

“Introducing the NFLSS Public Portal” Tutorial

Final Transcript

Welcome to the National Fluids Lease Sale System (NFLSS) Public Portal Tutorial

During the course, we will start with a brief introduction. We're going to talk about the all EOIs page, we will step through creating a nomination online, along with tracking an EOI that has been submitted, viewing protested parcels, and additional useful resources.

Introduction

This is the homepage for the NFLSS system. On the left-hand side, there's a menu of navigation links that we will be going through during this tutorial. On the bottom left hand corner is a “Home” link to bring you back to this homepage if you navigate away from it.  In the middle of the page there is a link to this “Public Portal Tutorial”, as well as a link for “Important Information about EOIs”.  The create button begins the process of creating a new EOI and the track my EOI button allows you to track an EOI that has been submitted.

Throughout the NFLSS system, there are help links in the upper right-hand side of the screen. Each page in NFLSS has the corresponding context-sensitive help, if you get lost or need information for any of the fields please access the help link on that page.

All EOIs

The “All EOI's” screen allows you to view all nominations that have been submitted. At the top of the screen there are four filters, you can use them in conjunction with one another to search through the EOIs that have been submitted. Underneath there's a bulk action drop down where you can export all of the EOIs in the system to an Excel spreadsheet. Over on the right-hand side there's a quick search filter where you can search for any value on this screen such as a date, or a nominator’s name. If you click on the header row on any of the columns, it will sort by that column. So, for instance right now on the right-hand side it is sorted by subdivision.

Next, we're going to be talking about creating a nomination online, we're going to go step-by-step through the screens. To submit an EOI follow these steps: enter the nominator information, enter the land descriptions for the EOI, review the data that you’ve entered and then submit the EOI. If the EOI was submitted anonymously you can also enter your email address for a confirmation email.

Before you begin, and after you click the create button a dialog box called “Acceptance of Terms” is displayed and you can either click “I do not accept” and return to the NFLSS landing page or you can click “I accept these terms and conditions” and you are directed to the first screen in the EOI entry.

The nominator information screen has fields to enter for the nominator. The nominator name or company name and address are required; other information is optional. Nominators may also wish to be anonymous. To support this requirement, NFLSS allows the user to skip this step. When “skip this step” is selected the nominator name will be populated with the word “nominator” in the EOI summary rather than the name of the individual.

The second step in entering a nomination is to enter a land description. Select the geographic state, select the meridian for the nominated land and select a county or counties where the land is located. If the state selected is a non-rectangular state the meridian field will be populated with the state name and the Township and Range fields will be hidden.

Next, enter the township number and select the fraction from the drop down for the township (this defaults to whole), select the township direction. Next, enter the range number, again update the range fraction if needed (this defaults to whole), and select a direction for the range.

Next, you’ll want to enter a section number, the section defaults to one for non-rectangular states. Select a survey type and a land type, enter the subdivision. The percent of U.S. mineral interest defaults to 100% but it can be updated to any fractional percent and if there are future mineral interests check the checkmark and enter the reservation expiration date.

Next, enter the surface owner information for this land description. If the nominated land is federal land, select “Federal” from the drop-down and add an Surface Management Agency and an administrative agency, if applicable and then click “Add”. If the land is a split estate after you select the SMA select “Other” from the surface owner drop down and add information for that surface owner.

Enter any further notes regarding the nominated lands in the notes field. If you see the warning that’s shown here on this screen we suggest you continue to move forward with entering this land description. The warning should not affect your submission. Once all fields have been entered, click “Add”.

From this screen, you can add as many lands as you would like to this EOI. You can click “add lands” and follow the previous steps or you can click “add land based on the last one” and that will allow you to add a land based on the previous lands state, meridian, counties, township and range.   After all lands are entered for the EOI, click next.

All attachment should be uploaded on this screen. Attachments can be associated with all lands in the EOI or a specific land description. Please enter the Title and Description of the attachment prior to selecting the file. Once all files have been uploaded or if you do not have any files to upload, click next.

Before submitting the EOI, review all of the information that was entered for this nomination. If all information looks accurate, click the submit button. You may also click the back button to go back and make any necessary corrections. When all the data is entered and accurate click submit. The submit button will not be visible until the “I'm not a robot” checkbox is clicked.

 After you click the submit button the system will display an EOI confirmation screen that list the EOI tracking number as well as the submission date and contact information for the administrative office that will be handling this EOI. If you did not submit your EOI anonymously and you entered your email address with the nominator information, you will receive a confirmation email automatically. If you submitted your EOI anonymously, enter your email address and click “Send Email” to receive a confirmation email of submission.

Track my EOI

The track my EOI feature shows up on the homepage, click on the “Track my EOI” button and then you’ll want to enter the tracking number, the submission date and the administrative state of the EOI (This information can be found in the confirmation email). Once all data is entered, click the “I'm not a robot” checkbox and then click on the field find my EOI.

Once your EOI is located, the system will display an EOI detail screen similar to one that’s shown here. It’ll have the contact information for the state office, as well as the status of your EOI.   If at any time you would like to request a withdrawal of your EOI you can click the withdraw EOI button and that will send a request to the state office to withdraw your EOI.

Protested Parcels

To get to the list of protested parcels, click the protested parcels in the left-hand navigation menu. This list shows all the parcels that have been protested. Click on the row to open the protest and see the protesting party information, the land description that's being protested and the reason for the protest. Also on this detail screen the original protest detail document is there to open and view.

Resources

In addition to the screens that have we've gone over here there are several other links on the left-hand navigation menu. About NFLSS is a statement detailing the mission of NFLSS. The lease sale schedule has a list of all of the current sales as well as a button to view sale documents. When a user clicks on view sale documents a screen will show up and all of the documents that are associated with that sale can be viewed and downloaded. The next link is a link to the BLM Newsroom. The State Offices page displays State Office contact information and there is also a frequently asked questions page.

During this webinar, you’ve learned about the NFLSS public portal including the NFLSS homepage, navigation, submitting an EOI online, tracking a submitted EOI, accessing online help, viewing lands that have been previously submitted, viewing protested parcels, and viewing sale documents.

Thank you for your participation.