# Online Annual Reporting System User Guide

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Online Annual Reporting System User Guide

This user guide is an overview of the Online Annual Reporting System (OARS). OARS allow the owner or operator of a mining operation to submit their annual report forms and make payments online. Blue underline text in this document are quick links to important information. You will need the Mining Operation Annual Report Instructions, located on our website, to complete each section of the annual report. MOARS Terms of Use Version: 5/12/2020.

Note: Screen examples in this document may not exactly match those in the web application as the application may undergo additional improvements.

• Web Browser Requirement: Google Chrome (Download)

Instructions for Submitting Online Forms

Documents below are located on our website:

• Mining Operation Annual Report, form MRRC-2 (Annual Report) must be submitted no later than July 1 annually. Whether you chose to file your Annual Report online or through the postal service, you are required to file the Annual Report and pay the associated reporting fee no later than July 1.

• Low Gross Exemption Fee Request, form MRRC-4L must be submitted online first no later than July 1 or it will be denied; afterwards you will be directed to file your Annual Report.

• Multiple-Site Single Fee Request, form MMRC-4M must be submitted online first no later than July 1; afterwards you will be directed to file your Annual Reports.

• Make a Payment (First Data) allows you pay your reporting fee payment online by electronic funds transfer (EFT). Payment no later than July 1 to avoid any additional fees.

Main Menu Screen
Low Gross Exemption Fee Request

**Note:** Low Gross Exemption Fee Requests are not accepted after the Annual Report due date of July 1st.

**Begin the Process**

1. Click **Submit** for Low Gross Exemption Fee Request on the main page.

**Start Form**

2. Enter your **Mine ID** number.

3. Enter the login **Mine Code** provided in the Division of Mine Reclamation (DMR) courtesy letter. Contact DMR Reporting Analyst at (916) 323-9198 if need your code.

4. **Report Year** will auto-populate.

5. Check the box after reading the **Terms of Use**.

6. Click **Next** to open the online version of the Low Gross Exemption Request; form MRRC-4L.
1. Answer Questions

7. Close the side navigation menu so you can perform entry into the page.

   **Note:** You can re-open the side navigation menu by clicking **Menu** at the top of the page. Also, each time you submit and go to a new page, the menu will re-open.

   ![Menu](image)

   The current form will be highlighted in the navigation menu. As you proceed, the completed forms will display a checkmark.

8. Select **Yes** or **No** as appropriate to answer the questions for the current reporting year.

   ![Questionnaire](image)

9. Click **Next**.
NOTE: For the PDF version of the request form, see *Low Gross Exemption Fee Request Form* provided on the [DMR Forms webpage](https://example.com).

### 2. Low Gross Exemption Fee Request

10. Enter the **Annual Gross Income**.

   **Note:** Be sure to “black out” your sensitive information such as your social security number before uploading.

12. Enter the date that the Reclamation Plan was approved by the Lead Agency.

13. Enter the date that the Financial Assurance was approved by the Lead Agency.

**Note:** Entering Dates  
Choosing a different year or month in a Date Selector without scrolling:
a) Click the Calendar icon to the right of any Date field.

b) In the Calendar pop-up window, you can click the month and year in the heading at the top to change the view to show all months for the selected year. Continue clicking the heading to select other years or decades.

c) Once you have located the correct year or range of years, you can drill into the displayed options to choose a specific date.
3. Submitted By

14. Enter the information for Signature and Title. Date is auto-populated.

15. Click Next

Preview and Submit

16. Review the information in each section on the Preview page. If needed, use the left navigation menu to return to a specific section to make corrections.

17. Once you have verified all the information is correct, check the box at the bottom of the page and click Submit to send the request to DMR.

Note: Corrections cannot be made after submission.

18. A message indicating that you have successfully submitted your Low Gross Exemption
Fee Request will be displayed.

19. You will be provided an option to download a PDF copy of the submitted request, an option to begin the Annual Report submission process, and an option to return to the home page.
Multiple Site Single Fee Request

Begin the Process

1. Click **Start** for *Multiple Site Single Fee Request* on the main page.

Start Form

2. Enter your **Mine ID** number.

3. Enter the login **Mine Code** provided in the Division of Mine Reclamation (DMR) courtesy letter. Contact DMR Reporting Analyst at (916) 323-9198 if need your code.

4. **Report Year** will auto-populate.

5. Check the box after reading the **Terms of Use**.

6. Click **Next** to open the online version of the *Multiple Site Single Fee Request*, form MRRC-4M:

1. Answer Questions

7. Select **Yes** or **No** as appropriate and provide the reporting year.

   **NOTE:** For the PDF version of the request form, see *Multiple Site Single Fee Request Form* provided on the [DMR Forms webpage](https://www.conservation.ca.gov).
8. Click Next

2. Mines Included in Request

9. Enter the following information for each Mine ID in the request (entry for at least two Mine ID numbers is required):
   a) Enter the Mine ID.
   b) Enter the Primary Commodity.
   c) Enter the Amount Produced.
   d) Units of Measure will be auto-populated.

   **Note:** Amount of Production is not pre-populated, if you are filing zero amount of production please input a 0.
Note: Be sure to click Save Changes to commit your changes to the record.

10. Click Next.

3. Submitted By

11. Complete all required fields on the form.

12. Click Next.

Preview and Submit

13. Review the information in each section on the Preview page. If needed, use the left
navigation menu to return to a specific section to make corrections.

14. Once you have verified all the information is correct, check the box at the bottom of the page and click **Submit** to send the request to DMR.

**Note:** Corrections cannot be made after submission.

15. A message indicating the request was successfully submitted will be displayed on a new page. You will be provided an option to download a PDF copy of the submitted request, the ability to specify a mine(s) for which to begin the annual report process, and a button to return to the homepage.

**NOTE:** The reporting fee payment is prorated per the number of mines requested to be considered for the Multiple Site Single Fee Request.
Standard Annual Report

Begin the Process

**NOTE:** As you proceed through the forms below, most data fields will pre-populate from the previous annual report submission.

1. Click **Submit** for Standard Annual Report on the main page.

Start Form

2. Enter your **Mine ID** number.
3. Enter the login **Mine Code** provided in the Division of Mine Reclamation (DMR) courtesy letter. Contact DMR Reporting Analyst at (916) 323-9198 if need your code.
4. The **Report Year** will auto-populate.
5. Check the box after reading the **Terms of Use**.
6. Click **Next** to open the online version of the Annual Report; form MRRC-2.
01: Company Operating

7. Close the side navigation menu so you can perform entry into the page.

   **Note:** You can re-open the side navigation menu by clicking **Menu** at the top of the page. Also, each time you submit and go to a new page, the menu will re-open.

The current form will be highlighted in the navigation menu. As you proceed, the completed forms will display a checkmark.

8. Complete all required fields in the form to provide name and contact information for the company site contact.
9. Click **Next**.

**NOTE:** You cannot make changes to the **Company Operating** name as this requires a separate process from DMR. Call DMR at (916) 323-9198 and ask for the Reporting Analyst assigned to your County for assistance. If you need to submit a report with a company name that is different from how it appears in the online form you will need to submit the report using the PDF version. For the PDF version of the report form with a fillable calendar year, see **Annual Report Form** provided on the [DMR Forms webpage](#).

**02: Designated Agent**

10. Complete all required fields in the form to provide name and contact information for the designated agent for the site.
11. Click **Next**.

**03: Owner of Mining Operation**

12. Complete all required fields in the form to provide contact information for the owner of the mining operation.

   **Note:** You cannot make changes to the **Owner Name** as this requires a separate process from DMR. Please call DMR’s at (916) 323-9198 and ask for the Reporting Analyst assigned to your County for assistance.

13. If you have either bought or sold this operation during the reporting year, please enter the date of this transaction. Otherwise, leave these fields blank.
Note: Entering Dates

Choosing a different year or month in a Date Selector without scrolling:

a) Click the Calendar icon to the right of a Date field.

b) In the Calendar pop-up window, you can click the month and year in the heading at the top to change the view to show all months for the selected year. Continue clicking the heading to select other years or decades.
c) Once you have located the correct year or range of years, you can drill into the displayed options to choose a specific date.

14. Click Next.

04: Land Owner and Parcel

15. Review the existing information for the Land Owner and Parcel Number. As needed you may do the following:

- Enter a new Land Owner or Parcel Number by clicking Add New Record at the top of the appropriate section of the form.
- Remove an existing record by clicking Delete at the right of the record to be removed. If you do this, you will see a confirmation message, click OK to confirm
or **Cancel** to abort the change:

- Click directly into a field to edit the contents.
- Discard any changes you have made by clicking **Cancel Changes**.
- Save your changes by clicking **Save Changes**.

**Note:** Once you have finished making changes, you must click **Save Changes** to commit your changes to the **Land Owner** or **Parcel Number** record.

**04. Land Owner and Parcel**

**Land Owner**

- Add new record
- Save changes
- Cancel changes

**Parcel Number**

- Add new record
- Save changes
- Cancel changes

**NOTE:** More than one **Land Owner** and more than one **Parcel Number** can be entered. However, at least one must be identified for each.

16. Once you have completed the form, click **Next**.

**05: Status of Mining Operation**

17. Select one **Mining Status** from the radio buttons, including dates and file attachments as appropriate. Status options are as follows:

- Newly Permitted
- Active
- Idle
- Closed
- Closed with completed reclamation certification
18. Once you have completed the form and attached any needed documents, click **Next**.

**06: Status of Reclamation Activities**

19. Select the appropriate status.

**NOTE:** Certain selections may be dimmed based on the selection in Section 05.

**NOTE:** If you select that the reclamation has been certified, please provide dates as applicable.
20. Once you have completed the form, click Next.

07: Inspection Status

21. Complete the questions on the form.

Note: If you select No regarding receiving a copy of the report form, a text box will appear for you to enter an explanation.

22. Once you have completed the form and attached any needed documents, click Next.

08(a): Reclamation Plan

23. Answer all questions as applicable, selecting Yes or No to indicate whether a reclamation plan has been approved.
24. Once you have completed the form, click Next.

08(b): Reclamation Amendments

25. Select Yes or No as applicable.
NOTE: If you select Yes, please provide the additional information.

26. Click Next.

09(a): Cost Estimate (FACE)

27. Select the applicable response to the question regarding a Financial Assurance Cost Estimate being approved and enter the date as applicable.

Note: If you indicate No with no submission pending, a text box will appear for you to enter an explanation.

28. Click Next.

09(b): Financial Assurance Mechanism Approval

29. Select the appropriate response to the question regarding Financial Assurance Mechanism(s) being approved.
Note: If you indicate No with neither a submission nor appeal pending, a text box will appear for you to enter an explanation.

30. Click Next.

**09(c): Financial Assurance Mechanism Types**

31. Click Add New Record to provide **Financial Assurance Mechanism(s) Type**.

Note: One or more Financial Assurance Mechanism is required.

Note: Once you have finished, you must click **Save Changes** to commit your changes to the record.

32. Click Next.
10: Boundaries of Mining Operations

33. Attach survey(s) as applicable and complete the form.

![Image of Boundaries of Mining Operation](image)

**Note:** If you made changes to County information, be sure to click **Save Changes** to commit your changes to the record.

34. Click **Next**.

11: Mining Types

35. Identify one or more **Mining Types**. You may add, edit, and/or delete records on this form.
Note: If you made changes to this form, be sure to click Save Changes to commit your changes to the record.

36. Click Next.

Note: For a list of all types, see page 7 of Annual Report Instructions provided on the DMR Forms webpage.

12: Distributed Acreage

37. Question 1: Approximate Disturbed Acreage will pre-populate from the previous annual report submission.

38. Question 2: Enter the information.

39. Question 3: This is calculated for you.

40. Question 4: Enter the information.

41. Question 5: This is calculated for you.
42. Click Next.

13: Acres

43. Check the appropriate box(es) and enter the associated information.

44. Click Next.
14: Assessed Value

45. Enter the Assessed Value.

46. Click Next.

15: Commodities and Production

47. Provide your Primary Commodity, Amount of Production, and Unit of Measure. No pre-populated information.

Note: Amount of Production is not pre-populated, if you are filing zero amount of production please input a 0.

48. Provide your Other Commodities, Amount of Production, and Unit of Measure.

Note: Amount of Production is not pre-populated, if you are filing zero amount of production please input a 0.
Note: If you made changes to this form, be sure to click Save Changes to commit your changes to the record.

49. Click Next.

Note: For a list of all categories, see page 8 of Annual Report Instructions provided on the DMR Forms webpage.

16: Fee Schedule

50. All payment fees will automatically calculate on this page. A payment statement will be sent to you via e-mail when completed.

51. Click Next.

Note: For a breakdown of the Fee schedule, see Fee Schedule provided on the DMR Forms webpage.
17: Submitted By

52. Complete all required fields on the form.

53. Click Next.
Preview and Submit

54. Review the information in each section of the 17 sections on the Preview page. If needed, use the left navigation menu to return to a specific section to make corrections.

55. Once you have verified all the information is correct, check the box at the bottom of the page and click **Submit** to send the report to DMR.

**Note:** Corrections cannot be made after submission. An email confirmation will be sent to the email provided and will also include a confirmation of any associated Low Gross Income Request or Multi Site Single Fee Request if applicable.

56. A message indicating the Annual Report was successfully submitted will be displayed. You will be provided an option to download a PDF copy of the submitted report, the ability to specify an additional email address to which a report copy will be sent, and a button to return to the homepage.

**Note:** You may now return to the main page and begin making a payment through the Online Payment System.
Online Payment System Instructions

DMR accepts electronic payments in the form of an electronic check using the Online Payment System that will redirect you to the First Data website. Please review the Terms.

1. Click Start for Make a Payment on the main page.

2. Select the Fee Payment Type for the report:

![Select Payment Type](image)

- Standard Annual Report (MRRC-2)
- Multiple Site Single Fee (MRRC-4M)
- Low Gross Exemption Fee (MRRC-4L)
- Initial Report (OMR-3)
- Late Fee, Interest Penalty and Administrative Penalty
3. Enter all required information and follow any on-screen instructions.