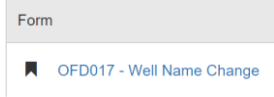
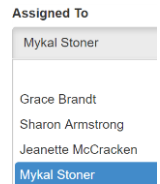
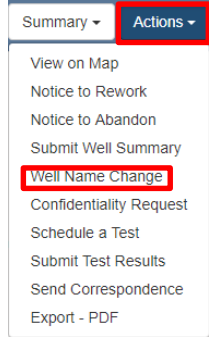


Well Name Change

Quick Reference Guide



Submit Well Name Change	Helpful Hints
<ol style="list-style-type: none"> 1. Use the search box to search the well API. 2. Select the well to enter the Well Details page. 3. Use the Actions button to select Well Name Change. 4. Enter in the Operator and Form description in Section 1. Form Information. 3. Enter Contact Information in Section 2. Operator Information. 4. Select applicable wells and submit proposed name change(s) in Section 3. Well Information. 5. Upload all pertinent permit documentation in Section 4. Upload Documents. 6. Finalize and acknowledge the Well Summary submission in Section 5. Form Submit. 	<p>Comments:</p> <ul style="list-style-type: none"> • There are many locations to add comments. • Comments cannot be edited or removed once created and are viewable by the operator, other Division staff, and eventually the public.
<h3>Review Well Name Change</h3>	
<ol style="list-style-type: none"> 1. From My Tasks select the blue Well Name Change Review Well Name Change Review – Final Determination task. The description name will be different for each well. 2. Click the Edit button 3. Set the Assigned To box to your name from the drop down list. 4. Status will automatically change to In Progress. 5. Click Save. 6. Select the blue Form hyperlink to view the form. 7. Review the data submittal. 8. If needed add comments to Section 7. Review comments. 9. In Section 8. Review select the task claimed in step 1. (the name of the task will match the name from step 1. 10. Set Status of the review to Approve, Deny, Return, or On Hold. 11. Return to Task Detail page. (It should still be open in a separate tab, but if not find it on the My Tasks page by searching for tasks assigned to you. 12. Click the Edit button. 13. Change Status to Completed. 14. Click Save. 	<p>Useful Information</p> <ul style="list-style-type: none"> • It is recommended to enter “Well Name” in Description on Section 1. Form Information so that this information can also be used to locate the form. • Grayed-Out fields are read-only and were entered when the NOI was created. • More than one well designation can be edited at the same time • Only wells owned by the Operator specified in Section 1. Form Information can be changed



Well Name Change



Well Name Change Form Section guide:

Form Section	Key Information
1. Form Information	<ul style="list-style-type: none">•Input Organization.•Description (Recommended to add Lease and Well Name).
2. Operator Information	<ul style="list-style-type: none">•Will be pre-populated if the form was opened from the Operators Detail page.•Adding a contact here makes that contact the contact for this form, but does not add them as a contact for the company.
3. Well Information	<ul style="list-style-type: none">•Locate wells that need name changes.•Input the proposed well name changes.
4. Document Upload	<ul style="list-style-type: none">•Upload any relevant documents related to the well name change form. (i.e. logs, history, directional survey, maps)
5. Form Submit	<ul style="list-style-type: none">•Review final submission.•Associate other forms, add comments, check acknowledgment.
6. Confirmation	<ul style="list-style-type: none">•Confirmation that submittal was successful or not.
7. Review Comments	<ul style="list-style-type: none">• Internal or External user can add comments about the review.
8. Review Comments	<ul style="list-style-type: none">• Internal user sets review status: Approved, Denied, Returned, On Hold.