

WYOMING OFFICE OF STATE LANDS AND INVESTMENTS

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POLICY

Effective Date
March 1, 2014

eRMA2 Policy & Procedure

- In April 2012, the Wyoming Office of State Lands and Investments (OSLI) completed a security upgrade to the Electronic Royalty Management Application 2 (eRMA2) in order to meet security standards required by a recent system audit.
- The required security protocols require each user of the eRMA2 system to have a unique user name and password and to complete an eRMA2 agreement that meets the standards listed below. The eRMA2 agreement can be found on the eRMA2 website home page (<https://lands.state.wy.us/>). The agreement must include the following:
 - The legal name of the company who has a royalty burden with the State of Wyoming
 - Name and contact information of the representative of the company with the royalty burden that will be submitting the reports via eRMA2 including email address. If the company contracts with an outside agent to submit reports, the outside agent's name and contact information shall also be included.
 - Original signature from a representative of the company with the royalty burden.
 - Original signature from the outside agent. If the company with a royalty burden contracts with an outside agent to submit reports, shall also need to be included.
- The Royalty Compliance Supervisor or their designee will sign both agreements.
- One agreement will be kept on file with OSLI, as required by security protocols.
- One agreement will be returned to the reporting company.
- A company may fax or email a copy of the eRMA2 agreement to initiate the setup process, but security protocols require receipt of original agreements with original signatures.
- Once the eRMA2 agreement is received, The Royalty Compliance Supervisor or designee will set up an eRMA2 account for the individual named on the agreement.

- This account will be set up within five (5) days of receipt of the eRMA2 agreement. If the agreement is received in the last week of any month, the account will be set up the day the agreement is received by OSLI.
- Once the setup is complete, a system generated email will be sent to the company with an embedded link to access the eRMA2 website. (This email might be caught by the users spam filter)
- Once the company clicks on the link, they should click on the Change Password link and setup a password of their choosing. This screen will display their unique user name. The user will also need to verify their email address.
- To ensure system security, users shall not share their account user name or password with any other individual. If OSLI determines that someone other than the authorized individual is using the log in information, the account will be locked immediately.
- Each company is authorized to have a maximum of three user accounts for the eRMA2 system.
- If a company fails to submit the required original eRMA2 agreements to replace the faxed or PDF copies, the following steps will be taken:
 - A phone call will be placed to the eRMA2 user and a request will be made that original documents be sent within 15 days. They will be given a reminder of the security standards as required by the system audit.
 - On the same day, OSLI will follow up with an email to the user requesting original documents be sent within 15 days. They will be given a reminder of the security standards as required by the system audit.
 - If the originals are not received by the end of the 15th day, a certified letter will be sent to the company reminding them of the requirements as stated in the email. The company will be notified that if the originals are not received within 15 days, their eRMA2 account will be disabled. However, penalties and interest will accrue due to non-reporting and payment.
- Any change to the eRMA2 Agreement or eRMA2 users must be approved by OSLI by submission of a new eRMA2 Agreement.

<u>Effective Date:</u> March 1, 2014	<u>Revision/Review Date:</u> March 1, 2019
<u>Summary of Revision/Review:</u> To be completed in 2019	<u>Supersedes Existing Policy:</u> Any policy and/or documentation prior to March 1, 2014