Non-Fee Hearings Document Filing Procedure

There is one operator administrator (OPAdmin) for every registered operator. The OPAdmin has the authority to grant access for operator users (OPUser) or operator legal (OPLegal).

Please note that OCD staff does not issue or reset passwords. The user must follow "Reset/Forgot Password" steps to reset their password when they receive an email with instructions. If a username is locked, the user can wait an hour for the account to automatically unlock or contact their OpAdmin, who has the authority to unlock the account.

OpAdmin - can submit any permit/application including hearings documents and add/remove OpUser and OpLegal permissions to new and existing users

OpUser - can submit any permit/application including hearings documents

OpLegal - can submit only hearings related documents (has different landing page and menu structure)

Please see below for instructions regarding:
- OPAdmin Granting Access for New OPUser and OPLegal Users
- OpAdmin and OPUser Non-Fee Document Submittal (page 4)
- OPLegal Non-Fee Document Submittal (page 7)

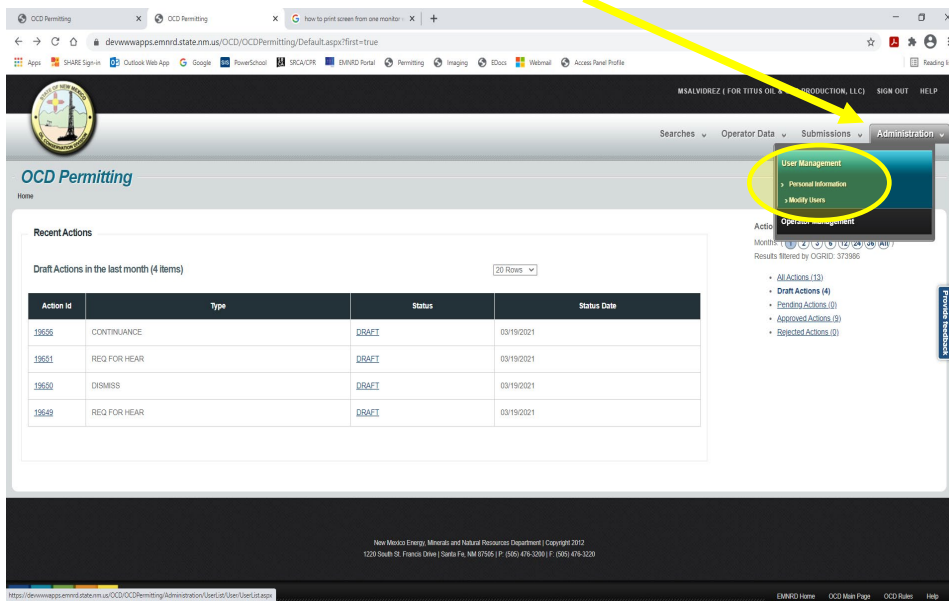## OPAdmin Granting Access for New OPUser and OPLegal Users

1. Sign-in to OCD Permitting:

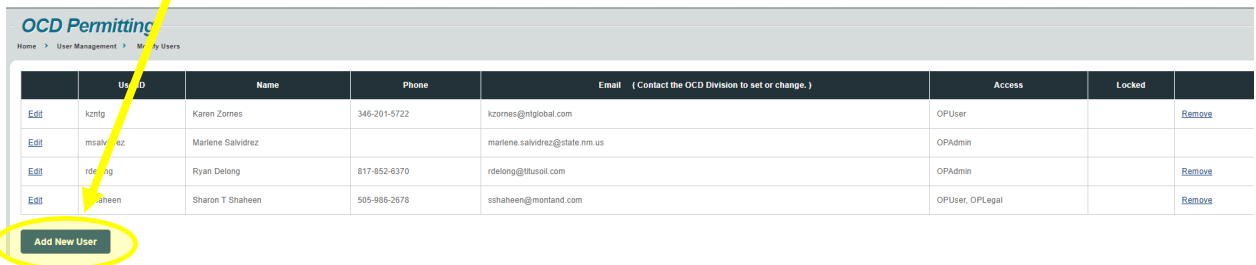2. You will have a drop-down menu with a list of operators you have permissions for:

3. On the upper right corner click Administration tab>User Management>Modify Users:

4. User Management>Modify Users:

5. Click *Add New User*:

6. Enter pertinent information and click *Add User*:

OCD Permitting
Home > User Management > New Users

User Information

Please enter a user name for this user.
User Name:
Use an existing user name if you want to grant permission to a consultant or attorney, who is already an active user, to act for you.

Personal Information

Please enter the NEW user's name, title, and contact information.

First Name: | *First name is required for a new user.*
Middle Initial:
Last Name: | *Last name is required for a new user.*
Title:
Phone Number:
Email Address: | *Email is required to be able to reset your passwords.*

Receive Emails

Please select which automated emails this person should receive:
☑ Approval emails
☑ Rejection emails

Access

Please select what role/roles this person should have:
☐ General (OPUser) : *Allowed to create, submit & review operational forms. Can also change and confirm operator contact information.*
☐ Legal Representative (OPLegal) : *Allowed to create, submit, & review legal requests and motions*

Note: For a new Operator Administrator (OPAdmin), please follow the process outlined here.
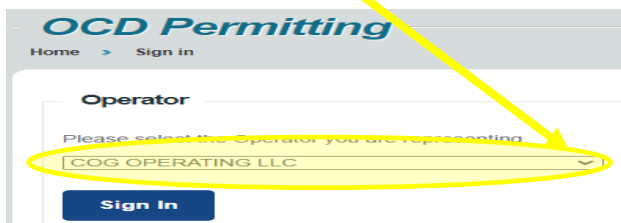
Add User

7. Make sure to email new user the username and let them know they can set up their password once they log into E-Permitting.

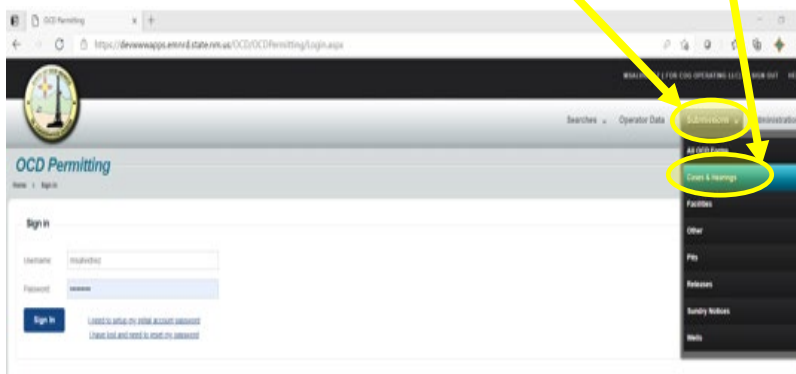## OpAdmin and OPUser Non-Fee Document Submittal
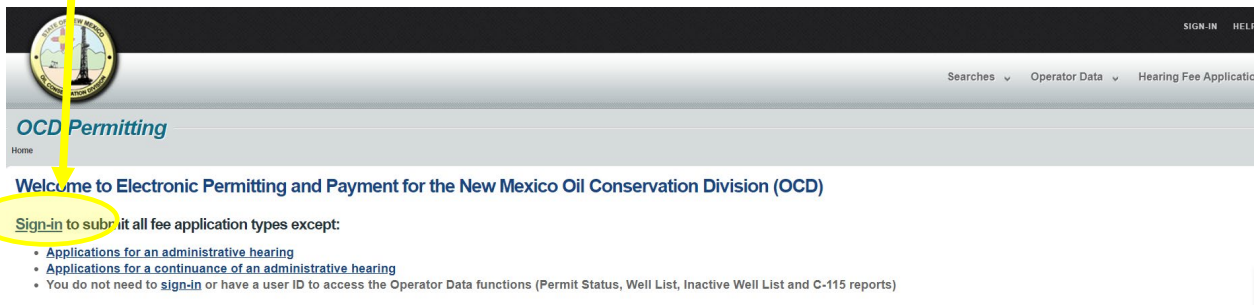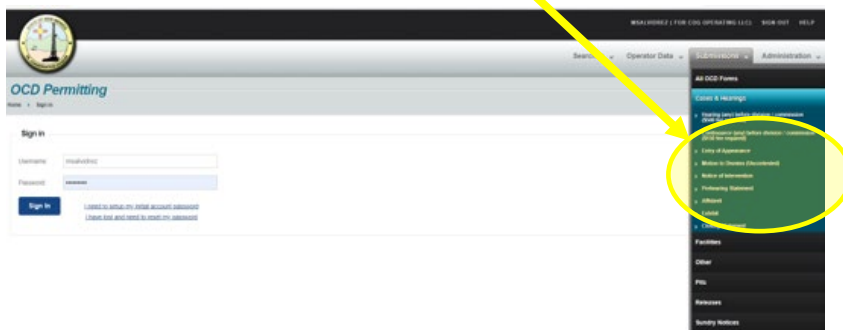
1. Sign-in to OCD Permitting:

2. You will have a drop-down menu with a list of operators you have permissions for:

3. On the upper right corner click Submissions tab>Cases & Hearings:

4. Select the type of document being submitted:

5. Click on the blue box (for this illustration, I have selected *Entry of Appearance)*:

OCD Permitting

Home ❯ Submissions ❯ Cases & Hearings ❯ Entry of Appearance

Status: Draft Application ▼

PO Number	Type	ID	Status	Fee Amount	Payment Type	Created	Submitter *	Modified

New APPEARANCE Application

Enter information needed:

ⓘ **More information is required before this application can be processed further.**
Submission contact details indicate: Law Firm required for submission.
Required ID(s) indicate: Case File Number required for submission.
Application attachments indicate: Attachment(s) required to proceed.

Submit Non-Fee Entry of Appearance (APPEARANCE)

For requests for hearing and requests for continuance, only one application/case number can be submitted per fee application.

Submission Contact, Application, Fee and Payment Details

Attorney First Name: Marlene	Application Status: Draft Application
Attorney Last Name: Salvidrez	• Please call (505) 476-3441 or email ocd.fees@state.nm.us for support.
Email: marlene.salvidrez@state.nm.us	
Law Firm:	Fee Amount: $0.00

Edit Submission Contact Details

ⓘ Law Firm required for submission.

Application Details

Add Case File Number

ⓘ Case File Number required for submission.

Method of submission

Upload Application:

⬆ Add Application Attachments

ⓘ Application attachments indicate: Attachment(s) required to proceed.

Notice: It is your responsibility to verify that your uploaded application and attachments are complete and attached successfully.

• If your upload is successful and your application or attachments contains fillable fields, use the link above to verify all the fields are being populated appropriately.
• If the fields in your file(s) are not being populated after uploading, we recommend using your editing software to flatten or restrict the editing options on your file(s) prior to uploading.
• Use the delete link to remove any attachment and re-upload a new file; only the current attachment(s) is submitted for review.

Submit to OCD **Delete**

6. Once pertinent information is entered click Submit to OCD:

OPLegal Non-Fee Document Submittal

1. Sign-in to OCD Permitting:

2. You will have a drop-down menu with a list of operators you have permissions for:

3. Click *File New* on the bottom left corner of the screen:

4. Select the type of document being submitted:

5. Click on the blue box (for this illustration, I have selected *Exhibit)*:

Enter information needed

6. Once pertinent information is entered click Submit to OCD:

OCD Permitting

Submit Non-Fee Exhibit (EXHIBIT)

For requests for hearing and requests for continuance, only one application/case number can be submitted per fee application.

Submission Contact, Application, Fee and Payment Details

Attorney First Name:	Marlene	Application Status: Draft Application
Attorney Last Name:	Salvidrez	
Email:	marlene.salvidrez@state.nm.us	• Please call (505) 476-3441 or email ocd.fees@state.nm.us for support.
Law Firm:	Mar Law Firm	Fee Amount: $0.00

Edit Submission Contact Details

Application Details

Type	ID	
Case File Number	21203	Delete

Method of submission

Upload Application:

Attachment Type (Description) Tag(s)	Original Uploaded File Name	
Exhibit Add Tag	Case No. 21203 Exhibit Mar Law Firm.pdf (32.3 Kb) Replace File	Delete

↥ Add Application Attachments

Notice: It is your responsibility to verify that your uploaded application and attachments are complete and attached successfully.

- If your upload is successful and your application or attachments contains fillable fields, use the link above to verify all the fields are being populated appropriately.
- If the fields in your file(s) are not being populated after uploading, we recommend using your editing software to flatten or restrict the editing options on your file(s) prior to uploading.
- Use the delete link to remove any attachment and re-upload a new file; only the current attachment(s) is submitted for review.

Submit to OCD   **Delete**