

Project Document



Railroad Commission of Texas Inspection Enforcement Tracking and Reporting System Phase 2: CASES Online Portal Training Materials

VERSION 4.0

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VERSION HISTORY

Version	Date	Author(s)	Description
1.0	01/13/2019	Sense Corp	Document Creation
2.0	03/06/2020	Sense Corp	Amended for updates to CASES Portal
3.0	08/11/2020	Sense Corp	Amended with Online Payment Information
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TABLE OF CONTENTS

1.	ONLINE PORTAL OVERVIEW	4
1.1	WELCOME SCREEN	4
1.2	CASES PORTAL LIST VIEW	5
1.2.1	Global Search	5
1.2.2	Search Results	6
1.2.3	Additional Search Options	7
1.2.4	View Case Details	7
1.2.5	Navigation	8
1.3	CASE RECORD DETAILS	8
1.4	FILES & CORRESPONDENCE DETAILS	11
1.5	CASE DOCUMENTS DETAILS.....	12
2.	DOCUMENT UPLOADS	15
3.	MAKING PAYMENTS ONLINE	18
3.1	MAKE A PAYMENT	18
3.1.1	Paying by Electronic Check.....	19
3.1.2	Paying by Credit Card	26

1. ONLINE PORTAL OVERVIEW

Thank you for using the Railroad Commission of Texas' (RRC) Case Administration Service Electronic System (CASES) Online Portal. This guide will walk you through the basic layout and functionality of the **Online Portal**. The Online Portal is a place for authenticated users and the general public to search for and view RRC case information online, including processed case documents. Authenticated users may also log in to submit filings to cases for RRC review, as well as pay administrative penalties assessed by Legal Enforcement.

Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using the RRC CASES Online Portal. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.

1.1 WELCOME SCREEN

When you first navigate to the Online Portal, you are taken to the **Welcome Screen**. Its components are defined below.

Home Cases Payments Visit RRC

Search... Victor Martin

This application allows you to electronically search RRC dockets and cases, review and submit filings for CASES, and pay administrative penalties.

For instructions on how to use RRC CASES, click here.

Forms Available for Download

- Authenticated User Request Form
- Hearing Request Form
- Prehearing Request Form
- Appearance Slip Form
- Electronic Consent Form

Find a Case Hearings Calendar Make a Payment

For assistance with RRC CASES, please see the RRC CASES instructions. If you have a specific question that the instructions do not address, contact publicassist@rrc.texas.gov.

Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.

1. The language on the welcome screen introduces the Online Portal's purpose and functionality and displays links to this instructional guide for future accessibility. Please note that while development is underway on both the CASES system and its Online Portal, some docket types may be temporarily unavailable for tracking within the Online Portal.
2. The **Action Buttons** will initiate various processes for a user:
 - a. The **Find a Case** button will initiate your search for a specific case by landing you on the case list page;
 - b. The **Hearings Calendar** button will provide you with a view at the current RRC Hearings calendar;

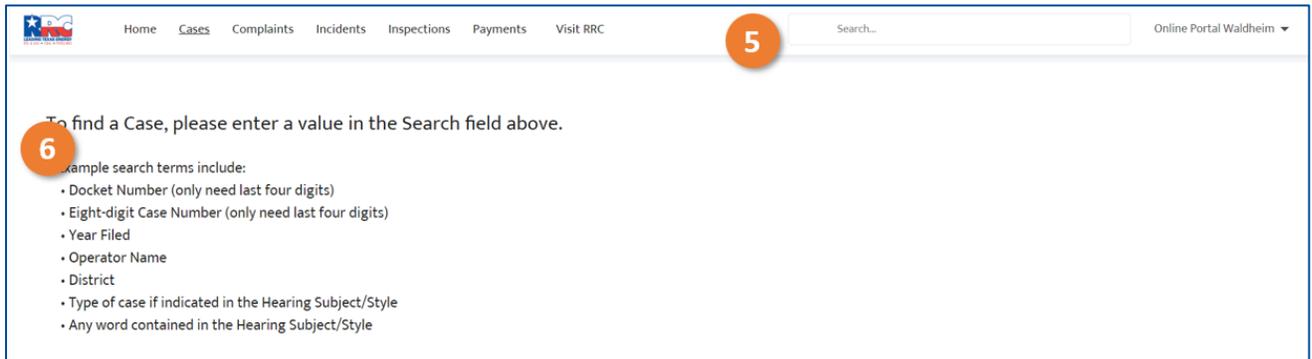
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- c. The **Make a Payment** button will initiate the payment process for penalties owed to RRC.
3. Various forms relevant to hearings proceedings are available on the RRC's website, which is also linked on the welcome screen. Users may navigate through the provided link to the RRC's website to view and download these forms.



4. Users can return to the welcome screen from inside the Online Portal by selecting **Home** in the navigation bar.

1.2 CASES PORTAL LIST VIEW



The Find a Case or Cases links will direct you to the CASES Portal search instructions page.

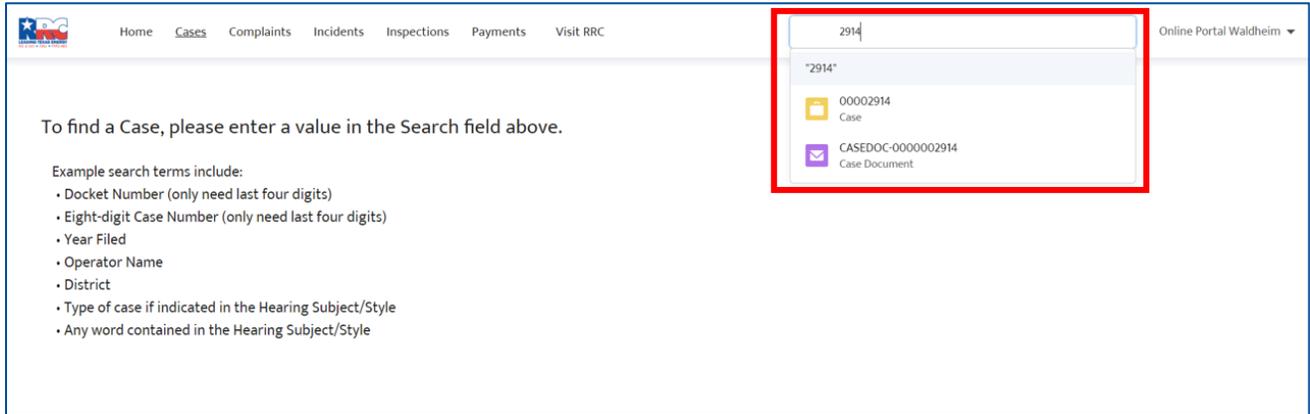
5. Cases can be searched using the **Search** bar.
6. Cases are searchable by a number of variables including **Docket Number, Operator Name, District, Type of Case**, and any **Keyword** that might be included in the **Hearing Subject/Style** field (a summary of the case).

1.2.1 Global Search

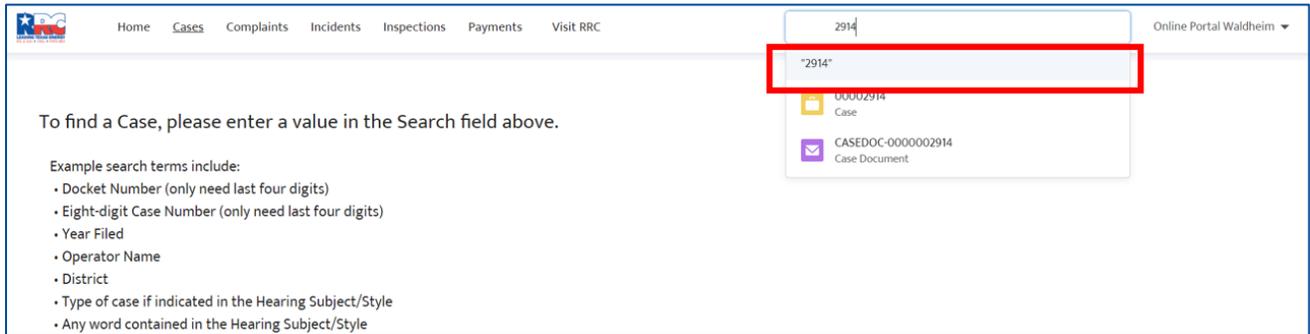
Specific keywords and numbers can be entered into the global search bar at the top of each screen.

To search for a Case, type any search criteria in the **Search** bar and press the **Enter** key. As a variable is entered, suggested searches including Cases and Correspondence Documents will be populated in a dropdown menu below the Search bar. Clicking one of these variables will immediately direct the user to the details of the highlighted Case, Case Document, or Files & Correspondence object.

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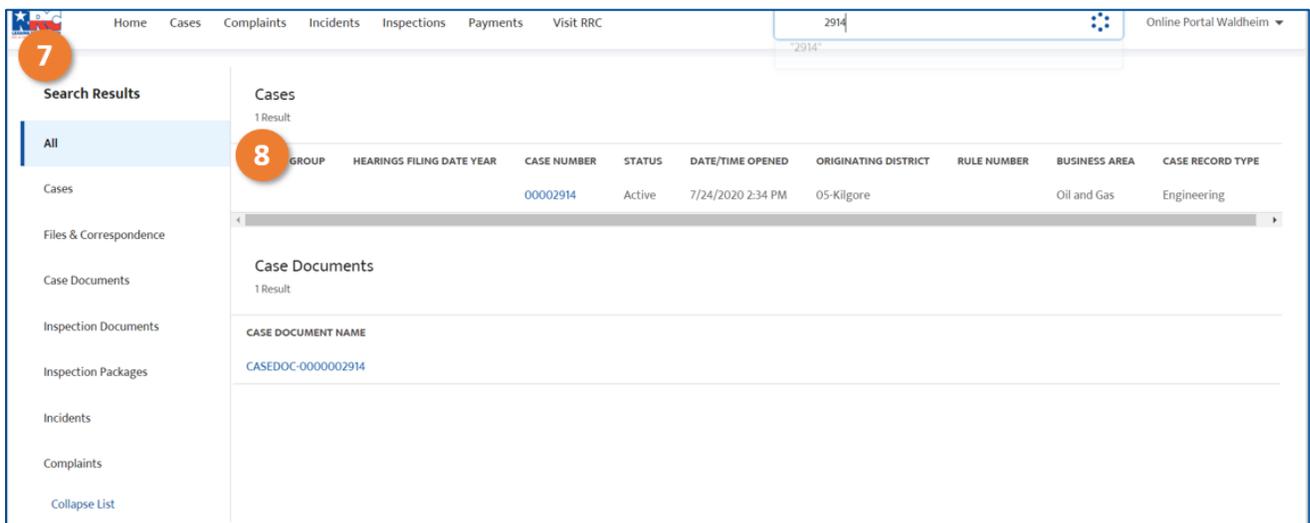


The entered values will not only be checked against information contained in case records, but also information associated with files accessible through the system. Results will be displayed in a global search results page, which will house additional search refinement tools to be used on the returned search results. To view the full list of returned results, enter a search term into the Search bar, and either press the Enter key or click the Icon immediately under the Search bar.



1.2.2 Search Results

After entering search terms in the Search bar, the user will be directed to the Search Results page. The search results page will be populated with a number of additional tools to assist in refining a search.



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7. The Search Results sidebar allows the user to filter a search by different Record Types. Clicking either the All, Cases, Files & Correspondence, or Case Documents button will cause the main list view to exclusively show records of the corresponding type.
8. The Search results are organized by **Docket Group**, **Hearings Filing Date Year**, **Case Number** (Docket Number), **Status**, **Originating District** (the district linked to the subject matter of the case), and **Hearings Subject/Style** (a summary of the case). Each of these columns can be sorted in ascending or descending order to assist in finding a case or group of cases.

1.2.3 Additional Search Options

If an expected case does not appear while using the list view search function, try combining your search with a column sort, or using the sidebar to filter results.

In addition to the ability to sort on the several case fields in the search results view, the portal is equipped with search refining capabilities. In order to drill down search results for a Case, a user can click the **Cases** button in the **Search Results** sidebar.

The screenshot displays the 'Search Results' interface. On the left is a sidebar with a 'Refine By' section highlighted by a red box. This section contains filters for 'Docket Group' (a dropdown menu), 'Hearings Filing Date Year' (a text input), 'Case Number' (a text input), 'Status' (a dropdown menu), and 'Originating District' (a text input). The main area shows a table of search results with columns: DOCKET GROUP, HEARINGS FILING DATE YEAR, CASE NUMBER, STATUS, ORIGINATING DISTRICT, and HEARINGS SUBJECT / STYLE. The table lists 15 results, all for 'OG - Oil and Gas' in 2019, originating from '08-Midland'. The 'Status' column shows a mix of 'Active' and 'Inactive' cases. The 'HEARINGS SUBJECT / STYLE' column contains various case descriptions, such as 'TO CONSIDER THE APPLICATION OF MDC TEXAS OPERATOR LLC (OPERAT...' and 'PIPELINE SAFETY DOCKET NO.00001381LEGAL ENFORCEMENT ACTION AG...'. The sidebar also shows 'All' and 'Cases' buttons, with 'Cases' selected.

To refine a search in the list view, a user can select an option in the dropdown menus for **Docket Group** and **Status**, and/or type variables into the text entry boxes for **Hearings Filing Date Year**, **Case Number**, and **Originating District** to filter a given search.

1.2.4 View Case Details

To view the details of a case, select its linked case number from the Case Number column.

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Home Cases Complaints Incidents Inspections Payments Visit RRC

2914

Online Portal Waldheim

Search Results

Cases
1 Result

DOCKET GROUP	HEARINGS FILING DATE YEAR	CASE NUMBER	STATUS	DATE/TIME OPENED	ORIGINATING DISTRICT	RULE NUMBER	BUSINESS AREA	CASE RECORD TYPE
		00002914	Active	7/24/2020 2:34 PM	05-Kilgore		Oil and Gas	Engineering

Case Documents
1 Result

CASE DOCUMENT NAME

CASEDOC-0000002914

1.2.5 Navigation

To return to the initial **Cases Search** screen, select **Cases** in the navigation bar

Home **Cases** Complaints Incidents Inspections Payments Visit RRC

Search...

Online Portal Waldheim

1.3 CASE RECORD DETAILS

Selecting a case number within the CASES Online Portal will link the user to the details of that case. These detail fields may update over the life of a case as the case is processed internally at the RRC. The image below shows the sections of the case page layout an Authenticated User can view.

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The screenshot displays the 'Case File' page for Case Number 00002376. The page is divided into several sections:

- Case Information:** Case Number (00002376), Party (TEST COMPANY), Originating District (01-Pampa), Date Transferred to Hearings, Status (Inactive), Hearing, Record Type, and Business Area (Oil and Gas).
- Description:** Expanded to show 'Hearings Subject / Style' with the text: 'THE APPLICATION OF TEST COMPANY (OPERATOR NO. 000000) TO CONSIDER AMENDING THE FIELD RULES FOR THE <FIELD NAME> FIELD, <COUNTY NAME(S)> COUNTY, TEXAS, DISTRICT 01'.
- Files & Correspondence:** Shows 0 files.
- Case Documents:** Shows 3 documents:

File Name	Document Type	Date Filed
Test Upload 3.txt	Other (with description)	
Test Upload.txt	Notice of Intent to Sever	
Test Upload 2.txt	Other (with description)	
- Upload Case File:** Contains a warning about confidential information and a 'Next' button.

9. The following table contains detailed descriptions of the fields on the case page layout. *Note - You can hover over the information symbol next to each field name to see a short description.*

Field Name	Description
Case Number	This field shows how the case is uniquely identified.
Party	This field shows the company or organization associated with this case.
Originating District	This field shows the district or region associated with this case.
Date Transferred to Hearings	This field shows when the case was transferred to the Hearings Department by another business area.
Status	This field shows if the case is active or inactive.
Hearing	This field shows the hearing date of this case, if assigned.
Record Type	This field displays which division or department of the RRC is the current primary handler of this case. For

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Field Name	Description
	example, if this field says Hearings , the case is currently in the Hearings Division.
Rule Number	This field shows the Rule Number associated with the case.
Business Area	This field displays the RRC business area under whose purview this case falls.
Hearings Subject / Style	This field provides a summary of the case.

10. **Files & Correspondence** contains files **submitted** to RRC to be associated with this case. RRC reviews these files internally before they are available to view on the portal. Once files are processed by RRC, they will appear in the **Case Documents**.

While RRC reviews the uploaded information, only you and RRC can see the files you have submitted. The records will not be visible to any other user until they are posted on the Online Portal by the RRC. Similarly, you will not be able to see **Files & Correspondence** records that another user submitted until they are approved and posted on the portal.

A limited number of **Files & Correspondence** records will appear in the related list preview. To see all of the files uploaded as **Files & Correspondence** to this case, as well as to sort them for easier searchability, select the View All option.

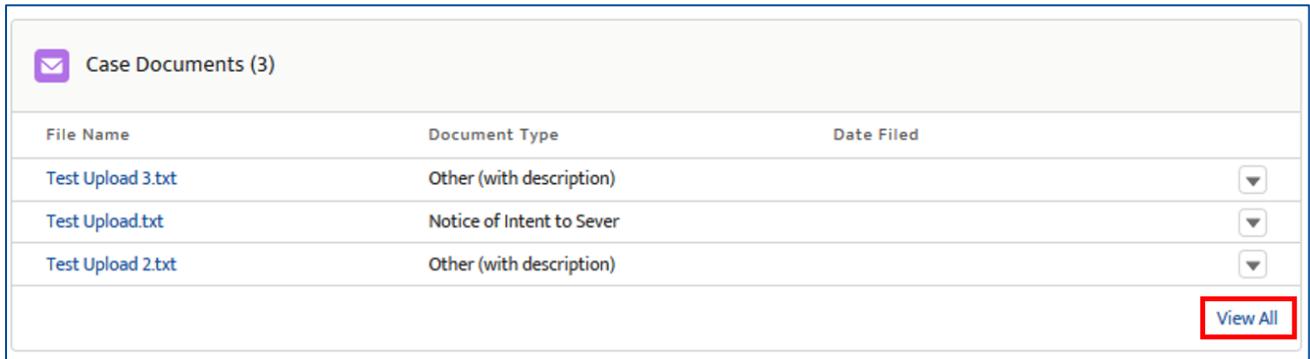
FILE AND CORRESPONDENCE ...	DOCUMENT TYPE	PARTY SUBMITTING DOCUMENT	CREATED DATE
FILECORR-001873	Complaint	Attorney	12/16/2019 10:20 PM
FILECORR-001874	Application	Attorney	12/16/2019 10:21 PM
FILECORR-001875	Memo	Attorney	12/16/2019 10:21 PM

[View All](#)

11. **Case Documents** are files from all sources that are associated to the case.

A limited number of **Case Documents** records will appear in the related list preview. To see all of the files in this group, as well as to sort them for easier searchability, select the **View All** link. By default, the **Case Documents** will be ordered by the date they were filed by RRC and not necessarily the date they were created or received.

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A screenshot of a web interface showing a list of case documents. At the top, there is a header 'Case Documents (3)' with a purple envelope icon. Below this is a table with three columns: 'File Name', 'Document Type', and 'Date Filed'. The table contains three rows of data. Each row has a blue link for the file name, a text label for the document type, and a dropdown arrow for the date filed. A red box highlights a 'View All' button in the bottom right corner of the table area.

File Name	Document Type	Date Filed
Test Upload 3.txt	Other (with description)	▼
Test Upload.txt	Notice of Intent to Sever	▼
Test Upload 2.txt	Other (with description)	▼

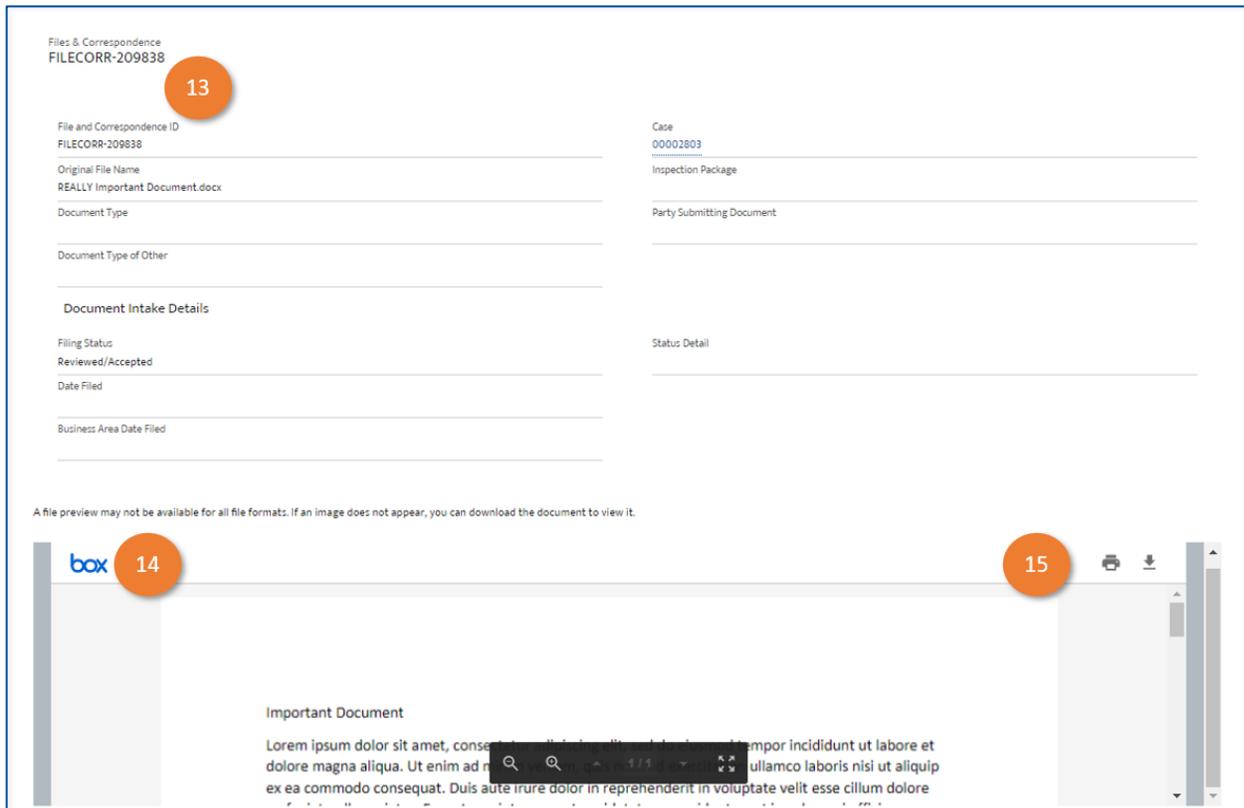
[View All](#)

12. The **Document Uploader** allows authenticated users to submit files to be included on a case record. These files are automatically associated to the case from which the authenticated user initiated the document upload process. As of December 15, 2019, the **Document Uploader** only may be used from the case details page, meaning that all uploaded files must be tied to a case.

See the Document Upload Process section of this guide for additional instruction on uploading files through the CASES Online Portal.

1.4 FILES & CORRESPONDENCE DETAILS

Selecting a **Files & Correspondence ID** within the CASES Online Portal will bring you to the details of the associated Files & Correspondence record. These detail fields may update over the life of a file as the case and file are processed internally at the RRC.



A screenshot of the 'Files & Correspondence' details page in the CASES Online Portal. The page is titled 'Files & Correspondence FILECORR-209838'. A callout bubble with the number '13' points to the title. The page is divided into two columns of form fields. The left column includes 'File and Correspondence ID', 'Original File Name', 'Document Type', 'Document Type of Other', 'Document Intake Details', 'Filing Status', 'Reviewed/Accepted', 'Date Filed', and 'Business Area Date Filed'. The right column includes 'Case', 'Inspection Package', 'Party Submitting Document', and 'Status Detail'. Below the form fields, there is a message: 'A file preview may not be available for all file formats. If an image does not appear, you can download the document to view it.' Below this message is a file preview area with a 'box' logo and a callout bubble with the number '14'. The preview area shows a document titled 'Important Document' with placeholder text. A callout bubble with the number '15' points to the 'box' logo. The preview area also includes a search bar and a download icon.

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13. The table below contains detailed descriptions of the fields on a Files & Correspondence record.

Field Name	Description
Files and Correspondence ID	This field shows how the file is uniquely identified. This identifier should be sent to RRC with any communication about the file.
Case	This field shows the case to which this file is associated.
Original File Name	This field shows the name with which the file was saved and uploaded.
Inspection Package	This field shows the inspection package to which this file is associated.
Party Submitting Document	This field shows who submitted this file to the case.
Document Type	This field shows the type of file as determined by RRC.
Document Type Other	This field shows clarifying information if the Document Type is marked as “other” by RRC.
Filing Status	This field shows the status of the file in relation to the case as determined by RRC.
Status Detail	This field provides additional context to the Filing Status decision.
Date Filed	This field displays the date the document was filed with RRC and not necessarily the date it was created or received.
Business Area Date Filed	This field displays the date the document was filed with the Business Area responsible for intaking the document’s related Case or Inspection Package

14. The Box Preview shows the uploaded file as it was received in the Online Portal. Please note that the Box preview function may not show a preview of all document format types. If an image does not appear, you can download the document to view it.

15. All files accessible on Files & Correspondence records can be downloaded and printed through the Box Preview.

1.5 CASE DOCUMENTS DETAILS

Selecting a linked **Original File Name** within the CASES Online Portal will link the user to the details of the associated **Case Documents** record. These detail fields may update over the life of a file as the case and file are processed internally at the RRC.

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Case Document
CASEDOC-000002679

16

Original File Name
Test Upload 2.txt

Document Type
Other (with description)

Case
00002376

Party Submitting Document

✓ Docket Services Intake Details

Filing Status
Reviewed/Accepted

Status Detail

Date Filed

A file preview may not be available for all file formats.

17

box

TEST 2 TEST

18

16. The table below contains detailed descriptions of the fields on a Case Document record.

Field Name	Description
Case	This field shows the case to which this file was associated.
Original File Name	This field shows the name with which the file was saved and uploaded.
Party Submitting Document	This field shows who submitted this file to the case.
Document Type	This field shows the type of file as determined by RRC.
Filing Status	This field shows the status of the file in relation to the case as determined by RRC.
Status Detail	This field provides additional context to the Filing Status decision.
Date Filed	This field displays the date the document was filed with RRC and not necessarily the date it was created or received.

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17. The Box Preview shows the uploaded file as it was received in the CASES Online Portal and processed by RRC. In some cases, especially with confidential documents, RRC may make alterations to a file before making it viewable on the portal.
18. All files accessible on Case Documents records can be downloaded and printed through the Box Preview.

2. DOCUMENT UPLOADS

Authenticated users can upload files to the case from which the user initiated the document upload process. The document upload process is completed over the course of several steps, as detailed below. *Note - Only authenticated users have the ability to upload files to a case.*

1. First, you must acknowledge that documents uploaded through the CASES Online Portal are not considered confidential. Therefore, any files containing potentially confidential information should be delivered to RRC using previously established processes in accordance with RRC rules.

Upload Case File

*Please be aware that all records, data, and information filed with the Commission are subject to the Texas Public Information Act (PIA), Texas Government Code, Chapter 552. Certain information is considered confidential under the PIA. **For your own protection, do not upload confidential information to RRC CASES.** Examples of confidential information include but are not limited to the following: driver's license information; social security numbers; credit card, debit card, or bank account information numbers; passwords or access codes; medical records or other personal health information; and personally identifying information (PII). PII is a combination of information that could be used to name or distinguish an individual from other individuals.*

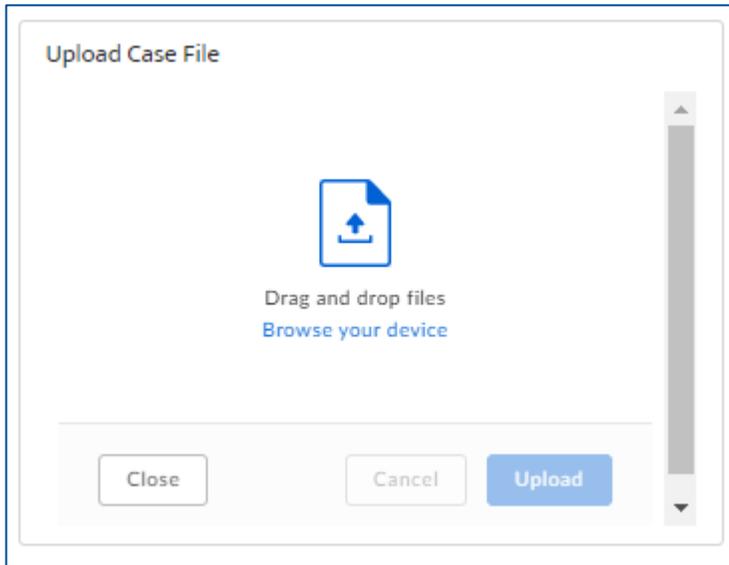
For instructions on submitting confidential information, refer to [Commission Rule 1.168](#)

By clicking "Next" I agree that I have read the above information.

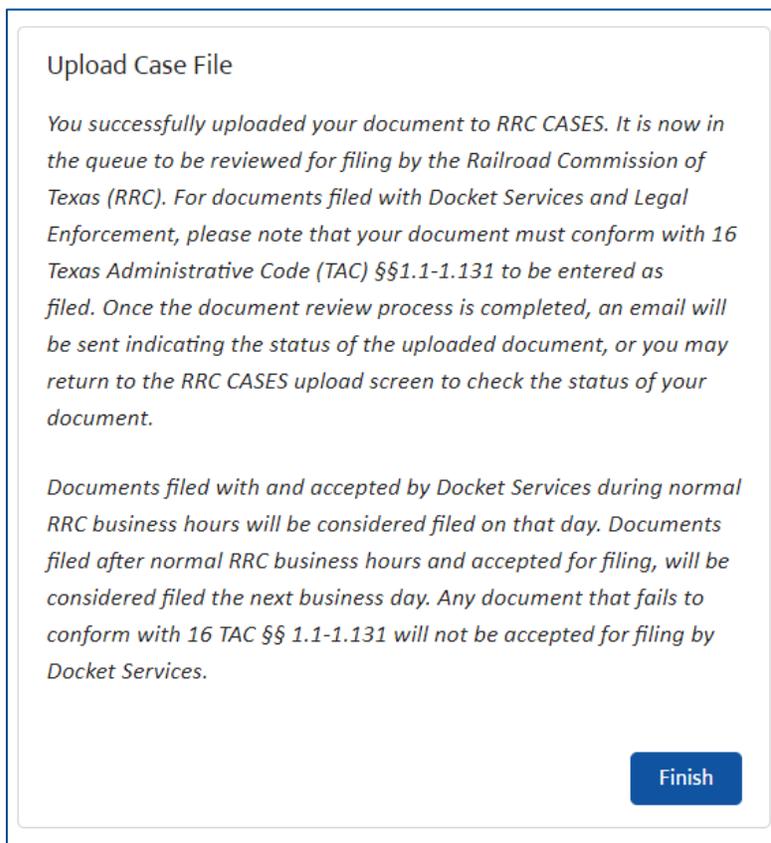
Next

2. Then, you can select a document to upload to its corresponding Case or Inspection Package with the **Browse Your Device** button. This button will launch your computer's default file explorer so you can find and select the file you wish to upload. Click **Upload** once your document has been selected. *Please be aware that only one file can be uploaded at a time and that files cannot exceed 15GB in size.* Contact RRC for assistance with files that exceed 15GB.

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3. You will receive a success message when your file has been successfully uploaded. Click **Finish** to conclude the process. Repeat the above steps to upload additional documents to your Case.



If the file was uploaded successfully, you will receive the below verification message to the email stored on your profile:

The Railroad Commission of Texas

You successfully uploaded your document to RRC CASES. It is now in the queue to be reviewed for filing by the Railroad Commission of Texas (RRC). For documents filed with Docket Services and Legal Enforcement, please note that your document must conform with 16 Texas Administrative Code (TAC) §§1.1-1.131 to be entered as filed. Once the document review process is completed, an email will be sent indicating the status of the uploaded document, or you may return to the RRC CASES upload screen to check the status of your document.

Documents filed with and accepted by Docket Services during normal RRC business hours will be considered filed on that day. Documents filed after normal RRC business hours and accepted for filing, will be considered filed the next business day. Any document that fails to conform with 16 TAC §§ 1.1-1.131 will not be accepted for filing by Docket Services.

Files and Correspondence Record which initiated this email: [<link to document will be here>](#)

3. MAKING PAYMENTS ONLINE

3.1 MAKE A PAYMENT

To make a payment on a case, first navigate to the CASES Online Portal home page. Click the “Make a Payment” button at the right-hand side of the screen.

Note: Credit card transactions cannot equal or exceed \$1,000,000. Electronic Check (ACH) transactions cannot exceed \$5,000,000. Payments cannot be divided into multiple electronic transactions. For more information on payment options, contact RRC Finance at rrcrevenue@rrc.texas.gov.

Home Cases Payments Visit RRC

Search... Victor Martin

This application allows you to electronically search RRC dockets and cases, review and submit filings for CASES, and pay administrative penalties.

For instructions on how to use RRC CASES, click here.

Forms Available for Download

- Authenticated User Request Form
- Hearing Request Form
- Prehearing Request Form
- Appearance Slip Form
- Electronic Consent Form

Find a Case Hearings Calendar **Make a Payment**

For assistance with RRC CASES, please see the RRC CASES instructions. If you have a specific question that the instructions do not address, contact publicassist@rrc.texas.gov. Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.

Once on this page, select a case using the “Search Cases...” bar to search by Case Number.

Enter your payment amount in the “Enter an amount:” bar, then click **Next**.

Make a Payment

* Select a case:

Search Cases...

* Enter an amount:

Next

Confirm your case details in the following page, then click **Next**.

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Make a Payment

You have picked Case [REDACTED]. Please confirm the details below before continuing.

Case Number: 00002830
Case Subject/Style: OIL & GAS NO. 00002830: ENFORCEMENT ACTION AGAINST [REDACTED] LEASE, WELL NO., FIELD, COUNTY, TEXAS; DISTRICT .
Operator Name: [REDACTED]
Operator Number: [REDACTED]

[Previous](#) [Next](#)

You will be redirected to the Railroad Commission of Texas Payment Portal.

Railroad Commission of Texas

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 24
Docket No: 2830

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee	\$ 500.00		\$ 500.00

Payment Type: Electronic Check Credit Card

[Continue](#) [Exit](#)

Confirm your payment amount, then choose a **Payment Type** from the **Electronic Check** or **Credit Card** radio buttons, then click **Continue**.

3.1.1 Paying by Electronic Check

Once you have selected **Electronic Check** as your payment type, and clicked **Continue**, use the following screen to input your contact information. Then, click **Continue**.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 24
Docket No: 2830

First Name *	Test
Middle Name	
Last Name *	Contact
Company Name *	Test Company
Phone Number *	(555) 555-5555
Email Address *	test.contact@testcompany.test
Confirm Email *	test.contact@testcompany.test

[Previous](#) [Continue](#) [Exit](#)

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On the next page, verify your information is correct, then click **Continue**.



Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Payment Id: 24
Docket No: ██████████

Name	TEST CONTACT
Company Name	TEST COMPANY
Phone Number	(555) 555-5555
Email	test.contact@testcompany.test

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas.gov Price			\$ 500.00

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Previous Continue Exit

Verify your information and record your **Register Number**. Click **Make Payment** and you will be directed to a site to input your payment information.

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1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

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 >

Customer Information

Payment Info

Cancel

Transaction Summary

Texas.Gov Fee	\$500.00
Texas.gov Price ?	\$500.00

Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

Verify your payment type, then click **Next**.

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Customer Information Complete all required fields [*]

Country ✓

First Name * ✓

Last Name * ✓

Address * ✓

Address 2 ✓

City * ✓

State ✓

ZIP/Postal Code * ✓

Phone * ✓

[Next >](#)

Input your contact information, then click **Next**.

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Payment Info

Complete all required fields [*]

Name on Account * ✓

Routing Number * ✓

Account Number * ✓

Re-enter Account Number * ✓

Checking Savings

Pay _____

Routing Number Account Number

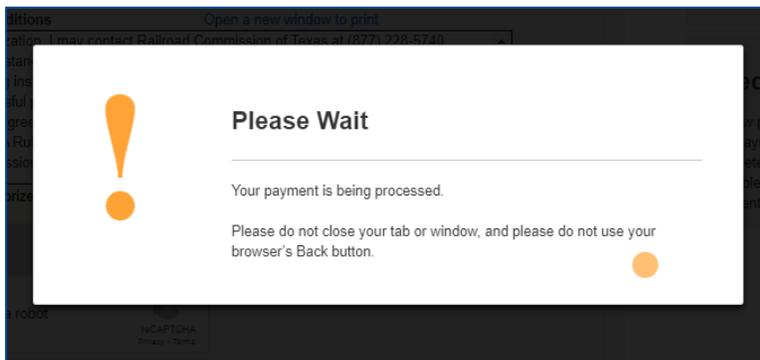
[Next >](#)

Input your payment information, then click **Next**.

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The screenshot shows a web form titled "Payment Info" with a green checkmark in the top right corner. Below the title is an "Edit" button. The form is divided into two main sections: "Electronic Check" and "Name on Account". Under "Electronic Check", there is a blacked-out field. Under "Name on Account", the text "Test Contact" is visible. Below these fields is a "Terms and Conditions" section with a link "Open a new window to print". A scrollable text box contains the following text: "Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking 'Yes' and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements: 1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment. 2. Such bank account is open, validly issued, in good standing and able to accept electronic debits." Below the text box is a checkbox labeled "Yes, I authorize this transaction." At the bottom of the form is a "Verification" section containing a reCAPTCHA widget with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link. At the very bottom of the form are two buttons: "Cancel" and "Submit Payment".

Verify your authorization by reading the **Terms and Conditions** and clicking the checkbox that reads “**Yes, I authorize this transaction.**” Complete the reCAPTCHA verification, then click **Submit Payment**.



Wait for your payment to be processed. Once your payment has been processed, you will be redirected to a Payment Confirmation page and an automated email confirmation will be set to the email address provided.

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1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee **5 Confirmation**

Payment Id: [REDACTED]
Docket No: [REDACTED]

Name	TEST CONTACT
Company Name	TEST COMPANY
Phone Number	(555) 555-5555
Email	test.contact@testcompany.test

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas.gov Price			\$ 500.00

Payment Information	
Payment Amount	\$500.00
Date and Time	07/23/2020 11:21:47 AM
Trace Number	[REDACTED]
Authorization Code	SUCCESS
Register Number	[REDACTED]

View the confirmation page to verify your confirmation. You can press the **Print Confirmation** button to receive a printable receipt and confirm your payment.

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

Print Confirmation Return

Click **Return** to return to the RRC CASES Online Portal.

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Thank you for your payment!

Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur. For assistance with RRC CASES, contact Docket Services.

The Railroad Commission of Texas

3.1.2 Paying by Credit Card

Once you have selected **Credit Card** as your payment type, and clicked **Continue**, use the following screen to input your contact information. Then, click **Continue**.

The screenshot shows a five-step progress bar at the top. Step 2, 'Contact Information', is highlighted in yellow. Below the progress bar, the 'Payment Id: 24' and 'Docket No: 2830' are displayed. A form contains the following fields:

First Name *	Test
Middle Name	
Last Name *	Contact
Company Name *	Test Company
Phone Number *	(555) 555-5555
Email Address *	test.contact@testcompany.test
Confirm Email *	test.contact@testcompany.test

At the bottom of the form are three buttons: 'Previous', 'Continue', and 'Exit'.

On the next page, verify your information is correct, then click **Continue**.

The screenshot shows a five-step progress bar at the top. Step 4, 'Pay Fee', is highlighted in yellow. Below the progress bar, the 'Summary of Created Fees (Register Number):' is shown with a redacted register number. The 'Payment Id: 25' and 'Docket No:' are also redacted. A table displays the fee details:

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas gov Price			\$ 511.51

Below the table is a note: 'Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information. This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c), Texas Natural Resources Code: 113.084, 113.085, 113.093, 113.131, 113.163 and 116.072 Texas gov Price. This online service is provided by Texas gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas gov, which is provided by a third party in partnership with the State.'

At the bottom of the form are three buttons: 'Previous', 'Make Payment', and 'Exit'. A note at the bottom right states: 'Note: When paying with a credit card, the address entered must match the billing address.'

Verify your information and record your **Register Number**. Additionally, note the additional Texas.gov Price, which adds a small fee for payment via Credit Card.

Click **Make Payment** and you will be directed to a site to input your payment information.

The Railroad Commission of Texas

Verify your payment type, and input your address as **Customer Information**.

The screenshot displays the Railroad Commission of Texas online portal. At the top left is the RRC logo. The main header reads "Railroad Commission of Texas". The page is divided into two main sections: "Payment Type" and "Customer Information".

Payment Type: A dropdown menu is set to "Credit Card", with a green checkmark to its right.

Customer Information: This section contains several input fields, each with a green checkmark indicating it is valid:

- Country: United States (dropdown)
- First Name *: TEST
- Last Name *: CONTACT
- Address *: Test
- Address 2: (empty)
- City *: Austin
- State: TX - Texas (dropdown)
- ZIP/Postal Code *: 78701
- Phone *: (555) 555-5555

A "Next >" button is located at the bottom right of the Customer Information section.

Transaction Summary: A table on the right side of the page shows the following details:

Texas.Gov Fee	\$511.51
Texas.gov Price	\$511.51

Need Help?: A section below the summary table with the text "Please complete the Customer Information Section".

Note that the address you enter in the **Customer Information** section must match the Billing Address of your credit card.

Input your contact information, then click **Next**.

The Railroad Commission of Texas

Payment Info

Complete all required fields [*]

Credit Card Number * ✓

Credit Card Type    

Expiration Month * ✓

Expiration Year * ✓

Security Code * ? ✓

Name on Credit Card * ✓

Next >

Input your payment information, then click **Next**.

Payment Info ✓

Edit

Credit Card
MasterCard ██████████
Exp ██████████

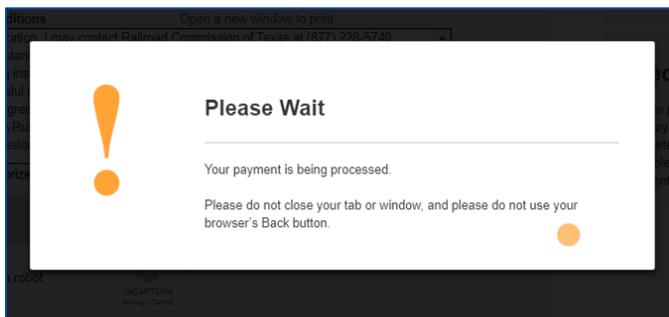
Name on Credit Card
Test Contact

Verification

✓ I'm not a robot  reCAPTCHA
Privacy Terms

Cancel **Submit Payment**

Verify your payment information. Complete the reCAPTCHA verification, then click **Submit Payment**.



The Railroad Commission of Texas

Wait for your payment to be processed. Once your payment has been processed, you will be redirected to a Payment Confirmation page and an automated email confirmation will be set to the email address provided.

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 25
Docket No: 2830

Name	TEST CONTACT
Company Name	TEST COMPANY
Phone Number	(555) 555-5555
Email	test.contact@testcompany.test

Fee Description	Amount	Quantity	Total
Lump sum fee code used to allow aggregate payments of admin penalties	\$ 500.00	1	\$ 500.00
RRC Fee			\$ 500.00
Texas.gov Price			\$ 511.51

Payment Information	
Payment Amount	\$511.51
Date and Time	07/23/2020 11:39:24 AM
Trace Number	[REDACTED]
Authorization Code	[REDACTED]
Register Number	[REDACTED]

View the confirmation page to verify your confirmation. You can press the **Print Confirmation** button to receive a printable receipt and confirm your payment.

Use the Print Confirmation button below to create a printable receipt and confirm your payment.

[Print Confirmation](#) [Return](#)

Click **Return** to return to the RRC CASES Online Portal.

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