

Well Information System (WIS) HELPFUL HINTS For BLM Users of WIS and AFMSS

- ❖ You can help operators navigate to the WIS Home Page from www.blm.gov by way of energy and oil and gas pages:
 - ✓ Go to 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), **encourage saving as a "favorite"**,
 - ✓ Click on Well Information System (right hand side of page), **encourage saving as a "favorite" as well as a book mark/desktop icon.**

- ❖ WIS Home Page - Prior to Account Request point out:
 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 form will come as an attachment to the e-mail they will receive upon notification of account activation.

- ❖ Form Submissions – NOS, APD, Well Completion Report, Sundry Notice, with Attachments on any of the four 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 must be valid for that agreement.

- ❖ You may need to add a lease to AFMSS for a new NOS or APD if it is the first on the lease. Be sure to tell the operator if you used the leading zero (WYW0123456 or WYW123456).
- ❖ WIS does not like “FEE” and “STATE” in an Agreement – Work Around; Operator must replace FEE or STATE with a valid federal lease and submit. BE SURE TO FIX THIS BEFORE COMMITTING THE PROCESS.
- ❖ The Operator needs to watch the STEPS -
 - ✓ 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
- ❖ The Operator can see your Remarks while processing – Be Careful
- ❖ Operator can use CLONE to resubmit without a full retyping of the form
- ❖ Well Name and Well Number must match 100 % for the EC NOS and APD Linkage with In AFMSS to work.
- ❖ When validating, watch well linkages before committing to make sure the link is correct.
- ❖ E-mail Notices are sent By WIS Automatically, if you approve a transaction – the operator will get an e-mail notice. Be sure to notify by e-mail and connect COA’s. Paper copies mailed to the operator are not required and if you mail hard copies back to the operator make sure you use the address that the transaction came from. Watch for local office versus corporate office submissions.
- ❖ The server synch the push/pull of data, WIS to AFMSS and AFMSS to WIS about ever twenty minutes. Allow for “catch up” if looking for an incoming transaction or a notification to the operator. Same issue applies to adding a lease to AFMSS for new NOS or APD.