

LEASE PORTAL USER MANUAL

Overview:

Lease Portal is a public facing web application that generates disparate reports on State lands and leases.

Contents

LEASE PORTAL USER MANUAL.....	1
Performing Searches.....	2
Dashboard/Home:.....	4
Land Details	5
List All Leases	6
Billing Information.....	7
Lease Assignment.....	8
List Assignment History.....	9
Unit Inquire.....	10
Unit Boundaries.....	11
Operator Listing.....	12
Communitization Info.....	13
List assignment.....	14

Performing Searches

- Each page provides a search area for entering the search parameters, the search area may allow for a single or multiple set of search parameters.
- Required search parameters are denoted by an asterisk (*).
- The search area is collapsible, it is usually expanded before an initial search and collapsed when displaying a search result. You may toggle between the expanded and collapsed state by clicking on the “+/-“ icon in the search Area’s blue header bar.

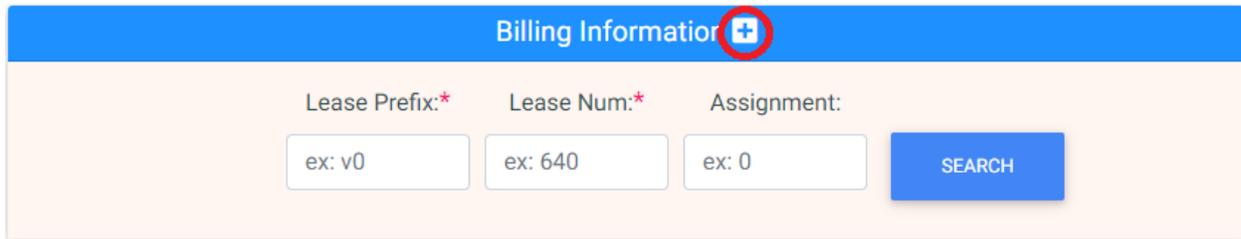
Search Area with Single set of search parameters

The screenshot shows a search area titled "Billing Information" with a minus sign icon in the blue header bar. Below the header, there are three input fields: "Lease Prefi*" with the example "ex: v0", "Lease Num*" with the example "ex: 640", and "Assignment:" with the example "ex: 0". A blue "SEARCH" button is located to the right of the input fields. Red asterisks and blue circles highlight the required parameters.

Search Area with multiple set of search parameters.

The screenshot shows a search area titled "Unit Boundaries" with a plus sign icon in the blue header bar. The search area is divided into two columns. The left column has a "Unit Name*" field with the example "ex: big eddy unit" and a blue "SEARCH" button below it. The right column has three fields: "Township*" with the example "ex:18s", "Range*" with the example "ex:35e", and "Section*" with the example "ex:27". A blue "SEARCH" button is located at the bottom right of the right column. Red asterisks and blue circles highlight the required parameters.

Expanded Search Area



The expanded search area consists of a blue header bar with the text "Billing Information" and a red circle containing a white plus sign. Below the header is a light orange search area containing three input fields and a search button. The first input field is labeled "Lease Prefix:*" and contains the text "ex: v0". The second input field is labeled "Lease Num:*" and contains the text "ex: 640". The third input field is labeled "Assignment:" and contains the text "ex: 0". To the right of the input fields is a blue button with the text "SEARCH".

Collapsed Search Area



The collapsed search area is a single blue bar with the text "Billing Information" and a red circle containing a white plus sign.

Dashboard/Home:

The home page contains links for navigating to different areas of the site, it also contains external site link(s).

- Navigation links can be found in the side bar and the page body.
- External link(s) and other links are in the sidebar.

New Mexico State Land Office
NMSLOConnect - Lease Portal

SIDE BAR

- Home
- General Land Status Maps
- State Trust Land Details
- Lease Search
- Billing Information
- Lease Assignment
- Assignment History
- Units
- Unit Boundaries
- Operator Listing
- Communitization Info
- List Assignment
- External Links
- New Mexico State Land Office Website
- ENMRD Oil Conservation Division
- ONGARD Reporting
- Agricultural Lease Payment Portal
- Support
- User Manual

PAGE BODY

- General Land Status Maps**
Open an Interactive map on land statuses for State Trust Lands.
- State Trust Land Details**
Search by township, range, and section to display information about leases on State Trust Land.
- Lease Search**
Search by lease number, OGRID number or company name to display State Trust Land leases by ownership and status.
- Billing Information**
Search by lease number to view billing information.
- Lease Assignment**
Search by lease number to view lease assignments for a base lease by company.
- Assignment History**
Search by lease number and date to review the lease assignment history for a base lease.
- Units**
Search by unit name to review unitization records.
- Unit Boundaries**
Search by unit name or township, range, and section to view unitization boundaries.
- Operator Listing**
Search by OGRID number or company name to view all operators under a parent company. A parent company may allow another company to operate its wells.
- Communitization Info**
Search by township, range, and section or communitization name to view communitization agreements and well completion details.
- List Assignment**
Search by lease number to review a base lease by specified date.

WARNING AND DISCLAIMER BY THE STATE LAND OFFICE
Information in this database is updated on a weekly schedule. Some changes in the information may have occurred since the information you are viewing was entered into the system. In addition, there are other possible sources of error. The user is responsible for making his or her own independent inquiry and determination regarding the accuracy of the information presented by consulting original sources such as leases, or by other means.

The New Mexico State Land Office assumes no responsibility or liability for, or in connection with, the accuracy, reliability or use of the information provided here.

State Trust Land Details

State Trust Land Details displays information about a piece of land. The report generated displays State Leases on the land.

Example Search

Enter section 33, township 9s, and range 26e into their respective boxes and click the "search" button. This retrieves a section of land in Chaves County which has both grazing and petroleum leases on it.

Search Fields

All fields are required.

- **Township:** A township such as 1N or 23S. You must enter a number followed by either N or S with no spaces.
- **Range:** A range such as 1E or 23W. You must enter a number followed by either E or W.
- **Section:** A section number in a particular township and range. Enter a number between 1 and 36.

Result Data Fields

- **Unit Letter:** A unit in the section. Most sections have 16 (A through P) units.
- **Lot:** A unit's lot number.
- **Tract:** If part of a unit belongs to a tract the tract name is listed here.
- **Qtr/Qtr:** The unit's quarter / quarter.
- **Surface Owner:** The unit's surface owner.
- **Sub Surface Owner:** The unit's sub-surface owner.
- **Acreage:** Number of acres in the unit
- **Instrument or Lease Number:** Any active leases on the unit. Clicking on this number will transfer you to the Lease Information page.
- **Lease Type:** The type of lease.
- **County:** The County this unit is in. Usually a section is in only one county.
- **Land Restrictions:** Any restrictions placed on the unit.
- **Map Link:** Opens map information for the lease.

Lease Search

This Report displays information about State leases such as ownership and status.

Search Options

You can search by Lease Prefix and Number (Assignment is optional), by Ogrid Number, or by Company Name.

Search Fields

- **Lease prefix:** A lease number prefix such as V0 or GR. Be careful not to confuse 0 (zero) with letter O Also this field is always 2 letters.
- **Lease Number:** A lease number, such as 100 or 2664.
- **Assignment:** An assignment number, such as 0 or 2.
- **Ogrid Number:** Operator's OGRID number, such as 109810 (can be found on the Lessee Information page).
- **Company Name:** All or part of the company's name that holds the lease.

Result Data Fields

- **Ogrid ID:** The operator company's OGRID number. Click on the link to search for more information on this company.
- **Company Name:** The operator company's name.
- **Instrument or Lease Number:** Full Instrument/lease number.
- **Link:** Click on the link to search for more information on this company.
- **Status:** Current status of the lease.
- **Map Link:** Opens map information for the lease.

Billing Information

Looks up the billing information for the lease number provided.

Search Options

You can search by Lease Prefix and Number (Assignment is optional).

Search Fields

- **Lease prefix:** A lease number prefix such as V0 or GR. be careful not to confuse 0 (zero) with letter O Also this field is always 2 letters.
- **Lease Number:** A lease number, such as 100 or 2664.
- **Assignment:** An assignment number such as 0 or 2, this field is optional.

Result Data Fields

- **Company Name:** The operator company's name.
- **Due Date:** Date when payment is due.
- **Payment Date:** Payment date.

Lease Assignment

This report lists all active assignments a base lease

Example Search

Enter V0 in the Lease Prefix field and 640 in the Lease Number field. Click the Search button. This lists all active assignments for the base lease V0-0640.

Search Fields

All fields are required.

- **Lease Prefix:** The First Part of a lease, such as V0 or GR.
- **Lease Number:** The four digit lease number, such as 1000 or 0640. Leading zeros are optional.

Result Data Fields

- **Lease Number:** The full lease number and assignment number.
- **Minimum Amount:** The minimum payment amount per pay period.
- **Due Date:** When the payment is due.
- **Lessee:** The name of the company that owns the assignment.
- **Lease Information:** Links to the Lease Information page to find out more about this particular lease.
- **Billing Information:** Links to the Billing Information to find more information about payment history for this lease.
- **Map Link:** Opens map information for the lease.

[Assignment History](#)

Lists the lease assignment history for a base lease.

Example Search

Enter A0 into the Lease Prefix field, 1118 into the Lease Sequence field and 12-31-1900 into the Search from Date field. Click the Search button or enter. This displays the lease history for the lease assignment with particular lease prefix and sequence from the date you entered.

Search Fields

Date fields is Optional.

- **Lease Prefix:** The First Part of a lease, such as V0 or GR.
- **Lease sequence:** The four digit lease number, such as 1000 or 0640. Leading zeros are optional.
- **From Effective Date:** The starting date for lease assignment.

Result Data Fields

- **Assignor ID:** Assignor ID.
- **Assignor Name:** Assignor Company Name.
- **Assignment Effective Date:** Effective date for the lease assignment.
- **Assignment Filing Date:** Assignment Filing Date.
- **Assignment Approved Date:** Date of Assignment approval.
- **Assignee Name:** Assignee Name.
- **Total Acreage:** Number of acres in the assignment

Units

Produces unitization records for a given unit.

Example Search

Enter Unit's name "Big" into Unit's name field. Click the Search button or "Enter". This displays all units with the name closest to the search parameter.

Search Fields

All fields are required.

- **Unit Name:** Full or Partial name of unit you wish to search for.

Result Data Fields

- **Unit Name:** A unit in the section. Most sections have 16 (A through P) units.
- **Rec Eff Date:** Record Effective date.
- **Rec Term Date:** Record Term Date.
- **Unit State:** Active or Inactive status.
- **Unit Info:** links to additional unit information.
- **Unit Pool Info:** Links to unit pool information.
- **Unit Participation Percent:** Links to Unit participation percent information
- **Unit Tract Percent:** Links to unit tract percent information.
- **Unit WC:** Links to Unit WC information.
- **Map Link:** Opens map information for the unit.

Unit Boundaries

Produces unitization boundaries for all units in search criteria.

Example Search

Enter Unit's name "Big" into Unit's name field. Click the Search button or "Enter". This displays all units with the name closest to the search parameter.

Search Fields

- **Unit Name:** Partial or full unit name.
- **Township:** A township such as 1N or 23S. You must enter a number followed by either N or S with no spaces.
- **Range:** A range such as 1E or 23W. You must enter a number followed by either E or W.
- **Section:** A section number in a particular township and range. Enter a number between 1 and 36.

Result Data Fields

- **Unit Name:** Name of the Unit.
- **Unit Number:** A unit's number.
- **Status:** Active or Inactive status of a unit.
- **Allocation Type:** Allocation type.
- **Township:** The Township code.
- **Range:** The Range code.
- **Section:** The Section number
- **Effective Date:** Date upon which the Unit went into effect.
- **Unit Detail:** Links to more information on the unit.
- **Map Link:** Opens map information for the Unit.

Operator Listing

Lists all operators working under a parent company.

Example Search

Enter "Smith" into the Parent Company Name field and click the Search button. This lists all companies with "Smith" in their name.

Search Fields

- **Ogrid Number:** Parent company's Ogrid number.
- **Company Name:** All or a portion of a parent company's name.

Result Data Fields

- **Ogrid Number:** Company Ogrid Number.
- **Company Name:** Name of the Operator Company.
- **Operator Details:** Links to more information on the operator.
- **Lease Information:** Links to more information on the lease.

Communitization Info

Produces communitization agreements and well completion details.

Example Search

Enter 2 in the Section field, 29N in the Township field, and 10W in the Range field. Click the Search button. This shows all communitizations in the 2-29N-10W area.

You can click on a communitization name to find out more information.

Search Fields: You may search using the Township, Range, Section and/or Communitization name.

- **Township:** A township such as 1N or 23S. You must enter a number followed by either N or S with no spaces.
- **Range:** A range such as 1E or 23W. You must enter a number followed by either E or W.
- **Section:** A section number in a particular township and range. Enter a number between 1 and 36.
- **Communitization Name:** All or part of a communitization's name, such as "Bob Smith" or just "Smith".

Result Data Fields

- **Communitization Name:** The name of the communitization.
- **Agreement Number:** The Communitization agreement number.
- **Location Code:** The Communitization location code.
- **Township:** The land Township where this communitization lies.
- **Range:** The land Range where this communitization lies.
- **Section:** The land section where this communitization lies.
- **Map Link:** Opens map information for the communitization.

[List assignment](#)

List assignment for a base lease.

Example Search

Enter A0 into the Lease Prefix field, 1118 into the Lease Sequence field and 12-31-1900 into the Search from Date field. Click the Search button or enter. This displays the Information for the lease assignment with particular lease prefix and sequence from the date you entered.

Search Fields

Date fields is Optional.

- **Lease Prefix:** The First Part of a lease, such as V0 or GR.
- **Lease sequence:** The four digit lease number, such as 1000 or 0640. Leading zeros are optional.
- **From Effective Date:** The starting date for the list assignment.

Result Data Fields

- **Assignor ID:** Assignor ID.
- **Assignor Name:** Assignor Company Name.
- **Assignment Effective Date:** Effective date for the lease assignment.
- **Assignment Filing Date:** Assignment Filing Date.
- **Assignment Approved Date:** Date of Assignment approval.
- **Assignee ID:** Assignee ID.
- **Assignee Name:** Assignee Name.