**Video 2: Creating an Authorization in LRAM**

**Slide 1**: **Creating a New Authorization Record in LRAM**

**Slide 2:** When it’s your responsibility to bill a holder for cost recovery, initial or subsequent rent, MW capacity fees or site and barrel fees, you must create a record in LRAM. LRAM pulls some case data from LR2000 so the application must be serialized in LR2000 to be able to create the record in LRAM. The LR2000 “Case Disposition” must be “Pending” or “Authorized”.

**Slide 3:** The purpose of this video is to provide users with a step-by-step guide to create the record in LRAM.

**Slide 4:** You will need to have or view the Serial Register Page (SRP) from LR2000 or have the case file when creating the record.

**Slide 5**: Demonstration: Navigation

“Log” into LRAM through the BLM Application Security System (BASS): <https://web.bass.blm.doi.net:8601/bass2/login.do?dispatch=preparePage>

Enter your “network” user login and password

Select the appropriate LRAM application – UAS-LRAM Production or UAS-LRAM Training

 LRAM Production is the “live” system – LRAM Training is the “practice” system

Select “continue” to get into the system.

Check the “Admin Office” to make sure you’re working in the correct office in case you manage data for more than one office.

To create the record:

-on the main menu, hover over the “Authorizations” button.

-you will see a “dropdown”, click on “Authorization Search”.

-now, click on the “New Authorization” button which is located on the lower right side of the screen above the grid.

The “Authorization Information” screen appears

-to pull data in from LR2000, you must enter the case Authorization Number (aka the Serial Number):

-The “Geo State” is the two-digit alpha state identifier – click on the down arrow and click on the applicable state.

-The “Land Office” is the one to four-digit alpha Identifier – click on the down arrow and click on the applicable state identifier.

-Enter a Prefix (if applicable)

-Enter the Serial #

-Enter the Suffix (if applicable)

-Now, click the “flashlight” icon next to the “Suffix” box and the “Customer” field will populate with the “Holder” name and address from LR2000.

The “Customer Type” will default to “Other” but if the “Holder” is an individual, which also includes a husband and wife, then change the “Customer Type” to “Individual”.

 Note: The “Type” is important so the appropriate business rule governing the billing period is applied.

 If the “Billee” has a different address than the “Holder” in the LR2000, then the “Billee” field will populate.

The “Effective” date and “Expiration” date will be empty if the grant/lease has not been issued.

If the authorization has been issued, then the “Effective” date and “Expiration” date will be pulled from LR2000 when the ”flashlight” icon is clicked

The “Authorization Type” will be derived from the “Case Type” in LR2000 and the “Authorization Status” shows as “Active”.

If this case has the same address as other authorizations, then add this authorization to the “Billing Association” by selecting the appropriate “Billing Assoc” from the drop-down. The “Billing Association” address will print on the bill.

If the payment for the bill is directed to another office other than your “admin office”, then select the appropriate office from the “Payment Center” drop-down.

Miscellaneous Section (Optional entries):

-You can add an “Attention” line to the billing address in this field.

-You can enter the name of the authorized rep in this field but it does not print anywhere. Info purposes only.

-The Customer Ref # is the field you can use to note the “customer’s” identifier for the authorization. This reference field prints on the bill when populated.

Note: BLM serializes the authorizations for tracking purposes; many customers have their own identifier for tracking the authorization.

-The “Comment” and “undefined 1-3” fields are free form but do not print anywhere. Info purposes only.

Click the “Create” Button and the “Land Distribution” screen comes up.

**Note: This “Distribution Error” message appears but will disappear once all the correct data is entered:**

**“Please verify your Fund code, or correct the distribution for State/County Acres must be > 0), and Admin Office(Acres % must sum to 100) for each Land Type specified.”**

Click on the “New Land Type”. The “Case Type” for the authorization will determine the “Land Type” and will autofill these fields.

However, if you are collecting rent for another Federal Agency, you must click the down arrow on the “Land Type” field and select “Land Type 23 Miscellaneous Lands” (the Land Types for other specific Federal Agencies are not active at this time). You can enter the applicable Federal Agency in the “Agency Subdivision Text”. This field is for informational purposes only and does not print anywhere.

Once the “Land Type” fields are populated, click the “Create” button.

 The Land Distribution screen will “pop-up” so you can enter the State & County Distribution.

-Click on the “New Distribution” button and the next screen will pop-up.

- Select the “Geo State” using the down arrow.

- Select the “County” from the down arrow.

- Enter the “County Acres”. Enter acres to three (3) decimal places; LRAM will round up to the nearest 10th.

- Click “Create”.

 To add another state(s) and/or county acres click the “New Distribution” button for each line entry and click “Create”.

Click on “New Office”. These fields will default to the “Admin State” and “Admin Office” for this case

Click “Create”.

Note: If all the Land Distribution data is entered and entered correctly, then the red “Distribution Error”

message no longer shows.

Click “Cancel”. (Note: Cancel means back to previous screen.)

Now you have created the “Authorization Record” in LRAM.

**Slide 6**: **Conclusion**

The purpose of this video was to show step by step how to create a record in LRAM for an Authorization when billing for cost recovery fees, rent, MW capacity fees or barrel fees.

Now that you know how to create the record in LRAM for an Authorization, I will show you how to create a Courtesy Statement (CS).