



RICS Registration – New:

Purpose:

To electronically interact with the Ohio Department of Natural Resources, Division of Oil and Gas Resources Management (the Division), your entity must be registered in RICS. Once your entity is registered and approved in RICS, your entity can submit applications, file reports, comply with insurance and bonding requirements, and manage your entity's profile and contacts.

Your entity will need to be registered to conduct business with the Division. If you are a well owner, brine hauler, need to obtain permits, and more, register your entity in RICS.

The key benefits of electronic filing include:

- It's the fastest way to file
- Less costly than hand filing
- Provides more accuracy in tracking filings
- Increases data integrity
- Maximizes efficiency in managing filings
- Receive immediate confirmation that the Division has received your filing

At the end of the registration process your entity will have:

- unique owner number
- contacts - individuals identified that can make decisions on behalf of your entity
- RICS users – contacts configured as users who can log into RICS to electronically interact with the Division

Note: The processes of submitting financial assurance/surety, insurance, and transferring of wells will occur as separate actions within the system.

What you will need:

To complete the New Registration application process you will need the following information:

1. Entity Information including entity type
2. Primary Contact Information
3. Certificate of Appointment (if applicable)
4. Authorized Agents Information
5. Emergency Contact Information
6. Secretary of State (SOS) Certificate (if applicable)
7. Doing Business As (DBA) Name (if applicable)



How long will it take:

New Registration process may take **up to 60 minutes** to complete depending on the complexity of your registration.

Note: You will need to allow for this full amount of time as you cannot save your progress.

Who to contact:

If you have any questions about the registration application process, you can contact the Division either by phone or email.

Phone Number: (614) 265-6922

Email Address: dnr.oilandgas.surety@dnr.state.oh.us

Overview:

There are 2 uses for Registration in RICS:

1. New Registration

New Registration of an entity with one of the following types has documentation requirements:

- Corporation
- Limited Liability Company (LLC)
- Limited Partnership (LP)
- Limited Liability Partnership (LLP)
- Business Trust
- Real Estate Investment Trust (REIT)

The documents required are:

- Secretary of State (SOS) Certificate
- Certificate of Appointment for an Authorized Agent

There are **10 steps** in the New Registration process – depending on your responses, one or more of the steps may be skipped as they may not be applicable.

New Registration is covered in this document.

2. Recover/Gain access to a registered entity/company's account due to:

- death
- incapacity
- bankruptcy
- receivership
- power of attorney
- guardianship

Note: This registration process is covered separately.



New Registration Process:

Initiate Registration Process:

To begin a New Registration in RICS, click the **Register** link on the home page:

The screenshot shows the RICS Home page. At the top, there are social media icons and navigation links for Ohio.gov, Agencies, and Services. The main heading is "Home". Below this, a welcome message reads: "Welcome to the Relationally Integrated Computer System (RICS).". Underneath, there are two options: "If you are new to the site, please Register!" (with "Register!" highlighted in a red box) and "If you have already registered, Login". The page also includes a description of the RICS Online System, a list of key benefits of electronic filing, and browser compatibility information.

Answer **"No"** to the question do you need to access an existing owner's entity:

The screenshot shows the RICS New Registration page. The heading is "New Registration". Below this, a welcome message reads: "Welcome to the Ohio Department of Natural Resources Division of Oil & Gas Resources Management (DOGRM)!". The page provides instructions on how to get started with the registration process. A question is asked: "* Do you need to access an owner's entity due to: death, incapacity, bankruptcy, receivership, power of attorney, or guardianship?". The answer "No" is selected in the dropdown menu. A "Continue to New Registration" button with a right-pointing arrow is highlighted with a red box. At the bottom, there is a progress indicator showing "1 Welcome to the Ohio" and a footer with contact information.

Click **Continue to New Registration**.



Steps:

New Registration is a 10-step process – you can see the steps along the bottom of the page. The green step is the one you are currently on.

Instructions

Your application number is:
RG2021033000109

Please review all of the steps below and collect all of the required documents and information prior to beginning the registration process. If you choose to exit or cancel before completion of the registration process, the information entered **will not be saved**.

Please have the following information prepared to complete the registration process:

- **STEP 1: Collect the Required Information.**
This information includes: Entity information, Primary Contact information, Certificate of Appointment (if applicable), Emergency Contact information, Secretary of State (SOS) Certificate (if applicable), and Doing Business As (DBA) Name (if applicable).
- **STEP 2: Select your Entity Type.**
The process will first require you to select your entity type. If your entity is a Corporation, Limited Liability Corporation, Limited Partnership, Limited Liability Partnership, Business Trust, or Real Estate Investment Trust and you have not registered with the Ohio Secretary of State, you will need to do so prior to registration with the Division of Oil and Gas Resources Management (if applicable). Information for data access can be found at: <http://www.ohio.gov/state/ohio-business>.

Progress: (1 of 10) < **1 Instructions** 2 Entity Type 3 Trust information 4 Primary Contact 5 Statutory Agent 6 Additional Agent or ... >

© Ohio DNR | Governor, Mike DeWine | Director, Mary Mertz
ODNR Oil & Gas Resources Management
2045 Morse Road, Building F-2 | Columbus, Ohio 43229-6693 | Phone: (614) 265-6922

As the instructions state – collect all information needed before you get started including Primary contact information, Secretary of State (SOS) Certificate, etc.

Check the box to acknowledge you have read and understand the instructions and click **Continue**.

You will have the option to upload an electronic copy or to deliver it to the Division of Oil & Gas Resources Management (DOGMR) offices. The registration will only be approved once all required documents are received by the DOGMR review staff. Please [click here for further explanation of the entity types](#). If your entity is not one of the above types, you are not required to submit a copy of your SOS Certificate, but you will have the ability to do so.

- **STEP 5: Enter information about the people authorized to represent your entity.**
You will need to provide information for your primary contact and authorized agents including their certificate of appointment, address, telephone number, and email address. [To learn what an agent is and about the different types of agents, please click here.](#)

CONTACT
If you have any questions about the application process, you can contact the Division of Oil & Gas Resources Management (DOGMR) either by phone number or email.

Phone Number: (614) 265-6922
Email Address: dnr.oilandgas.surety@dnr.state.oh.us

* I acknowledge I have read and understand the instructions and am ready to proceed.

Continue >

Progress: (1 of 10) < **1 Instructions** 2 Entity Type 3 Trust information 4 Primary Contact 5 Statutory Agent 6 Additional Agent or ... >

© Ohio DNR | Governor, Mike DeWine | Director, Mary Mertz
ODNR Oil & Gas Resources Management
2045 Morse Road, Building F-2 | Columbus, Ohio 43229-6693 | Phone: (614) 265-6922



Enter the required information on each page, clicking **Continue** to move forward to the next step in the process. Click **Back** to review any step.

You can also move backward or forward by clicking the step you wish to move to on the Progress bar.

Entity Type:

Select your Entity Type from the list provided. This determines what documentation is required.

The screenshot shows the 'New Registration' page. At the top, there are social media icons and a 'Login' link. The main heading is 'New Registration'. A red box highlights the 'Select your Entity Type' dropdown menu, which currently shows 'Corporation'. Below this, a paragraph states: 'The following entities require registration with the Ohio Secretary of State, a valid Ohio Secretary of State ID number and certificate are required for registration. Click the link below for more information on each entity type.' A list of entity types is provided: Corporation, Limited Liability Company (LLC), Limited Partnership (LP), Limited Liability Partnership (LLP), Business Trust, and Real Estate Investment Trust (REIT). A 'Back' button is on the left and a 'Continue' button is on the right. A red box highlights the 'Your application number is:' text box, which contains the number 'RG2021033000109'. At the bottom, a progress bar shows the current step is '2 Entity Type'. The footer contains copyright information and contact details for ODNR Oil & Gas Resources Management.

Throughout the process you can see the Registration/Application Number at the bottom of each page.

Documents:

Through the process there may be documents required such as:

- Ohio Secretary of State (SOS) Certificate
- Certificate of Appointment

Documents can be delivered or uploaded into RICS.

Recommendation: Upload documents for faster processing.



OHIO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF OIL & GAS RESOURCES MANAGEMENT

New Registration

Based on the entity type you chose, your entity is **required** to be registered with the Ohio Secretary of State's office and provide a copy of your Ohio Secretary of State Certificate. You can either upload an electronic copy now, deliver by USPS, courier service, or hand deliver.

Please fill in all fields marked (*) as required.

* How you would like to provide your Secretary of State Certificate? ⓘ

- Deliver Documents
- Upload Files

Please deliver the certificate to the following address:

Division of Oil and Gas Resources Management
2045 Morse Road, Building F-2
Columbus, Ohio 43229-1693

Remember to include your Application Number with the information delivered.

* I verify this certificate is the most up-to-date for my entity.

Your application number is:
RG2021033000109

Progress: (2 of 10) < 2 Entity Type 3 Trust information 4 Primary Contact 5 Statutory Agent 6 Additional Agent of ... 7 Doing Business As >

© Ohio DNR | Governor, Mike DeWine | Director, Mary Mertz
ODNR Oil & Gas Resources Management
2045 Morse Road, Building F-2 | Columbus, Ohio 43229-6693 | Phone: (614) 266-8922

OHIO DEPARTMENT OF NATURAL RESOURCES
DIVISION OF OIL & GAS RESOURCES MANAGEMENT

New Registration

Ohio Secretary of State Certificate

Based on the entity type you chose, your entity is **required** to be registered with the Ohio Secretary of State's office and provide a copy of your Ohio Secretary of State Certificate. You can either upload an electronic copy now, deliver by USPS, courier service, or hand deliver.

Please fill in all fields marked (*) as required.

* How you would like to provide your Secretary of State Certificate? ⓘ

- Deliver Documents
- Upload Files

Drag files here or Choose File

* I verify this certificate is the most up-to-date for my entity.

Your application number is:
RG2021033100116

Progress: (2 of 10) < 2 Entity Type 3 Trust information 4 Primary Contact 5 Statutory Agent 6 Additional Agent of ... >

© Ohio DNR | Governor, Mike DeWine | Director, Mary Mertz
ODNR Oil & Gas Resources Management
2045 Morse Road, Building F-2 | Columbus, Ohio 43229-6693 | Phone: (614) 266-8922

Summary/Submission:

Once all required information has been entered within the allotted 60 minutes, a summary page will be displayed to give you a chance to review and update any information:



New Registration

Summary

Please review all information for accuracy.

Any fields with a ▲ had an initial value and were changed. Hover over the icon to see the original value.

Entity Type Edit

* Entity Type: **Corporation**

Current Owner Number (if applicable):

* Entity Name: **Training Organization 1**

* Secretary of State ID Number: **583455**

* Entity Address: **123 Main St**

Suite:

P.O. Box (if applicable):

* City: **Anywhere**

* State: **Ohio**

* Zip Code: **12345**

Email Address:

* Primary Phone: **+1 (614) 111-2222**

Secondary Phone:

Fax:

* Select how you would like to provide the certificate: **Deliver Documents**

Primary Contact Edit

Progress: (9 of 10) **9 Summary** **10 Almost Done!**

© Ohio DNR | Governor, Mike DeWine | Director, Mary Mertz

ODNR Oil & Gas Resources Management
2045 Morse Road, Building F-2 | Columbus, Ohio 43229-6693 | Phone: (614) 265-6922

Clicking **Continue** on the Summary page displays the Signature page:

New Registration

Signature

Please fill in all fields marked (*) as required.

* Please select how you would like to be contacted by the Division.

Use the Primary Contact email provided

Send via mail to the Primary Contact Address

* Primary Contact Email Address:

TrainOrgOwner1@gmail.com

Continue

That I hereby agree to conform with all provisions of Chapter 1509, ORC, Chapter 1501:9, OAC, and to all orders issued by the Chief of the Division of Oil and Gas Resources Management.

Signature:

Rics Trainee **Electronic Signature**

Chapter 1306: Uniform Electronic Transaction Act; 1306.01(H) ORC

Please select your response to the following statement: By selecting "I agree", I hereby affix my electronic signature. I agree to be bound, in all respects, as if I were affixing my handwritten signature to the document.

I Agree

I Disagree

Your application number is:

RG2021033000109

Progress: (9 of 10) **9 Summary** **10 Almost Done!**

© Ohio DNR | Governor, Mike DeWine | Director, Mary Mertz

ODNR Oil & Gas Resources Management
2045 Morse Road, Building F-2 | Columbus, Ohio 43229-6693 | Phone: (614) 265-6922

Note: This is where you select how you would like to be contacted by the Division.

The next page is the last. Click **Submit** to complete the registration application:



The screenshot shows a web page titled "New Registration" from the Ohio Department of Natural Resources. At the top, there are social media icons (Facebook, Twitter, YouTube, Instagram) and navigation links for "Ohio.gov", "Agencies", and "Services". The page header includes the department name and a "Login" link. The main content area is titled "New Registration" and contains the following text:

Almost Done!

Once you click submit your **initial** registration request to the Division is complete.

The **final** registration process is not complete until all required documents are received and approved by the Division. Once you are approved by the Division, a letter with successful registration confirmation will be mailed to the address you provided.

If you did not register with Ohio ID before completing your registration submittal in RICS, you must also register on the Ohio ID website portal at ohid.ohio.gov. To access the RICS System, the same e-mail address must be registered with Ohio ID.

WARNING: Please review to confirm that all documents uploaded and the information provided are accurate before submitting your application. If there are deficiencies in this submittal, you will be notified of the deficiencies and will have to repeat the entire registration process.

Your application number is:
RG2021042200626

At the bottom of the page, there is a progress indicator showing "Progress: (10 of 10) 10 Almost Done!" and a "Submit" button with a right-pointing arrow, which is highlighted with a red rectangular box. A "Back" button with a left-pointing arrow is also visible on the left side.

© Ohio DNR | Governor, Mike DeWine | Director, Mary Mertz
ODNR Oil & Gas Resources Management
2045 Morse Road, Building F-2 | Columbus, Ohio 43229-6693 | Phone: (614) 265-6922

Next Steps:

Once you have submitted your entity’s New Registration application, the Division will review the application and approve the request once all required documents have been received.

The Division will send an email or a letter (based on their selection on the Signature page) to the entity’s Primary Contact notifying them of the registration status.

Note: If there are any deficiencies in the registration application, the registration application will be rejected and the registration process will need to be restarted.