

❓ Submitting Amendments (Corrections)

Note: For amendments you will need to submit the whole file for all wells owned including the wells that do not need changes because the new file

submitted will completely erase and take the place of the old file

- You will need to open the C115 Excel Spread sheet for the Month/Year you wish to correct
- Make corrections needed
- Re-run your Add-In C115 Electronic Report creating a new text file with its unique name ○ For instructions see – Using the Add-in with Windows XP – Using the Add-in with Window Vista and Windows 7
- Then submit the C115 attaching the new text file
- The system already recognizes that there is a C115 accepted for this Month/Year and will code it amended for you

IMPORTANT - Wait until the original report has been accepted before you submit ammendments or corrections.

C-115 Submitting Amendments/Corrections

❖ Submitting a C-115 Amendment (Correction)

Note: For amendments you will need to submit the whole file for all wells owned including the wells that do not need changes because the new file submitted will complete erase and take the place of the old file.

- Open the C115 Excel Spread sheet for the Month/Year you wish to correct

- Make corrections needed
- Click Save As and rename you Spreadsheet
 - (Ex. Jan2012Amend.xls or Jan2012A.xls)
- Re-run your Add-In C115 Electronic Report creating a new text file with its unique name (Ex. Feb2012Amend.txt)
 - For instructions on Using the Add-in Refer to – Using the Add-in with Windows XP – Using the Add-in with Window Vista and Windows 7
- Then submit the C115 attaching the new text file
 - The system will already recognizes that there is a C115 accepted for this Month/Year and will code it amended after it is submitted