

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

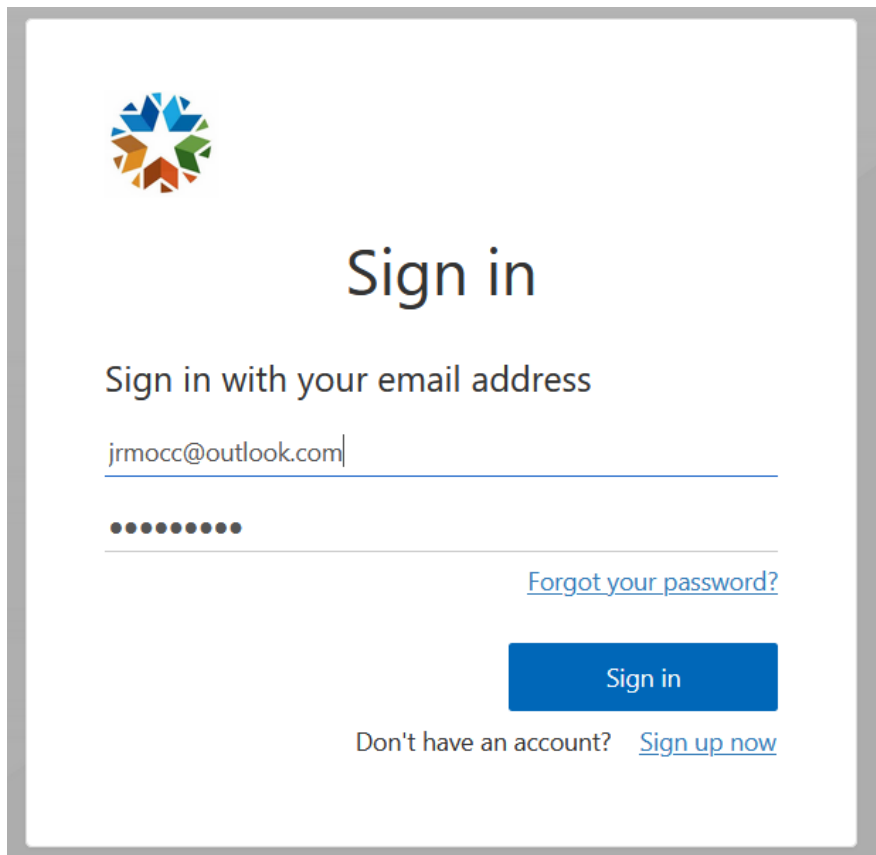
This user guide is to assist with holders reporting unlocated mineral owner payments through OGCD new online reporting system “OGIMS” – Oil & Gas Information Management System.

Navigate to <https://ogims.public.occ.ok.gov/>

## Step 1:

Registered User - Begin the process by entering your user id and password. Click “**Sign In**”.

Unregistered or No Account - Begin the process by clicking on “**Sign up now**”. Use the [New User Access Request Guide](#) to complete registration and to obtain access to the operator within OGIMS. Once completing the access guide, continue to page 2.



The screenshot shows the OGIMS Sign in page. At the top left is a circular logo composed of colorful triangles. Below the logo, the text "Sign in" is displayed in a large, dark font. Underneath, it says "Sign in with your email address". There is an input field containing the email address "jrmocc@outlook.com". Below the email field is a password field represented by a series of dots. To the right of the password field is a link that says "Forgot your password?". At the bottom center, there is a blue button labeled "Sign in". Below the button, it says "Don't have an account?" followed by a link that says "Sign up now".

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## Step 2:

1. Open in **“My Dashboard”**

Note: If you bookmarked your page when the forms tab was open then you will open in forms. Redo your bookmark when on the My Dashboard screen.

2. Select Operator from drop down arrow

3. Select **“MOEA Details”** tab

4. Begin new 1081 by clicking on **“+ New 1081”**

The screenshot shows the OGIMS Oil & Gas Information Management System interface. The left sidebar contains navigation options: Home, My Dashboard (highlighted with an arrow), Forms, MOEA Search, Request Access, and Test (version: 1.0.4). The main content area is titled 'My Dashboard' and features a 'My Operators' section with a table of operators. Below this, there are tabs for 'Surety Details' and 'MOEA Details' (highlighted with an arrow). A '+ New 1081' button is located in the top right corner of the MOEA Details section (highlighted with an arrow). The MOEA Details section contains a table with columns for Form, Status, Date Created, and Date Modified, listing several Form 1081 entries.

Form	Status	Date Created	Date Modified	
<a href="#">Form 1081</a>	Draft	09-22-2023 12:08:25	09-22-2023 12:08:25	
<a href="#">Form 1081</a>	Waiting For Payment	09-11-2023 10:32:40	09-11-2023 10:36:12	
<a href="#">Form 1081</a>	Draft	08-31-2023 12:17:03	09-19-2023 13:56:39	
<a href="#">Form 1081</a>	Waiting For Payment	08-31-2023 09:58:42	09-15-2023 11:04:13	

Tip: Always work in OGIMS using full screen mode.

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## Step 3: Form 1081 Report Information

1. Verify you are reporting under the correct operator ID and Name.
2. Select report type **“Operator”**
3. Input Reporting Period
4. Input Report Filer
5. Input Report Filer Address
6. Input Bank Information (Optional)

OGIMS

24 [REDACTED] | BLUE [REDACTED]

### Form 1081 Report Information

Select a report type \*

Operator

Reporting Period

Starting Month \* Starting Year \* Ending Month \* Ending Year \*

August 2022 July 2023

<b>Report Filer</b> First Name *	<b>Report Filer Address</b> Address *	<b>Bank Information</b>
John	PO BOX 6000	Bank Name
Last Name *	Address (line 2)	Escrow Account Number
Doe		<input type="checkbox"/> Include Address
Phone Number *	City * State/Country * Post...	Address
405-555-1212	Oklah Oklahoma - United States 73109	.....
Email Address *		Address (line 2)
jdoe@test.com		

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 3: Form 1081 Report Information – Continued

7. Attach File (Optional) Used for attaching informational plugging reports or well transfer reports.  
DO NOT ATTACH A FORM 1081

Note: You will not be able to navigate back to this screen to attach documents once you begin the report.

8. Click “**Begin Report**” – If the Begin Report tab is not highlighted then a required field has not been completed. Required fields are indicated by a “\*”.

405-555-1212      Oklah Oklahoma - United States ▼      7310!

Email Address \*  
jdoe@test.com

Address  
Address (line 2)  
State/Country  
City      Postal ...

Optional - Attach supporting documents.

Attach File

Name ◯	Group ◯	Type ◯
No data to display		
0 total		

Back      Begin Report

Assistance with OGIMS is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call [405-521-2331](tel:405-521-2331) or e-mail: [OGIMS@occ.ok.gov](mailto:OGIMS@occ.ok.gov)

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 4: Form 1081 Reporting

1. Click on “Continue Online Entry”

My Dashboard / Form 1081

### Form 1081 Reporting

[Continue Online Entry](#)

[Return to 1081 Report Information](#)

Assistance with OGIMS is available from 8:00 a.m. to 4:30 p.m. Monday - Friday, except for legal holidays. Please call [405-521-2331](tel:405-521-2331) or e-mail: [OGIMS@occ.ok.gov](mailto:OGIMS@occ.ok.gov)

## Step 5: Pooling Orders

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

1. Select **“Product Type”** – Options are Oil, Gas or Oil and Gas (Required Field)
2. Click on **“+ Pooling Order”**
3. Select **“Operator’s orders”**
4. Select **“Select All”**
5. Click on **“Submit”**

My Dashboard / Form 1081 / Operators

**OIL AND GAS CONSERVATION DIVISION**  
P.O. Box 52000  
Oklahoma City, OK 73152-2000  
405-521-2331  
occcentralprocessing@occ.ok.gov

**Report Details**

Start	End	Report Type
8 / 2022	7 / 2023	Operator

**Report Filer**

Name	Phone	Email	Address
John Doe	4055551212	jdoe@test.com	PO BOX 6000 Oklahoma City OK 73105

**Bank Information**

Name

### Operators and Pooling Orders

Add operators whose funds are being held and navigate to their pooling order reports

24 **BLUE** 0 Order(s) | \$0.00  Orders Complete

Product Type

**+ Pooling Orders**

Product type required

Order #	Date	Status	Escrow balance	Bonus	Revenue submitted	Total due to OCC	Actions
No data to display							

0 total

## Select which pooling order(s) to include on the Form 1081

Filter Orders

Select All	Active on Order	Order #	Date
<input checked="" type="checkbox"/>	Active	735728	07-13-2023
<input checked="" type="checkbox"/>	Active	735615	07-10-2023
<input checked="" type="checkbox"/>	Active	735512	07-05-2023
<input checked="" type="checkbox"/>	Active	711495	05-12-2020
<input checked="" type="checkbox"/>	Active	676733	04-24-2018
<input checked="" type="checkbox"/>	Active	593825	02-06-2012
<input checked="" type="checkbox"/>	Active	566402	03-25-2009
<input checked="" type="checkbox"/>	Active	545226	10-10-2007
<input checked="" type="checkbox"/>	Active	529080	08-30-2006
<input checked="" type="checkbox"/>	Active	526509	06-28-2006

19 selected / 19 total

1 2

Submit

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 5: Pooling Orders - Continued

The pooling order screen is your primary work screen. The pooling order screen provides your progress and reporting totals. OGIMS tracks the pooling order status in the status column for each pooling order. Status include New, In Progress or Complete. You will work each pooling report separately. Each column can be sorted based on your viewing preference.

6. Click on the pencil icon to report on the pooling order selected.

Product Type  
Oil

+ Pooling Orders

Order #	Date	Status	Escrow balance	Bonus	Revenue submitted	Total due to OCC	Actions
318117	10-21-1987	In Progress	\$0.00	\$0.00	\$0.00	\$0.00	
735728	07-13-2023	In Progress	\$0.00	\$0.00	\$0.00	\$0.00	
472423	02-12-2003	In Progress	\$0.00	\$0.00	\$0.00	\$0.00	
441698	06-05-2000	In Progress	\$0.00	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00	

4 total

Report Grand Totals:

Escrow balance	Bonus	Revenue submitted	Total due to OCC
\$0.00	\$0.00	\$0.00	\$0.00

1 total

Delete 1081 Form Submit 1081 Form

**Tip:** We recommend not leaving the report in draft mode for a long period of time. Pooling orders and wells are constantly transferred from one operator to another. If you leave the report in draft mode over a period of time, you will need to check the operating orders again to verify no orders have been added prior to submitting the report.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 6: Reporting – Unlocated Owners & Bonus Payments, Well Association and Revenue Payments

### Unlocated Owners & Bonus Payments

1. Verify unlocated owners are listed correctly.
2. Verify owner status. (**IMPORTANT**) (Status of owners should be updated if needed on this screen even if a bonus payment is not paid.)
3. Add unlocated owner if not on the screen.
  - a. Owners may appear on the add “+ owners” screen. These are owners that may have been previously reported as located, no interest or interest transferred. If owner needs to be added to the report, select their name and click submit.
  - b. Adding owners that do not appear on the “+ Owner” screen. (Only add unlocated owners reported on Schedule A of the pooling order or related to owner originally reported on the schedule.)
4. Report bonus payment if one was paid or in suspense. Note: A bonus payment reminder may appear if a bonus has not been previously reported.
5. Click “Next” once all data has been verified.

My Dashboard / Form 1081 / Report

24 | BLUE  
Pooling Order #441698

1 Unlocated Owners & Bonus Payments 2 Well Association 3 Revenue Payments

**Important:** Verify owner information and statuses before proceeding, even if no bonuses are reported.

Apply bonus payments to owners and update their information  Display Additional Bonus Payments

**+ Owner** Filter by last name

Name	Address	Status	Bonus Payment	Actions
ADAMS, JUANITA		Status Unlocated	\$ Amount \$0.00	

1 total

**Back** **Next**

**Search for an existing owner before adding a new one**

It's possible the owner you are attempting to add already exists. Please search the list of owners and verify no entry exists before adding a new owner.

Last name First name Middle name **Clear**

Select	Name	Address
<input checked="" type="checkbox"/>	DUNN, CAROLYN	

Owner Does Not Exist **Submit**



# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 6: Reporting – Unlocated Owners & Bonus Payments, Well Association and Revenue Payments

### Well Association

Report wells associated with the pooling order.

1. If the information on the screen is correct, you can click **“Next”**.
2. If you need to add a well, select **“+ Well”**.
  - a. Select **“Operator’s wells”**
  - b. Select the well to add by checking the box next to the well and click **“Submit”**.
3. Verify well status is reported correctly.
4. Click **“Next”** once all data has been verified.

My Dashboard / Form 1081 / Report

244 | BLUE  
Pooling Order #441698

1 Unlocated Owners & Bonus Payments 2 Well Association 3 Revenue Payments


**Important:** All well status values are defaulted to active in this form. Please change the value of the well status if it is not active.

**+ Wells** Filter wells by well name or API

Operator's wells	Name	Well #	Status	Comment	Actions
All wells	WHEELER	1-14	Active - Producing	Comments	

1 total

Back Next

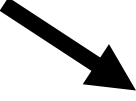


### Select which wells to assign to Order

Select All	API #	Name	Well #	County	Location	Type	Status	Active
<input type="checkbox"/>	35-017-3					GAS	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-017-3					GAS	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-017-3					GAS	(AC) Drilled Not Plugged	Y
<input checked="" type="checkbox"/>	35-017-3					GAS	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-017-3					GAS	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-017-3					GAS	(AC) Drilled Not Plugged	Y
<input type="checkbox"/>	35-017-3					GAS	(AC) Drilled Not Plugged	Y

Selected: 1 | Active: 236 | Total: 243

Submit Close



# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 6: Reporting – Unlocated Owners & Bonus Payments, Well Association and Revenue Payments

### Revenue Payments

1. Select well. Each well is reported separately. (Note: Unprocessed wells are indicated with red exclamation mark.)
2. Assign Owners. Click “Assign Owners” and click “Select All”.
3. Report Revenue Payments
  - a. Enter revenue payment amount in the third reporting column titled “Revenue remitted this period” for each unlocated owner. (Note: Most common reporting type.)
  - b. If the holder utilizes an escrow carrying account balance, report the total balance in escrow and escrow remitted as revenue under the columns titled. Escrow balance cannot exceed \$100 per owner. Escrow account must meet guidelines set within OCC administrative rules.
4. Repeat Steps 2 and 3 for each well.
5. Click “Complete Pooling Report” once all data has been verified and complete. (Note: If you need the pooling report to stay “In Progress” status to conduct more research, click “Back” three times to go back to pooling order screen.

Assign owners to specific wells and apply escrow/revenue balances

Name	Status	Total balance in escrow	Escrow remitted as revenue	Revenue remitted this period	Total due to owner	Comment	Actions
ADAMS, JUANITA	Unlocated	\$0.00	\$0.00	\$0.00	\$0.00	Comments	[Trash]
MCDANIEL, MADEAN	Unlocated	\$0.00	\$0.00	\$0.00	\$0.00	Comments	[Trash]
RGB CORPORATION	Unlocated	\$0.00	\$0.00	\$0.00	\$0.00	Comments	[Trash]
WILSON, ELIZABETH	Unlocated	\$0.00	\$0.00	\$0.00	\$0.00	Comments	[Trash]

Select which owners to assign to this well

Filter owners

Select All

Name	Address
RGB CORPORATION	
WILSON, ELIZABETH	10104 E. 83RD TERRACE RAYTOWN MO 64138-3409

2 selected / 2 total

Submit

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## Step 7: Submitting 1081 Form

Once you have completed all pooling orders and verified all information and totals are accurate you can now submit the report.

1. Once all pooling orders have been completed the Orders Complete box will automatically check and the **“Submit 1081 Form”** button become available.
2. Complete final verification of amounts and information for completeness and accuracy.
3. Click on **“Submit 1081 Form”**

The screenshot displays the OGIMS interface for a pooling order. At the top, it shows '244 BLUE' and '1 Order(s) | \$150.00'. A checkbox labeled 'Orders Complete' is checked, with an arrow pointing to it. Below this, the 'Product Type' is set to 'Oil', and a '+ Pooling Orders' button is visible. A table lists the order details:

Order #	Date	Status	Escrow balance	Bonus	Revenue submitted	Total due to OCC	Actions
318117	10-21-1987	Complete	\$0.00	\$50.00	\$100.00	\$150.00	[Edit] [Delete]
1 total			\$0.00	\$50.00	\$100.00	\$150.00	

Below the table, the 'Report Grand Totals' are shown:

Escrow balance	Bonus	Revenue submitted	Total due to OCC
\$0.00	\$50.00	\$100.00	\$150.00
1 total			

At the bottom, there are two buttons: a red 'Delete 1081 Form' button and a teal 'Submit 1081 Form' button, with an arrow pointing to the latter.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 8: Form 1081 Report Summary -

1. Click on “Sign”
2. Type in your Name and Title (Required)
3. Sign 1081. Hold the left mouse button down and sign name with the box provided.
4. Click “Submit” (Note: Once you click submit, you will no longer be able to modify the report.)

Form 1081 Report Summary  
BLUE [REDACTED] | 24 [REDACTED]

24 [REDACTED] BLUE [REDACTED] 1 Order(s) | \$150.00

Report Grand Totals:

Escrow balance	Bonus	Revenue submitted	Total due to OCC
\$0.00	\$50.00	\$100.00	\$150.00

1 total

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

[Delete 1081 Form](#) [Print](#) [Sign](#) [Payment Options](#)

## Agreement

I declare under penalty of perjury that I have knowledge of the contents of this report and am authorized by my organization to make this report, which was prepared by me or under my supervision and direction, with the data and facts stated herein to be true, correct and complete to the best of my knowledge and belief.

Dated this 26th day of September, 2023

Name\*

John Doe

Title\*

CEO

**Signature Required:** Use either a mouse or touchscreen to sign inside the box below.  
Or select "Sign from File" to fill the signature from a computer file.

Signature box containing a handwritten signature: John Doe

[Clear](#) [Undo](#) [Sign from File](#) [Submit](#)

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9: Payment Options

1. Click on "Payment Options"
2. Three payment options.
  - a. ACH (electronic check) - \$1 per 1081 report (Recommended) - pg 14 - 17
  - b. Credit/Debit Card – 3% fee – pg 18 - 21
  - c. Mail/Walk In Payment – pg 22 - 23

My Dashboard / Form 1081 / Form 1081 Summary

### Form 1081 Report Summary


BLUE [REDACTED] | 24 [REDACTED]

244 BLUE [REDACTED] 1 Order(s) | \$150.00

Report Grand Totals:

Escrow balance	Bonus	Revenue submitted	Total due to OCC
\$0.00	\$50.00	\$100.00	\$150.00

1 total

X   
Signed by: John Doe | CEO Date: 09-26-2023

[Print](#) [Payment Options](#) [My Dashboard](#)

**WARNING – This screen is not the actual invoice. Do not copy this screen and submit with your payment.**

My Dashboard / Pay Invoice

## Form 1081 Invoice

**Important: Forms that require filing fees will not be reviewed or processed until the filing fee is received.**

Invoice Number: 3444991 09-26-2023

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
<b>Total:\$150.00</b>	


A 3% service fee will be added for Credit Card payments.  
A flat \$1 service fee will be added for ACH/Electronic Check payments.

[Form Details](#) [Pay Online](#) [Mail/Walk In Payment](#)

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.a - ACH (Electronic Check)

1. Click **“Pay Online”** – See Form 1081 Invoice screen on previous page.
2. Select payment type “Electronic Check”
3. Click on **“Next”**

**Oklahoma Corporation Commission**

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
600238	MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00	1	\$15.00
600236	MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00	1	\$135.00
Total				\$150.00

### Transaction Summary

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
<hr/>	
Non-Refundable Service Fee	\$1.00
<hr/>	
<b>TOTAL</b>	<b>\$151.00</b>

### Payment

Payment Type

Payment Type \*

Electronic Check

Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction (“IAT”).


**Next >**

Select Payment Method and Continue to proceed with payment.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.a - ACH (Electronic Check)

4. Complete Customer Information. "\*" denotes required fields.
5. Click on "Next"

**Oklahoma Corporation Commission**

### Customer Information

Complete all required fields [ \* ]

Country \*

First Name \*  ✓ Last Name \*  ✓

Company Name  
 ✓

Billing Address \*  
 ✓

Address 2

City \*  ✓ State \*  ✓

ZIP/Postal Code \*  
 ✓

Email

**Next >**

### Transaction Summary

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
Non-Refundable Service Fee	\$1.00
<b>TOTAL</b>	<b>\$151.00</b>

Please complete the Customer Information Section.


Please complete the Customer Information Section.

### Payment Information

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.a - ACH (Electronic Check)

3. Complete Payment Information. "\*" denotes required fields.
4. Click on "Next"

**Oklahoma Corporation Commission**

### Payment Information

Complete all required fields [ \* ]

Name on Account \*  
Chase Bank ✓

This is a business account.

Routing Number \*  
103000648 ✓  
JPMORGAN CHASE BANK, NA

Account Number \*  
012345678 ✓

Re-enter Account Number. \*  
012345678 ✓

Checking  Savings

Payment Address is the same as Customer Information \*

Next >

### Transaction Summary

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
Non-Refundable Service Fee	\$1.00
<b>TOTAL</b>	<b>\$151.00</b>

You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.



# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.a - ACH (Electronic Check)

5. Verify all payment information is correct.
6. Read through Terms and Conditions by using the scroll bar.
7. Click on "Yes, I authorize transaction."
8. Click on "Submit Payment"

1701 N Lincoln  
Oklahoma city, OK 73105

Country: United States      Email Address: \_\_\_\_\_

**Payment Information** ✓

[Edit](#)

Electronic Check: \*\*\*\*5678      Name on Account: Chase Bank

**Terms and Conditions** [Open a new window to print](#)

6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact at .

7. I understand the Originating ID for this transaction is "1234567890". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing 's state.

Yes, I authorize this transaction.

[Cancel](#)      [Submit Payment](#)

### Transaction Summary


MOEA- MANAGEMENT FEE 10%-OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%-OGCD	\$135.00
Non-Refundable Service Fee	\$1.00
<b>TOTAL</b>	<b>\$151.00</b>

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.b – Credit/Debit Card

1. Click **“Pay Online”** – See Form 1081 Invoice screen on page 13
2. Select payment type **“Credit/Debit Card”**
3. Click on **“Next”**

**Oklahoma Corporation Commission**

### Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
600238	MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00	1	\$15.00
600236	MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00	1	\$135.00
Total				\$150.00

### Transaction Summary

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
Non-Refundable Service Fee	\$4.50
<b>TOTAL</b>	<b>\$154.50</b>

### Payment

Payment Type

Payment Type \*

Credit/Debit Card


Next >

Select Payment Method and Continue to proceed with payment.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.b – Credit/Debit Card

4. Complete Customer Information. “\*” denotes required fields.
5. Click on “Next”

**Oklahoma Corporation Commission**

### Customer Information

Complete all required fields [ \* ]

Country \*

First Name \*  ✓ Last Name \*  ✓


Company Name  
 ✓

Billing Address \*  
 ✓

Address 2

City \*  ✓ State \*  ✓

ZIP/Postal Code \*  
 ✓

Email 

**Next >**

### Transaction Summary

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
Non-Refundable Service Fee	\$1.00
<b>TOTAL</b>	<b>\$151.00</b>

Please complete the Customer Information Section.


Please complete the Customer Information Section.

### Payment Information

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.b – Credit/Debit Card

6. Complete Payment Information. “\*” denotes required fields.
7. Click on “Next”

**Oklahoma Corporation Commission**

### Payment Information

Credit Card Number \*  ✓

Expiration Month \*  ✓

Security Code \*

Name on Credit Card \*  ✓

Payment Address is the same as Customer Information \*

### Transaction Summary


MOEA- MANAGEMENT FEE 10%-OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
Non-Refundable Service Fee	\$4.50
<b>TOTAL</b>	<b>\$154.50</b>

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.b – Credit/Debit Card

8. Verify all payment information is correct.
9. Click on **“Submit Payment”**

**Oklahoma Corporation Commission**

### Credit/Debit Card

**Customer Information** ✓

**Address** [Edit](#)

john doe  
blue  
1701 N Lincoln  
oklahoma city, OK 73105

**Country** **Email Address**

United States

**Payment Information** ✓

**Credit Card** **Name on Credit Card** [Edit](#)

Visa \*\*\*\*1111 John Doe  
Exp. 04/2027

[Cancel](#) [Submit Payment](#)

### Transaction Summary

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
Non-Refundable Service Fee	\$4.50
<b>TOTAL</b>	<b>\$154.50</b>

**Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.**

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.c – Mail / Walk In Payment

1. Click “Mail/Walk In Payment” – See Form 1081 Invoice screen on page 13.
2. Click on “Print”

### Form 1081 Invoice

**Important:** Forms that require filing fees will not be reviewed or processed until the filing fee is received.

A selection to mail or deliver your payment has been made, if this selection was a mistake please select the 'Back' button and proceed with online payment. If you wish to proceed with mail or delivery of payment please select the 'Print' button to print a copy of your invoice, attach payment and mail or deliver to Oklahoma Corporation Commission.

Invoice Number: 3444991

09-26-2023

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
<b>Total:\$150.00</b>	

A 3% service fee will be added for Credit Card payments.  
A flat \$1 service fee will be added for ACH/Electronic Check payments.

[Form Details](#) [Back](#) [Print](#)



# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 9.2.c – Mail / Walk In Payment

3. Mail in payment with the attached invoice to the address provided.
4. Walk In – Print invoice and provide to cashier with payment.



## INVOICE



3444991

Remit to:  
Oklahoma Corporation Commission  
P.O. Box 52000  
Oklahoma City, OK 73152-2000

Operator Number: 24-  
BLUE

Invoice Number: 3444991  
Invoice Date: 09/26/2023

### Invoice Items

MOEA- MANAGEMENT FEE 10%- OGCD	\$15.00
MOEA- FUNDS HELD FOR OTHERS 90%- OGCD	\$135.00
<b>Amount Due:</b>	<b>\$150.00</b>

Please attach payment and either mail to the remit address at the top of this invoice or bring to the cashier office located on the first floor at the following address:

2401 N. Lincoln Blvd  
Oklahoma City, OK 73105

# Unlocated Mineral Owners Online Reporting Guide (1081) - OGIMS

## Step 10 – My Dashboard

1. View the status of each form using the My Dashboard tab.
2. Click on Form 1081 link to view the form.

The screenshot displays the OGIMS (Oil & Gas Information Management System) interface. On the left is a navigation sidebar with the Oklahoma logo and menu items: Home, My Dashboard, Forms, MOEA Search, Request Access, and Admin Panel. The main content area is titled "My Dashboard" and includes a "My Operators" section with instructions and a table of operator details. Below this is the "MOEA Details" section, which contains a table of Form 1081 entries. A "+ New 1081" button is located in the top right of the table area. Three black arrows point to the "My Dashboard" menu item, the "MOEA Details" tab, and the first "Form 1081" link in the table.

Form	Status	Date Created	Date Modified	Actions
<a href="#">Form 1081</a>	Waiting For Payment	09-26-2023 10:30:29	09-27-2023 10:20:32	
<a href="#">Form 1081</a>	Draft	09-22-2023 12:08:25	09-22-2023 12:08:25	
<a href="#">Form 1081</a>	Waiting For Payment	09-11-2023 10:32:40	09-11-2023 10:36:12	
<a href="#">Form 1081</a>	Draft	08-31-2023 12:17:03	09-19-2023 13:56:39	
<a href="#">Form 1081</a>	Waiting For Payment	08-31-2023 09:58:42	09-15-2023 11:04:13	