

C115B Online Filing Packet

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C115B Online Filing Packet

Introduction

Welcome to the New Mexico Oil and Gas Unified Online C-115B Filing Website. This website is your one stop resource for New Mexico State Land Office C-115B Filing. This document will cover how to manage your new account and use this website C-115B filing functions, including:

1. Filers will have full control of their “password” and have the ability to reset it at their convenience.
2. Filers will have the capability to view more details and a longer history of reported files.
3. Filers can file for multiple OGRIDs, and will not have to logout then log back in to change their OGRID.
4. Filers can update their Company Account Information.

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Getting Started

The following details are written to assist all C-115B online filers in preparing and submitted their New Mexico State Land Office (SLO) reports directly online. This application allows remitters to submit their C-115B returns via an online web interface.

Login Page

Prerequisite

Each filer must have a Sender Id (Username). If you don't have one, please use the filer support page to contact an agency representative:

C-115B Filing Support

<http://web.slo.state.nm.us/Home/SLO/SLOSupport.aspx>

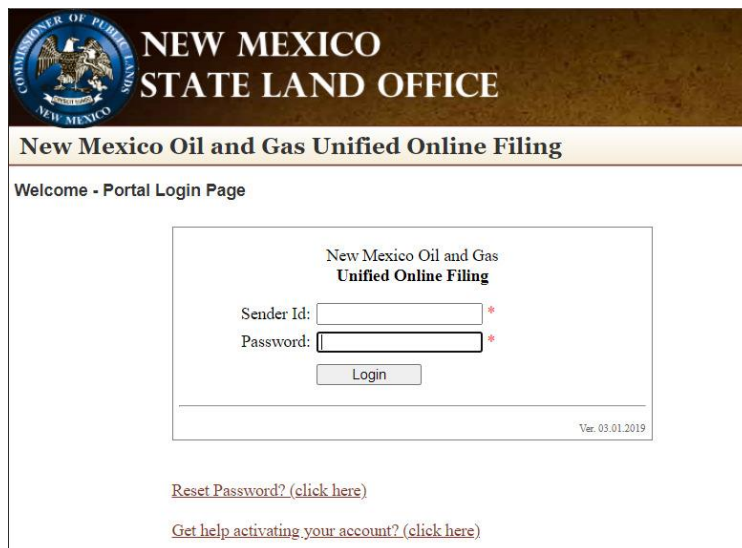
Once an account is created for you, the State Land Office will email you instructions to activate your Online Filing account.

Login

Using the link(s), below login using the following steps:

<https://secure.slo.state.nm.us/OnlineFiling/OSOnlinePortal/Login.aspx>

1. Enter your Sender Id
2. Press Tab
3. Enter your Password
4. Click the "Go" button



The screenshot shows the login page for the New Mexico Oil and Gas Unified Online Filing system. At the top left is the New Mexico State Land Office logo. The page title is "New Mexico Oil and Gas Unified Online Filing". Below the title, it says "Welcome - Portal Login Page". The main content area contains a login form with the following elements:

- Form title: "New Mexico Oil and Gas Unified Online Filing"
- Sender Id: *
- Password: *
- Login button
- Version: Ver. 03.01.2019
- Reset Password? (click here)
- Get help activating your account? (click here)

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Login Issues

If you have forgotten your password type your Sender Id into the 'Sender Id' textbox and click the 'Reset Password' link below the login button. This will send you an email allowing you to reset your password.

Selecting a Filing Activity:

After successfully logging-in you will be directed to the New Mexico Oil and Gas Unified Online Filing website's welcome screen. From this screen you can access the C-115B Services permitted for your OGRID(s).

Select OGRID

The first menu option called "Select OGRID", will allow you to choose your OGRID and then launch the desired filing activity. You will only see the list of OGRID(s) you have been granted permission to, and then only the list of approved filing activities for those OGRID(s).

To Select an OGRID and Process Activity

1. Using the drop down Select the reporting OGRID.
2. Once the OGRID selection is made the main menu options will appear.
3. Select Royalty Flaring Data from the OCD C115B Form
4. Click on the Go button.

COMMISSIONER OF PUBLIC LANDS
NEW MEXICO

NEW MEXICO STATE LAND OFFICE

[Logout \(click here\)](#)

New Mexico Oil and Gas Unified Online Filing

Menu Options
Select OGRID
Contact Us

Account Options
Manage Account Info
Change Password

Administrator Options
User Accounts
Advanced Account Options

Welcome - New Mexico Oil and Gas Unified Online Filing

Choose an OGRID:

Select an Activity:

Go

[FAQ](#) | [User Manual](#)

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How to Upload a C115B File

1. Click on the Choose File button to select the txt file for upload
2. Enter in the Production Month and Production Year associated with the report
3. Click on the Upload button



Welcome to the C115B Online Filing application.

Royalty C115B Upload for OGRID: 495 - HESS CORPORATION [Check Webservice Status](#)

Step 1: Select your C115B file:

No file chosen

Step 2: Production Month: Production Year:

Step 3: Upload selected file:

Contact Us

We are here to serve you on any reporting or system error questions. Listed below is the contact information for C-115B errors or questions.

Contact	Phone	Email	Mailing Address
NM SLO C-115B Support		NMSLOC115B@slo.state.nm.us	310 Old Santa Fe Trail Santa Fe, NM 87501

If you require support from SLO please visit their website [New Mexico State Land Office](#) for more information.

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Manage Account Information

You can now update your account information directly online. You may update all fields with the exception of the Sender Id and Company. Once completed you should receive the message noted on the following screen.

New Mexico Oil and Gas Unified Online Filing

Menu Options Select OGRID Contact Us	Manage Account Information
Account Options Manage Account Info Change Password	If any of this information is incorrect, please contact State Land Office or the Taxation & Revenue Department for assistance.
	Sender Id:
	Company: NM SLO
	First Name: <input type="text"/>
	Middle Name: <input type="text"/>
	Last Name: <input type="text"/>
	Phone: <input type="text"/>
	Fax: <input type="text"/>
	Primary Email: <input type="text"/>
	Additional Notification Email: <input type="text"/>
	Secondary Contact Name: <input type="text"/>
	Secondary Phone: <input type="text"/>
	Password Expires: In 124 Days
	<input checked="" type="checkbox"/> Please Notify SLO of my changes (used for sending out notices).
	<input type="button" value="Save"/>

Manage Account Information - Continued

After saving your account information you will be redirected back to the welcome screen, and should see a message with the success of the update.

The screenshot displays the New Mexico State Land Office website. At the top left is the logo for the Commissioner of Public Lands, New Mexico. The main header reads "NEW MEXICO STATE LAND OFFICE" with a "Logout (Click here)" link. Below the header is a navigation bar for "New Mexico Oil and Gas Unified Online Filing". A green success message states: "Success: The account information has been saved." The main content area is titled "Welcome - New Mexico Oil and Gas Unified Online Filing" and contains a form with two dropdown menus: "Choose an OGRID:" and "Select an Activity:". A "Go" button is located below the second dropdown. On the left side, there are three menu sections: "Menu Options" (Select OGRID, Contact Us), "Account Options" (Manage Account Info, Change Password), and "Administrator Options" (User Accounts, Advanced Account Options). At the bottom of the page, there are links for "FAQ" and "User Manual".

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Change Your Password

Filers may change their own password.

1. To change your password, click on the 'Change Password' menu option located on the left-hand side of the screen under the "Account Options" sub-heading.
2. Type your Current Password
3. Tab and Enter New Password - Passwords must contain:
 - i. One Number
 - ii. One Upper Case Letter
 - iii. One Lower Case character.
4. Confirm New Password: Enter your new password again.
5. Click on the "Save" button to complete the password change.



**NEW MEXICO
STATE LAND OFFICE**

New Mexico Oil and Gas Unified Online Filing

Menu Options
Select OGRID
Contact Us

Account Options
Manage Account Info
Change Password

Administrator Options
User Accounts
Advanced Account Options

Change Password

Your password must be reset in 130 days.

Sender Id: OGRAdmin

Last Password Update: 5/31/2022

Current Password:

New Password:

Note: A password must contain at least *One Number*; at least *One Lower-Case letter*; at least *One Upper-Case letter*

Confirm New Password:

Change Your Password - Continued

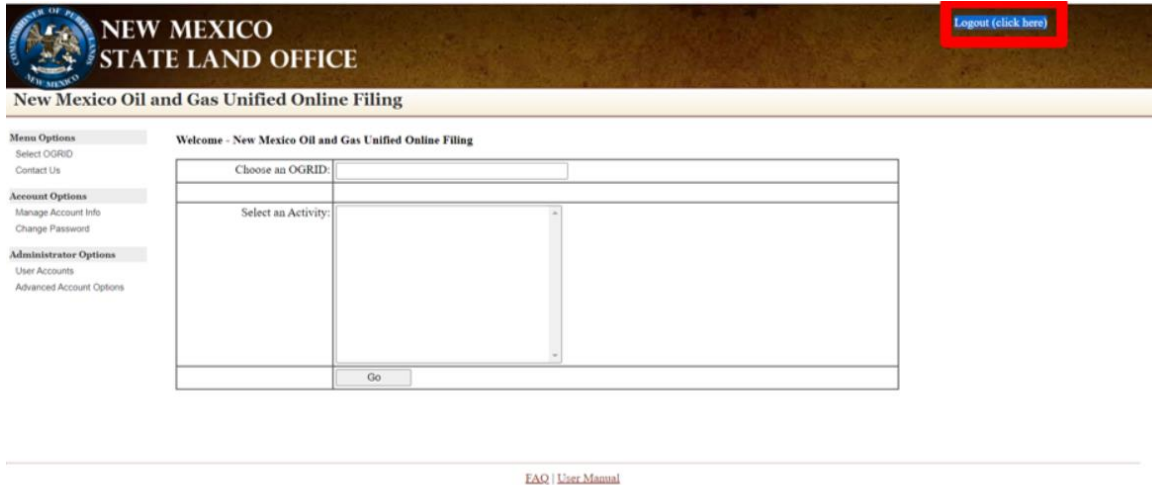
Notice the system has a password security measurement bar, continue your password until the color Green is reached. This is an indicator of a good password.

The screenshot shows the 'Change Password' page of the New Mexico State Land Office's online filing system. The page header includes the state seal and the text 'NEW MEXICO STATE LAND OFFICE' and 'New Mexico Oil and Gas Unified Online Filing'. A 'Logout (click here)' link is visible in the top right. On the left, there are two menu sections: 'Menu Options' with links for 'Select OGRID' and 'Contact Us', and 'Account Options' with links for 'Manage Account Info' and 'Change Password'. The main content area is titled 'Change Password' and displays the message 'Your password must be reset in 124 days.' Below this, the 'Sender Id:' is shown. The 'Last Password Update:' is '9/7/2021'. The 'Current Password:' field is masked with asterisks. The 'New Password:' field is also masked with asterisks, and a blue progress bar is shown to its right, indicating the password's strength. Below the progress bar, it says '1 more numbers' and provides a note: 'Note: A password must contain at least One Number; at least One Lower-Case letter; at least One Upper-Case letter'. A 'Confirm New Password:' field is also present. A 'Save' button is located at the bottom of the form. At the bottom of the page, there are links for 'FAQ' and 'User Manual'.

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Logout

To properly exit the application and verify you are logged out click the 'Logout' link located on the top right-hand side of the screen. Make sure you received the logout message noted below before you leave the ONGARD Unified Filing system.



The screenshot shows the top navigation bar of the New Mexico State Land Office portal. On the right side, a red rectangular box highlights a button labeled "Logout (click here)". Below the navigation bar, the page title reads "New Mexico Oil and Gas Unified Online Filing". A sidebar on the left contains menu options such as "Select OGRID", "Contact Us", "Manage Account Info", and "Change Password". The main content area displays a form with a "Choose an OGRID:" field and a "Select an Activity:" dropdown menu, with a "Go" button at the bottom.



The screenshot shows the "Welcome - Portal Login Page" of the New Mexico State Land Office portal. A green message states: "You have been logged out of the ONGARD Portal on: 11/1/2021 11:42:54 AM". Below the message is a login form titled "New Mexico Oil and Gas Unified Online Filing" with fields for "Sender Id:" and "Password:", both marked with an asterisk (*). A "Login" button is positioned below the password field. At the bottom right of the form, the version number "Ver. 03.01.2019" is displayed. Below the login form, there are two links: "Reset Password? (click here)" and "Get help activating your account? (click here)".