

# Company Administration in KERMIT

## Who is a Company Administrator?

- An individual authorized by each company to manage company employee and contractor access to data.
- This individual has delegated authority on behalf of a company to manage and maintain access for employees and contractors to their data, and to perform actions on that company's behalf.
- **Please Note:**
  - (a) It is recommended that Company Administrators frequently review the security as users may have left their organization or changed roles.
  - (b) Company Administrators do not have permissions to assign the AMS Payment roles (ePay Financial Admin and ePay Payer) to users. Only BCOGC (the Commission) staff can assign the ePay Financial Admin Role to a user, and only an ePay Financial Admin can assign ePay Payer Role to a company user.

## How do I become/assign a Company Administrator?

- Existing Company Administrator for an organization may assign the Company Administrator permission via KERMIT (please see the security section of this document below). If no Company Administrator exists, or they are unable to make the change in KERMIT, the company must submit an application through Petrinex indicating the employee as the Company Administrator. Once approved, the Commission will direct the company to forward their Petrinex approval to the OGC service desk in order to set-up the employee with the appropriate access.
- **Please Note** - Before an individual can be assigned the role of Company Administrator, they must have an active account in the Commission's corporate registry.

## Recommended Company Administrator best practices

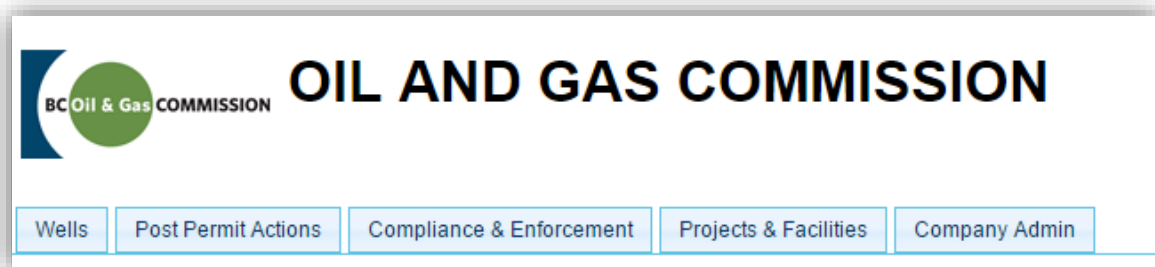
- It is recommended that Company Administrators periodically review user security. Companies should incorporate an assessment of their Company Administrator roles and responsibilities into any control environment reviews.
- Companies should limit the number of individuals that are assigned the Company Administrator role at any time to two.
- Companies should promptly remove the Company Administrator role from individuals that leave the organization.
- **Please note** – The Commission has implemented the change where the accounts which are not in use for over a 90-day period will be disabled. An email will be sent to the user to notify the disabling of the account. If the user would like to re-activate their account, they would need to send an email to [servicedesk@bcogc.ca](mailto:servicedesk@bcogc.ca)

## How do I create a login account with the Commission?

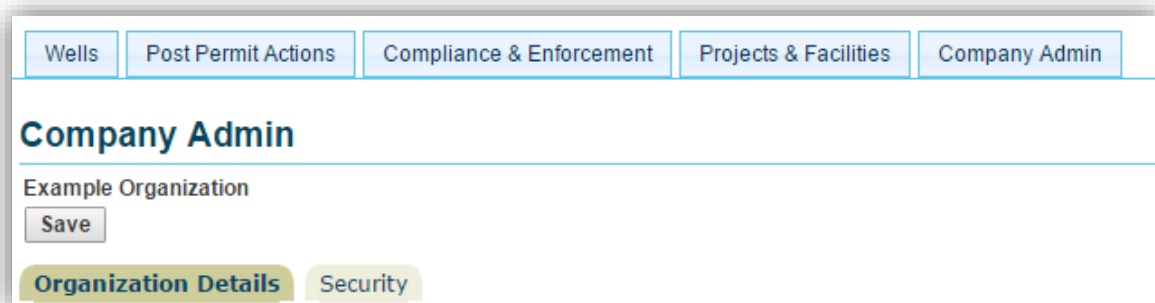
- An account can be created by doing the following:
  - Open a web browser and go to <http://www.bcogc.ca>.
  - At the top of the website click on the 'Online Services' link.
  - Navigate to 'Additional Links' and click the 'Create an Account/Change Password' link.
  - Enter an email address and click 'submit' to start the process of creating an account.  
(**Please Note** - The email address is **NOT** the account user name. The user name will be delivered to the email address provided.)
  - Complete the online form to finalize the creation of your account.
  - An automated email from the Commission should be received which includes the account user name (usually in the format [first-initial][last- name]).
  - If any issues are experienced when creating the account, or if no email providing password information for the account is received, please contact [servicedesk@bcogc.ca](mailto:servicedesk@bcogc.ca) for support.
  - Once the account information is obtained, navigate to <https://kermit.bcogc.ca/> to access the KERMIT application.

## I am the Company Administrator. What do I do now?

- Once set up as a Company Administrator, a user will notice a new tab in the KERMIT application called "Company Admin" as per the example below:



- Clicking on the Company Admin tab gives access to make changes to company Security as required, and access to view the Organization Details for the company.



## What access can I grant, and what does this access do?

- Company Administrators can grant the following roles to users
  1. **Admin Deficiency Representative** - Allows users to respond to administrative deficiencies and receive administrative deficiency notifications.
  2. **Application Analysis Tool Access** - Allows users to use the Application Analysis tool.
  3. **Applications** – Allows users to submit surface rights applications and various other applications on the company's behalf.
  4. **Asset Transfer Administrator** – Allows users to view, initiate, and edit applications using TANC, which is built into eSubmission.
  5. **Company Admin** – Allows users to assign external security roles for the organization, modify user account details, receive various notifications, and view read-only organization details. This access can only be assigned to users who are associated with your organization.
  6. **Drill Comp Prod Rep** – Allows users to submit drilling, completion and production data and reports for wells.
  7. **DCP Admin** – Allow users to view and download submissions relating to wells. It is, therefore, recommended that this role be restricted to internal candidates of the permit holder's corporation.
  8. **First Nation Portal Read Only** – Allows users to read applications and documents relating to First Nations.
  9. **First Nation Portal Update** – Allows users to edit and submit applications and documents relating to First Nations.
  10. **Frac Fluid Reporting** – Allows users to submit hydraulic fracture fluid data that will be uploaded to FracFocus.ca
  11. **Geophysical Portal** – Allows users to submit geophysical information.
  12. **Incident Reporting** – Allows users to report minor incidents and receive notifications regarding incidents and complaints.
  13. **Inspection Representative** – Allows users to view, respond to and receive notifications pertaining to inspections.
  14. **Invoice Reconciliation** – Allows users to access annual pipeline invoices.
  15. **Land Representative** – Allows users to view permitted oil and gas activities and submit Post Construction and Preliminary Statutory Rights of Way Survey plans.
  16. **Notices** – Allows users to submit various notices such as Notice of Construction, Notice of Pressure Test, Leave to Open, As-Built and Notice of Intent.
  17. **Waste Disposal Representative** – Allows users to submit waste related data such as sumps and pits.
  18. **Water Representative** – Allows users to submit water volume withdrawals for Short Term Water Use approvals.

**Please Note** - Company Administrators do not have permissions to assign the following roles to users.

19. **ePay Financial Admin** - Please reference the AMS Payment documentation located at <http://www.bcogc.ca/industry-zone/bts/ams-payment>
20. **ePay Payer** - Please reference the AMS Payment documentation located at <http://www.bcogc.ca/industry-zone/bts/ams-payment>

## Organization Details:

- Read-only access to company specific information is provided via the Organization Details tab.

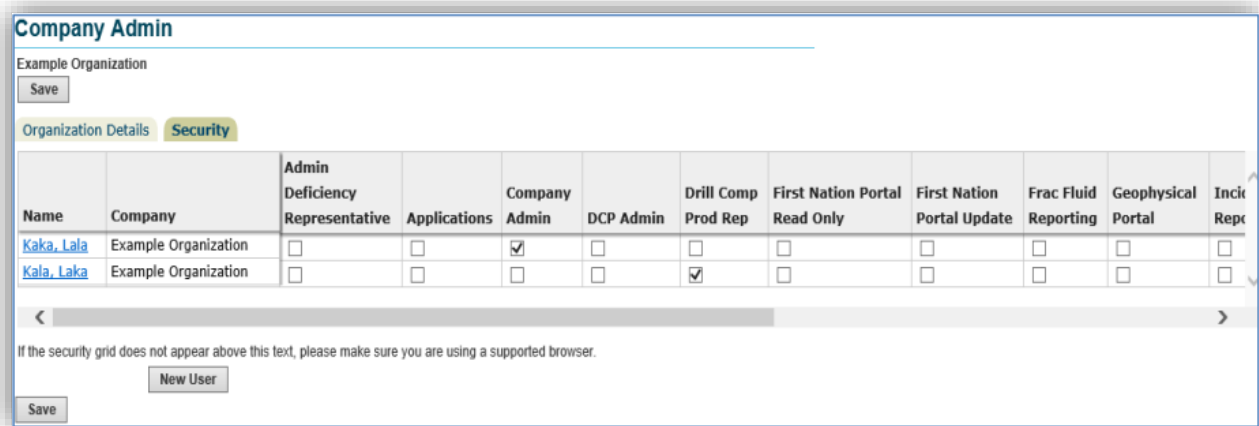
Organization Details	Security
<b>Organization Name:</b> Example Organization	<b>Registration Date:</b> May 21, 2014
Organization ID: 00002213	Insurance Certificate Expiry Date: mmm dd, yyyy
MEM ID:	
MEM Name:	
MOF ID:	
Incorporation Number:	
Well Abbreviation:	
<b>Main Contact Information:</b>	
Phone Number: (250) 555-5555	
Fax Number: (250) 555-6666	
Email Address: Kermit.Notices@bcogc.ca	
<b>Address:</b>	
Address: 100 main st	
City: Fort St John	
Province: British Columbia	
Postal Code: v1v 1k1	
Country: Canada	
<input type="button" value="Save"/>	

- If any details need to be changed or updated, companies must apply for changes through Petrinex.
- **Please Note** - If the email address entered is [OGCKermit.Notices@bcogc.ca](mailto:OGCKermit.Notices@bcogc.ca), you have not provided the Commission with a main contact email address. Please provide one immediately to ensure you are receiving all electronic communications.

## Security:

The Security tab allows Company Administrators to grant users access to various company data, applications, notices, etc. This tab also allows Company Administrators to alter employee contact information (associated with information such as phone number and email addresses).

- **Please Note** – Company Administrators will not be able to edit contact information of the users whom are not associated with your organization.



Name	Company	Admin Deficiency Representative	Applications	Company Admin	DCP Admin	Drill Comp Prod Rep	First Nation Portal Read Only	First Nation Portal Update	Frac Fluid Reporting	Geophysical Portal	Incid Repc
<a href="#">Kala, Lala</a>	Example Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Kala, Lala</a>	Example Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the security grid does not appear above this text, please make sure you are using a supported browser.

- **Please Note** - Before granting a user any security role, that user must have a system login id and be added to the Security tab.

The steps below outline how to perform these prerequisite actions:

- Company Administrators can create accounts on behalf of users by doing the following:
  1. Click on the New User button.
  2. Enter the email address of the user who needs an account and click submit to start the process of creating their account.
  3. Follow the online form to complete the setup of their account.
  4. An automated email from the Commission's system should be received by the user which includes their account user name (usually in the format [first-initial][last-name]).
  5. If any issues are experienced when creating the account on behalf of another user have the user whom is being setup contact [servicedesk@bcogc.ca](mailto:servicedesk@bcogc.ca) for support.
- Company Administrators can add users to the security tab by doing the following:
  1. Click on the Add Security button.
  2. In the Find Organization Security pop up window, input the users name using the format specified on this page (the format is [Last-name],[First-name], or by searching on the user's last name ).
  3. Click on the name of the user you wish to select when it appears at the bottom of the screen. This will close the pop up window and add the user to the Security tab.
  4. Click "Save".

### Find Organization Security

Contact Name (Last, First):

Name	Email Address	Organization Name
Doe, Jane	Kermit.Notices@bcogc.ca	

A user's Edit Security Contact page is where the organization's Company Administrator(s) manage security access, contact information, and company associations for the users on their KERMIT Company Admin Security tab.

- To access a user's Edit Security Contact page, click on the user's name on the Security tab of the Company Admin tab.
- The security tab is where security roles are assigned for individual users.
- **Please Note** - The Details tab will not be available on Edit Security Contact pages of users whom are not associated with your organization.

#### Edit Security Contact

Name: John Doe  
 Company: (None) v  
 Phone #: (403) 555-5555  
 Fax #: ( ) -  
 Email: OGCKermit.Notices@bcogc.ca  
 Address: sdsdfi  
 sadkfjsikd, Alberta  
 Canada

**Security** **Details**

First Name:  X  
 Last Name:   
 Position Title:

**Contact Information**

Phone #: ( 403 ) 555 - 5555  
 Fax #: ( ) -  
 Cell #: ( ) -  
 Email:

**Address**

Address:   
 City:   
 Province:  v  
 Postal Code:    
 Country:  v

#### Edit Security Contact

Name: John Doe  
 Company: (None) v  
 Phone #: (403) 555-5555  
 Fax #: ( ) -  
 Email: OGCKermit.Notices@bcogc.ca  
 Address: sdsdfi  
 sadkfjsikd, Alberta  
 Canada

**Security** **Details**

- Admin Deficiency Representative
- Applications
- Company Admin
- DCP Admin
- Drill Comp Prod Rep
- First Nation Portal Read Only
- First Nation Portal Update
- Frac Fluid Reporting
- Geophysical Portal
- Incident Reporting
- Inspection Representative
- Invoice Reconciliation
- Notices
- Waste Disposal Representative
- Winter Stream Crossing Representative

- Company Administrators can associate a user who currently does not have an organization to their organization by performing the following:
  1. Click on the user's name on the Security tab of the Company Admin tab to open the user's Edit Security Contact window.
  2. From the company drop down box select your organization.
  3. Click on the save button.

### Edit Security Contact

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Name: **Jane Doe**

Company: (None) ▼

Phone #: **(111) 111-1111**

Fax #: **( ) -**

Email: **Kermit.Notices@bcogc.ca**

Address:

- Company Administrators can disassociate an associated user from their organization by doing the following:
  1. Click on the user's name on the Security tab of the Company Admin Kermit tab to open the user's Edit Security Contact window.
  2. From the company drop down box select (none).
  3. Click on the save button.

### Edit Security Contact

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Name: **Jane Doe**

Company: Example Organization ▼

Phone #: **(111) 111-1111**

Fax #: **( ) -**

Email: **Kermit.Notices@bcogc.ca**

Address:

**Please Note** - You cannot associate a user to your organization if they belong to another organization. In such a scenario, please have the user whom owns the account contact [servicedesk@bcogc.ca](mailto:servicedesk@bcogc.ca).

### Edit Security Contact

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Name: **External User**

Company: **Example External Organization**

Phone #: **(111) 111-1111**

Fax #: **( ) -**

Email: **OGCKermit.Notices@bcogc.ca**

Address:

- Company Administrators can grant security permissions to a user by doing the following:
  1. Click on the user's name (with hyperlink) on the Security tab of the Company Admin tab to open the user's Edit Security Contact window.
  2. From the Security tab of the displayed Edit Security Contact window, check off the permissions you wish to grant the user and then click on the Save button.
  3. The relevant checkboxes are now ticked off on the Security tab of the Company Admin tab designating that this access has been assigned.

**Edit Security Contact**

Name: John Doe  
Company: (None)  
Phone #: (403) 555-5555  
Fax #: ( ) -  
Email: OGCKermit.Notices@bcogc.ca  
Address: sdsdfi  
sadkjsikd, Alberta  
Canada

**Save**

**Security** Details

Admin Deficiency Representative   
Applications   
Company Admin   
DCP Admin   
Drill Comp Prod Rep   
First Nation Portal Read Only   
First Nation Portal Update   
Frac Fluid Reporting   
Geophysical Portal   
Incident Reporting   
Inspection Representative   
Invoice Reconciliation   
Notices   
Waste Disposal Representative   
Winter Stream Crossing Representative

**Save** **Delete** **Cancel**

- Company Administrators can alter contact details for users who are associated with their organization by doing the following:
  1. Click on the user's name on the Security tab of the Company Admin Kermit tab to open the user's Edit Security Contact window.
  2. From the Details tab of the Edit Security Contact window that opened alter or insert the user's contact information and then click on the Save button.



### Edit Security Contact

Name: **John Doe**

Company: **(None)** ▼

Phone #: **(403) 555-5555**

Fax #: **( ) -**

Email: **OGCkermit.notices@bcogc.ca**

Address: **sdsdfi  
sadkfsikd, Alberta  
Canada**

**Security** **Details**

First Name:

Last Name:

Position Title:

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#### Contact Information

Phone #: (  )  -

Fax #: (  )  -

Cell #: (  )  -

Email:

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#### Address

Address:

City:

Province: **Alberta** ▼

Postal Code:

Country: **Canada** ▼

- Company Administrators can remove users to the Company Admin Security tab by doing the following:
  1. Click on the user's name (with hyperlink) on the Security tab of the Company Admin tab to open the user's Edit Security Contact window.
  2. From the Security tab of the Edit Security Contact window that opened click the Delete button and then click the Save button.
  3. This user will be removed from your Company Admin Security tab.
- **Please Note** - Users removed from the Company Admin Security tab should be disassociated from their organization as per the instructions outlined earlier in this document.

## How do I get support?

- For security and user account support please email [service@bcogc.ca](mailto:service@bcogc.ca). An email to this account will generate a call number, which will be emailed back to the submitter for future reference.