



Application for Texas Severance Tax Incentive Certification (ST-1)

User Guide

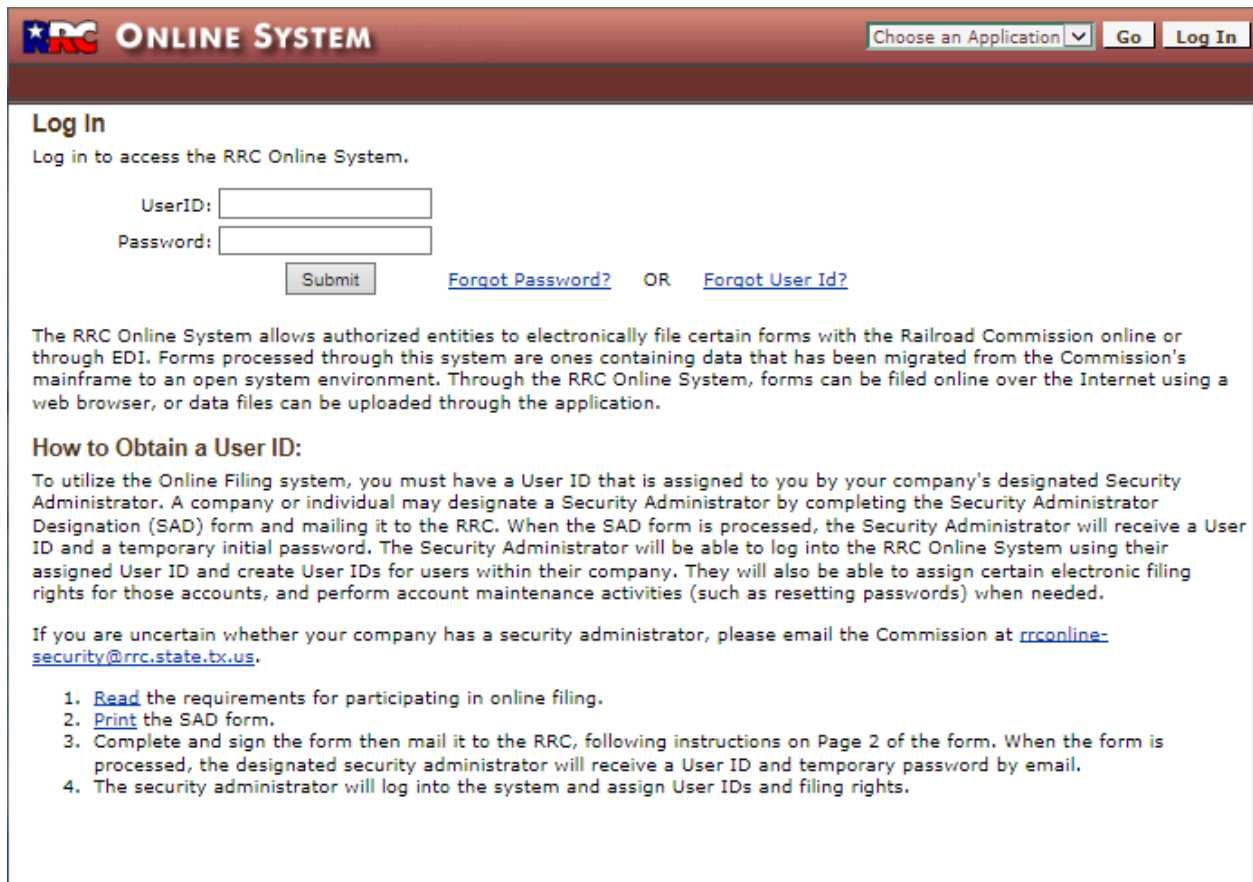
Railroad Commission of Texas
Information Technology Services Division
April 2019

Table of Contents

- RRC Online Login Screen 3
 - RRC Website Minimum Usage Requirements..... 3
- ST-1 User Dashboard..... 4
- Navigating the ST-1 Website..... 5
 - Left Navigation Menu..... 5
 - List Navigation..... 6
- Filter Filings by Date..... 7
 - Filtering by Date from the Dashboard 7
- Filtering Search Results 8
- Determining Filing Status..... 9
- Actions Buttons for Filer 10
- Creating a New ST-1 Application..... 11
 - Application Screen Navigation 11
 - Tab Navigation 11
 - New Application Data 12
 - Application Tab 12
 - High-Cost Gas Filing 107 Tight Sands 13
 - High-Cost Gas Filing 107 Deep Gas 13
 - High-Cost Gas Filing Other (Specify) 13
 - Flared/Vented Gas Marketing..... 14
 - Attachments Tab..... 15
 - Additional Contacts Tab..... 17
 - Optional Well Data Tab..... 18
 - Submit Tab 19
- Updating a Saved Application 21
- Correcting a Rejected Application 22
- Deleting an Application..... 23
- Withdrawing an Application 24
- Requesting a Hearing for an Application 26
- Correspondence Letters..... 28
 - Issued Approval Letter Example 29

Withdrawal Letter Example	30
Request for Additional Data / Rejection #1 Letter Example	31
Request for Additional Data / Rejection #2 Letter Example	32
Denial / Rejection #3 Letter Example.....	33
Administratively Denied Letter Example	34
Viewing an Application	35
Application Submission, Workflow, and Approval.....	36
Logging into the Application for Severance Tax Incentive Certification (ST-1) Application	36
User Roles and Permissions	36
Creating ST-1 Applications	36
ST-1 Dashboard.....	36
Workflow Process	37
Additional Help	38

RRC Online Login Screen



The screenshot shows the RRC Online System login interface. At the top, there is a header with the RRC logo and the text 'ONLINE SYSTEM'. To the right of the header, there is a dropdown menu labeled 'Choose an Application', a 'Go' button, and a 'Log In' button. Below the header, the main content area is titled 'Log In' and contains the following text: 'Log in to access the RRC Online System.' Below this text are two input fields: 'UserID:' and 'Password:'. To the right of the 'Password:' field is a 'Submit' button. Below the input fields, there are two links: 'Forgot Password?' and 'Forgot User Id?'. Below the links, there is a paragraph of text explaining the RRC Online System and how to obtain a User ID. The text states: 'The RRC Online System allows authorized entities to electronically file certain forms with the Railroad Commission online or through EDI. Forms processed through this system are ones containing data that has been migrated from the Commission's mainframe to an open system environment. Through the RRC Online System, forms can be filed online over the Internet using a web browser, or data files can be uploaded through the application.' Below this paragraph, there is a section titled 'How to Obtain a User ID:' followed by a paragraph explaining the process. The text states: 'To utilize the Online Filing system, you must have a User ID that is assigned to you by your company's designated Security Administrator. A company or individual may designate a Security Administrator by completing the Security Administrator Designation (SAD) form and mailing it to the RRC. When the SAD form is processed, the Security Administrator will receive a User ID and a temporary initial password. The Security Administrator will be able to log into the RRC Online System using their assigned User ID and create User IDs for users within their company. They will also be able to assign certain electronic filing rights for those accounts, and perform account maintenance activities (such as resetting passwords) when needed.' Below this paragraph, there is a paragraph stating: 'If you are uncertain whether your company has a security administrator, please email the Commission at rconline-security@rrc.state.tx.us.' Below this paragraph, there is a numbered list of four steps: 1. Read the requirements for participating in online filing. 2. Print the SAD form. 3. Complete and sign the form then mail it to the RRC, following instructions on Page 2 of the form. When the form is processed, the designated security administrator will receive a User ID and temporary password by email. 4. The security administrator will log into the system and assign User IDs and filing rights.

The *RRC Online System* page is your initial landing page. The RRC Online System allows authorized entities to electronically file forms with the RRC online. You must use your RRC-provided username and password to log into the RRC Online System. Applications can be filed online over the internet using a web browser.

RRC Website Minimum Usage Requirements

- Mozilla Firefox 32.0+ and Google Chrome 37.0+ are recommended for the best viewing results.
- Internet Explorer 9.0 and below is not recommended.
- JavaScript must be enabled.
- Pop-up blocking software must be disabled.

ST-1 User Dashboard

The screenshot shows the 'Application for Texas Severance Tax Incentive Certification (ST-1)' dashboard. It features a navigation menu on the left and a main table of applications. The table is titled 'User Dashboard' and displays 20 rows of application data. The columns are: ST-1 Decal Number, Area Designation, Lease Area, Lease Name, Listing Type, Listing Status, Operator Name, Mile Number, Application Type, Disconnection, and Submission Date. The data includes various application statuses such as 'New Application', 'Issued', 'Approved pending Gas', and 'Withdrawn', along with different application types like 'High cost Gas' and 'High cost Gas (Storage)'.

ST-1 Decal Number	Area Designation	Lease Area	Lease Name	Listing Type	Listing Status	Operator Name	Mile Number	Application Type	Disconnection	Submission Date
10726			LL	NB	New Application	Issued		107 Tule Wells	High cost Gas	04/09/2019
10725			LL	NB	New Application	Issued		107 Tule Wells	High cost Gas	04/02/2019
10724			DE	NT	New Application	Issued		107 Tule Wells	High cost Gas	01/02/2019
10723			FL	NT	New Application	Issued		107 Tule Wells	High cost Gas	04/07/2019
10722			ML	NLJ	New Application	Approved pending Gas		107 Tule Wells	High cost Gas	04/02/2019
10721			R	RO	New Application	Issued		107 Tule Wells	High cost Gas	04/02/2019
10720			DE	NT	Revul'd	Withdrawn		107 Tule Wells	High cost Gas	01/02/2019
17116			V	A	New Application	Issued		107 Tule Wells	High cost Gas	04/07/2019
17119			LL	ND	New Application	Issued		107 Tule Wells	High cost Gas	04/07/2019
12117					Revul'd	Cancelled (Final)		107 Tule Wells	High cost Gas	04/01/2019
12118			DE	NT	Revul'd	Final Rejection		107 Tule Wells	High cost Gas	01/02/2019
17116			NP	NT	New Application	Issued		107 Tule Wells	High cost Gas	04/07/2019
17114			LL	NB	New Application	Issued		107 Tule Wells	High cost Gas (Storage)	03/14/2019
12113			NP	SB	New Application	Submitted		107 Tule Wells	High cost Gas	03/19/2019
12112			NP	SB	New Application	Cancelled (Final)		107 Tule Wells	High cost Gas	03/19/2019
17111			C	BT	New Application	Issued		107 Tule Wells	High cost Gas	03/19/2019
17110			LL	NB	New Application	Withdrawn		107 Tule Wells	High cost Gas	03/19/2019
10729			TOP	SDO	New Application	Approved pending Gas		107 Tule Wells	High cost Gas	03/19/2019
10728			LL	NP	High cost Gas	Withdrawn		107 Tule Wells	High cost Gas (Storage)	03/19/2019
10727			NP	SB	New Application	Issued		107 Tule Wells	High cost Gas	03/19/2019

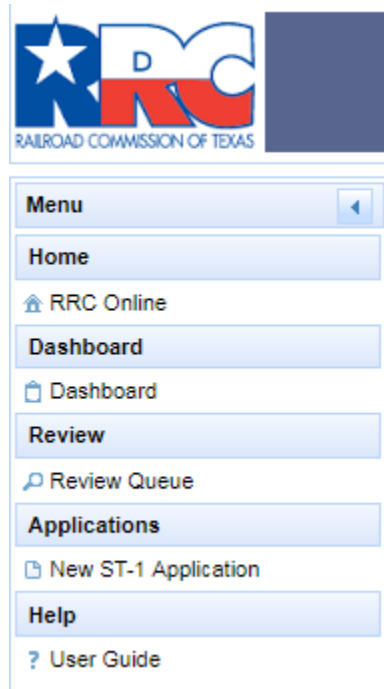
The *ST-1 User Dashboard* is the main landing page of the Severance Tax Incentive Certification site and provides you with the ability to view, sort, delete, or edit ST-1 applications that are in progress. From this page, you can also navigate to search functionality, as well as start the creation process for a new application.

When going to the *ST-1 User Dashboard*, you see a list of ST-1 applications that are in progress as well as information about those applications, such as application attributes and operator information.

Navigating the ST-1 Website

There are many ways of getting around the ST-1 website, and this section describes the navigational menus that will help you get to where you want to go.

Left Navigation Menu



The left-hand navigation menu allows you to go to different pages in the Railroad Commission of Texas' website. You can move to these new sections by clicking on one of the following links:

1. *RRC Online* – Click the **RRC Online** link to go to the RRC Online System page.
2. *Dashboard* – Click the **Dashboard** link to go to the *ST-1 Dashboard page* and view all In-Progress applications.
3. *Review Queue* (Internal RRC Users Only)– Click the **Review Queue** link to go to the *Review Queue* page and display all applications that are eligible for review for appropriate internal RRC users.
4. *New ST-1 Application* – Click the **New ST-1 Application** link to go to the *New ST1 Application* page and begin all applications that meet specified parameters.
5. *User Guide* – Click the **User Guide** link to be presented with a pdf copy of the user's manual.

List Navigation

Application for Texas Severance Tax Incentive Certification (ST-1)








Submission Date From: Submission Date To: [Clear Dates](#)

User Dashboard

(Displaying 1 - 20 of 119)

ST-1 Docket Number	Area Designation Docket Number	Lease/Gas ID	Lease Name	Filing Type	Filing Status	Operator Name	P-S Number	Application Type	Classification	Submission Date
--------------------	--------------------------------	--------------	------------	-------------	---------------	---------------	------------	------------------	----------------	-----------------

You can navigate lists of information by following the instructions below:

1. Click the sort order button  of any column to sort the application list by the column you select. Clicking it again reverses the order of the search results.
2. Click the text boxes under the column names and enter a full or partial word to filter the application list by strings that only contain the string you entered in the text box.
For example, if you enter “John”, only results that contain the characters “John” are displayed. Removing the text returns the filter to its initial state.
3. The navigation bars at the top and the bottom of the list allow you to show more results on the page or quickly move from page to page.
 - a. The numbers ‘**Displaying 1 – 20 of 119**’ next to the navigation bar show you what page you are currently on, and how many applications total are in the list of applications.
 - b. Click the drop-down list  in the navigation bar to select how many results per page you want to see in the list of applications.
 - c. Click the next  button in the navigation bar to go to the next page of the list of applications. If you are on the last page, this button cannot be used.
 - d. Click the previous  button in the navigation bar to go to the previous page of the list of applications. If you are on the first page, this button cannot be used.
 - e. Click the last  button in the navigation bar to go to the last page of the list of applications. If you are on the last page, this button cannot be used.
 - f. Click the first  button in the navigation bar to go to the first page of the list of applications. If you are on the first page, this button cannot be used.
 - g. Clicking the numbered buttons  takes you directly to the page that corresponds to the number you clicked on.
4. Buttons change based upon the application status.

Filter Filings by Date

You can filter the ST-1 filings by date from the *ST-1 User Dashboard* page.

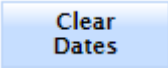
Filtering by Date from the Dashboard

From within the dashboard, you can filter for all filings within a specific set of dates.

1. Open the dashboard
2. Click on the **Submission Date From:** text box.
3. Click on the calendar display to choose your specified date
4. Click on the **Submission Date To:** text box
5. Click on the calendar display to choose your specified date

The screenshot shows the 'Submission Date From:' field set to '03/21/2019' and the 'Submission Date To:' field set to '04/03/2019'. A 'Clear Dates' button is visible to the right. Below the filters is a table with columns for 'P-5 Number', 'Application Type', and 'Class'. A calendar pop-up is open, showing the month of April 2019, with the date '3' highlighted. The table below the calendar shows the following data:

P-5 Number	Application Type	Class
DES,	107 Tight Sands	High
LLC	107 Tight Sands	High-cost Gas

6. The selected results of your filtered dates, if they match your criteria, are displayed in the dashboard in the list on the page.
7. Click on the **Clear Dates** button  to remove the filter parameters and display filings from all dates.

Filtering Search Results

After getting the results of your application or operator search, you can filter the results to show the information that you want to specify.

ST-1 Docket Number	Area Designation Docket Number	Lease/Gas ID	Lease Name	Filing Type	Filing Status	Operator Name	P-5 Number
10113			JAN	New Application	Submitted	BE	
10102			BEI	New Application	Submitted	INV	
10101			DEF	New Application	Submitted	INV	
10100			HA	New Application	Submitted	BE	
10096			E	New Application	Submitted	XT	
10095			SAD HIL	New Application	Submitted	INV	

Click the text boxes under the column names and enter a full or partial word to filter the application list by strings that only contain the string you entered in the text box.

For example, if you enter “Submitted” in the **Filing Status** text box, only results that have an application status of *Submitted* are displayed. Removing the text removes the filter and returns the list to its initial state.



NOTE: Filing status can be determined in any application list by looking at the *Filing Status* column in the list.

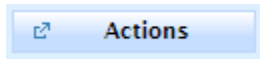
Determining Filing Status

You can determine the status of your application by performing the following steps:

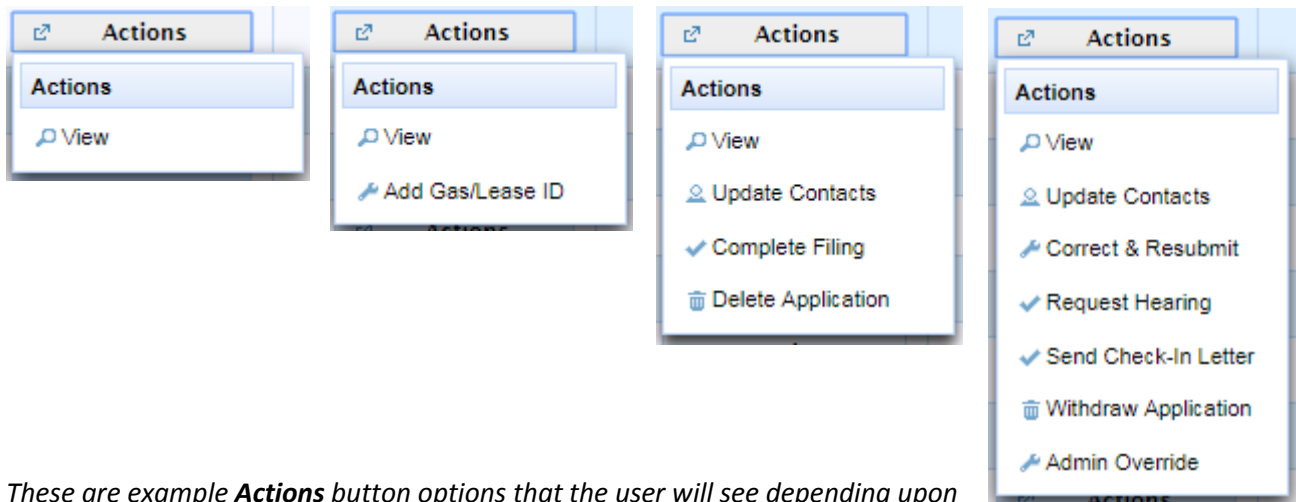
1. Search for the application you want to find the status for by going to the *Dashboard* page and searching for the application(s).
2. Once the results are returned, look at the *Filing Status* column. Applications can have the following statuses:
 - *In Progress* – The application information has been saved but has not been submitted.
 - *Submitted* – The application has been submitted for approval.
 - *Under Review* – The application is currently under review by the RRC.
 - *Approved Pending Gas ID* – The application has been approved lacking a GasID. System will automatically update once a GasID is issued to the gas lease via an approved completion (G-1); this will occur once the corresponding completion table is updated in an external process.
 - *Issued* – The application has been approved.
 - *First Rejection* – The application has been rejected the first time.
 - *Second Rejection* – The application has been rejected the second time.
 - *Denied (Final)* – The application has been rejected the third and final time or has been denied administratively as a result of a hearings or conference decision.
 - *Under Hearings Review* – The application's filer has petitioned for a Hearing.

Actions Buttons for Filer

You can perform actions directly from the dashboard on existing filings by clicking on the **Actions** button.

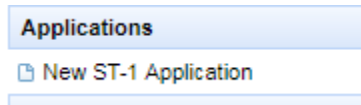


- **View:** this action allows the filer to view their filing in every status.
- **Add Gas/Lease ID:** this action allows the filer to add or modify the gas lease information prior to approval or if the filing has been approved pending a gas lease identifier.
- **Update Contacts:** this action allows the filer to update the primary and secondary email contacts; an application must be in a returned/rejected status to make updates.
- **Complete Filing:** this action allows the filer to update the form data for an incomplete application prior to submit.
- **Delete Application:** this action allows the filer to delete the application prior to submit.
- **Correct and Resubmit:** this action allows the filer to correct a returned application and resubmit for additional review.
- **Request Hearing:** (Internal Staff Only) this action allows the reviewer to put the form into a Hearing Requested form state after a filer has requested to do so externally. External actions are needed for the application to proceed through the hearings process as explained later.
- **Send Check-In Letter:** (Internal Staff Only) this action allows the reviewer to send a check-in letter for to the filer's listed contacts from the application.
- **Withdraw Application:** (Internal Staff Only) this action allows the reviewer to withdraw the form on behalf of the filer as explained later.
- **Admin Override:** (Internal Staff Only) this action allows the reviewer to perform follow-up approval or denial of an application following hearings or determinations as explained later.



*These are example **Actions** button options that the user will see depending upon the form state; please note that the furthest right example is for internal reviewers only.*

Creating a New ST-1 Application





To start the application process, click the **New ST-1 Application** link on the *ST-1 User Dashboard* page; this takes you to the *ST-1* application page, where you can fill out a new ST-1 application.

The following sections show you how to fill out the ST-1 application using the online RRC website.



IMPORTANT: All fields in the application marked with an asterisk (*) are required fields. This data must be entered and completed before submitting the ST-1 application.

Application Screen Navigation

When creating or editing an application, each of the information sections can be collapsed or expanded by using the  and/or  buttons in the header before the information section. This allows you to economize the space on the application page.

Before collapse:

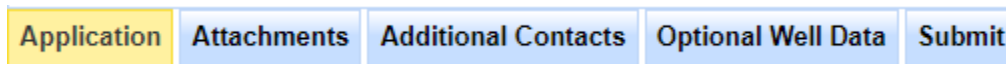
A screenshot of a web form section titled "Incentive Type". The title is in a blue box with a minus sign. Below the title, there are several input fields: "Incentive Type:" with a dropdown menu showing "High-cost Gas"; "High Cost Gas Incentive:" with a dropdown menu showing "107 Tight Sands"; and "Area Designation Docket: *" with an empty text input field. There is also a label "if other, Specify:" with an empty text input field.

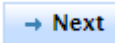
After collapse:

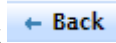
A screenshot of the same "Incentive Type" section, but now it is collapsed. The title "Incentive Type" is in a blue box with a plus sign, and the rest of the form content is hidden behind a horizontal line.

Tab Navigation

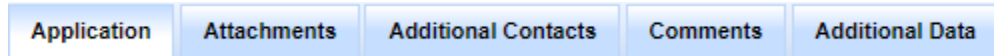
You are presented with a series of tabs that you use to fill out additional application information. *For a first time filing of an ST-1 application, the tabs appear as a reference and you must use the Next button to proceed.* This ensures that your work is validated with the existing gas leases and drilling permit information available.



You can also navigate to the next tab by clicking **Next**  on any tab screen. Doing this moves you forward to the next tab. *Please note that this button will not save the data if exiting the application before using a save button. Using your browser buttons will also lose data.*

You can also navigate to the previous tab by clicking **Back**  on any tab screen where available. Doing this moves you back to the previous tab.

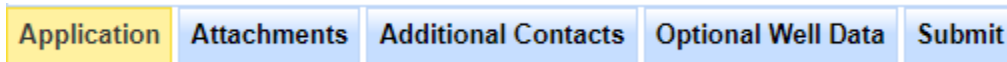
When viewing existing applications, clicking on these tabs automatically takes you to the page corresponding to the tab.



New Application Data

The following sections provide information about the tabs that contain application information. The fields on these tabs must be filled out correctly to submit a successful ST-1 application.

Application Tab



The *Application* tab contains the information that was originally gathered when filling out a new Application for Texas Severance Tax Incentive Certification for Statewide Rule 101.

1. Specify the operator of the gas lease by first clicking on **Search Operator**

Search Operator; a pop-up screen will appear that requests the *Operator Name* or *Operator Number*. Click on the appropriate operator from the list of results displayed to set the operator for the ST-1 application.

Operator Search

Enter a partial or full operator name or operator number, press Enter, and then click on a row in the search results list

Operator Name: eagle Operator Number: Number Search

Operator Name	Operator Number	Address 1	Address 2	City	State	Zip Code
ALLIED EAGLE TRANSPORTS LLC	014340	13551 W 57TH ST		ODESSA	TX	79754
AMERICAN EAGLE OPERATING, INC.	017967	30111 BASHAW DR		SPRING	TX	77386
AMERICAN EAGLE LOGISTICS, LLC	017968	151 SOUTHPARK ROAD SUITE 200		LAFAYETTE	LA	70508
AMERICAN EAGLE ENERGY	017969	1700 HEMPHILL AVE		ODESSA	TX	79763
AMERICAN EAGLE OPERATING LLC	017970	412 KIOWA DR W		GAINESVILLE	TX	76240
AMERICAN EAGLE RESOURCES, INC.	017974	4241 CENTERGATE		SAN ANTONIO	TX	78217
AMERICAN EAGLE TRANSPORT	017988	4712 FM RD S1 N		WEATHERFORD	TX	76085
ATLAS EAGLE FORD OPER CO, LLC	036554	425 HOUSTON STEET SUITE 300		FORT WORTH	TX	76102
BALD EAGLE OPERATING INC.	047200	PO BOX 275		ANDREWS	TX	79714
BALD EAGLE PRODUCTION CO.	047205	P. O. DRAWER FF		SNYDER	TX	76549

2. Specify the gas lease of the filing by first clicking on **Search DP/API/Lease**

Search DP/API/Lease; a pop-up screen will appear that requests *DP Number* (Drilling Permit), *API Number*, *Lease Name*, or *Lease Number*. Click on the appropriate lease from the list of results displayed to set the gas lease for the ST-1 application.

Lease/API Search

Enter a partial or full lease name or lease number, press Enter, and then click on a row in the search results list

DP Number: 777574 API Number: Lease Name: Name Search

Lease Number: Number

Lease Name	Lease Number	Operator Number	Field Name	Field Number	Drilling Permit Number	API Number	District	Cmpl Date
ANACONDA 55-2	45010	153438	PHANTOM (WOLFCAMP)	71052900	777574	38934119	08	11/19/2014
ANACONDA STATE 55-2	283136	153438	PHANTOM (WOLFCAMP)	71052900	777574	38934119	08	11/19/2014
ANACONDA STATE 55-2	45010	153438	PHANTOM (WOLFCAMP)	71052900	777574	38934119	08	11/19/2014

3. Specify the incentive type of the filing by choosing either **High Cost Gas** or **Flared/Vented Gas Marketing**. Each of these selections has its own functionality and requirements for filing.

Incentive Type

Incentive Type: High Cost Gas Incentive: Area Designation Docket: *

if other, Specify:

High-Cost Gas Filing 107 Tight Sands

4. Specify the **incentive type** as *High-Cost Gas* and the **High Cost Gas Incentive** as *107 Tight Sands*. For this type of filing, the **Area Designation Docket** is a required value.

Incentive Type

Incentive Type: High Cost Gas Incentive: Area Designation Docket: *

if other, Specify:

High-Cost Gas Filing 107 Deep Gas

5. Specify the **incentive type** as *High-Cost Gas* and the **High Cost Gas Incentive** as *107 Deep Gas*. For this type of filing, the **Area Designation Docket** is not required.

Incentive Type

Incentive Type: High Cost Gas Incentive:

if other, Specify:

High-Cost Gas Filing Other (Specify)

6. Specify the **incentive type** as *High-Cost Gas* and the **High Cost Gas Incentive** as *Other (Specify)*. For this type of filing, the **Area Designation Docket** is not required. A subsequent text box **If Other, Specify** is required for the filer to describe the nature of the incentive type in free text.

Incentive Type

Incentive Type: High Cost Gas Incentive:

if other, Specify:

Flared/Vented Gas Marketing

- Specify the **incentive type** as *Flared/Vented Gas Marketing*. **High Cost Gas Incentive, Area Designation Docket,** and **If Other, Specify** are not applicable to this filing type. The filer must complete every **Month/Year** date entry and corresponding **Volume** items. **Name of Gas Gatherer filed on form P-4 to gather the marketed gas** must be completed with free text. **Date first marketed gas carried by the named gatherer** must be completed with the date selection.

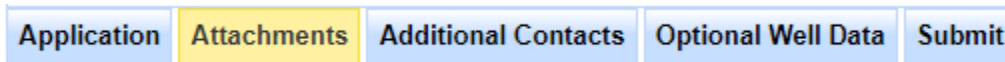
Incentive Type	
Incentive Type:	Flared/Vented Gas Marketing
High Cost Gas Incentive:	N/A
if other, Specify:	
Area Designation Docket: *	

Section IV - Market Previously Flared or Vented Casinghead Gas Incentive			
Month/Year	07/04/2017	Volume *	200
Month/Year	July 2017	Volume *	200
Month/Year	S M T W T F S	Volume *	300
Month/Year	2 3 4 5 6 7 8	Volume *	300
Month/Year	9 10 11 12 13 14 15	Volume *	200
Month/Year	16 17 18 19 20 21 22	Volume *	200
Month/Year	23 24 25 26 27 28 29	Volume *	300
Month/Year	30 31	Volume *	200
Month/Year		Volume *	300
Month/Year		Volume *	200
Month/Year		Volume *	200
Month/Year		Volume *	300
Month/Year		Volume *	200
Month/Year		Volume *	300
Month/Year		Volume *	200
Month/Year		Volume *	300
Name of Gas Gatherer filed on form P-4 to gather the marketed gas:	Gas Gatherer Corporation Inc.	Date first marketed gas carried by the named gatherer:	07/04/2017



NOTE: The *Application* tab determines the filing requirements. Each filing type has its own requirements and an error message will display and/or the filer will not be able to proceed to the next tab (*Attachments*) if those filing requirements are not met by the filer.

Attachments Tab



The *Attachments* tab is where you upload any attachments that you have that are associated with the ST-1 application you are filing. These supporting documents have three types: *Completion Reports, Area Map, Log Attachments*.

Supporting documents

Please check out the [Required Documents in the User Guide](#) for guidance.

Completion Reports:

Area Map: No map attached

Log Attachments: No log attached

Submitted Attachments

File Name	File Size	Type	
	239706	Current Form G-1	<input type="button" value="Delete"/> <input type="button" value="Download"/>
	239706	Map of Designated Area with subject well location	<input type="button" value="Delete"/> <input type="button" value="Download"/>
	239706	MWD with Gamma Ray log of subject well	<input type="button" value="Delete"/> <input type="button" value="Download"/>

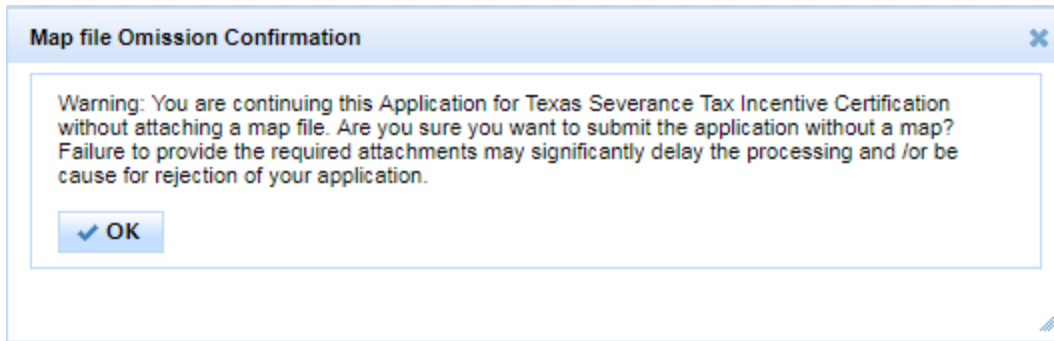


IMPORTANT: A copy of the *Current Form G-1* is required. The other attachment types are recommended but only required on a case-by-case basis depending on gas lease. An error message will appear if a Current G-1 and other attachments are not added as seen below and the filer will be prevented from proceeding with the filing.

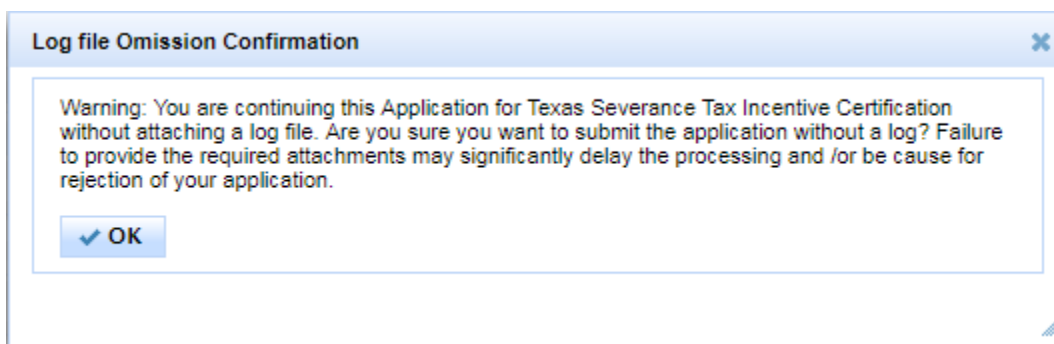



Current Form G-1 Letter is required. You must either provide a map file or acknowledge that you are not attaching a map file. You must either provide log files or acknowledge that you are not attaching log files.

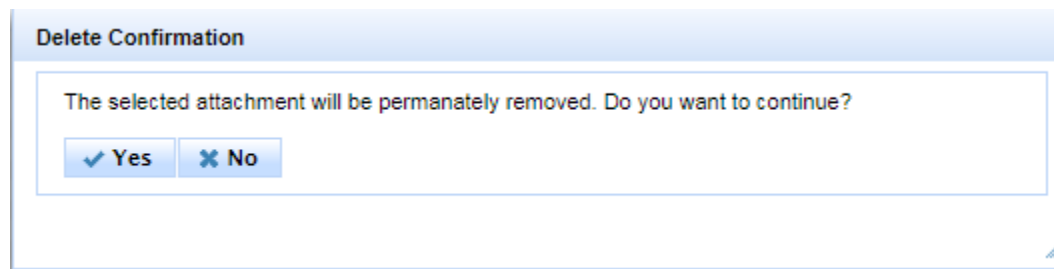
1. Use the drop-down list and choose the type of file you are uploading for each category of *Completion Reports, Area Map, and Log Attachments*; the requirements for these files in support of the ST-1 application may be determined by the statewide rule, well characteristics, and/or reviewer's discretion.
2. Click the **Choose PDF or TIF File** button . Using the Windows file browser, browse to the image file you want to upload and click the **Open** button. Selecting a file after clicking **Choose** automatically uploads the selected attachments and adds it to the list of *Upload Files*.
3. If no supporting file is attached for the *Area Map* category, a confirmation message will appear notifying the user that he/she is acknowledging that a map file is not being attached; The filer will have to select the checkbox next to '*No Map Attached*'.




4. If no supporting file is attached for the *Log Attachments* category, a confirmation message will appear notifying the user that he/she is acknowledging that a log file is not being attached; The filer will have to select the checkbox next to 'No Log Attached'.

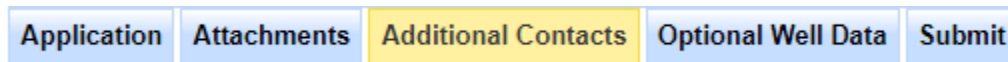


5. To delete any of the uploaded files, click the **Delete** button  **Delete** . A message will pop up on the filer's screen to confirm the deletion of the file from the ST-1 application.



6. If you wish to view the uploaded file, click the **Download** button  **Download** . The download will occur through your browser, with Internet Explorer and Google Chrome indicating the download in a banner at the bottom of the browser screen.

Additional Contacts Tab



The *Additional Contacts* tab contains filer contact information to be included with the filing record.

1. The filer must fill-in the **Contact Information** items in the *Additional Contacts* tab. This data is free text for the operator to identify their Name, Address, City, State, Phone Number, and official correspondence E-Mail. This information will be stored with the filing and used by the reviewer for correspondence and all generated letters.

— Contact Information

Name:	<input type="text"/>		
Address 1:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text"/>
Phone Number:	<input type="text"/>	eMail:	<input type="text"/>
		Zip:	<input type="text"/>



IMPORTANT: The e-mail addresses that the filer inputs into these items will be the official correspondence addresses of record for the application’s generated letters (Approval, Rejection, Withdrawal, Denial). If the filer does not accurately provide working e-mail addresses, then the generated letters will be sent to whichever e-mail address that the filer provides. The online system only validates that the format of the e-mail address is correct, not the validity of the e-mail address. If a non-working or non-responsive e-mail address is used, the filer will have to contact the appropriate RRC staff to resolve the gaps in correspondence. It is highly suggested to set one of the e-mail addresses to an organizational group inbox to avoid problems with e-mail correspondence due to employee turnover. The Railroad Commission is not responsible for resolving correspondence issues created by internal personnel changes of operator organizations.



NOTE: The *Contact Information* listed will not update a filer’s organizational P-5 information. To update P-5 operator data, the filer must contact the RRC’s P-5 department to request changes.

2. As an option, the filer may fill-in the second **Contact Information** box to include another point-of-contact for the application. This second contact is also optional, but highly suggested to ensure that there is more than one e-mail address for the generated letters to be received.

Optional Well Data Tab

Application Attachments Additional Contacts **Optional Well Data** Submit

The *Optional Well Data* tab contains informational questions to be completed by the filer and then verified by the reviewer meant to provide well classification data necessary for the review of the Severance Tax Incentives evaluation by both the RRC and the Texas Comptroller of Public Accounts (TxCPA); all data collected on this tab is optional for the filer to complete, but is meant to significantly improve the processing times of applications by allowing filers to self-identify their gas leases' characteristics.



IMPORTANT: The filing operator is not required to complete these questions, but it is highly suggested that the information is provided to enhance administrative capabilities of RRC and TxCPA staff. RRC reviewing staff should never reject the ST-1 application for incomplete data in this optional section; if the filer provides inaccurate data, then the reviewer will overwrite the data fields during review with corrected data for the application's historical record.

1. The filer should indicate answers to each question listed on the page. The dropdown selections will default to 'No'.
2. If a question is answered 'Yes', then the filer should also answer the follow-on question; indicating the well identifiers or dates in the accompanying text boxes; these are intended to be filled-in with the corresponding Gas Lease ID where applicable.

Optional Well Information

The following information is optional. Providing it will facilitate processing the application:

Is this well part of a stacked lateral?

If yes, parent well id:

Is production in this well down-hole commingled with another gas id (SWR10 Exception required)?

if yes, Commingled Well Id:

Note: If yes, and both completions are within a tight gas Area Designation, Form ST-1 for each gas id must be filed concurrently to receive 100% of the available incentive.

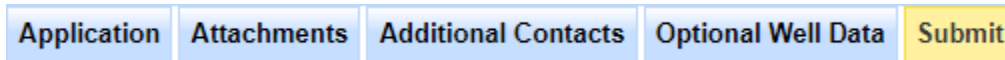
Reclass:

Reclass Date:

Has this well been re-completed (perforations added or plugged back)?

If yes, were any previous completions certified as producing high cost gas?

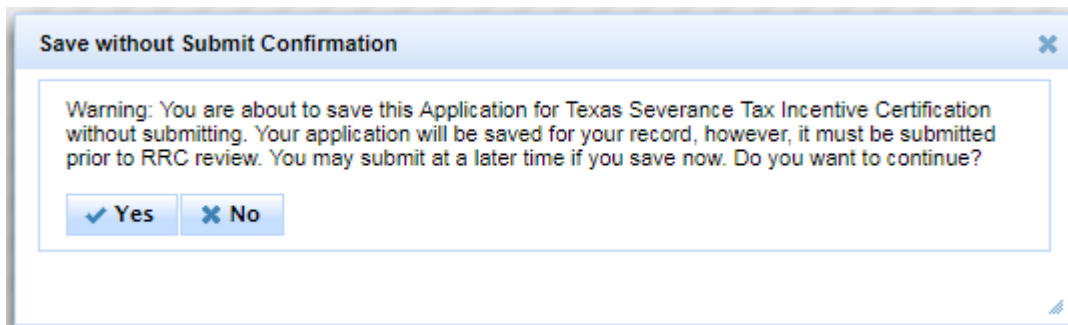
Submit Tab



The *Submit* tab is the final step in the filer's workflow.

A screenshot of the 'Submit ST1 Application' form. At the top is a header bar with the text 'Submit ST1 Application'. Below it is a declaration statement: 'I declare under penalties prescribed in TNRC §91.143 that I am authorized to make this application, that this application was prepared by me or under my supervision and direction, and that data and facts stated herein are true, correct and complete, to the best of my knowledge.' The checkbox to the left of this statement is unchecked. Below the declaration are three buttons: 'Submit' (disabled), 'Save w/o Submit' (active), and a partially visible 'Submit' button.

1. The filer should click on the checkbox to declare the truth and accuracy of the filing; this is required for the application's submission and the **Submit** button will be inaccessible until the declaration is acknowledged by clicking it.
2. The filer has the option to save the application without submitting by clicking on the **Save w/o Submit** button ; this will prompt a warning message to indicate to the filer that the application will not be submitted without additional actions performed.



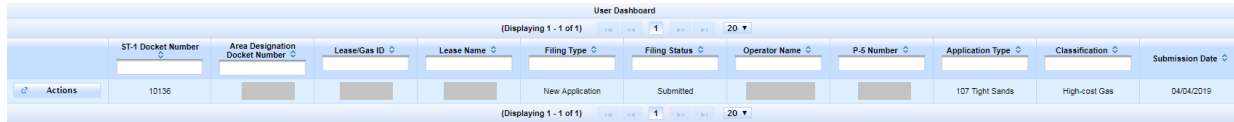
3. The filer will submit the application clicking on the **Submit** button .

A screenshot of the 'Submit ST1 Application' form, identical to the previous one but with the declaration checkbox checked. The 'Submit' button is now active and highlighted in blue, while the 'Save w/o Submit' button is disabled.

- The filer will receive a confirmation message on the screen upon successfully submitting the application.

Thank you, your application has been submitted successfully. Please click [here](#) to go back to dashboard.

- The filer's dashboard will update to include the recently submitted application.



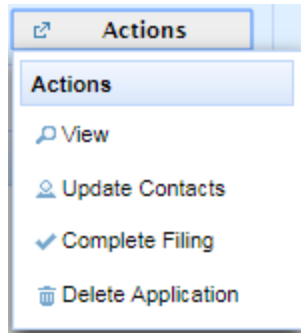
The screenshot shows a 'User Dashboard' with a table of applications. The table has columns for ST-1 Docket Number, Area Designation Docket Number, Lease/Gas ID, Lease Name, Filing Type, Filing Status, Operator Name, P-5 Number, Application Type, Classification, and Submission Date. A single row is visible with the following data: ST-1 Docket Number: 10136, Area Designation Docket Number: [redacted], Lease/Gas ID: [redacted], Lease Name: [redacted], Filing Type: New Application, Filing Status: Submitted, Operator Name: [redacted], P-5 Number: [redacted], Application Type: 107 Tight Sands, Classification: High-cost Gas, Submission Date: 04/04/2019. The table is paginated to show 1 of 1 items.

ST-1 Docket Number	Area Designation Docket Number	Lease/Gas ID	Lease Name	Filing Type	Filing Status	Operator Name	P-5 Number	Application Type	Classification	Submission Date
10136	[redacted]	[redacted]	[redacted]	New Application	Submitted	[redacted]	[redacted]	107 Tight Sands	High-cost Gas	04/04/2019

Updating a Saved Application

You can update your saved application from the *ST-1 User Dashboard*.

1. The **Actions** button displays next to each application in the dashboard. From the actions button, you can perform the following actions:
 - View, Update Contacts, Complete Filing, Delete Application



2. Choose the applicable button for **View**, **Update Contacts**, **Complete Filing**, or **Delete Application**.

- Click the **View** button to view the application in its current state as the last saved version; in *View*, the application is not editable.
- Click the **Update Contacts** button to add or change the contacts that notification letters will be sent to as points of contact.
- Click the **Complete Filing** button to update or finish an application to make ready for submit.
- Click the **Delete Application** button to delete the application; a notification box will appear confirming that you are about to delete the application.

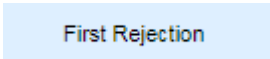
Correcting a Rejected Application

You can correct an application rejected for errors or missing data from *the ST-1 User Dashboard*. You will know that your application has been rejected by looking at the *Filing Status* column on the dashboard for a rejected status type. You should have also received a Request for Additional Data (RAD) Letter via e-mail indicating the details of the needed changes to make the application acceptable with an additional review for approval.

Example Rejection Email with attached RAD Letter:

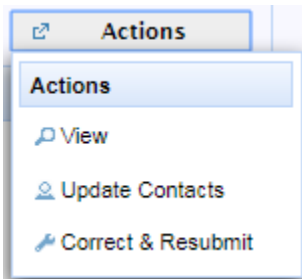


1. Look at the dashboard for your application and verify that it has a rejected status; this indicates that the application needs corrections.

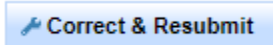
- Example of filing status: 

2. Click on the **Actions** button .

3. The dropdown will display with options:



4. Choose the **Correct and Resubmit** option to re-enter the application.



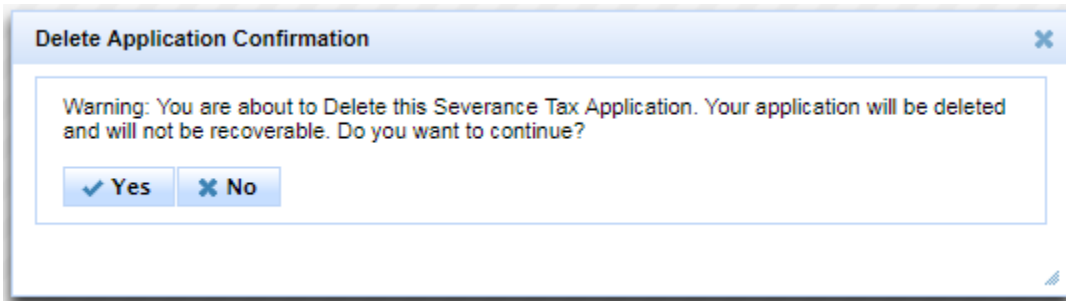
5. Re-enter the application to make the required corrections and resubmit your application when done. You will not be able to edit the *operator information* or the *lease/field information on a submitted application*; The RRC requires a new application filing to prevent operators from filing placeholders or shuffling dates between gas leases for tax incentives. You may edit the *incentive type, attachments, additional contacts, optional well data, and comments sections*.

6. Upon resubmitting the application, the status will return to *submitted* and it will appear in the reviewer's work queue for an additional review.

Deleting an Application

If you want to delete an application in your application list, follow the instructions below:

1. In the list of applications on your *ST-1 User Dashboard* page, find the application you want to delete; only applications that are not yet submitted can be deleted.
2. Click **Actions** | **Delete** next to the application.
3. You are asked to confirm your decision. Click **Yes** to delete the application or click **No** to return to the application list. After clicking Yes, the application is removed from your *ST-1 Home Dashboard*.

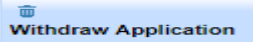


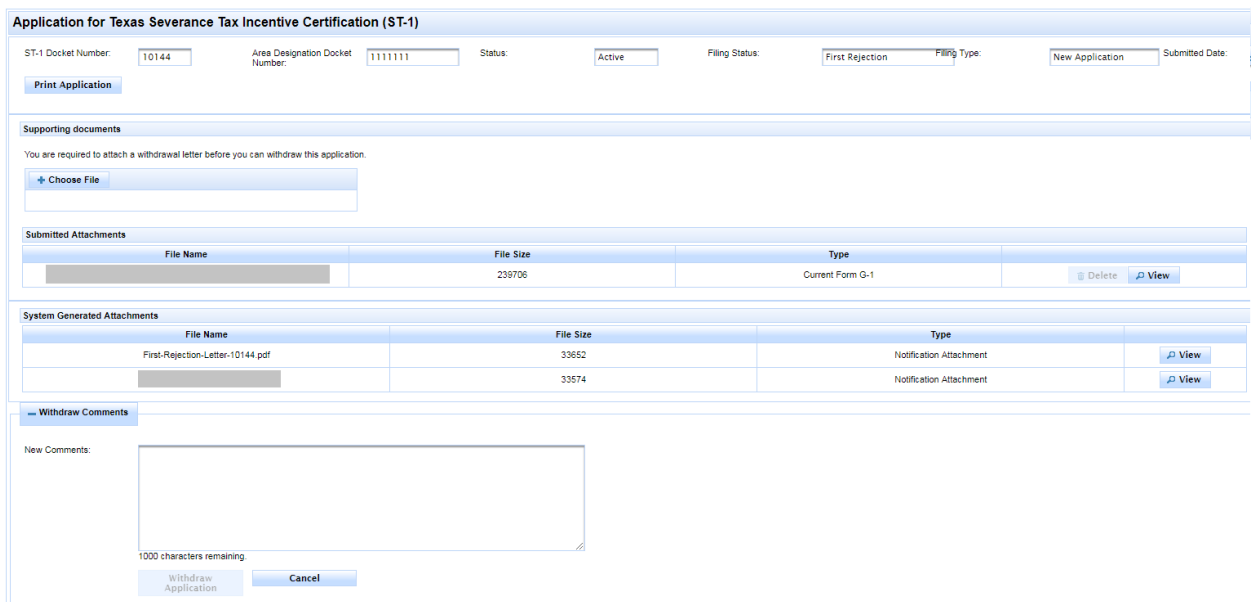
IMPORTANT: An application cannot be deleted if it has already been submitted to the RRC. If an application has already been submitted, then the application can be withdrawn by the filer by requesting the withdrawal in the steps below. Only work-in-progress non-submitted applications can be deleted.

Withdrawing an Application

Withdrawing an application is possible if a filer submits an ST-1 application in error and wishes to pull back the filing from a reject status. *Withdrawals of applications can only occur after an application has been submitted and rejected and must be requested by the filer to be withdrawn by the reviewer.* A filer may delete a work-in-progress application. A filer may not delete an application in a submitted or reject status. An application must be rejected at least once prior to withdrawal. To withdraw an application in your application list, request from the RRC Staff reviewer to withdraw the application on your behalf. In the following steps, an outline of the process is explained including both the filer's and reviewer's actions:

1. External filer should request in writing to withdraw the application. The ST-1 docket number and any other associated identifying information about the filing should be provided to allow for the reviewer to find the correct application filing.
2. The RRC reviewer should acknowledge receipt of the withdrawal request offline. Using the *Dashboard*, the reviewer should find the application from the list of filings.
3. The RRC reviewer should click on the **Actions** button for the filing in a reject state.

4. The RRC reviewer should click on the **Withdraw Application** button  to initiate the withdrawal process of the application. The following screen will appear to the reviewer once the options is selected to withdraw the application:



Application for Texas Severance Tax Incentive Certification (ST-1)

ST-1 Docket Number: Area Designation Docket Number: Status: Filing Status: Filing Type: Submitted Date:

[Print Application](#)

Supporting documents

You are required to attach a withdrawal letter before you can withdraw this application.

[Choose File](#)

Submitted Attachments

File Name	File Size	Type	
[REDACTED]	239706	Current Form G-1	Delete View

System Generated Attachments

File Name	File Size	Type	
First-Rejection-Letter-10144.pdf	33652	Notification Attachment	View
[REDACTED]	33574	Notification Attachment	View

Withdraw Comments

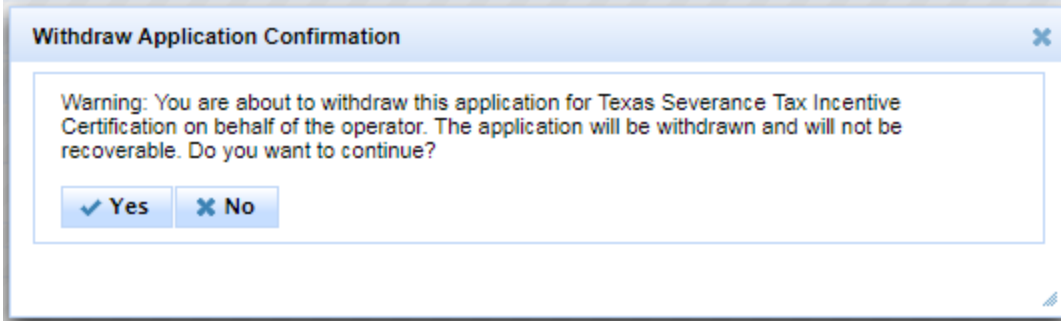
New Comments:

1000 characters remaining.

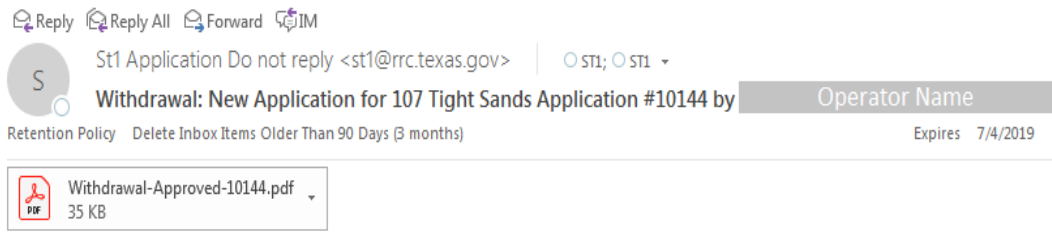
[Withdraw Application](#) [Cancel](#)

The RRC reviewer will attach the withdrawal request as a PDF or e-mail to the application to ensure that the correspondence is recorded. Comments will also be added to summarize the reason for withdrawal.

5. When the RRC reviewer clicks on the **Withdraw Application** button, a warning message will appear to confirm the intent to withdraw the application.



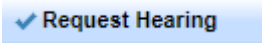
6. Once the withdrawal is confirmed by the RRC reviewer, the filing status will appear as *Withdrawn* on the dashboard.
7. An e-mail confirmation with a PDF of the withdrawal letter will be sent to all contacts listed for correspondence on the application:

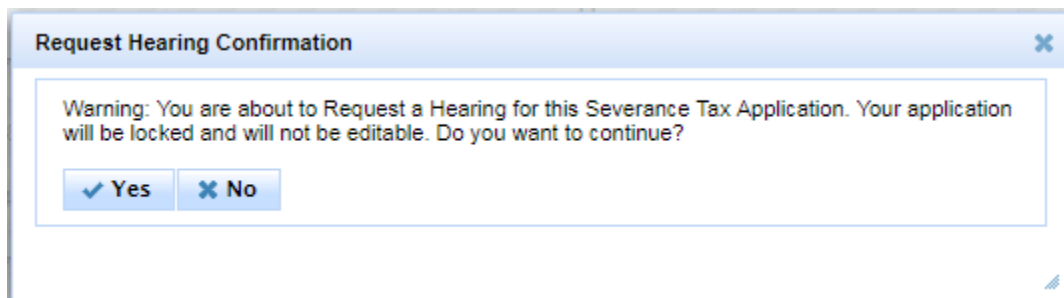


Please see the attached document for information regarding your filing.

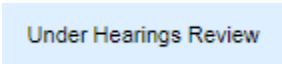
Requesting a Hearing for an Application

Requesting a Hearing for an online application is possible if a filer applies with special circumstances needing review and wishes to escalate the application to a review with RRC Hearings Division. *Requesting a Hearing can only occur after an application has been submitted and rejected and must be requested by the filer to escalate the application to a hearings review.* As the RRC Online does not have current capabilities to interface with the Hearings Division, the actual process for the ST-1 application to receive a hearing occurs externally from this system; the RRC Online ST-1 application places the filing into an indefinite status while it is awaiting the hearing and gives the RRC reviewer the ability to override the status to assign the approval or denial decision reached in hearings or conference.

1. External filer should request in writing to escalate the filing to a hearing. The ST-1 Docket Number and any other associated identifying information about the filing should be provided to allow for the reviewer to find the correct application filing.
2. The RRC reviewer should acknowledge receipt of the hearings request offline. Using the **Dashboard**, the reviewer should find the application from the list of filings.
3. The RRC reviewer should click on the **Actions** button for the filing while it is in a reject state.
4. The RRC reviewer should click on the **Request Hearing** button  to initiate the hearings review of the application. The following warning message will appear to the reviewer once the option is selected to initiate the hearings process:

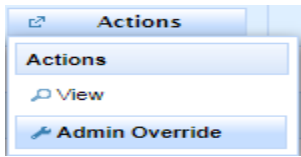


5. Once Yes is selected from the warning message, the filing status of the application will change to *Under Hearings Review*

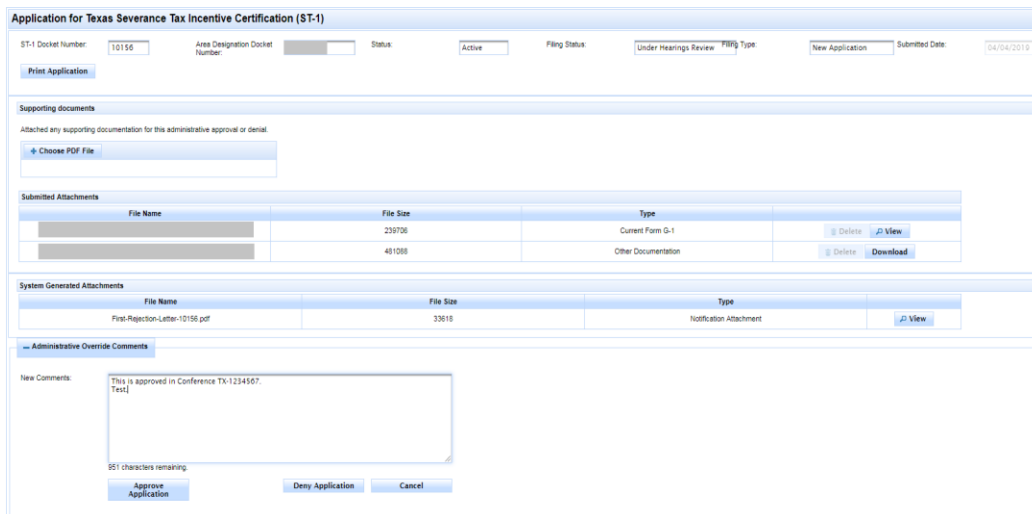
 Under Hearings Review

6. The application will remain in the *Under Hearings Review* status until a decision is reached by at Commissioners' Conference. The application will be taken offline during the hearings process and additional documents may be requested by the appropriate RRC staff.

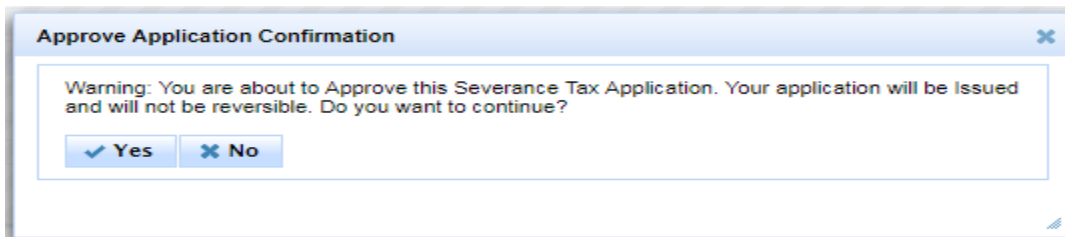
- Once a decision is reached, the RRC reviewer will be notified of the decision and will revisit the online application in the *User Dashboard*. The RRC reviewer will click on the **Actions** button and choose **Admin Override** to assign the hearing decision to the filing.



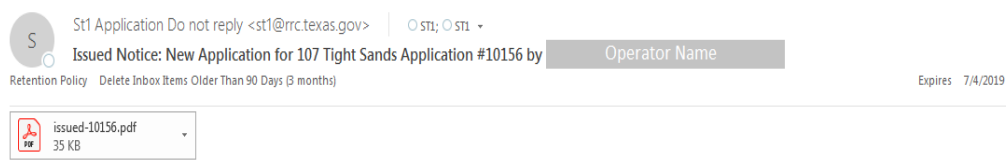
- After clicking on **Admin Override**, the RRC reviewer will be directed to a page to allow supporting documentation to be attached and comments provided to summarize the results. The reviewer may **Approve Application** or **Deny Application** to assign the final decision to the filing or **Cancel** to leave the screen without action.



- A warning message will appear notifying the reviewer that the application will be approved or denied and that the action will be irreversible once done.



- An e-mail confirmation of the final decision will be sent to the contacts listed in the application.



Please see the attached document for information regarding your filing.

Correspondence Letters

When an application has an event-specific letter generated, the specific letter will be sent to the e-mail contacts provided in the *Application* tab within *Operator Information* subsection and in the *Additional Contacts* tab within each provided *Filer Contact Information* and *Secondary Operator Contact* subsection. In the images below are the three locations that filer e-mail addresses are gathered for official correspondence between the filer and reviewer.

Application Attachments Additional Contacts Optional Well Data Submit

Operator Information

Search Operator

Operator Name: Operator P5:

Address 1: Address 2:

City: State: Zip:

Phone Number: * eMail: *

Application Attachments Additional Contacts Optional Well Data Submit

Filer Contact Information

Name:

Address 1: Address 2:

City: State: Zip:

Phone Number: eMail:

Secondary Operator Contact

Name:

Address 1: Address 2:

City: State: Zip:

Phone Number: eMail:

Also, the system will store the generated letter to the *Attachments* tab within the *System Generated Attachments* List for the filer and reviewer to access the letters via the application.

File Name	File Size	Type	
First-Rejection-Letter-10156.pdf	33618	Notification Attachment	View
Issued-10156.pdf	35859	Notification Attachment	View



IMPORTANT: RRC Online System will generate approval letters for only High-Cost Gas filings. The RRC Online System will not generate letters for Marketing Previously Flared or Vented Casinghead Gas filings; in rare instances, RRC staff will provide additional correspondence for the filer as needed in an offline setting.

Issued Approval Letter Example

The approval letter is issued once an application is reviewed and approved by both the Administrative Reviewer and the Technical Reviewer. Once issued, the approval letter provides the required information about the gas lease to the Comptroller of Public Accounts and certifies that the gas lease is eligible for the severance tax incentive.

Christi Craddick, Chairman
Ryan Sitton, Commissioner
Wayne Christian, Commissioner



Danny Sorrells
Assistant Executive Director,
Director Oil and Gas

Paul Dubois
Assistant Director,
Technical Permitting

RAILROAD COMMISSION OF TEXAS

OIL AND GAS DIVISION

Tax Exemption Certification

04/23/2019

Operator Name
Mailing Address on P-5

Docket Number: 10052

Lease Name: [REDACTED]

Spud Date: 04/01/2019

ST-1 Rec. Date: 04/23/2019

Gas ID Number: [REDACTED]

Field Name: HAWKVILLE (EAGLEFORD
SHALE)

Completion Date: 04/10/2019

Certification Date: 04/23/2019

Dear [REDACTED] Operator Name

A review has been made of the above referenced Texas Tax Code Section 201.057 application for high-cost gas state severance tax incentive certification. The application has been found to satisfy the requirements of the Railroad Commission of Texas, Statewide Rule 101.

Approval Comments

To qualify, the person responsible for paying the tax must first apply to the Comptroller of Public Accounts by submitting a copy of this letter with the Comptroller of Public Accounts application Form AP-180. For further restrictions and requirements, refer to House Bill 2424, enacted by the 78th Texas Legislature in 2003. Other filing and reporting information may be obtained by calling the Comptroller at 1-800-531-5441 Ext. 34455 (Nationwide Toll-Free) or 1-512-463-4600.

It is the applicant's responsibility to notify the Railroad Commission in writing if it is determined that a gas well previously certified as producing high-cost gas no longer qualifies.

If you have questions, please call the Engineering Unit at 512-463-1126 or please contact: [REDACTED] RRC Reviewer

1701 NORTH CONGRESS AVENUE POST OFFICE BOX 12967 AUSTIN, TEXAS 78711-2967 PHONE: 512/463-7158 FAX: 512/463-7000
TDD 800/735-2989 OR TDY 512/463-7284 AN EQUAL OPPORTUNITY EMPLOYER HTTP://WWW.RRC.TEXAS.GOV

Withdrawal Letter Example

The withdrawal letter is issued once an application is withdrawn by the action of the reviewer at the request of the filer; the withdrawal letter is the official notification from the RRC to the filer that an application was withdrawn.

Christi Craddick, Chairman
Ryan Sitton, Commissioner
Wayne Christian, Commissioner



Danny Sorrells
Assistant Executive Director,
Director Oil and Gas

Paul Dubois
Assistant Director,
Technical Permitting

RAILROAD COMMISSION OF TEXAS

OIL AND GAS DIVISION

Withdrawal of ST-1 Application Notice

04/04/2019

Operator Name
Mailing Address on P-5

Docket Number: 10142

Lease Name:

Gas ID No:

Field Name: EAGLEVILLE (EAGLE FORD-2)

Dear Operator Name:

The above referenced docket number has been withdrawn due to:

Withdrawal Reason Comments

If you have any questions, please contact RRC Reviewer

Request for Additional Data / Rejection #1 Letter Example

The Request for Additional Data (RAD) letter is issued once a review determines that an application has errors or missing information that must be corrected before an application can be approved. The RAD letter is initiated by a rejection by one or both reviewers and will be issued once both reviewers have had a chance to notify the filer of required application corrections to prevent unnecessary additional issuances of the RAD letter.

Christi Craddick, Chairman
Ryan Sitton, Commissioner
Wayne Christian, Commissioner



Danny Sorrells
Assistant Executive Director,
Director Oil and Gas

Paul Dubois
Assistant Director,
Technical Permitting

RAILROAD COMMISSION OF TEXAS

OIL AND GAS DIVISION

First Rejection Notice

04/24/2019

Operator Name
Mailing Address on P-5

Docket Number: 10012

Gas ID No: [REDACTED]

Lease Name: [REDACTED]

Field Name: BIG WELLS (SAN MIGUEL)

Dear [REDACTED] Operator Name

Your application for Severance Tax Exemption Certification under Texas Tax Code Section 201.057 has been reviewed for compliance with the state filing requirements. The following additional information is needed to make the application complete:

Reason for Rejection / Request for Additional Data

Please include the docket number on all correspondence concerning this application. You will be notified when the status of your application changes.

If you have questions, please call the Engineering Unit at 512-463-1126 or please contact: [REDACTED] RRC Reviewer

1701 NORTH CONGRESS AVENUE POST OFFICE BOX 12967 AUSTIN, TEXAS 78711-2967 PHONE: 512/463-7158 FAX: 512/463-7000
TDD 800/735-2989 OR TDY 512/463-7284 AN EQUAL OPPORTUNITY EMPLOYER HTTP://WWW.RRC.TEXAS.GOV

Request for Additional Data / Rejection #2 Letter Example

The second Request for Additional Data (RAD2) letter is issued once a second review determines that an application has errors or missing information that must be corrected before an application can be approved. The RAD2 letter is initiated by a rejection by one or both reviewers and will be issued once both reviewers have had a chance to notify the filer of required application corrections to prevent unnecessary additional issuances of the RAD2 letter.

Christi Craddick, Chairman
Ryan Sitton, Commissioner
Wayne Christian, Commissioner



Danny Sorrells
Assistant Executive Director,
Director Oil and Gas

Paul Dubois
Assistant Director,
Technical Permitting

RAILROAD COMMISSION OF TEXAS

OIL AND GAS DIVISION

Second Rejection Letter

04/24/2019

Operator Name
Mailing Address on P-5

Docket Number: 10015

Lease Name:

Gas ID No:

Field Name: SABLE (SAN ANDRES)

Dear Operator Name

The additional information received 04/24/2019 in support of your application for Severance Tax Exemption Certification under Texas Tax Code Section 201.057 has been reviewed. The following additional information is needed to make the application complete.

Reason for Rejection / Request for Additional Data

Please include the docket number on all correspondence concerning this application. You will be notified when the status of your application changes.

Note: The Texas Administrative code, Title 16, Part 1 Chapter 1 Rule 201 states that an applicant may make no more than two supplemental filings to complete an application. If, after the next supplemental submission, the application is still incomplete, the division or section shall administratively deny the application.

If you have questions, please call the Engineering Unit at 512-463-1126 or please contact: RRC Reviewer

Denial / Rejection #3 Letter Example

The third Request for Additional Data (RAD3) / Denial letter is issued once a third review determines that an application has errors or missing information that must be corrected before an application can be approved. The Denial/RAD3 letter is initiated by a rejection by one or both reviewers and will be issued once both reviewers have had a chance to notify the filer of required application corrections to prevent unnecessary additional issuances of the Denial/RAD3 letter. While the Denial letter is final, a filer may request a hearing or submit additional data within thirty days of the issuance of the letter before the application is set to a final status of denied where no additional changes may be initiated.

Christi Craddick, Chairman
Ryan Sitton, Commissioner
Wayne Christian, Commissioner



Danny Sorrells
Assistant Executive Director,
Director Oil and Gas

Paul Dubois
Assistant Director,
Technical Permitting

RAILROAD COMMISSION OF TEXAS

OIL AND GAS DIVISION

Final Rejection Notice

04/24/2019

Operator Name
Mailing Address on P-5

Docket Number: 10015
Lease Name:

Gas ID No:
Field Name: SABLE (SAN ANDRES)

Dear Operator Name

Your application (Form ST-1) for Severance Tax Exemption Certification under Texas Tax Code Section 201.057 has been reviewed for compliance with the Commission's Rule at 16 Texas 3.101, relating to certification for severance tax exemption or reduction for gas produced from high-cost gas wells (Statewide Rule 101).

Your application cannot be administratively approved because the subject well:

Reason for Rejection / Request for Additional Data

A hearing may be scheduled at your written request received no later than 30 days from the date of this letter.

If you have questions, please call the Engineering Unit at 512-463-1126 or please contact: RRC Reviewer
Sincerely, RRC Reviewer

Administratively Denied Letter Example

The Administratively Denied Letter is issued once a reviewer administratively overrides the application status to deny the application; this is reserved for special circumstances only, such as a hearings or conference decision.

Christi Craddick, Chairman
Ryan Sitton, Commissioner
Wayne Christian, Commissioner



Danny Sorrells
Assistant Executive Director,
Director Oil and Gas

Paul Dubois
Assistant Director,
Technical Permitting

RAILROAD COMMISSION OF TEXAS

OIL AND GAS DIVISION

Administratively Denied Letter

04/24/2019

Attn: Operator Name

Mailing Address on P-5

Docket Number: 10001

Lease Name:

Gas ID No:

Field Name: LITTLE MAXEY (FUSSELMAN)

Dear Operator Name

Your Application (Form ST-1) for a Severance Tax Exemption Certification under Section 201.057 of the Texas Tax Code has been reviewed for compliance with the Commission's Rule at 16 Texas Administrative Code 3.101, relating to Certification for Severance Tax Exemption or reduction for gas produced from high-cost gas wells (Statewide Rule 101).

Your application cannot be administratively approved because the subject well:

Reason for Administrative Denial

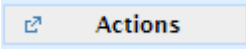

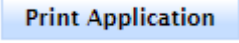
Please include the docket number on all correspondence concerning this application.

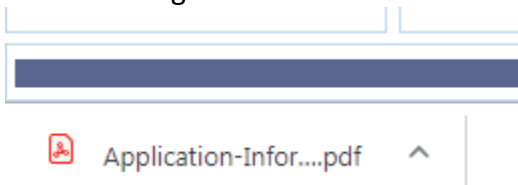
If you have questions, please call the Engineering Unit at 512-463-1126 or please contact: RRC Reviewer


1701 NORTH CONGRESS AVENUE POST OFFICE BOX 12967 AUSTIN, TEXAS 78711-2967 PHONE: 512/463-7158 FAX: 512/463-7000
TDD 800/735-2989 OR TDY 512/463-7284 AN EQUAL OPPORTUNITY EMPLOYER HTTP://WWW.RRC.TEXAS.GOV

Viewing an Application

You can view in progress or submitted applications in PDF format directly from the list displayed on your *ST-1 User Dashboard* page.

1. Click the **Actions** button  next to the application you want to see.
2. Click the **View** button. 
3. The system will automatically direct you to the Application tab of the application filing; the data will display on tabs in a similar format to the filing workflow.
4. Click on the **Print Application** button.  It is in the top-left of the screen next to the menu and below the application title.
5. The PDF will generate as a file in the bottom-left corner of your browser.



6. Click on the arrow  to either open or save the PDF.

Application Submission, Workflow, and Approval

Logging into the Application for Severance Tax Incentive Certification (ST-1) Application

To log in to the ST-1 application, please see the [RRC Online Login Screen section](#) earlier in this document.

User Roles and Permissions

The following is a list of the actions you can perform as an external filer of the ST-1 system:

- You can log into the ST-1 online system.
- You can read an existing ST-1 application.
- You can file a new ST-1 application.
- You can correct and resubmit a returned/rejected ST-1 application.
- You can delete a work-in-progress application not yet submitted to the RRC.
- You can withdraw a submitted ST-1 application by requesting to do so from RRC reviewer.
- You can set correspondence e-mail addresses within applications to receive generated correspondence letters.

Creating ST-1 Applications

To create new ST-1 applications, please see the [Creating a New ST-1 Application section](#) earlier in this document.

ST-1 Dashboard

Your *ST-1 User Dashboard* page provides a method for you to facilitate tracking of Statewide Rule 101 applications through the approval process. When you log in, on your *ST-1 Dashboard* page, you are presented with a list of your applications.

You can only see your own applications within your *User Dashboard* list.

You cannot change a submitted application. If you need to change the application, you must contact the RRC Engineering Unit of Technical Permitting so that the status can be changed to *Returned*.

Additional Help

If you need additional assistance or have questions about your Severance Tax Incentive (ST-1) application, please contact the Engineering Unit of the RRC's Oil & Gas Division. Contact information can be found on the [RRC Locations](#) page of the [RRC website](#).