Now as I previously indicated show you on the login page how to establish an account by requesting a WIS account using the online form and at the same time we're going to talk a little bit about WIS passwords and the criteria that needs to be used to set up a WIS password.

The fourth bullet down from the top of the section that says your options for using WIS there is the link to request a user account. What we can do is click on that, use your account and it should open up a form similar to this. When you're requesting an account you're going to focus on section one and only section one. So the first thing you'd want to do is type in your e-mail address and I'll apologize for my typing skills.

Now one of the things that you'll quickly learn is that there are minimum standards for passwords in WIS. Your password needs to be a minimum of 12 characters long, a mix of upper and lowercase letters, at least one number and one special character. Again a minimum of 12 characters, a mix of uppercase and lowercase letters, at least one number and one special character; try the following password and you know just to make it difficult for you we ask you to type it twice in the very same fashion. What we'd like you to do is put in your mailing address, your first name, middle initial and last name will show up in the contact name. We've pre-loaded some contact titles. Hopefully there is a contact title in this list that is applicable to your situation. After you've selected a contact title; like you to fill in your phone number. Fax numbers are optional. For first time users we like you to select at least one or more BLM offices; there is a pull down list showing the individual names of the offices that we deal with- that deal with oil and gas on a bureau-wide basis. Like you to select at least one; one thing that you will notice is we've got Indian field offices designated in the 10 offices where we do have Indian trust properties. That'll be critical later on in our demonstration as far as selecting which office to send your document to. Once you've selected at least one or more field offices you can scroll to the bottom of the page, click on continue; if we've done everything right it'll come to this page. If not it'll take you back to the previous screen it will tell you how to correct your submission. You don't have to worry about any information in this screen. You can click on submit and you'll notice that this is kind of a verification; you don't have to do anything on this particular screen except click close and when you are successful it will return you to the WIS home page.

Okay before we move off this screen I'd like to point out 1 item that might cause concern for you along the way. I want you to notice the announcement right here as far as configuration of your browser to use TLS. In the event that when you open up this screen, if you get a page cannot be displayed the first thing I'd like you to do is check your browser settings. The way you do that is go to tools, select internet options, the advanced tab and on the advance tab pull that slider bar all the way down to the bottom and make sure you have use TLS 1.0 checked. A lot of times this setting will come off if you do a web browser update or anything like that but if you get a page that cannot be displayed anywhere along in the process; the first thing you want to do is check TLS being selected.

The next item is the process that will occur once you submit your request for a user account. The user account request comes to my office and when I do that I get an e-mail notice that says I have an incoming account request. I'll do a quick administrative review of that account request, set up your profile and then in an e-mail back to you, you'll be notified that your user account has been activated. It'll contain a temporary password that'll allow you to log in the first time and also if you're the first time user in your company; if you're the first WIS user in your company it'll have a word attachment in there referred to as a trading partner agreement which we will talk about next.

A trading partner agreement is required for each company that uses the well information system. Normally the first individual signing up for an account in a given company is required to execute an agreement with the BLM called a trading partner agreement. Only one trading partner agreement is needed for a company and once you activate your account you have 45 days to file a trading partner agreement with the Bureau of Land Management. A trading partner agreement will be a word document that's sent in the e-mail that you'll get when your account is activated. Trading partner agreement is about 8 pages long and has a few spots for you to fill in information about your particular company, your mailing address and individual points of contact. The trading partner agreement is basically an agreement between BLM and your company as doing business electronically using the well information system. Within a given company we can have multiple accounts; there is no limit to the number of accounts that can be held within a particular company. We can add accounts anywhere along the way as people join your organization. We can also close accounts as people leave your organization. We can also transfer accounts between individuals. For example if an individual left your organization and all of their work was transferred to another individual; what we can do is transfer that account to the new individual so they can see the history of all the transactions that occurred previously within the organization for that particular individual. Again there are no limits. We can add, close or transfer at any time. You may contact the WIS administrator to take action of any type; there will be a link on the home page or you can contact the WIS administrator and also at the end of this presentation; in the resource section we will have a page that will show the WIS administrator information and you can contact them that way.