

NATIONAL FLUIDS LEASE SALE SYSTEM

U.S. Department of the Interior | Bureau of Land Management



“Introducing the NFLSS Public Portal” Tutorial

Final Transcript

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Welcome to the EOI Module training class, “Introducing the NFLSS Public Portal.”

In this course, we’ll introduce the National Fluids Lease Sale System, called “NFLSS” for short. We’ll go through the key features of the public portal, and then summarize what we’ve talked about.

The National Fluids Lease Sale System is the new web portal for submitting Expressions of Interest, or EOIs. Here we have a screenshot of the public portal. This is the landing page that has information about submitting expressions of interest.

Now let’s go through some of the key features of the public portal. We’ll go through the home page features, navigational features, the online EOI submission form, and context-specific online help.

On the NFLSS Public Portal home page, you’ll see a variety of features. At the top, we have a banner that identifies the system, “National Fluids Lease Sale System.” At top right, we have some logos for the BLM and the Department of the Interior. At the left, you’ll see the left-navigation menu, which includes links to frequently used resources and features.

The right-hand portion of the screen is the main content area, and this is where you have the heading, “Welcome to the National Fluids Lease Sale System,” and there is a link in the lower right-hand corner so that you can view important information about expressions of interest. Also notice at bottom right a button to create new EOIs.

The NFLSS Public Portal has a variety of navigational features to help you move around in the application. One of the main features is the left-navigation menu. This menu includes links to frequently used features. The application also has a link to “Home,” as well as navigational buttons such as “Next” and “Back” to move between screens while working within a specific area of the application.

So let’s go through the links that are available in the left-navigation menu. For the initial release of the system, the EOI Module, the following links are available: All EOIs, Create New EOI, About NFLSS, Lease Sale Schedule, BLM Newsroom, BLM State Offices, and Frequently Asked Questions, or FAQs.

Now we’re going to go through the steps for submitting an expression of interest via the NFLSS Public Portal.

The EOI submission process consists of four steps: Step one - enter nomination information, Step two - enter the land descriptions for this nomination, Step three - review the data that you’ve entered, and Step four – click Submit.

The EOI submission process is accessible through the “Create New EOI” button. When you click on this button, a dialog that’s titled “Acceptance of Terms” will pop up. Below the Acceptance of Terms title, the modal includes text that begins with, “This is a U.S. Government Computer System, before continuing, please read this Disclaimer as well as the Privacy Statement.”

You have two options: You may click “I Do Not Accept” – which will return you to the NFLSS Public Portal landing page. If you click on “I Accept these Terms and Conditions,” you will be directed to the Create EOI Form: Nominator Information page, and there you can begin entering information about the nomination.

Step one of the EOI submission form is to enter information about the nominator. You will see at the bottom of the screen some of the fields that are on the form.

First you will enter the name of the nominator. That's a required field. You will enter a company name, but this field is not required, and then enter contact information about the nominator: the address line 1; address line 2, which is optional; the city, which is required; select a state from the drop-down list, also a required field; and the zip code.

We also have a field for the Zip Plus 4, and that is an optional field. In addition, phone number and email address can be entered, and they are also optional fields.

The public portal has a feature that allows nominations to be submitted anonymously. If you wish to be anonymous, you can click on a button that is called "Skip This Step." In this scenario, the nominator name will be populated with the generic "Nominator" value, and you can proceed with the other steps in creating an EOI, skipping through that nominator information form.

Once nominator information has been entered, the second step in the EOI submission process is to enter land descriptions. To enter the first land description, click the "Add Lands" button. The first land description data entry screen will be displayed. On this screen, first select the geographic state where the nominated land is located.

Select the meridian for the nominated land, then click "Next" to bring up the next data entry screen.

The second screen is for entering township information. First enter a number for the township, then there's an area to enter the fraction. When lands are located in a fractional township, select the correct fraction for the township to correctly identify where the nominated lands are located. The values for fraction include whole, quarter, half, and three-quarter.

After you've entered fraction, enter the direction for the township.

Click "Next" so that you can begin entering information about the range. You'll enter the range number, and then the fraction for the range. When lands are located in a fractional range, select the correct fraction to correctly identify where the lands are located. You can select from whole, quarter, half, or three-quarter.

After you've entered the fraction, enter the direction for the range. Next, you will have a field for entering the section number. Complete that field, and then go to the Survey Type field. The survey type helps describe the subdivision. The next field on the form is Land Type. This field is optional. After entering Land Type, go to the Percent of US Mineral Interest field. For many land descriptions, a hundred percent is the default value, but you are able to change that. So, if you happen to know that the US Mineral Interest is less than a hundred, you can type in a value such as 95.4, 78.1, or whatever.

The next forms on the field are related to the surface owner information. First you will select an item in a drop-down list. The choices are Other or Federal.

If your land is split estate, select Other from the surface owner drop-down list. If the nominated land is federal land, select Federal from the surface owner drop-down list. Then go to the next field, which is for subdivision. Enter information to further describe the subdivision.

The last field on the form is called Notes, and that is a free form text field where you can enter whatever you want to help the BLM understand the lands you are nominated.

That is the last field, and, at the bottom of the form there's a button where you can click to continue in the process. Click "Add" and then the system will show a summary for the land description you've entered.

If you have additional land descriptions that you want to add to this expression of interest, then you will repeat "Step 2: Enter Land Description" for each additional nomination.

One of the features of the NFLSS Public Portal is context-specific online help. At the top right of each page, when you're entering data into the system, there is a Help link. You may click on that link at any time and it'll pop up a new window that provides important information about the required fields on the form, and any other context-specific help that will guide you through the EOI submission process.

Step three of the process is to review the data you've entered. Before submitting the EOI, first review all information that you've entered for this nomination. If all the data looks correct, proceed to the next step. If you have found any inaccuracies, you may go back and make necessary corrections.

Step four is to submit the EOI. When all the data has been entered accurately, click the Submit button. The system will then display an EOI Submission Confirmation screen.

The EOI Submission Confirmation has important information about your expression of interest. It's important to keep track of this information if you need to contact the BLM regarding your submission.

This form includes the EOI tracking number, the submitted date, the administrative state, and the contact information for the state office that will be processing your EOI. The first three pieces of information are needed so that you can identify the nomination if you have any questions.

So be sure to keep track of the EOI tracking number, the date you submitted the nomination, and the administrative state that will be processing your EOI.

In this training session, you've learned about the key features of Release 1 of the National Fluids Lease Sale System. Key features of the Public Portal EOI Module include the home page, navigational features, Submit EOI, and the EOI Submission Confirmation page.

Keep in mind that, when navigating through the website, the public portal includes context-specific help pages which contain information that will guide you through the process of submitting your expressions of interest.

This concludes our webinar. Thank you very much for your participation.