

# Chapter 9

## Online Rentals

This chapter provides information on the Online Rental payment method available to you for reporting rent on terminable leases. Your working relationship with us will not change as a result of the contract between us and our EC service provider.

### NOTE

You **must** contact our help desk whenever you are considering an upgrade to your computer's operating system. You may be unable to use our Online Rental payment method if you upgrade operating systems without verifying that the electronic website will work with that particular operating system. Please contact our help desk to verify that the operating system you are considering is compatible. You can reach our help desk by accessing the contact information on our website.

### NOTE

Electronic Reporting Guidelines are updated frequently. Go to the Electronic Reporting section on our website at the address in Appendix A.

### NOTE

For Frequently Asked Questions (FAQ) on eCommerce Online Rental, go to <http://www.onrr.gov/ReportPay/payments.htm>. There you will find the FAQ sheet, as well as the ASCII format and CSV format instructions.

### NOTE

Before using any of the ONRR pay.gov payment types, please provide your bank the appropriate agency identification numbers(s) to authorize ACH debits. If you do not provide this information to your bank, your payments will be rejected. A rejected payment is the same as non-payment or a returned payment. To ensure payments you submit are not rejected by your bank, for online rental payments, use Agency Identification Number – 1417000101. Submit payments via Pay.gov ACH Payment type - Online Rental Payments (eCommerce "Rental Information").

## 9.1

### Online Rental Reporting

On January 5, 2015, we launched a new tab on the eCommerce website called "Rental Information". This tab provides a streamlined method to make federal rental payments, other than the first-year rents. You will see rental amounts due by lease and any rents paid on leases through the eCommerce website will automatically post to the lease selected. All rent payments made through the eCommerce website will automatically process timely and accurately. ONRR will notify BLM of rents paid and leases that should terminate for late or insufficient payments.

This new tab has the shopping cart functionality to connect to pay.gov where you must

make your payment after you have selected the lease(s) on which you want to pay rent.

The ONRR website can assist Royalty Reporters to set up an account with ONRR; to properly report and pay royalties to ONRR, Tribes, and/or allottees; and to contact us for assistance.

The best source of information about ONRR's electronic reporting environment is our website, at [www.onrr.gov](http://www.onrr.gov). The main Reporting/Paying tab contains links to all the information you need to set up an electronic reporting account with ONRR.

## 9.2 Electronic Reporting Website

You may use our secure website at <https://onrrreporting.onrr.gov> to access the Online Rental tab. For more information on the eCommerce website, see Chapter 8.

## 9.3 Form ONRR-2014 ASCII Format

These reporting instructions are effective as of November 24, 2015.

ASCII files are created from mainframe systems and are unique to the specific company. ONRR is responsible for only the format of the ASCII file, not how the ASCII file is created.

### 9.3.1 Format Requirements

All record fields must comply with the following requirements:

- An ASCII file name must end with a .txt extension.
- Each Record Type must contain the correct number of characters in each field/line. (Requirements are itemized below in the **ASCII Record Layout** section.)
- Only Federal rental payment data can be uploaded using the ASCII format.
- You must begin each document with Record Type 1 and end it with a Record Type 3. You must list Record Type 2 lines in sequential order; the maximum line count of Type 2 lines in a single document is 50,000.
- You must provide all three Record Types for each document.

### Format Characteristics

1. In the Maximum Width column, "X" equates to alpha-numeric characters and "9" equates to numeric characters. The number enclosed in parentheses ( ) indicates the number of characters allowed for that specific field.
2. All numeric fields are unpacked, which means only one number per position. For example, if a field is eight numbers long, there are eight positions.
3. No binary numeric fields or internal formats are allowed.
4. All numeric fields must be right justified. Empty spaces in numeric fields must be filled with a zero or a typed space so that every field has a character entered in it. No punctuation is allowed in numeric fields.
5. Alpha-numeric characters must be left justified unless specifically instructed otherwise.
6. Negative values cannot be reported on the rental payment file upload.

Description	Maximum Width	Position	Field Requirement	
<b>HEADER</b>				
RECORD TYPE	X(1)	1	Enter "1"	Required
REPORTER CODE	X(5)	2-6	Enter a valid ONRR-assigned Code.	Required, edited against ONRR records
FORM TYPE	X(4)	7-10	Enter "RENT"	Required
PAYOR ASSIGNED DOCUMENT NUMBER	X(10)	11-20	Enter your PAD number plus 2 spaces, or enter 10 spaces	Required
<b>DETAIL</b>				
RECORD TYPE	X(1)	1	Enter "2"	Required
LEASE NUMBER	X(11)	2-12	Enter a valid ONRR-converted lease number, consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). If a lease number has a single-digit suffix, left justify it and fill with a space. <b>Note:</b> The field can accommodate 11 digits for future needs (e.g., a 2-digit suffix).	Required, edited against ONRR records
AGENCY NUMBER	X(25)	13-37	Enter a valid Agency number that is tied to the lease number. Left justify and fill with spaces.	Required, edited against ONRR records
REPORTER CODE	X(5)	38-42	Enter your ONRR-assigned, 5-digit code.	Required
DUE DATE	X(8)	43-50	Enter the due date using the MMDDYYYY format (e.g., 01312020).	Required
PAYMENT AMOUNT	X(11)	51-61	Enter a dollar amount, right justified, with two decimals in positions 60-61 (e.g., for a value of \$567.00, you would enter 00000056700).	Required
<b>TRAILER</b>				
RECORD TYPE	X(1)	1	Enter "3"	Required
DOCUMENT COUNT	X(5)	2-6	Enter the total number of Record 2 lines reported for the individual leases in a file. Must be 5 characters; left justify the Record 2 lines and fill remaining characters with zeroes or spaces.	Required