

Completing OneStop Amendment Information Screen

» Intended User: Public Land applicants

Overview – Amendment Information

This quick reference guide (QRG) describes how to complete the Amendment Information screen in OneStop for disposition amendments.

By getting here you have already initiated an amendment for a disposition, and if applicable, its associated disposition also being amended. Now you need to complete the Amendment Information screen for each activity.

Getting to the Amendment Information Screen

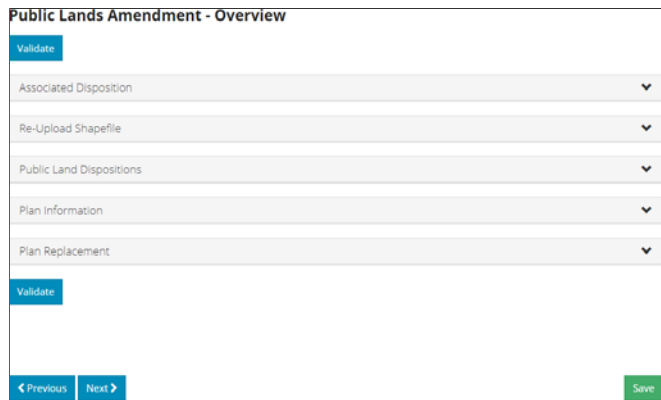
There are two ways to reach to the Amendment Information screen after initiating an amendment.

Click **Amendment Information** in the left navigation bar.



or

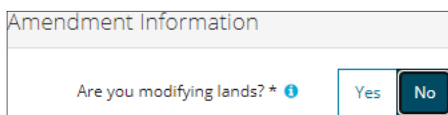
From the Overview screen click **Next** at the lower left corner of the screen.



Amendment Information

Select **Yes** or **No** if you are modifying lands.

1. If **No**, proceed to **Validate Entry**.

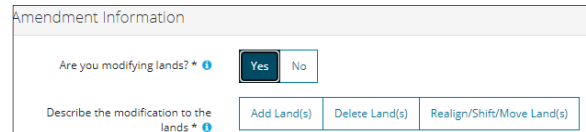


Tip:

The information icon provides details about the questions being asked.



2. **Mandatory:** If **Yes**, select one modification or a combination of available modifications:



- Add Land(s)
- Delete Land(s)
- Realign/Shift/Move Land(s)
- Add Land(s) + Realign/Shift/Move Land(s)
- Delete Land(s) + Realign/Shift/Move Land(s)

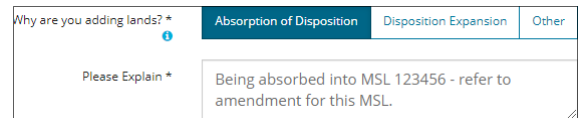
Note: To de-select, click each option again.

Add Land(s)

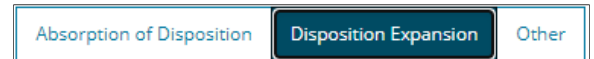
a) **Mandatory:** Select the reason(s) why you are adding lands.



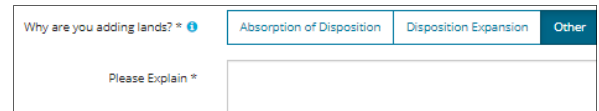
- **Absorption of Disposition** – Provide an explanation.



- **Disposition Expansion** – No further action is required. Proceed to **Validate Entry**.



- **Other** – Explain the other reason.



Delete Land(s)

b) Select the reason(s) for deleting lands.



- **Partial Reclamation Certificate** – Search for the reclamation certificate number.

i) **Mandatory:** Click **Search**. The Search by Authorization window opens.

ii) **Mandatory:** Enter the authorization number, authorization status, or legal land location. Click **Search**.

Results appear in the table below.

<input type="checkbox"/>	Authorization Number	Authorization Type	Authorization Status
<input type="checkbox"/>	1771999	Reclamation Certification	Issued
<input type="checkbox"/>	1701274	Reclamation Certification	Issued
<input type="checkbox"/>	1727882	Reclamation Certification	Issued
<input type="checkbox"/>	1667193	Reclamation Certification	Issued

iii) Optional: Click **Reset** to clear the selection.

iv) Optional: Repeat **Step (ii)**, or click **Close** to close the window without saving your search.

v) **Mandatory:** Select only **one reclamation certificate**. Click **Add**.

The window closes.

The reclamation certification number is added to the Amendment Information screen.

- **No Entry** – Select the **date** from the calendar to verify when the entry was confirmed. The date cannot be in the future.

- **New Disposition** – No further action is required. Proceed to **Validate Entry**.

- **Other** – Describe the other reason.

Realign/Shift/Move Land(s)

- c) Explain why you are realigning, shifting, or moving lands.

Validate Entry

1. Click **Validate** at the top or bottom left side of the screen. Errors will appear in red. Fix errors.

Tip:
Validate and fix errors as you go. You cannot complete your submission until all errors have been fixed.

Save Entry

2. **Mandatory:** Click **Save** at the bottom right of the screen to save your entry.

Public Lands Amendment - Amendment Information

MSL (30642888)

Wellsite - PNG Production (SW)

Validate

Amendment Information

Are you modifying lands? * Yes No

Describe the modification to the lands *

Why are you deleting lands? *

Validate

< Previous Next > Save

Save