricted Account.....	1
Signing Into LoneSTAR .....	3
After your P-5 Form is Approved.....	5

## Introduction

An RRC Access Management Process (RAMP) account allows you to have a single set of sign-in credentials for multiple RRC applications. In general, getting a RAMP account requires that you have a primary organization – that’s the company where you work. For companies in the oil and gas, pipeline, or gas utility industries, you must have a P-5 number for the primary organization. A Restricted Account allows you to get a RAMP account without a primary organization.

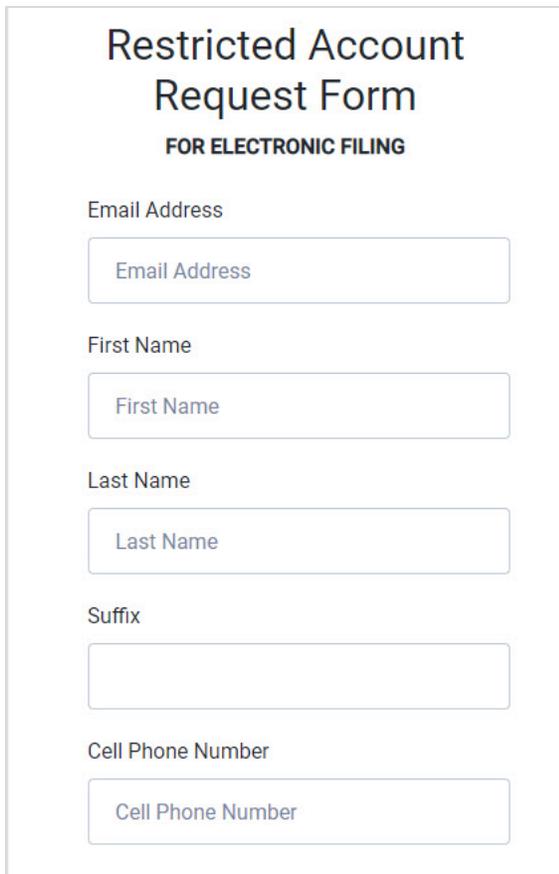
With a Restricted Account you can only log into the LoneSTAR application to file a new P-5 Form. Filing a new P-5 Form will register your company to do business within the Railroad Commission’s jurisdiction. Once your P-5 Form is approved you must provide your company name and P-5 number in the RAMP Dashboard to convert your Restricted Account to a full RAMP administrator or user account.

This guide is for Restricted Accounts.

## Requesting a Restricted Account

You must submit the online Restricted Account Request Form to request a Restricted Account. You will receive an Account Setup email and be prompted to set your password once your request has been approved.

1. Navigate to the online Restricted Account Request Form.



The image shows a screenshot of the 'Restricted Account Request Form FOR ELECTRONIC FILING'. The form is titled 'Restricted Account Request Form' in a large, bold, black font, with 'FOR ELECTRONIC FILING' in a smaller, bold, black font below it. The form contains five input fields, each with a label above it: 'Email Address', 'First Name', 'Last Name', 'Suffix', and 'Cell Phone Number'. Each input field is a rectangular box with a light blue border and a light blue placeholder text that matches the label above it. The fields are arranged vertically, with the 'Email Address' field at the top and the 'Cell Phone Number' field at the bottom.

2. Enter your *Email Address*. Email notifications related to signing in via RAMP, such as password reset emails, will be sent to this address.
3. Enter your *First Name*.

4. Enter your *Last Name*.
5. If applicable, enter your *Suffix*.
6. Enter your *Cell Phone Number*.

**NOTE:** The first time that you sign in from a device, you will be required to complete multi-factor authentication for that device. If you select text message or phone call authentication, an authentication code will be sent to this number. You will be prompted to enter the authentication code during the sign in process.

7. Read the *Certification* and select the **I agree with these restrictions** check box.

**CERTIFICATION**

The account being requested is restricted to filing paperwork (Form P-5) to establish an organization with the Railroad Commission of Texas to conduct activities within the Commission's jurisdiction.

In order to perform other online filing actions, this must be linked to the newly established organization once a P-5 number is assigned.

I agree with these restrictions.

8. Type your name in the text box to sign.

Type in your name to sign

9. Click **Sign Up** .

When your request is approved, you will receive a confirmation email from RRC that allows you to set your password. You can then use your email address and new password to sign into the LoneSTAR application to submit your new P-5 Form.

# Signing Into LoneSTAR

With a Restricted Account, you can sign into the LoneSTAR application to file a new P-5 Form for your company.

1. Select the LoneSTAR tile from the RRC Applications page. The RAMP login page will be displayed.

**RRC SIGN IN**

User Name

Password

**SIGN IN**

[Forgot Password](#)

**RRC SIGN IN**

The RRC Sign In allows authorized users to electronically file permit applications, forms and documents with and submit fees, penalties and other payments to the Railroad Commission of Texas (RRC).

**ACCEPTABLE USE POLICY**

Unauthorized access to this computer system is prohibited. Evidence of criminal liability will be provided to law enforcement agencies. This system is subject to monitoring and stored data may be accessed and recorded. Anyone using this system consents to monitoring and should have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this system indicates your acknowledgement of and consent to comply with the agency's [security policies](#).

**ACCESSIBILITY**

The RRC is committed to making its website and applications accessible to all users. For more information on accessibility, reference the agency's [Accessibility Policy](#).

© 2020 Railroad Commission of Texas

2. Enter the email address associated to your account.
3. Enter your password.
4. Click **Sign In**.
5. If it is the first time you have signed in from your device, you will be asked to perform a multifactor authentication.

- a. Choose to receive an authentication code by text/SMS, phone call, or email.

**RRC SIGN IN**

Where would you like your one-time passcode sent?

Text/SMS me the code at \*\*\* \*\* 8-5974

Call me at \*\*\* \*\* 8-5974

Email me the code at \*\*\*\*\*rc@yopmail.com

**SEND OTP**

- b. Click **Send OTP**. An authentication code is sent by text/SMS, phone call, or email.
- c. Enter the authorization code.

**RRC SIGN IN**

A six-digit number has been sent to \*\*\* \*\* 8-5974

One Time Passcode

**SUBMIT**

RESEND

- d. Click **Submit**.
- e. Select **Yes** to save the device to your profile.

**RRC SIGN IN**

Would you like to save this device to your profile?

Yes

No

**SIGN IN**

**NOTE:** If you save the device to your profile, you will not need to perform a multifactor authentication the next time you sign in. You can save up to five devices to your profile.

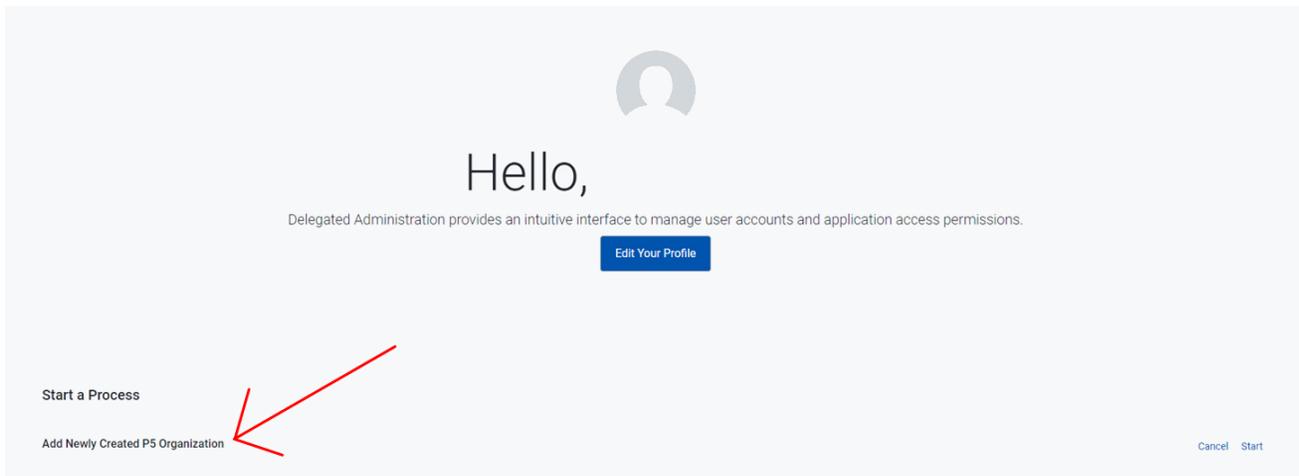
- f. Click **Sign In**. You will enter the LoneSTAR application.

**NOTE:** Filing a new P-5 Form in the LoneSTAR application is not covered in this user guide.

## After your P-5 Form is Approved

Once your new P-5 Form is approved you must return to RAMP to associate your account to the new organization. Until you do this you cannot perform any other activities within LoneSTAR or any other RRC application.

1. Go to the RRC Applications page and select the RAMP tile.
2. Select the RAMP Dashboard and sign in with your email address and password.
3. On the RAMP Dashboard home page, start the process called “Add Newly Created P5 Organization.”



4. Enter your new Company Name exactly as it appears on your approved P-5 Form.
5. Enter your assigned P-5 Number in the *Company ID* field.
6. If you want to become a Delegated Administrator for your new company, slide the toggle switch on and agree to the certification statement that is displayed.



**NOTE:** Delegated Administrators manage Standard User accounts for their company. All companies must have at least one Delegated Administrator. If you do not choose to become a Delegated Administrator, another person must complete and submit the online Security Administrator Form – External (SAFE form).

If your request is approved, you will receive a confirmation email from RRC that your new organization has been created. If you chose to become a Delegated Administrator, you will receive a second confirmation email. See the RAMP Administrator Guide for more information about being a Delegated Administrator.