

Monthly and Quarterly Form Section guide:

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. EDD Submission	<ul style="list-style-type: none"> •Electronic Data Deliverable •(Optional) Download the EDD Template and fill out all fields •Form
4. Production, Injection, Allocation or Disposition Data	<ul style="list-style-type: none"> •This section is the only section that differs within all monthly and quarterly data forms (Monthly: OG110, OG110B and OG110D; Quarterly: 110Q, 110BQ and 110FQ)
5. Document Upload	<ul style="list-style-type: none"> •Upload any relevant documents related to the well summary form (i.e. OG110 and 110 form snapshots, form 122 snapshot 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