Railroad Commission of Texas State Tracking and Reporting System (LoneSTAR)

Release 1 Software Design

User Guide

P-5 Record Only

Table of Contents

COURSE OVERVIEW

Course Description

This guide can be used to complete a P-5 Record Only.

1.1 Launching the Form

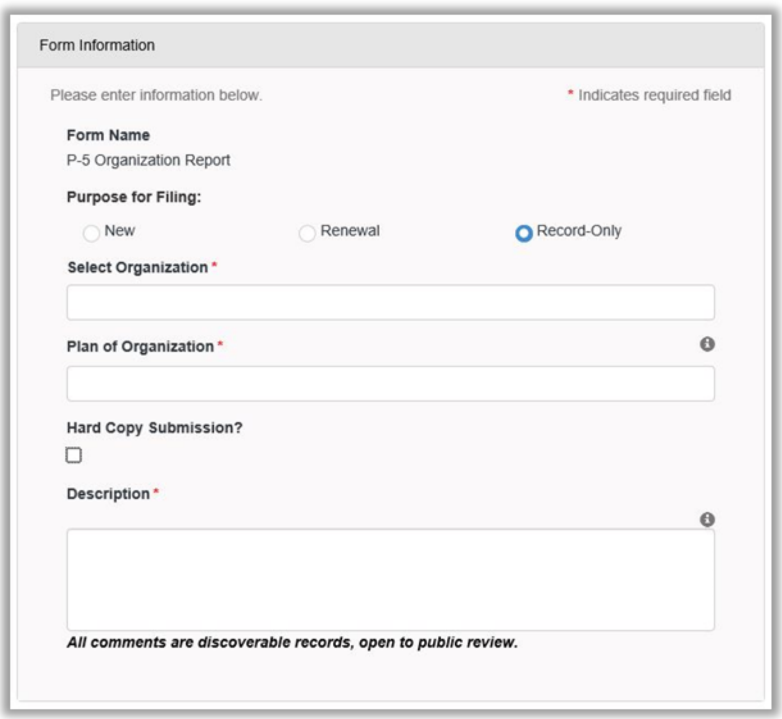
1.1.1 Key Points

- Users with sufficient security roles can launch the form.

1.1.2 Steps to launch the form

Step	Action	Required Fields
1.	Navigate to the **Internal Landing** page.	
2.	Select the **Forms** dropdown menu and select **Online Forms**.	
3.	Select the **P-5 Organizational Report** from the **Online Forms** Table.	

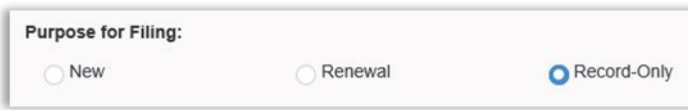
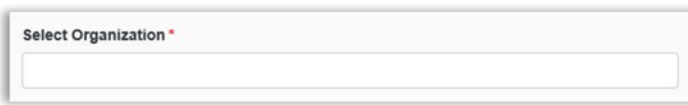
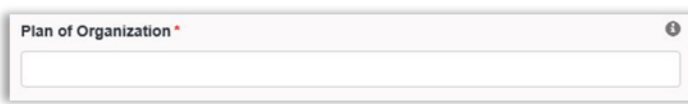
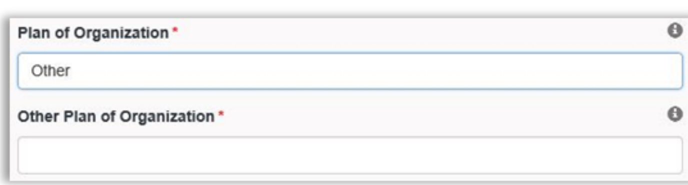
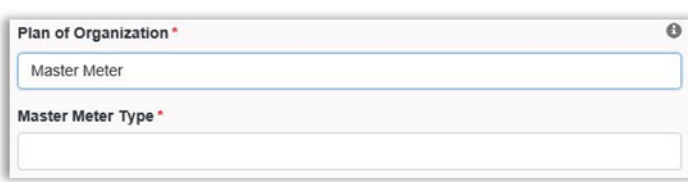
1.2 Form Information Step

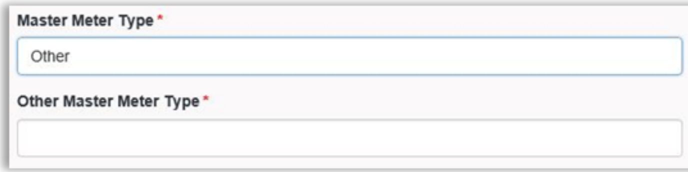
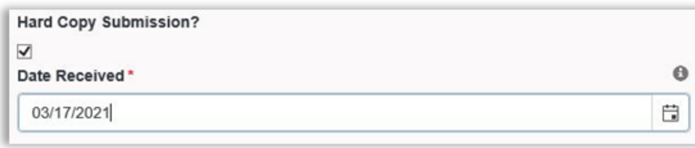


1.2.1 Key Points

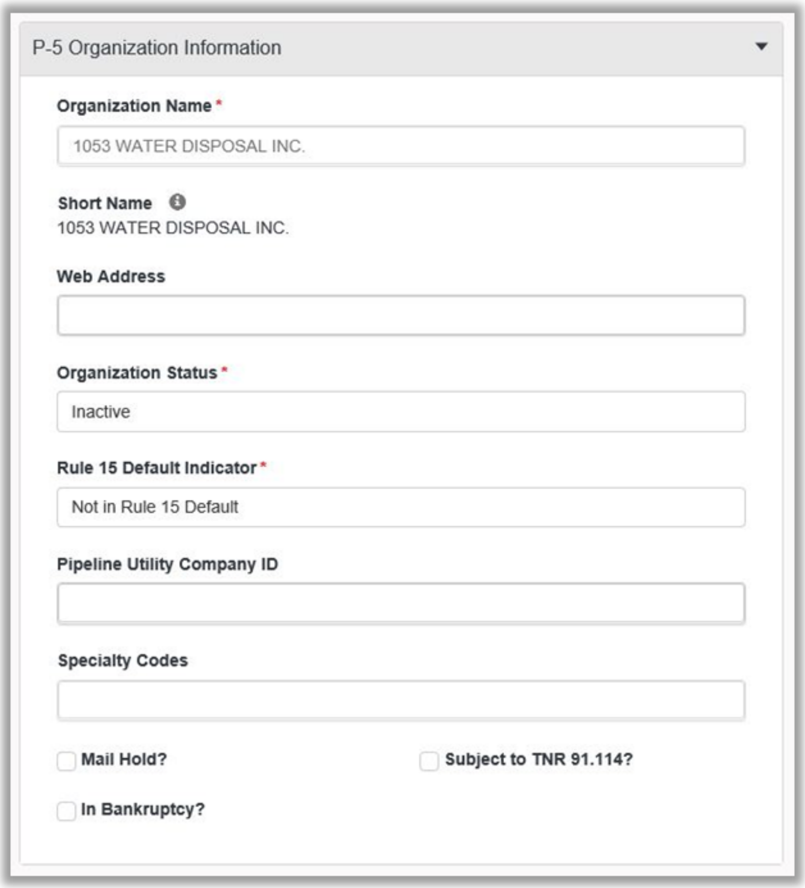
- Learn how to enter information on the form information step and create a new form instance.

1.2.2 Steps to complete the Form Information

Step	Action	Required Fields
1.	Under **Purpose for Filing**, select **Record Only**. 	
2.	The organization name in the **Select Organization** text box will need to be selected. 	
3.	Select the appropriate business model value from the **Plan of Organization** dropdown menu. 	
4.	If the **Plan of Organization** value from Step 3 is **Other**, enter a plan of organization in the **Other Plan of Organization** text box. 	
5.	If the **Plan of Organization** value from Step 3 is **Master Meter**, select the appropriate value from the **Master Meter Type** dropdown menu. 	

6.	If the **Master Meter Type** value from Step 5 is **Other**, enter a master meter type in the **Other Master Meter Type** text box.  	
7.	If the P-5 Organization Report was not submitted online, select the box under **Hard Copy Submission** and enter the **Date Received** in the text box.  	
8.	The **Description** text box will be open for adding comments. A comment in the Description text box is required.  	
9.	Select **Save & Continue** to save the form information and proceed to the next step. Selecting **Cancel** will discard the form information and return the user to the **Home** page.  Note: At this point, this is now considered a form instance in LoneSTAR and the Form Information step can no longer be edited.	

1.3 Organization Information Step

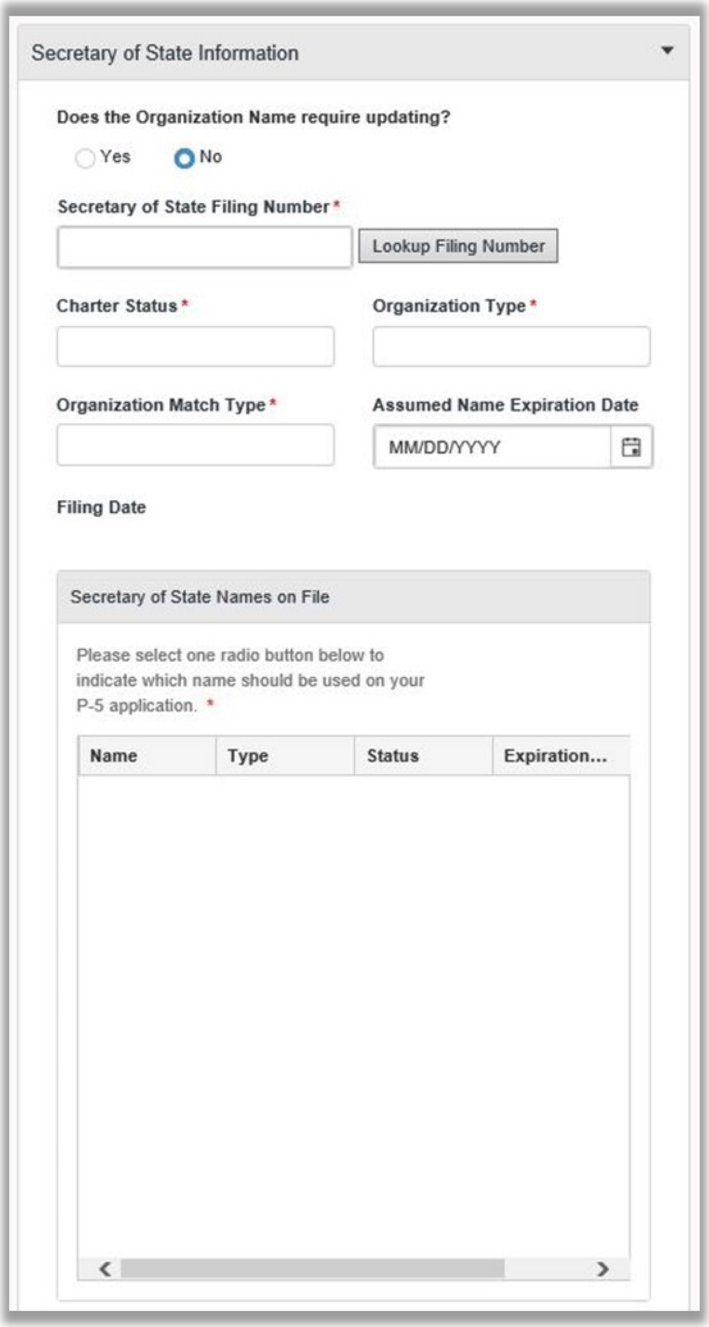


1.3.1 Key Points

- Learn how to confirm Organization Information.

1.3.2 Steps to complete the P-5 Organization Information

Step	Action	Required Fields
1.	The **Secretary of State Information** subsection will display if the **Plan of Organization** value from Step 1.2.2.3 is **Cooperative**, **Corporation**, **Limited Liability Corporation**, or **Limited Liability Partnership**.	

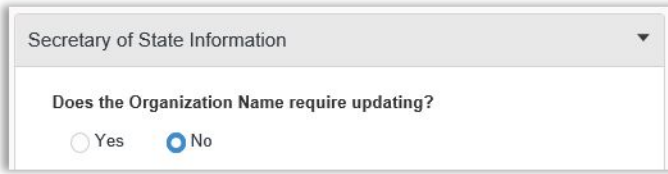


<table>
<tr><td>2.</td><td>

Under **Does the Organization Name Require Updating?**

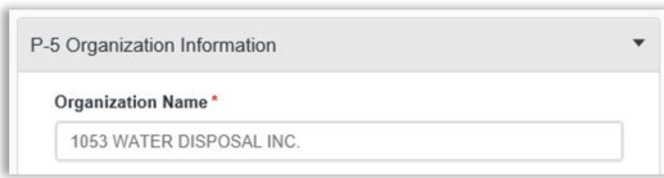
Select **No** if the organization name has not changed since the last P-5 filing.

Select **Yes** if the organization name has changed since the last P-5 filing.



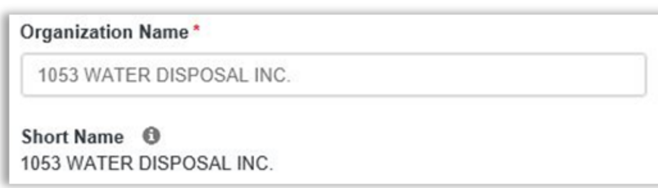
</td><td></td></tr>
<tr><td>3.</td><td>

Under the **P-5 Organization Information** subsection, the **Organization Name** text box will auto-populate with the preselected organization name. This value is read-only unless a name change was indicated under the **Secretary of State Information** subsection.



</td><td></td></tr>
<tr><td>4.</td><td>

The **Short Name** text box will auto-populate with the preselected organization name as stored in Mainframe. This value is read-only unless a name change was indicated under the **Secretary of State Information** subsection.



</td><td></td></tr>
<tr><td>5.</td><td>

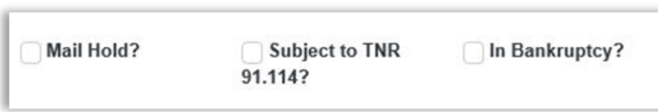
The **Web Address** box will auto-fill if the information has been previously stored. Information can be added to this box if it has not yet been provided.

This is not a required field.

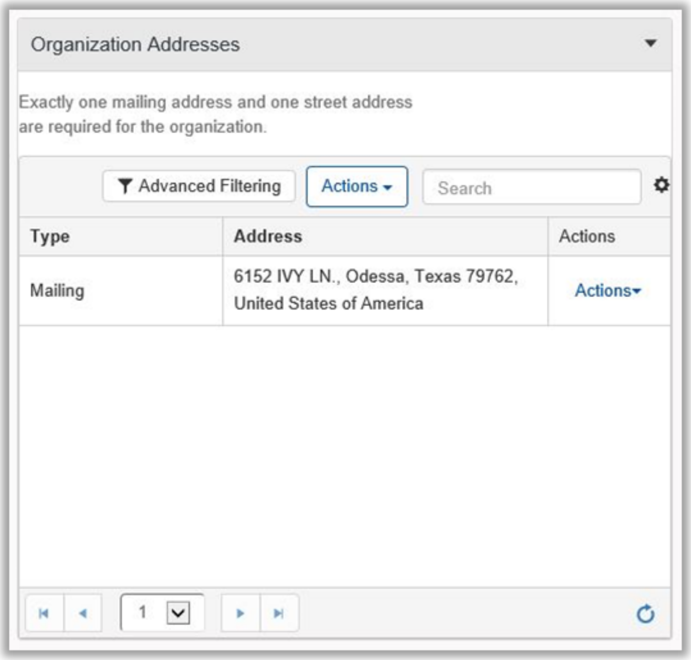
</td><td></td></tr>
<tr><td>6.</td><td>

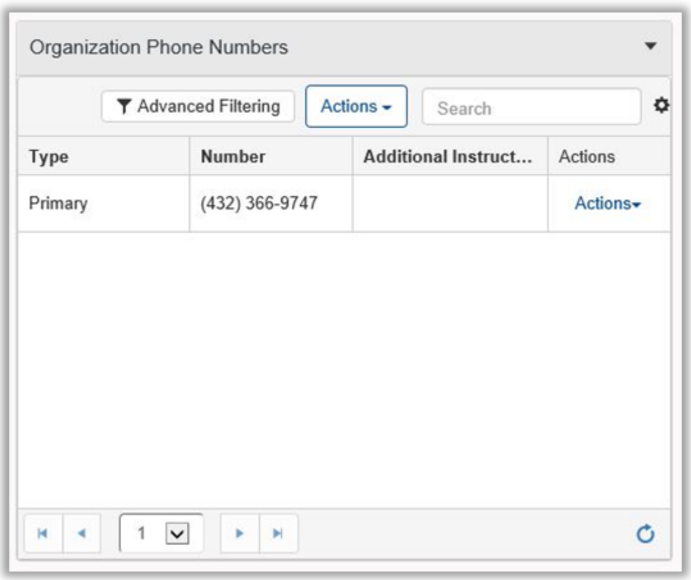
The **Organization Status** information is required. Select the appropriate

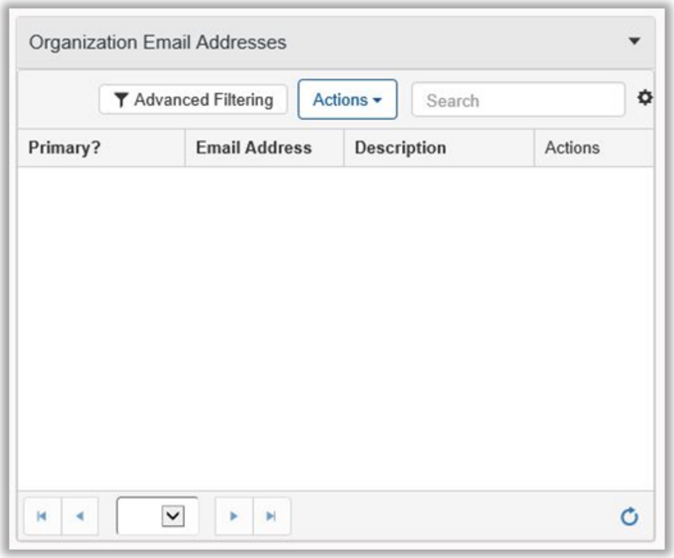
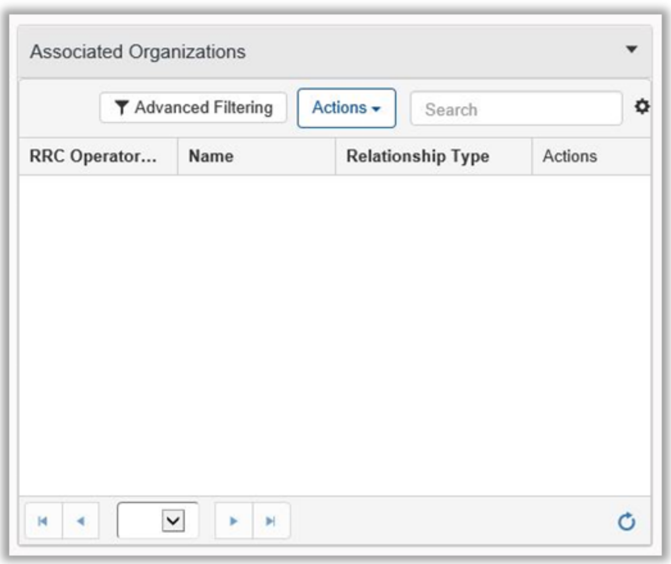
</td><td></td></tr>
</table>

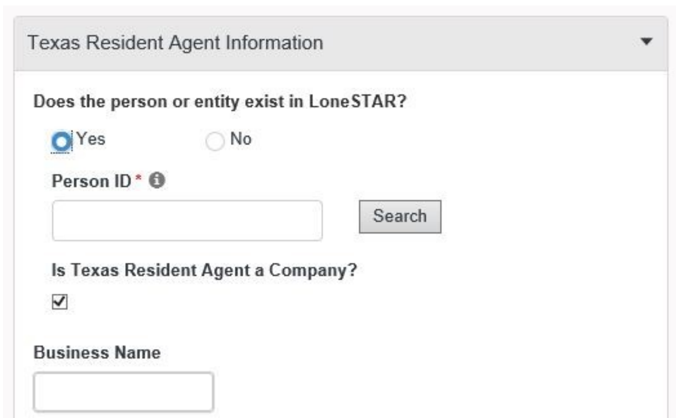
	classification from the drop-down menu. 	
7.	Enter relevant information in the **Pipeline Utility Company ID**, if necessary. This is not a required field. 	
8.	The **Specialty Codes** text box will auto-populate with the preselected organization specialty codes. This value is read-only. 	
9.	The **Mail Hold?**, **Subject to TNR91.114?**, and **In Bankruptcy?** values will auto-populate with the preselected organization information. These values are read-only to external users. These values are editable to internal users. 	

<table>
<tr>
<td>10.</td>
<td>The Organization Address sub-section allows a user to view, add, or edit the addresses associated with the organization. This field can be edited by using the grid level action drop down menu.


</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>The Organization Phone Numbers sub-section allows a user to view, add, or edit phone numbers associated with the organization. Existing phone numbers will display. This field can be edited by using the grid level action drop down menu.


</td>
<td></td>
</tr>
</table>

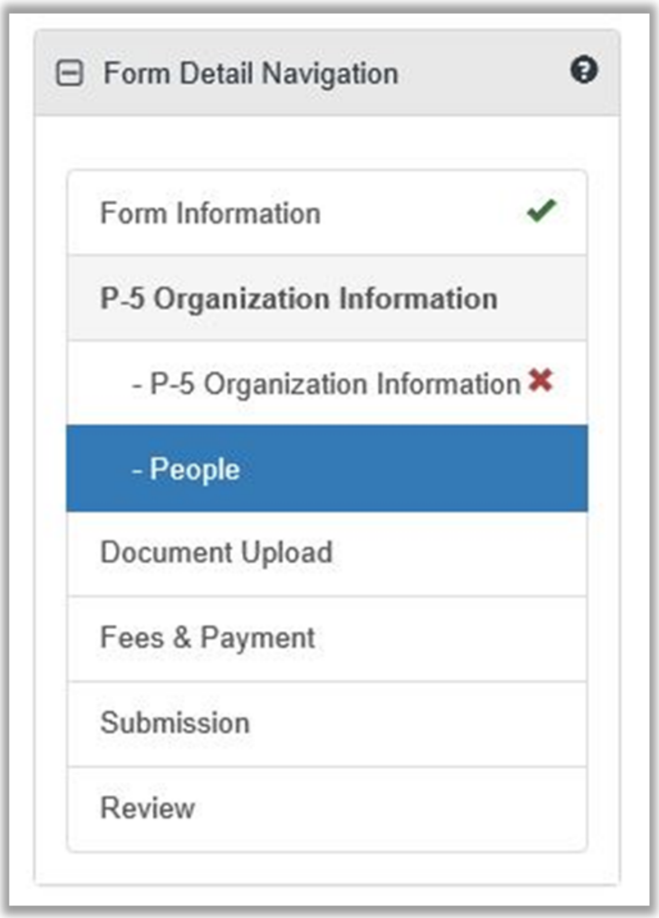
	* Phone numbers must be exactly 10 digits.	
12.	The **Organization Email Addresses** sub-section allows a user to add or edit an organization email address. This field can be edited by using the grid level action drop down menu.  	
13.	The **Associated Organizations** sub-section allows a user to search and associate another organization to the contextual organization. Existing associated organizations will display. This is not a required field.  	

<table>
<tr>
<td>14.</td>
<td>The Texas Resident Agent Information sub-section displays if the Organization Street address is not in the state of Texas. If the Box under “Is Texas Resident Agent a Company?” is selected, then the Business Name will need to be entered instead of First, Middle, and Last Name.


Refer to People Information Step in next section (1.4.2).</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Select Next to save the organization information and proceed to the next step. Select Save to save the organization information without proceeding to the next step. Selecting Back will return the user to the Form Information page.


Note:
At this point, this is now considered a form instance in LoneSTAR and the Form Information step can no longer be edited.</td>
<td></td>
</tr>
</table>

1.4 People Information Step



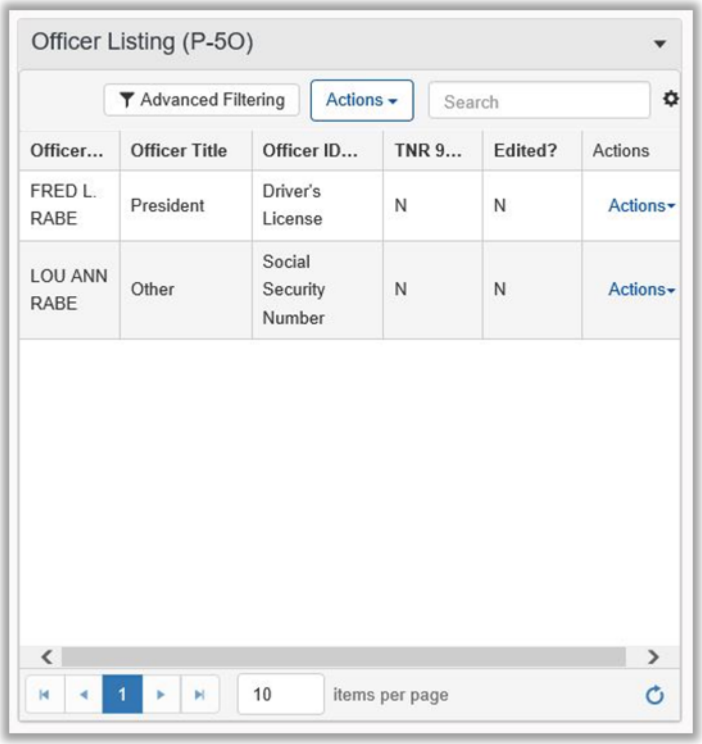
1.4.1 Key Points

- Learn how to complete the People Information step.

1.4.2 Steps to complete the People Information step

<table>
<tr><th>Step</th><th>Action</th><th>Required Fields</th></tr>
<tr><td>1.</td><td>

The **Officer Listing (P-5O)** sub-section allows the user to add, view, edit or delete the Officers associated to the contextual P-5 Organization.

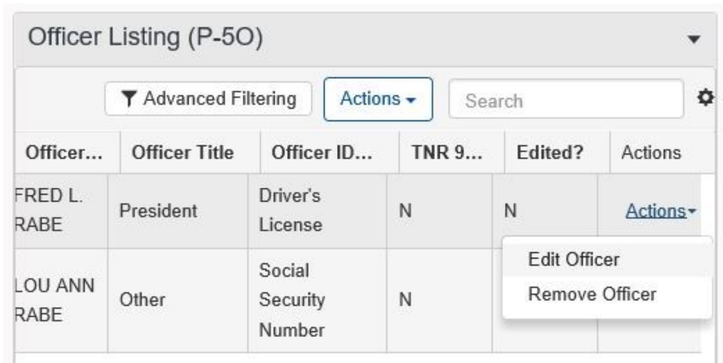


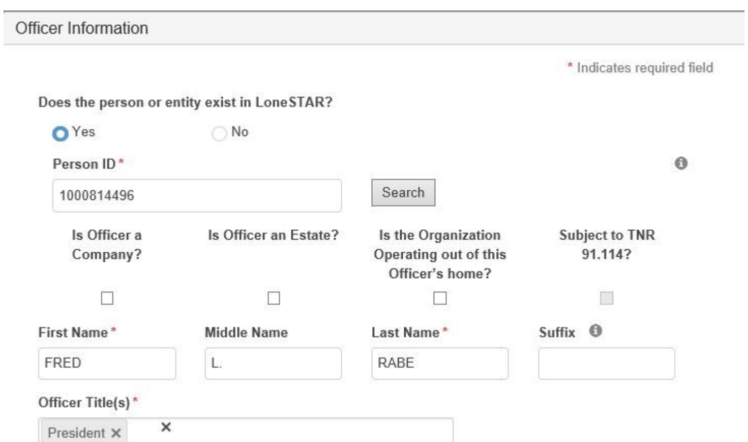
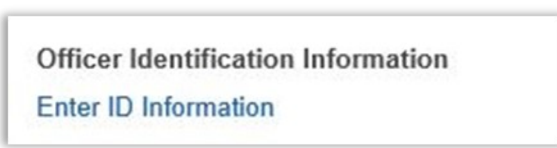
Note:

Address Validation button at bottom needs to be selected before SAVE can continue.

Full legal name is required. If the name legally is initials, then the operator must supply a copy of their Driver's License.

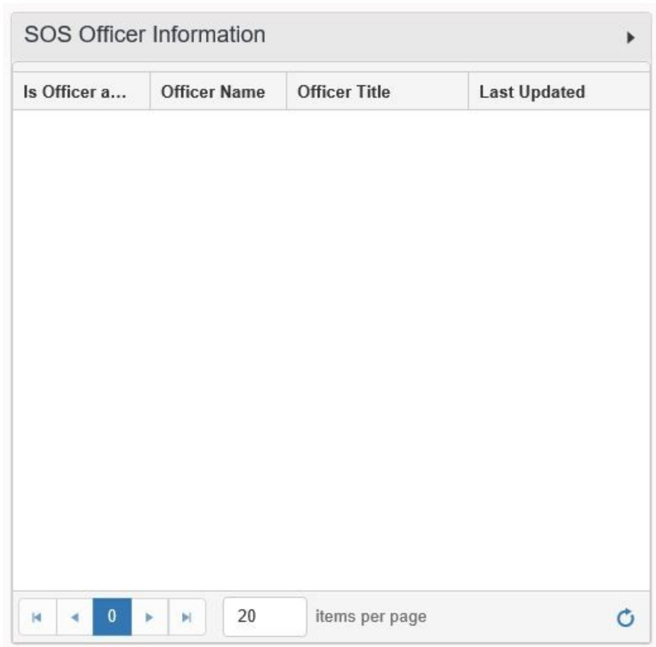
</td><td></td></tr>
</table>

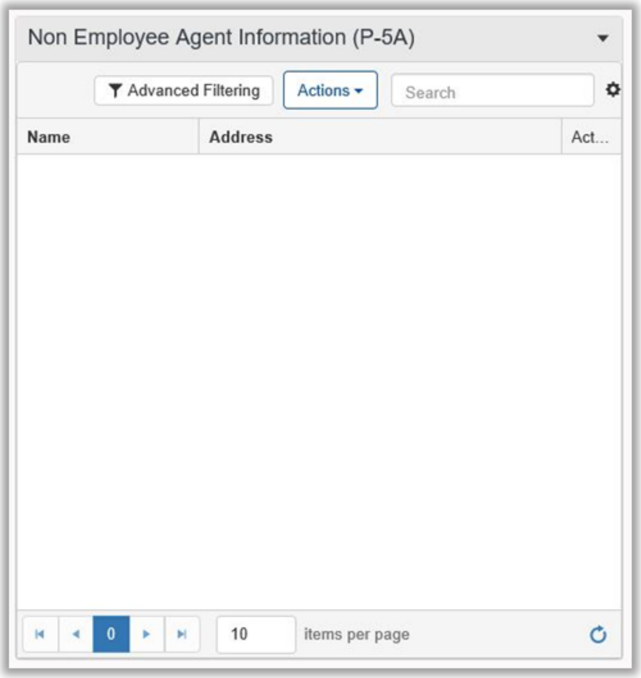
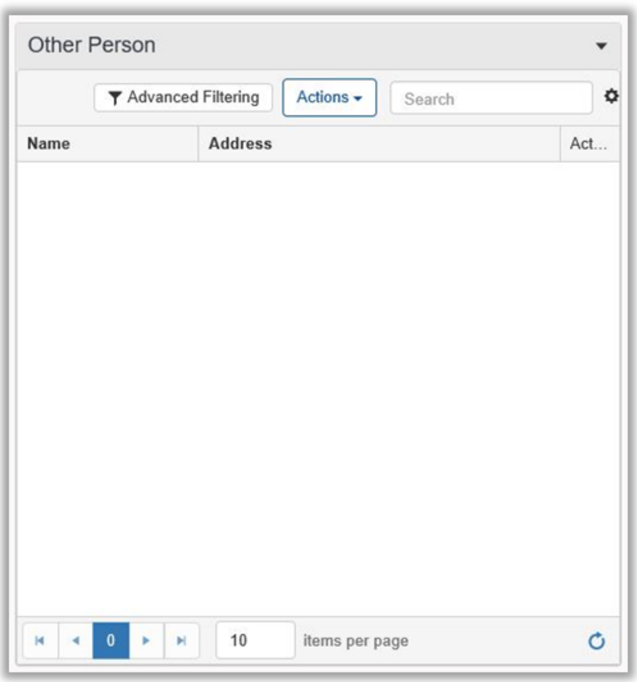
<table>
<tr>
<td>2.</td>
<td>To edit an existing officer, select the officer from the row-level actions button and select “Edit Officer”.


Note:
The same selection can be used on the Non-Employee Agent Information grid and the Other People grid to modify existing information.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The Officer Information modal will display and be pre-populated with the officer’s existing information.

</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>If the Officer Identification information needs to be edited, select the “Enter ID Information” link to display related fields.

</td>
<td></td>
</tr>
</table>

<table>
<tr><td>5.</td><td>The SOS Officer Information sub-section allows the user to view data that is pulled from the Secretary of State’s database.

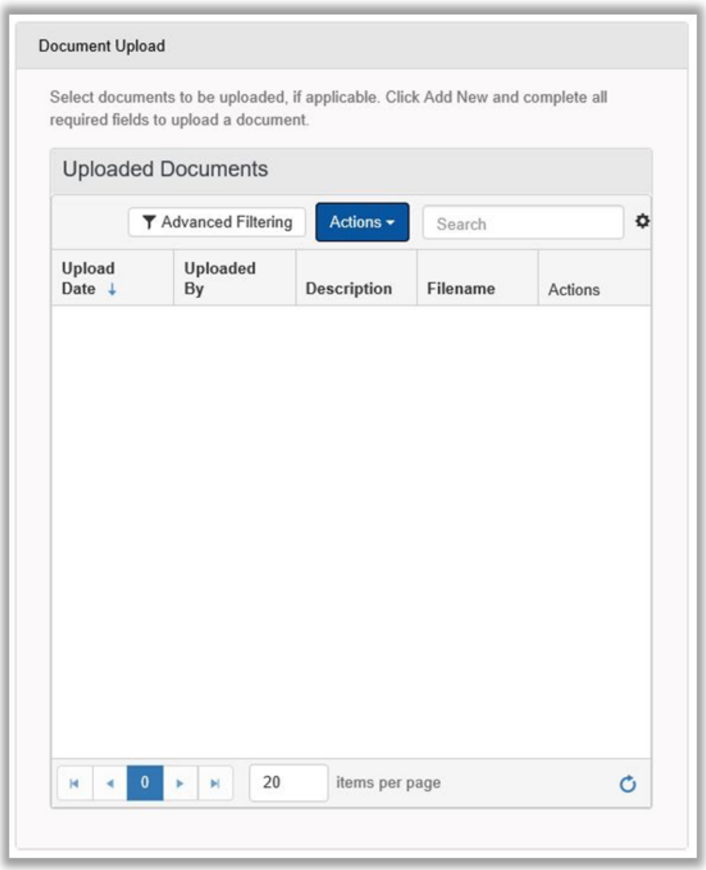
This is Read Only.


</td><td></td></tr>
<tr><td>6.</td><td>The Non-Employee Agent Information (P-5A) sub-section allows the user to add, view, edit or delete the Non-Employee Agents associated to the contextual P-5 Organization.</td><td></td></tr>
</table>

<table>
<tr><td></td><td>
</td><td></td></tr>
<tr><td>7.</td><td>The Other Person sub-section allows the user to add, view, edit or delete other people.

</td><td></td></tr>
<tr><td>8.</td><td>Select Next to save the people information and proceed to the next step. Select Save to save the people information without proceeding to the next step. Selecting Back will return the user to the Organization Information page.</td><td></td></tr>
</table>

	 Note: At this point, this is now considered a form instance in LoneSTAR and the Form Information step can no longer be edited.	

1.5 Document Upload Step

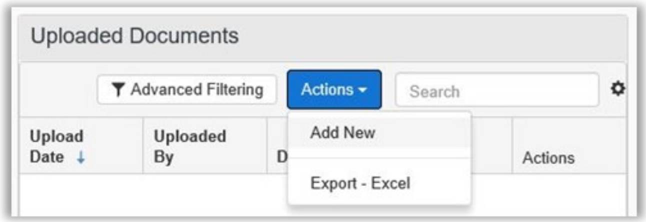
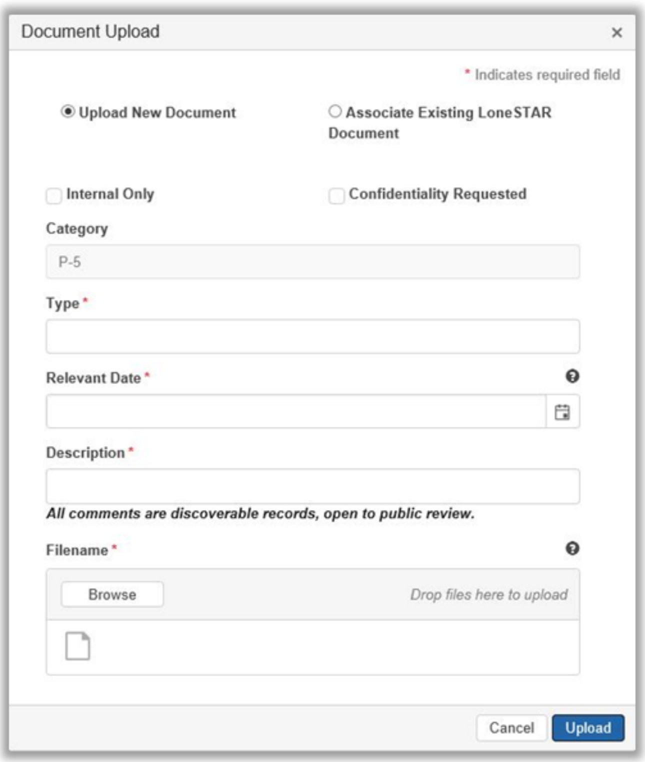


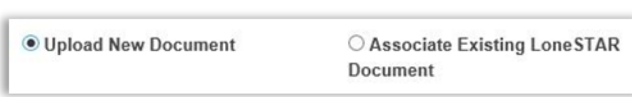
1.5.1 Key Points

- Learn how to upload various documents to be part of the online form submission.

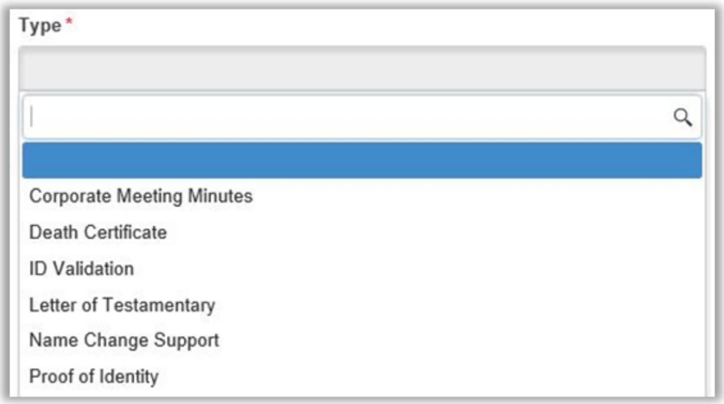
1.5.2 Steps to complete the Document Upload step

Step	Action	Required Fields
1.	To upload a new document, select the grid-level actions menu and	

<table>
<tr><td></td><td>select Add New.

</td><td></td></tr>
<tr><td>2.</td><td>You will be presented with the Document Upload dialog.


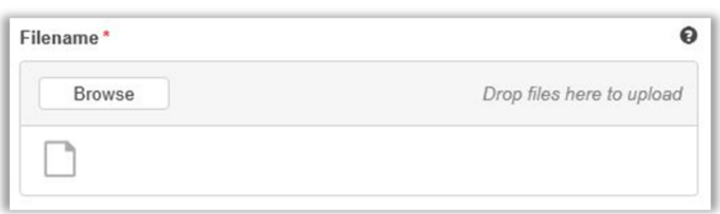
“Internal Only” means that the item can only be viewed by Internal Users.
“Confidentially Requested” is not available for P-5 filings.</td><td></td></tr>
<tr><td>3.</td><td>The user can choose to upload a new document or associate an existing document.


Note:
To associate an existing document, the document must have been uploaded as part of a previously approved form associated to the organization in context.</td><td></td></tr>
</table>

<table>
<tr>
<td>4.</td>
<td>
If you choose to upload a new document, you must select the type of document to be associated to the document. Selecting the Type dropdown displays the possible selections.


Note:

If the Purpose for Filing selected was “New”, and the P-5 Officer Listing Grid does not match the Secretary of State Names on File, a document with a Type of “Corporate Meeting Minutes” is required.
If the Purpose for Filing selected was “Renewal” or “Record-Only”, and all Officers for the Organization are modified, a document with a Type of “Corporate Meeting Minutes” is required.
If the Officer ID Type selected for any Officer is “Driver’s License” and the ID Country is not “United States of America, a document with a Type of “ID Validation” is required.
Be sure to select the relevant date.

</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>
To upload the document itself, select the Browse button. You will be presented with your file management window to select the document from.


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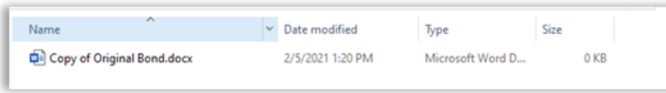
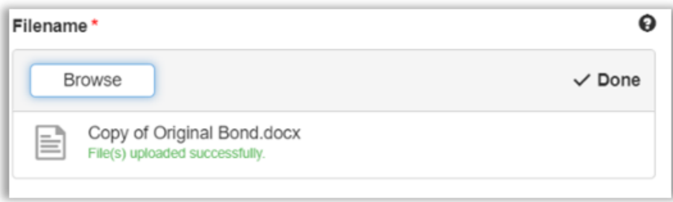
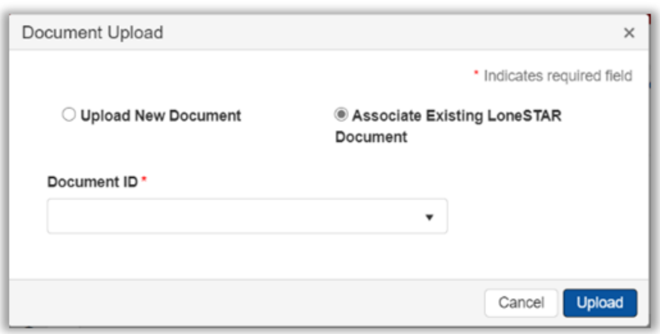
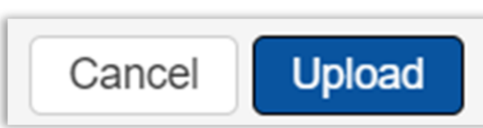
</tr>
</table>

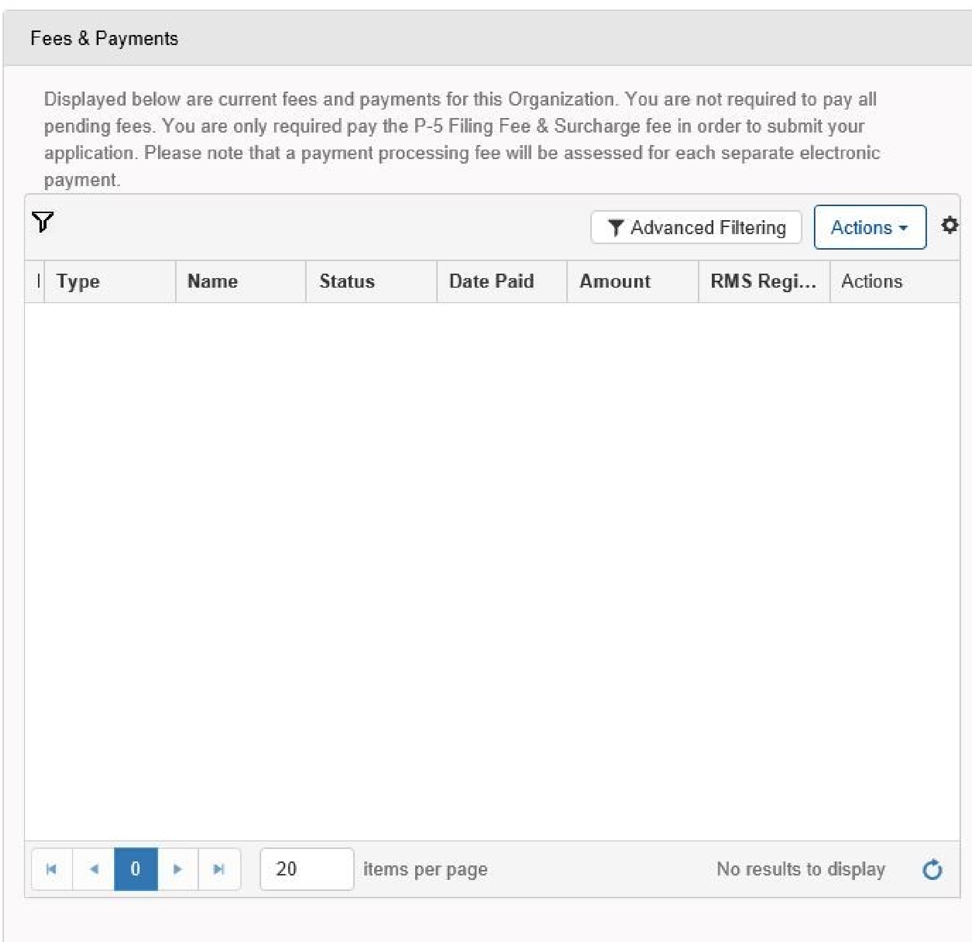
6.	Double click the document you would like to upload and the document will display in the Document Upload dialog.  	
7.	LoneSTAR will display a message indicating the document was successfully uploaded.  	
8.	Select Upload and the document will now display in the grid and will be associated to the form submission.  	
9.	If instead of uploading a new document, an existing document can be associated.  	
10.	The Document ID dropdown will display a list of documents that can be associated. Select the desired document and select Upload and the document will now display in the grid and will be associated to the form submission.  	

11.	Select **Next** to save the uploaded documents and proceed to the next step. Select **Save** to save the uploaded documents without proceeding to the next step. Selecting **Back** will return the user to the **People Information** page.  Note: At this point, this is now considered a form instance in LoneSTAR and the Form Information step can no longer be edited.	

1.6 Fees and Payment

1.6.1 Key Points

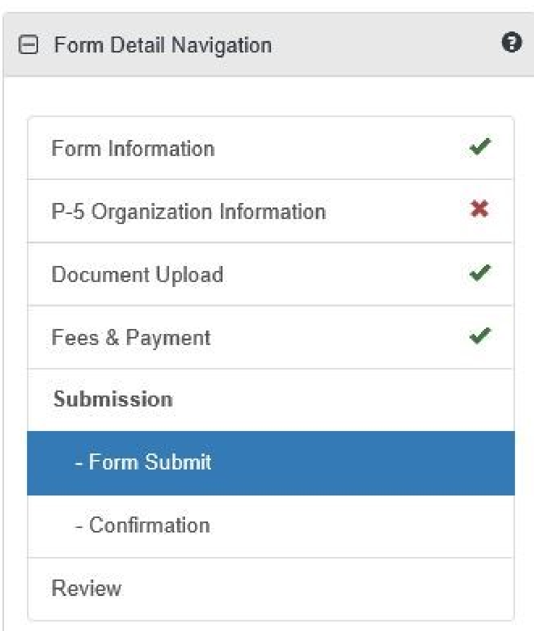
- Learn how to complete the Fees & Payments Step.
- Learn how to return to LoneSTAR after interacting with the Payment Portal.



1.6.2 Steps to launch the form

Step	Action	Required Fields
1.	LoneSTAR will present the user with a grid displaying any required Fees that must be submitted prior to submitting the form.	
2.	In order to make a payment for any required fees, select the row-level actions menu and select “Pay Fee Electronically”. Note: After selecting this, you will be brought to the Payment Portal. Once you have completed paying for the required fees, select the Return to LoneSTAR link.	
3.	You can verify the status of the payment(s) in the “Status” column to see if the full payment was received by LoneSTAR.	
4.	Additionally, when a fee has a payment made for it, the “Payment Date” column will be populated with the day the fee was paid.	
5.	Internal Users with sufficient security access can select the row-level actions and override the fee so no payment is necessary or can select the row-level actions and add a transaction manually to indicate a payment for the fee.	
6.	The above steps are replicable for all fees in the grid.	
7.	To navigate to the next step, click “Next”. 	

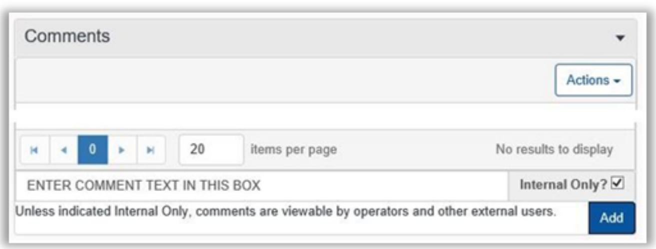
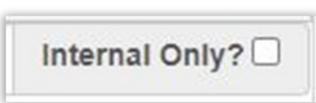
1.7 Form Submit and Confirmation Steps

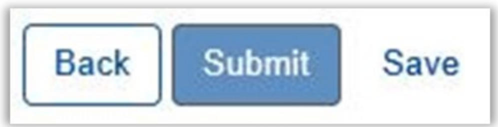


1.7.1 Key Points

- Learn how to submit the form.
- Learn how to view confirmation message.

1.7.2 Steps to complete the Form Submit step

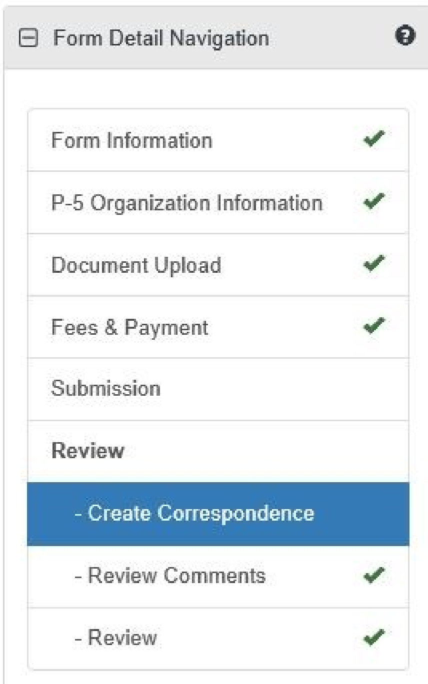
Step	Action	Required Fields
1.	To associate an existing online form to be part of this form submission, you can select the Add Form action and select the form from the subsequent dialog. 	
2.	To add a comment, enter the text of the comment in the comment textbox and press the Add button.  If the comment is intended to be **Internal Only,** then check the box. 	
3.	In the Acknowledgement section, the user must enter their submitter title and indicate the date this form was received.	Submitter Title, Date Received
4.	Select the certification checkbox.	Certification Checkbox

5.	Select **Submit** to submit the form and proceed to the next step. Select **Save** to save the form without proceeding to the next step. Selecting **Back** will return the user to the **Fees and Payment** page.  Note: The Submit button is deactivated until all required fields are completed on this step. It is necessary for the user to visit the people step in order to prepopulate existing data before submission.	
6.	When the form is submitted, the Confirmation message will be displayed to indicate the form has been submitted and the workflow processing has begun. Note: • Refreshing the page will display if the workflow processing has been completed. • Once the form has been submitted, External Users can no longer edit the form.	

1.8 Review Step

1.8.1 Create Correspondence Step

<table>
<tr><th>Step</th><th>Action</th><th>Required Fields</th></tr>
<tr><td>1.</td><td>Select the “Review” tab under Form Detail Navigation, and then select “Create Correspondence.”

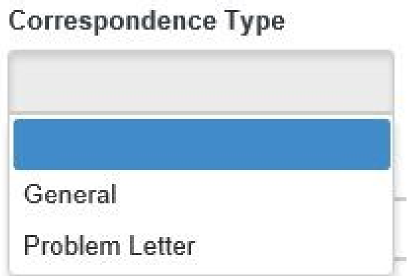
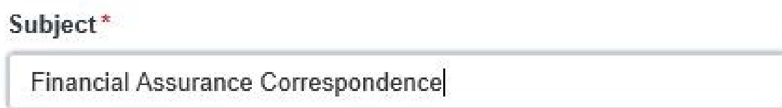
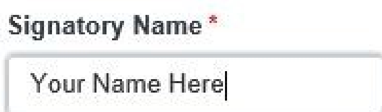


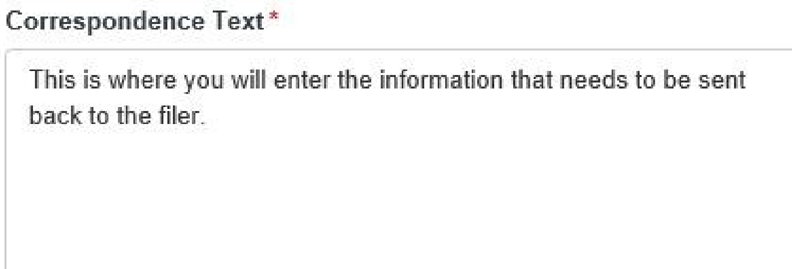
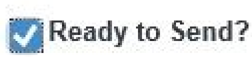
c</td><td>Create Correspondence</td></tr>
<tr><td>2.</td><td>For the purpose of this guide, choose “Yes” to Create Correspondence.


</td><td>Yes</td></tr>
<tr><td>3.</td><td>Choose not to Send via Certified Mail.


</td><td>Do not check “Send via Certified Mail?”

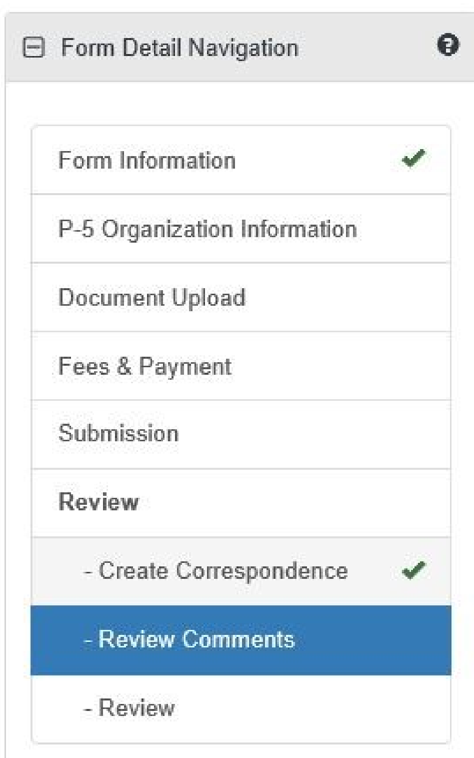
“Ready to Send” should be left alone until Step 12.</td></tr>
</table>

4.	Select the Correspondence Type dropdown to be General.  	
5.	Complete the Subject line to be “Financial Assurance Correspondence.”  	Subject
6.	Complete the Signatory Name field as your preferred name.  	Signatory Name
7.	For the purpose of this example, do not select to CC any additional organizations. (Leave box blank)  	
8.	From the Signatory Department dropdown, select “P-5 Financial Assurance Unit.”  	Signatory Department
9.	For the purpose of this example, do not select to CC any additional people. (Leave box blank)  	

10.	Enter description to be able to identify this document at a later time.  Note: This description is not the title of the correspondence, this is meant to be an easily identifiable description that can be used to locate the correspondence at a later time.	Description
11.	Complete the Correspondence Text field with the desired text to be sent to the Organization as the body of the text. 	Correspondence Text
12.	Navigate back to the top of the step, click the "Ready to Send?" Checkbox.  Note: If this is not selected, the correspondence will not be sent.	
13.	Select the Preview link, this will download a PDF copy of what the correspondence will look like when sent. This link is below the "Correspondence Text" area.  Note: A .pdf will be created, and you will be prompted for the download.	

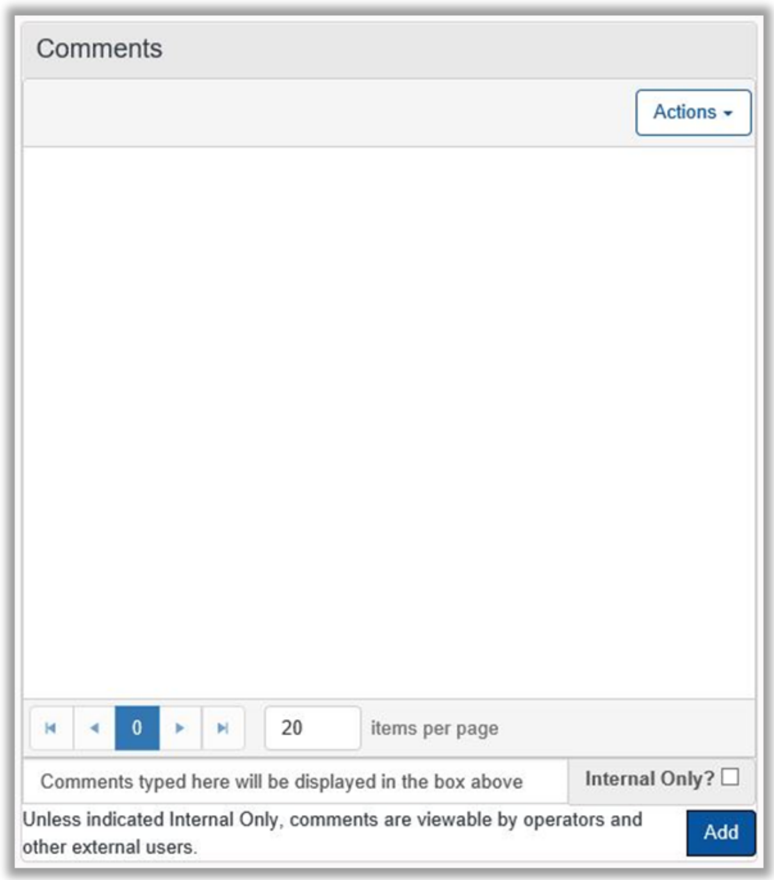
14.	To navigate to the next step, click “Next.”  Note: Once the form is saved, no edits can be made on the page. If corrections are needed, the form will need to be withdrawn and the user will need to start over. It is important to review all work before saving.	

1.8.2 Review Comments Step

Step	Action	Required Fields
1.	Select the “Review Comments” tab under Form Detail Navigation. Note: It may be necessary to select the “Review” tab under Form Detail Navigation before the “Review Comments” tab can be seen.  	

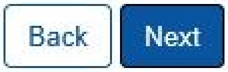
<table>
<tr><td>2.</td><td>To add a comment, enter the text of the comment in the comment textbox, select Internal Only? Checkbox if needed.

Select the Add button to add the comment.

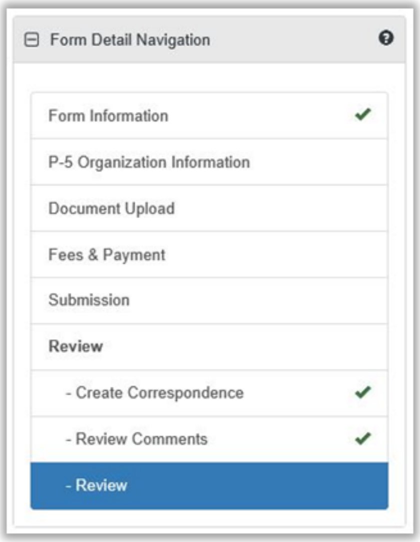


Note:
Internal Only comments will only be viewable by Internal Users.
The Internal Only? checkbox selection persists between entering comments.</td><td></td></tr>
<tr><td>3.</td><td>To add an externally facing comment, enter the text of the comment in the comment textbox, deselect the Internal Only? checkbox, and press the Add button. By default, the Internal Only option will not be selected.


</td><td></td></tr>
<tr><td>4.</td><td>Select the Next button to proceed to the next step.</td><td></td></tr>
</table>

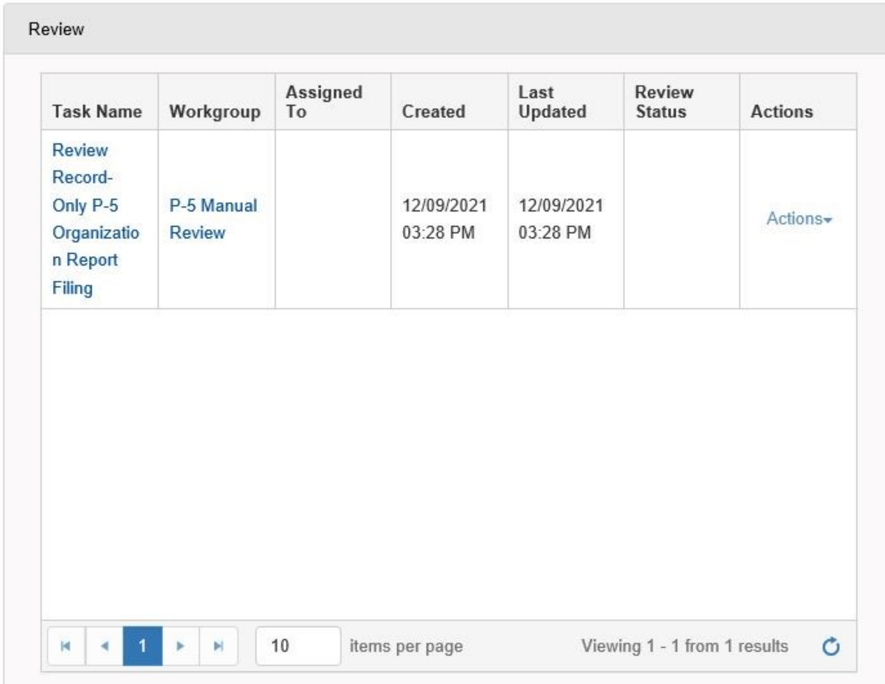
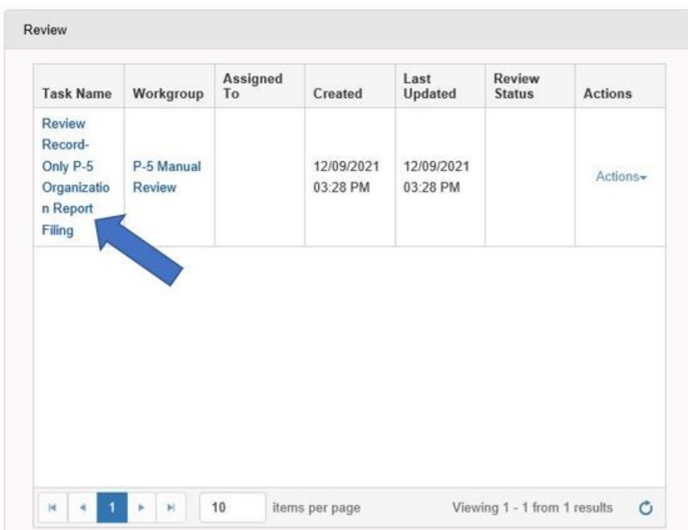
		

1.8.3 Review Step



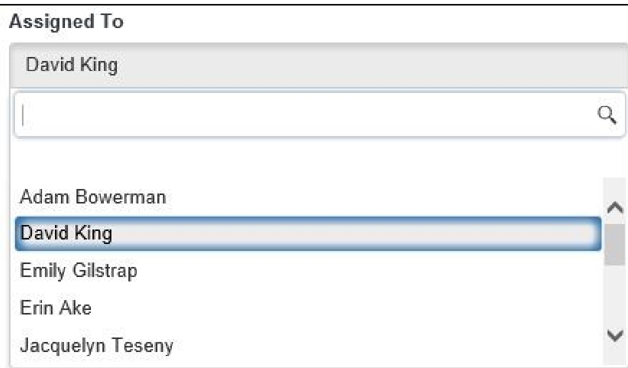
- Not all forms will require a Manual Review. Please see the Form Manual for a validation matrix as reference for conditions which trigger a Manual Review.

Step	Action	Required Fields
1.	The step is pre-populated with a review task to be completed.	

<table>
<tr>
<td></td>
<td>
</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Before the task can be completed, it must be assigned to yourself. Select the Task Name link to be taken to the Task Detail page.


A separate browser tab will open, showing the Task Detail Page.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>a) To assign the task to yourself, select the Edit button at the bottom

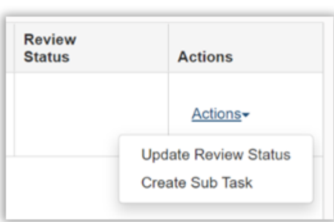

b) In the “Assigned To” dropdown, select your name from the list</td>
<td>Assigned To, Due Date</td>
</tr>
</table>

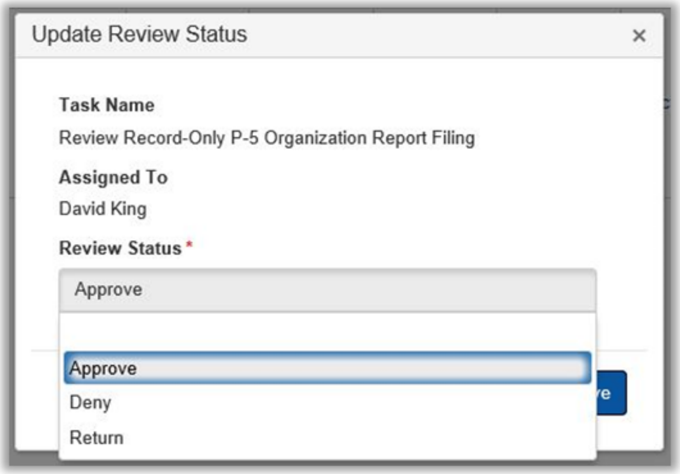
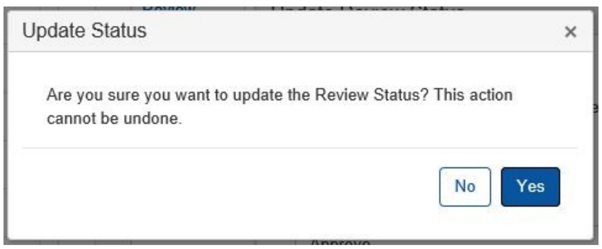
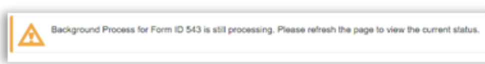
<table>
<tr><td></td><td>

c) Set a Due Date (type manually or use the calendar button at right)


d) Select Save (you will be taken back to the Review Step of the Form)

</td><td></td></tr>
<tr><td>4.</td><td> Now that the task is assigned to you, you can select the Actions dropdown to disposition the review task.

</td><td></td></tr>
<tr><td>5.</td><td> For the purpose of this guide, we are going to choose to Approve the form. To do so, select “Update Review Status” from the dropdown.

</td><td></td></tr>
<tr><td>6.</td><td>Select “Approve” from the Review Status dropdown and select Save to disposition the task. When asked to confirm, select “Yes” to continue.</td><td>Review Status</td></tr>
</table>

	 	
7.	Workflow processing will begin, and you will be notified that you can refresh the page to view the updated status. 	
8.	Continue the process for the Managerial Workgroup Review task.	
9.	When workflow processing is complete, the P-5 Record Only filing will be updated.	