

## Well Information System (WIS) HELPFUL HINTS FOR Oil and Gas Industry Users

- ❖ You can navigate to the WIS Home Page from [www.blm.gov](http://www.blm.gov) by way of energy and oil and gas pages:
  - ✓ Go to [www.blm.gov](http://www.blm.gov),
  - ✓ Click on What We Do (left hand side of page),
  - ✓ Click on Energy (left hand side of page),
  - ✓ Click on Oil and Gas (right hand side of page), **we encourage saving this as a “favorite”**,
  - ✓ Click on Well Information System (right hand side of page),
  - ✓ **We encourage saving as this a “favorite” as well as a bookmark/desktop icon.**
  
- ❖ WIS Home Page – In addition to the Account Request see also:
  1. Help Desk Ticket – Direct E-mail Link
  2. User Guide
  3. FAQ’s
  4. Historical Overview
  
- ❖ One Trading Partner Agreement (TPA) or Electronic Commerce Agreement (ECA) Required Per Company – Signed/Filed at NOC. The TPA will come as an attachment to your account activation e-mail.
  
- ❖ Form Submissions – NOS, APD, Well Completion Report, Sundry Notice, with Attachments for any of the form forms.
  
- ❖ **Single attachment cannot be larger than Ten Megabytes but there is no limit to the number of attachments.**
  
- ❖ WIS forms have edits – Optional VS Mandatory Fields as well as Allowable Values. **WIS does not like certain special characters - No Pound Sign in Well Name or Number. This makes attachments non-functional.**
  
- ❖ Case Numbers are edited by office as well as by Federal and Indian. Case Number must be a Valid Case Number in AFMSS. Case Numbers are edited by Lease and Agreement; lease numbers must be valid for that agreement.

- ❖ You may need to ask BLM to add a lease to AFMSS for a new NOS or APD if it is the first well on the lease. Be sure to ask the BLM if they used the leading zero (WYW0123456 or WYW123456).
- ❖ WIS does not like “FEE” or “STATE” in an Agreement – You must replace FEE or STATE with a valid federal lease for that agreement and then submit. BLM NEEDS TO BE AWARE OF THIS AND TO FIX THIS BEFORE COMMITTING THE PROCESS. Local BLM offices can help you with the replacement federal lease number.
- ❖ As a submitter you can watch the steps in processing -
  - ✓ Zero of Seven – Not Yet Sent to BLM
  - ✓ One of Seven – Sent to BLM
  - ✓ Two of Seven – Received by BLM
  - ✓ Three through Six of Seven – review and approval steps
  - ✓ Seven of Seven – Approved by BLM
- ❖ You can use the CLONE feature to resubmit without fully retyping of the form. The auto fill and copy option works the same way.
- ❖ Be careful not to change the Well Name and Well Number on an EC NOS and follow on APD. Process linkages in BLM with in AFMSS will not work.
- ❖ E-mail Notices are sent By WIS Automatically, if BLM approves a transaction – you will get an e-mail notice. Be sure to look for any Conditions of Approval attached By BLM and/or remarks in the body of the form.
- ❖ Some local offices also follow up with an e-mail and/or a paper copy of the approval.
- ❖ The servers synch the push & pull of data, WIS to AFMSS and AFMSS to WIS about every twenty minutes. Allow for “catch up” if looking for an updated transaction or a notification from the BLM. Same issue applies to adding a lease to AFMSS for new NOS or APD.