

Annual Production Form 122:

Form Section	Key Information
1. Form Information	<ul style="list-style-type: none"> •Input Organization, Reporting Period and Description (Recommended to add reporting period).
2. Operator Information	<ul style="list-style-type: none"> •Will be pre-populated and provide opportunity to link existing or new contacts to the form •Adding a new contact will make that person a contact for this form, but does not add them as a contact for the company.
3. Monthly Data	<ul style="list-style-type: none"> •Displays the current data that has been either reported or estimated for each month. •This page is read only, if updates are required, please submit the proper monthly form.
4. Annual Data	<ul style="list-style-type: none"> •This is the only section that allows for data entry within the form. •Contains pre-populated fields.
5. Document Upload	<ul style="list-style-type: none"> •Upload any relevant documents related to the well summary form (i.e. budget assessment report, pump receipt, etc.)
6. Form Submit	<ul style="list-style-type: none"> •Review submitted data before final submission. •Associate other forms, add comments and check acknowledgment.
7. Confirmation	<ul style="list-style-type: none"> •Confirmation that submittal was successful (or not).
8. Review Comments	<ul style="list-style-type: none"> •Internal users can review comments submitted by form submitter. •Internal or External user can add comments about the review.
9. Review	Internal user sets review status: Pass, Return or On Hold