

External User Manual



**Railroad Commission of Texas
Alternative Fuels Online System
Salesforce Training Manual**

EXTERNAL USER MANUAL.....1

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Railroad Commission of Texas: Alternative Fuels Online System

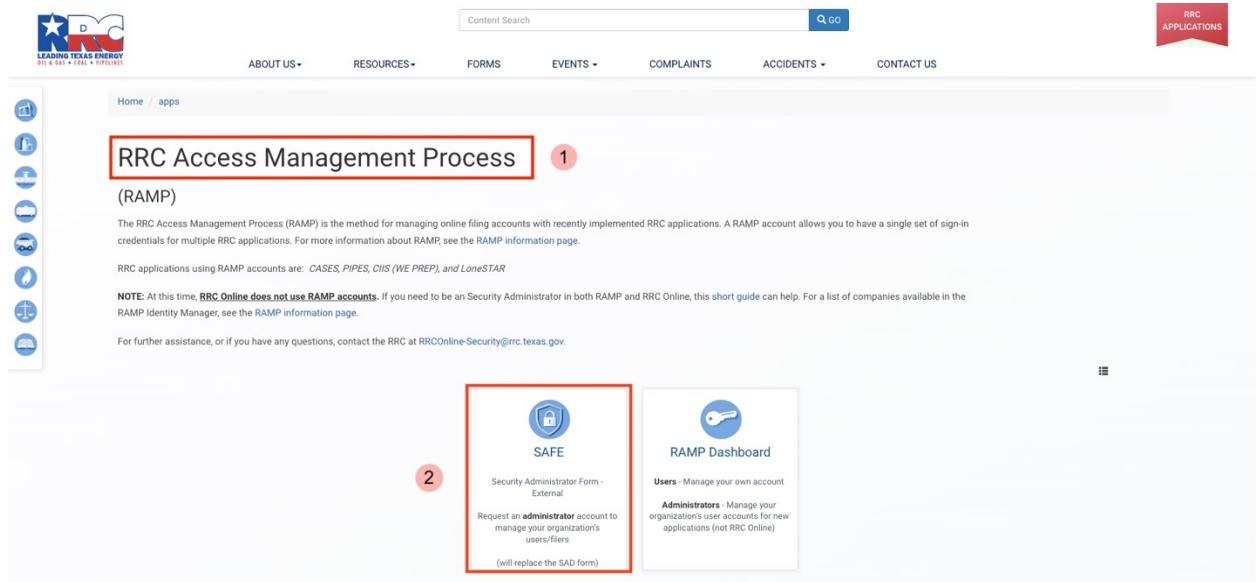
The following document walks through the process and procedures that external users have access to when navigating through the Alternative Fuels Online System (AFOS). This document can be used as a training guide for new external users who gain access to the AFOS Portal.

Accessing the Alternative Fuels Online System with RAMP

RRC Access Management Process (RAMP) Access:

RAMP is the method for managing user accounts for recently implemented RRC applications. Each user who accesses the Alternative Fuels Online System (AFOS) needs to request access via RAMP **before** attempting to login.

1. RAMP instructions are explained at the following link: <https://www.rrc.texas.gov/apps/rrc-ramp/>
2. Direct access to the application can be found by clicking in the 'SAFE' box



- Once on the Security Administrator Form – External, input all information necessary, read and confirm you agree with the certification listed, and then click the ‘Sign Up’ button to submit your application.

The screenshot shows the 'Security Administrator Form - External'. At the top, it says 'SECURITY ADMINISTRATION FORM FOR ELECTRONIC FILING'. Below that, there's a question 'Company exists in Texas Digital Identity Solution?' with two radio buttons: 'Yes' (selected) and 'No'. Next, 'Select Company Type' has four options: 'Oil & Gas/Pipelines/Gas Utility' (selected), 'Alternative Fuels', 'Surface Mining', and 'Consultant/Lawyer'. Then, there are four input fields: 'Company Name' (placeholder 'Company Name'), 'RR Organization Identifier' (placeholder 'ID Number'), 'Email Address' (placeholder 'Email Address'), and 'First Name' (placeholder 'First Name'). At the bottom, there's a checkbox 'I agree with these restrictions.', followed by a text input field 'Type in your name to sign' containing the number '3', and finally a blue 'Sign Up' button.

Security Administrator
Form - External

SECURITY ADMINISTRATION FORM
FOR ELECTRONIC FILING

Company exists in Texas Digital Identity Solution?

Yes No

Select Company Type

Oil & Gas/Pipelines/Gas Utility
 Alternative Fuels
 Surface Mining
 Consultant/Lawyer

Company Name

Company Name

RR Organization Identifier

ID Number

Email Address

Email Address

First Name

First Name

I agree with these restrictions.

Type in your name to sign

3

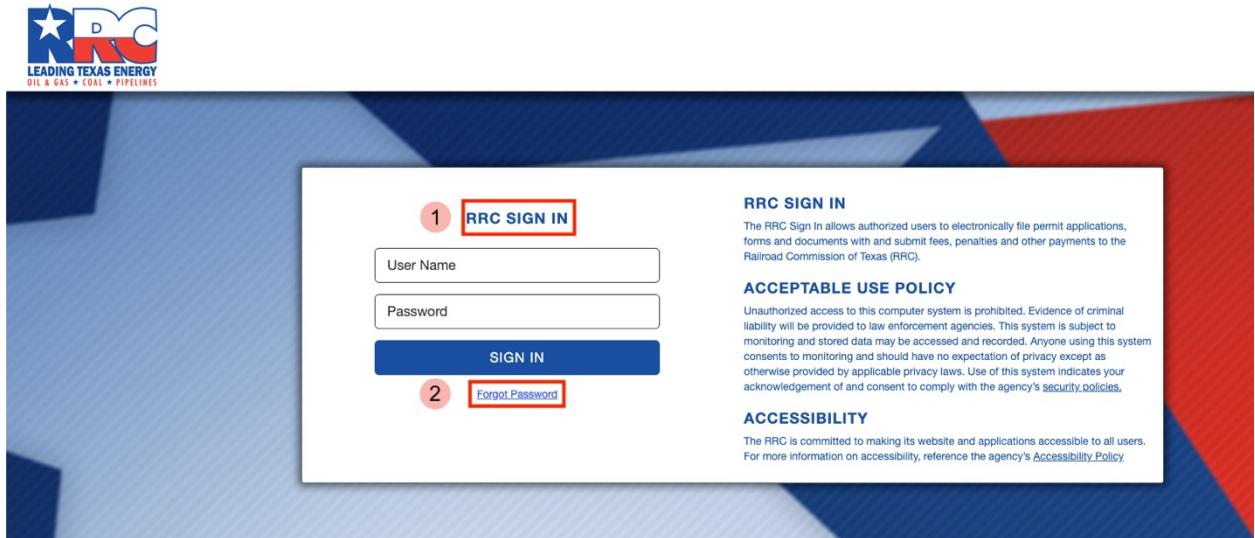
Sign Up

Logging in

Once RAMP access has been obtained:

- Using your valid credentials, log in using this link: <https://myaccess.texas.gov/sso/>.

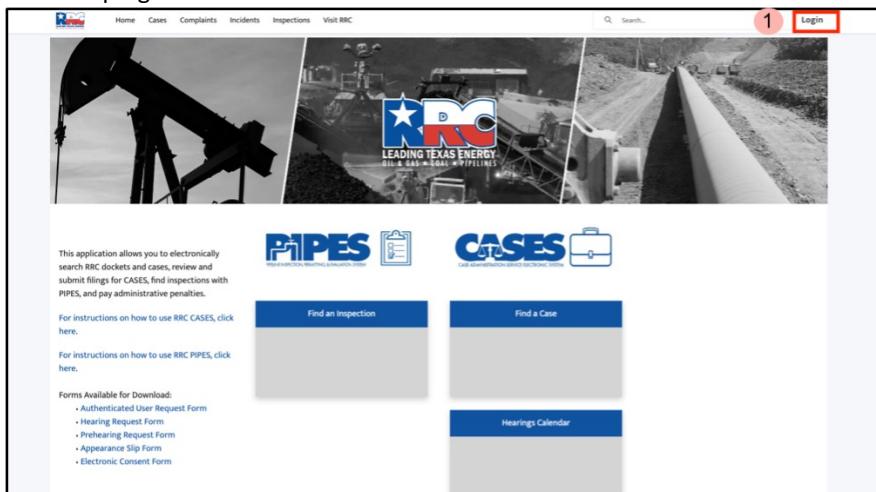
- If you are having trouble logging in, utilize the ‘Forgot Password’ button below the ‘RRC SIGN IN’ button and follow the instructions.



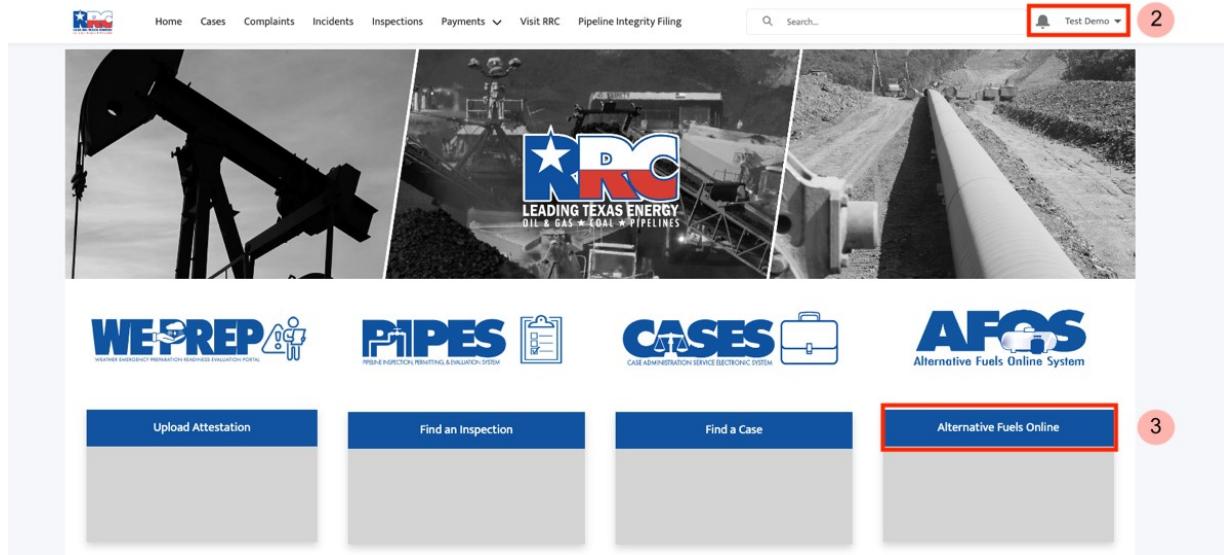
RRC Online Home Page

Accessing the AFOS tile from the Home Page:

- The RRC home page provides access to the AFOS tile. This tile is only available to users who have logged in and who have the appropriate permissions. If you do not see the AFOS tile, please click the ‘Login’ button on the top right to continue.



- Once logged in, ensure your name is shown beside the **bell icon** as seen in the below screenshot.
- The Tile Menu that lives on the Home Page allows AFS users to navigate to the Alternative Fuels Online menu to see all options available to them. This menu, along with the ‘AFOS’ logo, is only visible to users who have the correct RAMP permissions.

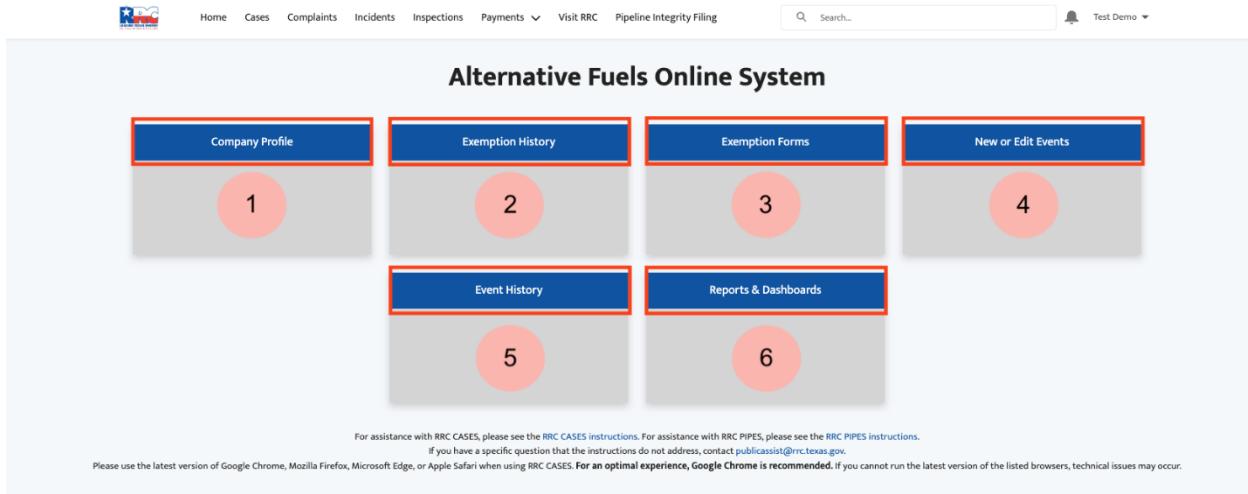


Alternative Fuels Online System – Menu Page

Menu Page Summary:

After selecting the 'Alternative Fuels Online' tile on the Home Page, you will arrive at the **Alternative Fuels Online System**. This page contains tiles that provide access to different functions of the system:

1. **Company Profile:** This tile provides access to forms and documents that have been submitted by you or another authorized user from the same company.
2. **Exemptions History:** This tile provides access to Exemption Applications filled out by you or another authorized user at your company.
3. **Exemption forms:** Click this tile to create new Exemption applications.
4. **New or Edit Events:** This tile provides access to classes and exams events in the system, and allows you to create new events, if you are an instructor.
5. **Event History:** This tile shows which events you and other authorized users at your company are registered for.
6. **Reports & Dashboards:** Only Outside Instructors will be able to see this tile.



Company Profile

The Company Profile allows users with the appropriate access to view company and user records related to their assigned company or employer. When a user is assigned to more than one company, information for each company will be listed in the Company Profile.

Steps to view Company Profile:

1. Once inside the Company Profile tile, verify the information under Account Name and Contact Name, and verify there is a check mark under 'Active'. Click the circle next to the Account Name to select it.
2. Click the 'Next' button to proceed.

3. Inside the Company Profile page, you can see all users associated with this company. From here you can:
 - a. Click 'Previous' to return to the last page.
 - b. Click 'Home' at the top left to be taken back to the RRC Home Page.

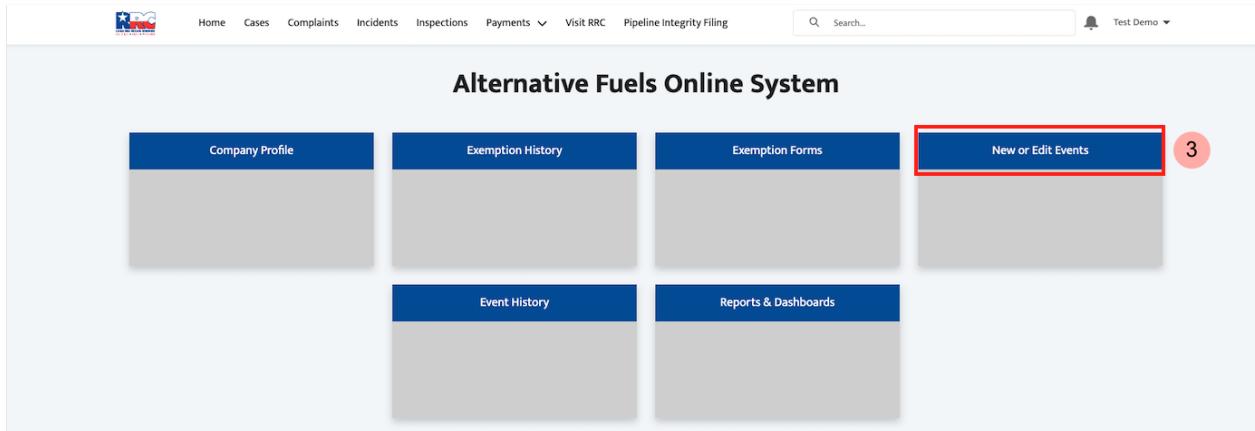
Alternative Fuels Events

This page provides access to certification class and exam events available for registration. Students can register for and pay for events. In addition, instructors can create new events and invite students to them.

Steps to View Events:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.

3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'New or Edit Events'.



1. You will be taken to the **Alternative Fuel Events** page and defaulted to be shown events 'Created By Me'. The default view, shown below, displays all events that have been recently viewed; this can be adjusted with the drop-down menu to see additional events.

Event Number	
1 EVT-008386	▼
2 EVT-008388	▼
3 EVT-008387	▼
4 EVT-008231	▼
5 EVT-008206	▼

Outside Instructor vs. PERC Instructor Events

Instructors have authorization to teach certification classes and to proctor certification exams. The AFOS system manages classes and exams by two types of instructors: Outside Instructors and PERC Instructor.

Outside Instructors are not employed by the RRC but conduct certification classes and certification exams for students wishing to be certified by the RRC. Outside Instructors will use the AFOS system to create class events and allow students to register for them. Each student who registers for a class or exam conducted by an Outside Instructor will need to pay for their event at the time of registration. Once the event has been completed, the Outside Instructor will need to record the grades for each student.

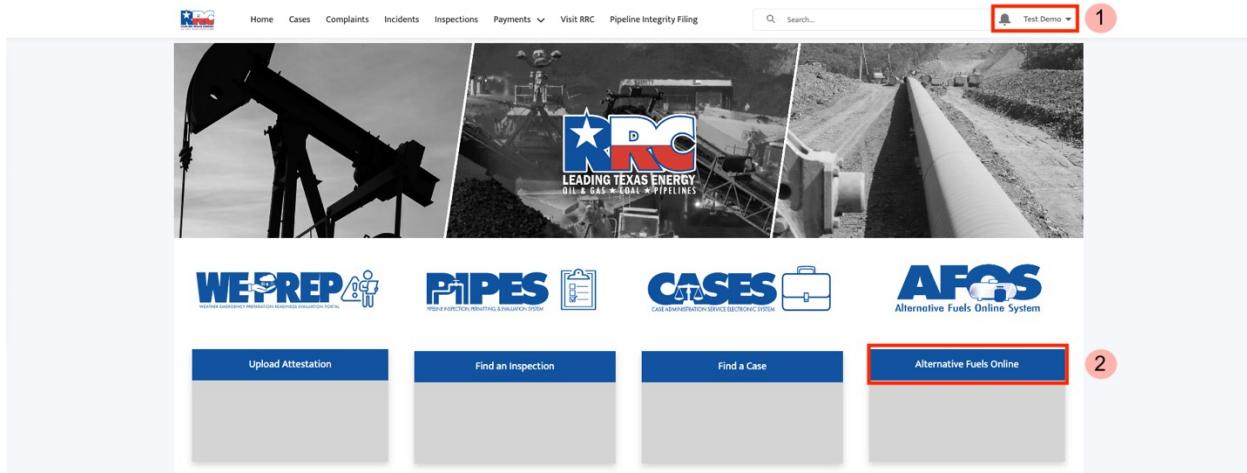
PERC Instructors, in contrast, only use the AFOS system after they have conducted a certification class or exam. They use the system to enter an entire roster of students who have completed the class or exam. The PERC instructor will pay the registration fees for each student who completed the event at the time they enter the roster.

Creating Events as an Outside Instructor or PERC Instructor:

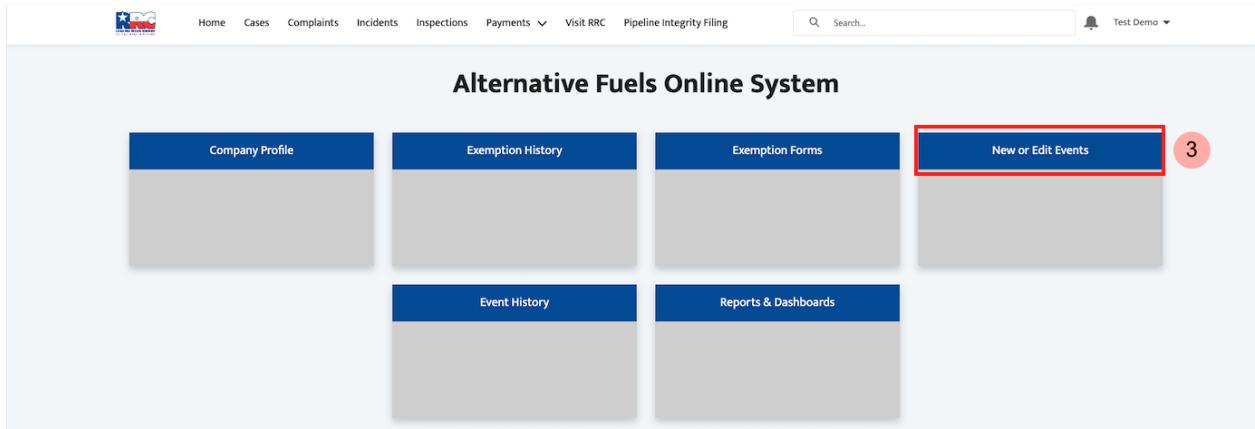
Outside Instructors can create new classes that will appear on the AFS list of events. Once a new event has been created and marked as 'open', people will be able to register for the event on the Events portal. PERC Instructors can also create events to enter their own class rosters, but these are not available in the Events portal.

Steps for Creating a New Event:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.



3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'New or Edit Events'.



4. You will be taken to the **Alternative Fuel Events** page and defaulted to be shown events 'Created By Me'. The default here is showing all events that have been recently viewed, this can be adjusted with the drop-down menu to view additional events.

5. The events listed are already created/current events. To create a new one, select the ‘New’ button on the right-hand side of the web page.

The screenshot shows the 'Alternative Fuels Events' page. At the top, there are navigation links: Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a search bar. Below the navigation is a header with three tabs: LPG Initial Course of Instruction Class, LPG Continuing Education Class, and LPG Combined ICI and CE Class. Underneath the tabs, there's a section titled 'Events Recently Viewed' with a dropdown arrow. A red circle labeled '4' is over the 'Created By Me' link. On the right side, there's a toolbar with various icons and a red circle labeled '5' over the 'New' button. The main content area displays a table with five rows of event data, each with a red circle labeled '1' through '5' corresponding to the row number. The columns are Event Number and Description.

Event Number	Description
1	EVT-008386
2	EVT-008388
3	EVT-008387
4	EVT-008231
5	EVT-008206

1. A ‘New Event: Class’ screen will then pop up.
2. Based on the event you are creating, fill in the appropriate details. Once complete, click the ‘Save’ button towards the bottom right of the pop up. The new event will be shown back under ‘Created By Me’. Now students can register for this class via the Events portal, until the class has reached capacity.

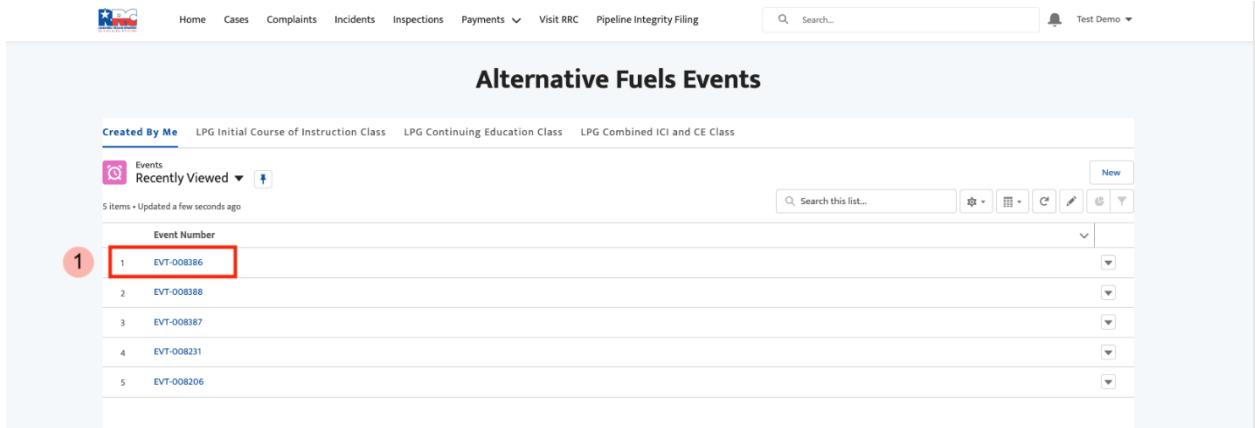
The screenshot shows a 'New Event: Class' pop-up window. The title bar says '6 New Event: Class'. The form contains fields for Event Details: Event Title (a red box labeled '6' is over the input field), Class Level (dropdown menu), Event Type (dropdown menu), and Description (rich text editor). Below the details are sections for Associated Class and Associated Exam. At the bottom, there are buttons for Cancel, Save & New, and a red box labeled '7' over the Save button.

Adding Students to an Event as an Outside Instructor:

Outside Instructors can create new classes that will appear on the AFS list of events. Once a new event has been created and marked as “open”, people will be able to register for the event on the Events portal. Outside Instructors can add students to their courses, if needed.

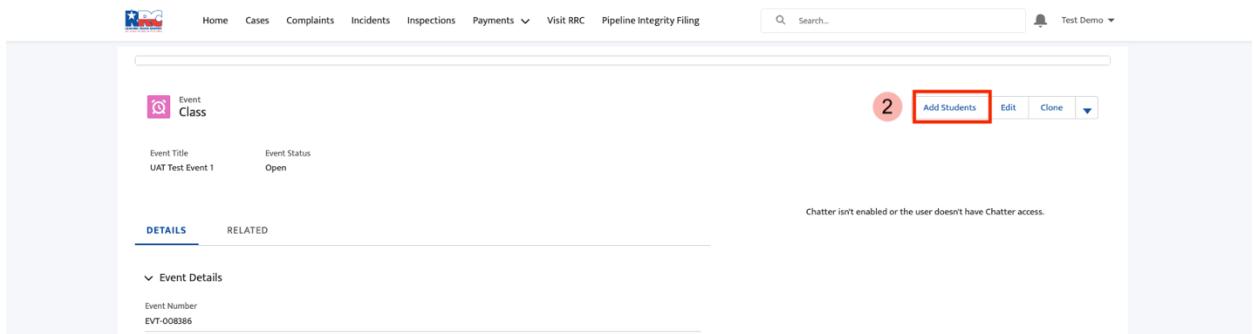
Steps for Adding a Student to an Event:

1. Follow the same steps 1-3 for Creating an Event. In the Alternative Fuel Events tab, the event listed first is the one most recently created; for example, EVT-008386 in the image below. Click into it to see event details and to add students.



The screenshot shows the 'Alternative Fuels Events' page. At the top, there are navigation links: Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a search bar. Below the header, a section titled 'Created By Me' lists three categories: LPG Initial Course of Instruction Class, LPG Continuing Education Class, and LPG Combined ICI and CE Class. Under 'Events Recently Viewed', the first item is EVT-008386, which is circled with a red box and labeled with a '1'. A message indicates '5 items • Updated a few seconds ago'. To the right of the list is a search bar and a toolbar with icons for New, Edit, Clone, and Delete. The event list table has columns for Event Number and Event Title, showing five entries from 1 to 5.

2. The event description is displayed. Click the 'Add Students' button on the right-hand side to add students to this event.



The screenshot shows the details for the event 'EVT-008386'. The top navigation bar is identical to the previous screenshot. The main content area displays the event title 'UAT Test Event 1' and status 'Open'. Below this, there are two tabs: 'DETAILS' (which is selected) and 'RELATED'. Under the 'DETAILS' tab, there is a section titled 'Event Details' with a single entry: 'Event Number: EVT-008386'. On the right side of the page, there is a toolbar with buttons for Edit, Clone, and a dropdown menu. A red circle with the number '2' is placed over the 'Add Students' button in the toolbar.

3. When the **Add Students** pop-up appears:

- a. enter student information as necessary – note all fields are required apart from Middle Name.
- b. To add multiple students on one screen, click the + button and new rows for additional students will appear.

4. Once the student information has been entered, click the ‘Submit’ button.

5. Once back in the event details page, click ‘Related’ to view all students that have registered and to see their details.

Name	Email	Company Name
Reeves K UAT	reeves.uat@gmail.com	Hollywood

6. This screen in ‘Related’ is confirming the student has been added to the event.

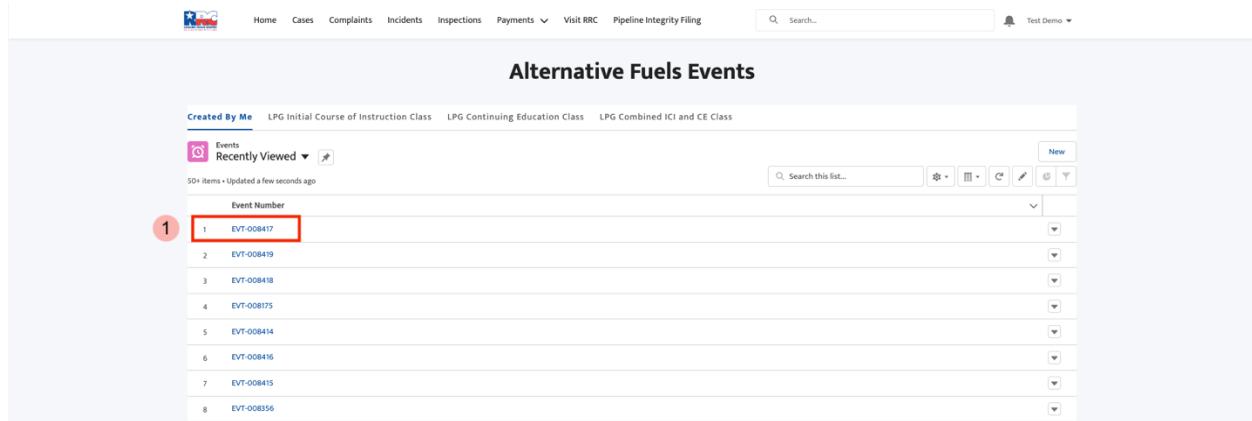
Name	Email	Company Name
Reeves K UAT	reeves.uat@gmail.com	Hollywood

Adding Students to an Event as a PERC Instructor:

PERC Instructors can create new classes, but these are not available in the Events portal. Once a new event has been created and marked as “open”, a PERC Instructor should complete the roster of students who have taken their class or exam and pay the appropriate fees.

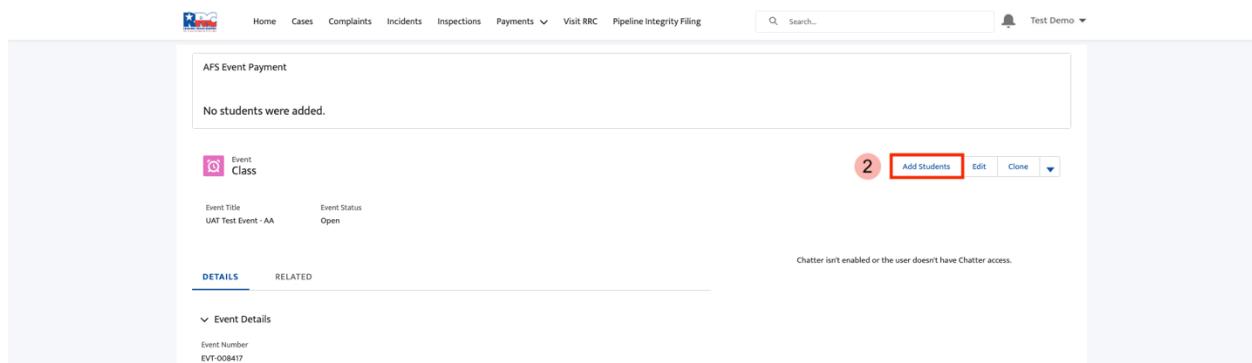
Steps for Adding a Student to an Event:

1. Follow the same steps 1-3 for Creating an Event. In the Alternative Fuel Events tab, the event listed first is the one most recently created; for example, EVT-008386 in the image below. Click into it to see event details and to add students.



The screenshot shows the 'Alternative Fuels Events' section of a software interface. At the top, there are navigation links: Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a search bar. Below this is a header with 'Created By Me' and three categories: LPG Initial Course of Instruction Class, LPG Continuing Education Class, and LPG Combined ICI and CE Class. A sidebar on the left shows 'Events Recently Viewed' with a count of 50+ items, updated a few seconds ago. The main area displays a table of events with columns for Event Number and Description. The first row, 'EVT-008417', is highlighted with a red box and circled with a number 1. Other rows show EVT-008419, EVT-008418, EVT-008175, EVT-008414, EVT-008416, EVT-008415, and EVT-008356.

2. The event description is displayed. Click the 'Add Students' button on the right-hand side to add students to this event.

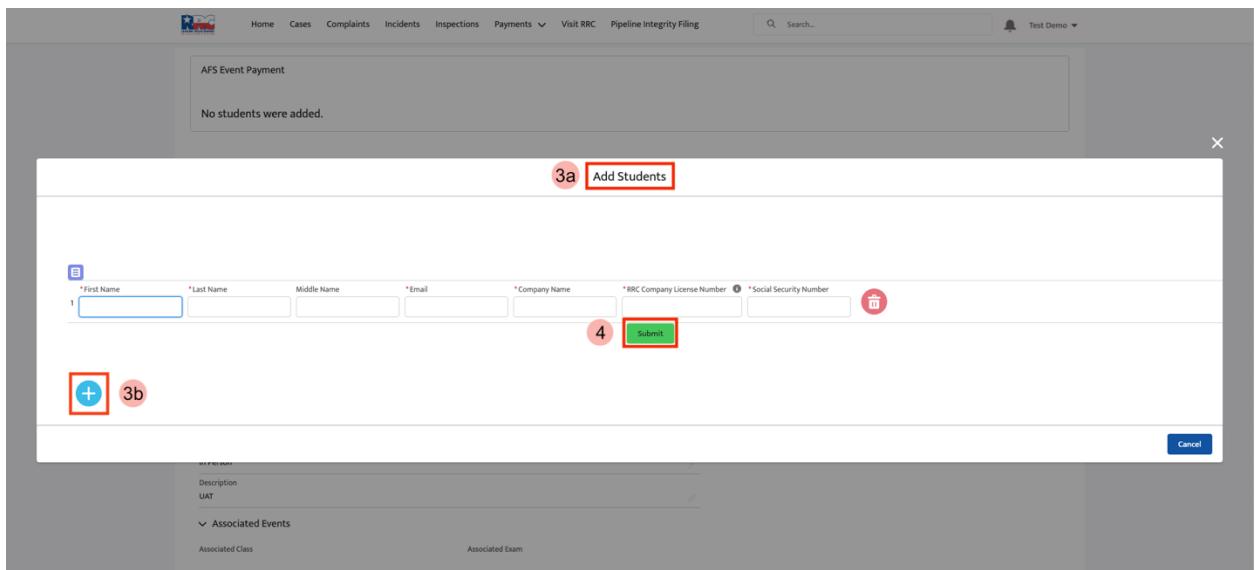


The screenshot shows the details for the event 'EVT-008417'. The top navigation bar is identical to the previous screenshot. The main content area has a title 'AFS Event Payment' and a message 'No students were added.' Below this is a form with fields for 'Event Title' (UAT Test Event - AA) and 'Event Status' (Open). On the right, there is a button labeled 'Add Students' with a circled number 2. The bottom of the screen shows tabs for 'DETAILS' and 'RELATED', and a note about Chatter access.

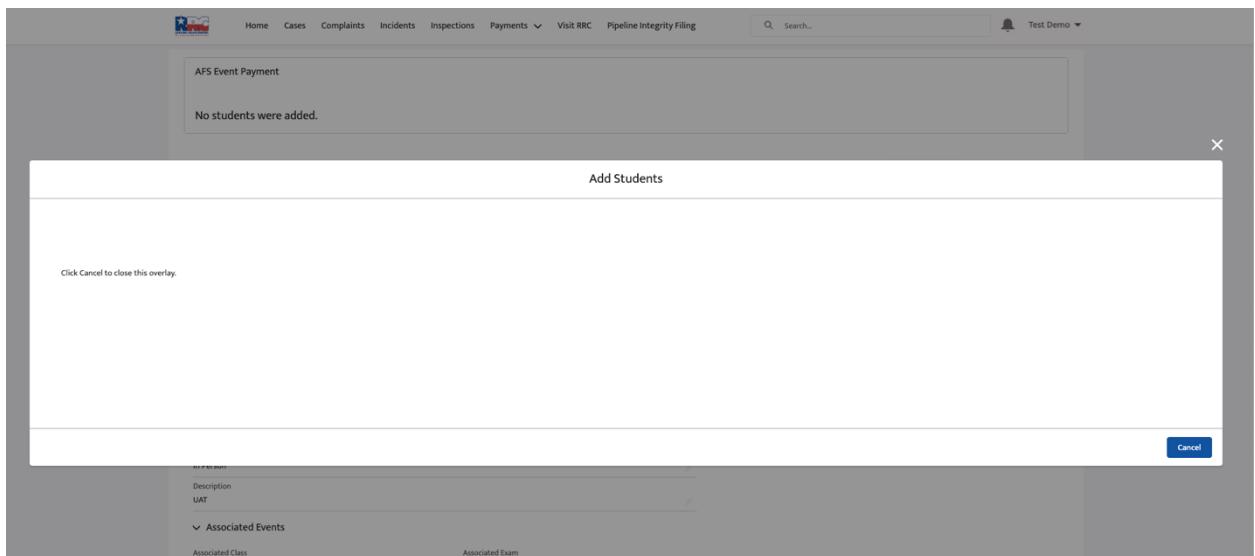
3. When the Add Students pop-up appears:

- a. Enter student information as necessary – note all fields are required apart from Middle Name.
- b. To add multiple students on one screen, click the + button and new rows for additional students will appear.

4. Once the student information has been entered, click the 'Submit' button.



The screenshot shows the RRC website interface with a modal window titled "Add Students". The modal contains fields for First Name, Last Name, Middle Name, Email, Company Name, IIRC Company License Number, and Social Security Number. A green "Submit" button is at the bottom right of the form. A red circle labeled "3a" is over the "Add Students" button, and another red circle labeled "4" is over the "Submit" button. A blue plus sign icon with a red border is labeled "3b" to its right.



The screenshot shows the same modal window after the "Submit" button has been clicked. The "Add Students" button is now grayed out and labeled "Click Cancel to close this overlay". The "Submit" button is also grayed out. The "Cancel" button is visible at the bottom right of the modal.

5. Once back in the event details page, click ‘Related’ to view all students that have registered and to see their details.

The screenshot shows the AFS Event Payment interface. At the top, there's a navigation bar with links like Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. Below the navigation is a search bar and a user dropdown labeled 'Test Demo'. The main content area has a header 'AFS Event Payment' and a sub-header 'Verify Registration Information'. It displays an 'Event Fee: \$ 40' and instructions to verify student information and add more students before clicking 'Pay'. A large blue 'Pay' button is at the bottom right. Below this, the 'Event Class' tab is selected, showing an event titled 'UAT Test Event - AA' with an 'Open' status. There are buttons for 'Add Students', 'Edit', and 'Clone'. Under the 'Event Class' tab, there are sections for 'Event Details' (Event Number: EVT-008417) and 'Event Registrations (Event) (1)'. The 'Event Registrations' section is highlighted with a red box and contains a table with one row: Name (Test K UAT), Email (reeves.uat@gmail.com), and Company Name (Hollywood). A 'View All' link is at the bottom of this section. The 'RELATED' tab is also visible with a red box around it, and a number '5' is displayed next to it. A note at the bottom right says 'Chatter isn't enabled or the user doesn't have Chatter access.'

6. This screen in ‘Related’ is confirming the student has been added to the event.
- Confirm you read and understand the disclaimer under **Verify Registration Information**. Please note Event Fees are calculated once all students have been entered and will show the amount for the total number of students who have been added to the event
 - Confirm student information is accurate under **Event Registration**
7. Click ‘Pay’ to proceed to payments.

This screenshot is similar to the previous one but includes several annotations:

- Annotation 6a:** A red box surrounds the 'Verify Registration Information' section on the 'Event Class' tab.
- Annotation 6b:** A red box surrounds the 'Event Registrations (Event) (1)' section on the 'Event Class' tab, which contains the student registration table.
- Annotation 7:** A red box surrounds the blue 'Pay' button at the bottom right of the 'Event Class' tab.

8. A Payment Portal pop-up will appear in a new tab/window. Note the payment ID and verify the amount to be paid.
- Once confirmed, select your desired payment type.

- b. Click 'continue' to proceed to the Contact Information tab.

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Fee Description	Amount	Quantity	Total
LPG Exam (employee level)	\$ 40.00	1	\$ 40.00
RRC Fee			\$ 40.00
Payment Type	<input type="radio"/> Electronic Check <input type="radio"/> Credit Card		

8a
8b Continue Exit

9. In the Contact Information tab,

- Input all required information.
- Click 'continue' to proceed to the Verify Information tab.

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Company Name *	<input type="text"/>
Phone Number *	<input type="text"/>
Email Address *	<input type="text"/>
Confirm Email *	<input type="text"/>

9a
9b Previous Continue Exit

10. Verify Information tab – review all information is correct, once verified, click 'Continue'.

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Name	TEST K UAT
Company Name	HOLLYWOOD
Phone Number	(111) 111-1111
Email	reeves.uat@gmail.com

Fee Description	Amount	Quantity	Total
LPG Exam (employee level)	\$ 40.00	1	\$ 40.00
RRC Fee			\$ 40.00
Texas gov Price			\$ 41.16

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.086, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

10 Previous Continue Exit

11. Pay Fee tab has a summary of created fees.

- Read and verify the Disclaimer.
- Click on the 'Make Payment' button once ready to proceed.

Railroad Commission of Texas

Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Summary of Created Fees (Register Number): 398568

Fee Description	Amount	Quantity	Total
LPG Exam (employee level)	\$ 40.00	1	\$ 40.00
RRC Fee			\$ 40.00
Texas.gov Price			\$ 41.16

Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a transaction number and authorization information.

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code §§9.5, 9.7, 9.6, 9.6, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2021, 14.2040 and 37(c), Texas Natural Resources Code: Texas.gov, which is provided by a third party in partnership with the State.

11a Previous Make Payment Exit

Note: Texas.gov Payment Services recently implemented security changes to enhance credit card validation for payments to help prevent persons from using this portal as an alternate gateway for their credit card purchases.

The security enhancements are in the Credit/Debit Card payment section. If the zip code entered in the address section and the credit card security code do not match the information on file with the credit card company, the payment will fail.

Please contact your credit card company to verify this information if your payment fails.

12. A new payment portal will appear.

- Fill in all necessary information (name and address) on the Customer Info tab.
- To proceed, click the next button.

Railroad Commission of Texas

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Credit/Debit Card

Customer Information 12a

Complete all required fields [*]

Country * United States

First Name * TEST Last Name * K UAT

Address *
 Address 2
 City *
 ZIP/Postal Code *
 Phone Number * (111) 111-1111

State * Select State

12b Next >

Payment Information

Cancel

Transaction Summary

Texas.Gov Fee	\$41.16
Texas.gov Price	\$41.16

Need Help?

Please complete the Customer Information Section

13. In step 3, 'Payment':

- Input credit card information under 'Payment Information'.
- To proceed, click the green 'next' button.

The screenshot shows the 'Payment' tab of the RRC payment process. The 'Payment Type' and 'Customer Info' tabs are also visible. The 'Payment' tab is active, showing fields for Credit Card Number, Expiration Month, Expiration Year, Security Code, and Name on Credit Card. A checkbox for 'Payment Address is the same as Customer Information' is checked. The 'Next >' button is highlighted with a red box and labeled '13b'.

Transaction Summary	
Texas.Gov Fee	\$41.16
Texas.gov Price	\$41.16

Need Help?
Complete Billing and Credit Card Information below.

- In the Submit Payment tab,
 - Verify all Customer and Payment information.
 - Select the Verification box confirming that you are not a robot.
 - To proceed, click the green 'Submit Payment' button.

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Payment Type ✓

Credit/Debit Card

Customer Information ✓

Address: TEST K UAT
123 Slalom Rd
Austin, TX 78702

Phone Number: (111) 111-1111

Country: United States

Email Address: [Edit](#)

Payment Information ✓

Credit Card: Visa ****6781
Exp. 11/2023

Name on Credit Card: Test UAT

Verification

I'm not a robot 
[reCAPTCHA](#) [Privacy](#) [Terms](#)

[Cancel](#) 14c **Submit Payment**

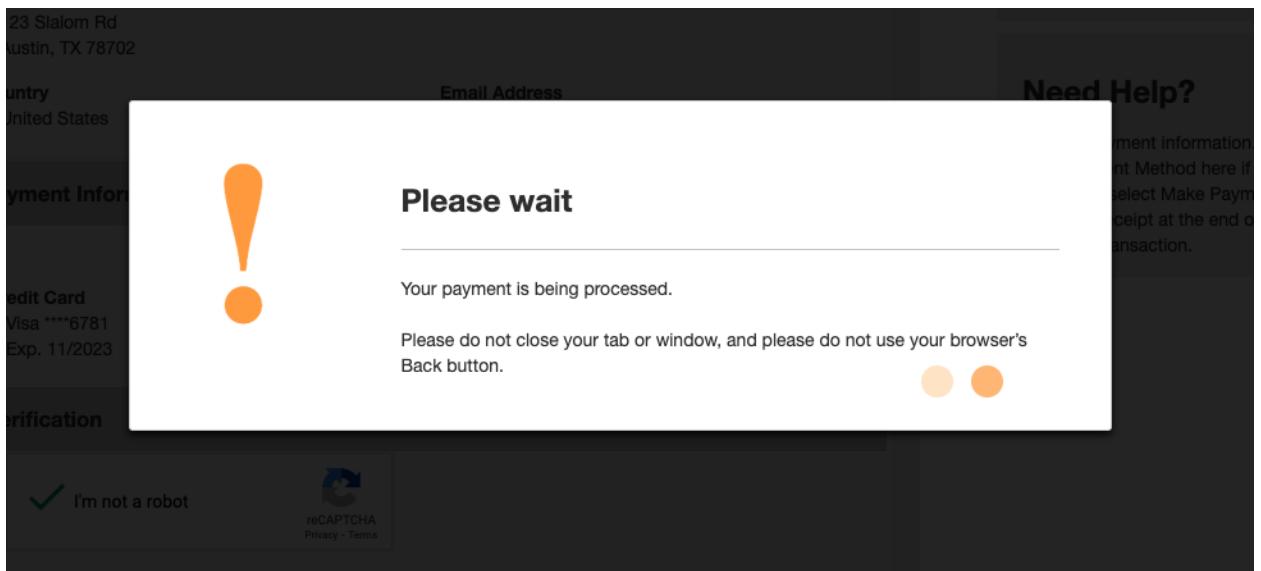
Transaction Summary

Texas.Gov Fee	\$41.16
Texas.gov Price	\$41.16

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

15. A payment processing page will then appear, give it a moment till you are taken to the next screen.



16. In the final 'Confirmation' tab, verify all information input again and click 'Return' to complete the payment.

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Payment Portal:

1 Select Quantity 2 Contact Information 3 Verify Information 4 Pay Fee 5 Confirmation

Payment Id: 5049

Name	TEST KUMAR
Company Name	HOLLYWOOD
Phone Number	1111111111
Email	revenue.kum@gmail.com

Fee Description	Amount	Quantity	Total
LPG Exam (employee level)	\$ 40.00	1	\$ 40.00
RNC Fee			\$ 40.00
Texas.gov Price			\$ 41.16

Payment Information			
Payment Amount		Date and Time	03/07/2023 01:23:17 PM
Trans Number		Trans Number	456R0008JCSAT
Authorization Code		Authorization Code	TEST123
Register Number		Register Number	300000

Use the "Print Confirmation" button below to create a printable receipt.

Your application is not yet complete. You must click the "Return" button to complete your application.

Print Confirmation **Return** **16**

17. To finalize payment, close the payment confirmation page window by clicking 'X' on the tab labeled 'AFS Payment Confirmation' and follow the instruction on next page.

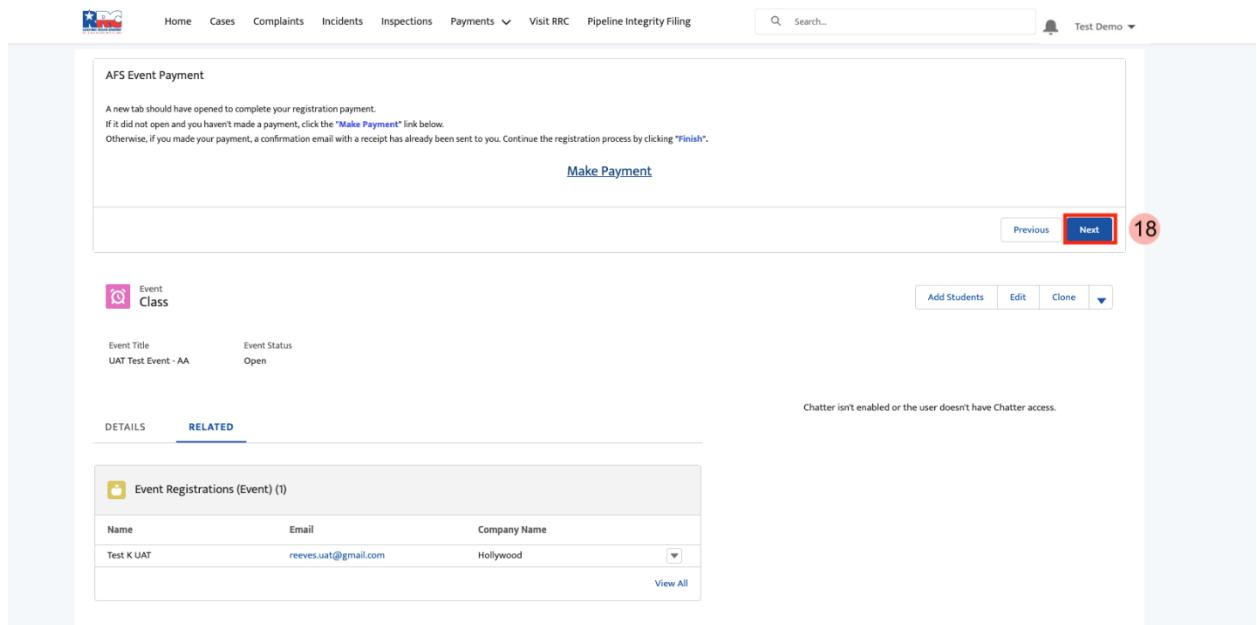
Thank you for your payment!

IMPORTANT: Your registration is not yet complete.
To complete your registration, you MUST close this window by clicking "X" on this tab labeled "AFS Payment Confirmation" and follow the instructions on the next screen you see.

For assistance with RRC CASES, please see the [RRC CASES instructions](#). For assistance with RRC PIPES, please see the [RRC PIPES instructions](#).
If you have a specific question that the instructions do not address, contact publicassist@rrc.texas.gov.

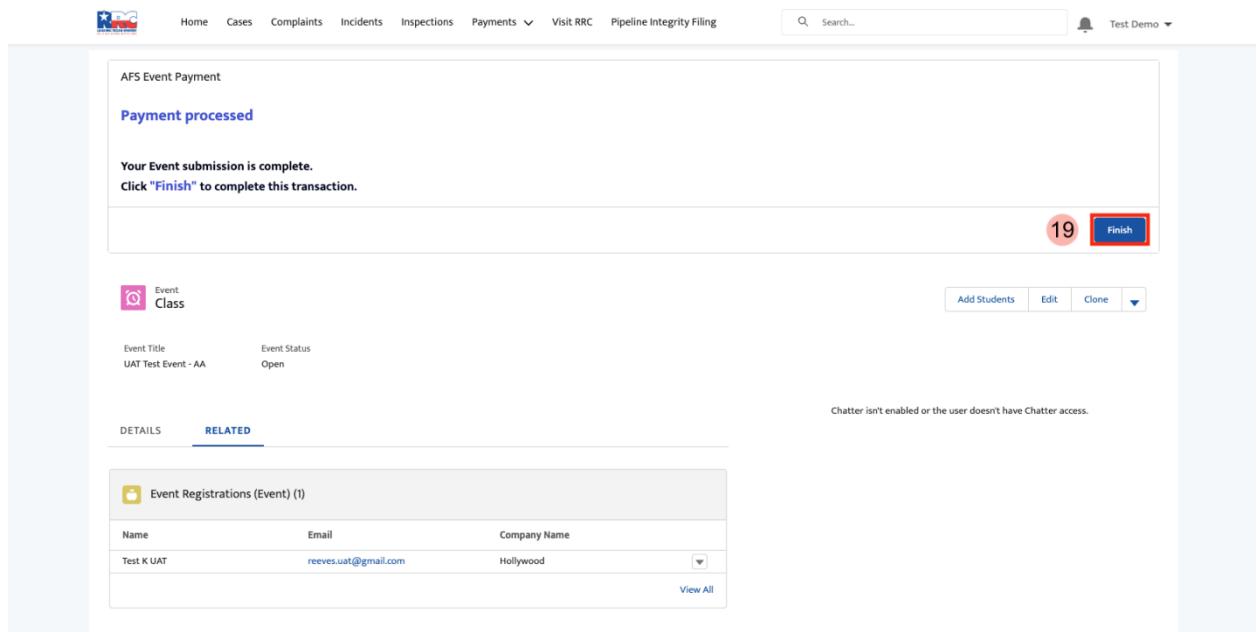
Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.

18. Back on the RRC page from step 7, read the information provided and when ready, click 'Next'.



The screenshot shows the 'AFS Event Payment' section of the RRC interface. It includes a note about opening a new tab for payment, a 'Make Payment' button, and navigation links for 'Previous' and 'Next'. The 'Next' button is highlighted with a red box and the number 18 is in a red circle next to it. Below this, there's an 'Event Class' section with details like Event Title (UAT Test Event - AA) and Event Status (Open). A related list titled 'Event Registrations (Event) (1)' shows one entry: Name (Test K UAT), Email (reeves.uat@gmail.com), and Company Name (Hollywood). A 'View All' link is also present.

19. The payment has now been processed, to complete the transaction, click 'Finish'.



The screenshot shows the 'AFS Event Payment' section again, but this time it displays a 'Payment processed' message. It includes a note about the event submission being complete and a 'Click "Finish" to complete this transaction.' button, which is highlighted with a red box and the number 19 is in a red circle next to it. The rest of the interface is similar to the previous screenshot, showing the 'Event Class' section and the related 'Event Registrations' list.

20. The final page will then show the event has been paid and there is no outstanding balance.

The screenshot shows a web application interface for managing event payments. At the top, there is a navigation bar with links: Home, Cases, Complaints, Incidents, Inspections, Payments (with a dropdown arrow), Visit RRC, and Pipeline Integrity Filing. To the right of the navigation is a search bar containing the placeholder "Search..." and a user icon labeled "Test Demo".

The main content area is titled "AFS Event Payment" and contains the message: "This Event has been paid for. No outstanding balance."

Below this, there is a section titled "Event Class" with a small icon. It displays two fields: "Event Title" (UAT Test Event - AA) and "Event Status" (Closed For Registration).

On the right side of the screen, there are buttons for "Add Students", "Edit", "Clone", and a dropdown menu. A note states: "Chatter isn't enabled or the user doesn't have Chatter access."

The interface includes tabs for "DETAILS" and "RELATED". The "RELATED" tab is currently selected, showing a list titled "Event Registrations (Event) ()". This list contains three columns: Name, Email, and Company Name. The data shown is:

Name	Email	Company Name
Test K UAT	reeves.uat@gmail.com	Hollywood

A "View All" link is located at the bottom of this section.

At the bottom of the page, there is a note: "For assistance with RRC CASES, please see the [RRC CASES instructions](#). For assistance with RRC PIPES, please see the [RRC PIPES instructions](#). If you have a specific question that the instructions do not address, contact publicassist@rrc.texas.gov. Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, [Google Chrome is recommended](#). If you cannot run the latest version of the listed browsers, technical issues may occur."

Viewing Events

The Event History tile shows users a list of the event registrations they have created (Roster Registrations tab) or shows them the event registration records someone has created on their behalf (Assigned Registrations tab). This is also another way for instructors to view the student rosters they have entered into the system.

Steps to view Event Registrations:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.

2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.

The screenshot shows the RRC (Texas Railroad Commission) website. At the top, there's a navigation bar with links like Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a search bar. To the right of the search bar is a 'Test Demo' button with a bell icon. Below the navigation is a banner featuring three images: an oil pumpjack, industrial equipment, and a pipeline. Underneath the banner are four blue rectangular tiles with white text and icons. From left to right, they are: 'WE PREP' (with a person icon), 'PIPES' (with a clipboard icon), 'CASES' (with a briefcase icon), and 'AFOS' (with a gear icon). The 'AFOS' tile is highlighted with a red border and a circled number 1.

3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'Event History'

This screenshot shows the 'Alternative Fuels Online System' interface. At the top, there's a navigation bar with links for Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a search bar. To the right of the search bar is a 'Test Demo' button with a bell icon. The main area features six blue rectangular tiles with white text and icons. From left to right, they are: 'Company Profile', 'Exemption History', 'Exemption Forms', 'New or Edit Events', 'Event History' (which is highlighted with a red border and a circled number 3), and 'Reports & Dashboards'. Below the tiles, there's a note about assistance for RRC CASES and RRC PIPES, and a reminder to use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari.

4. The Roster Registrations tab will appear which shows users a list of the event registration records that they have created.

This screenshot shows the 'Roster Registrations' tab within the system. At the top, there's a navigation bar with links for Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a search bar. To the right of the search bar is a 'Test Demo' button with a bell icon. The main area displays a table of event registration records. The table has two columns: 'Event Registration' and 'Event Title'. The records listed are:

Event Registration	Event Title
1 ERA-11715	RV_Reg_TTT_positive
2 ERA-11695	RV_QA_TTTO
3 ERA-11608	UAT Train the Trainer Test Event9_Priya
4 ERA-11606	mock_Uat
5 ERA-11605	UAT Train the Trainer Test Event3_Priya
6 ERA-11600	UAT Train the Trainer Test Event1_Priya
7 ERA-11717	UAT Test Event 1

5. The following tab, Assigned Registrations, shows a user the events someone else has registered the user for on their behalf.

- Any event can be clicked into by checking the box next to the desired Event Title.
- Click 'Next' to proceed.

Event Title	Registration Date	Event Close Registration Date
<input checked="" type="checkbox"/> UAT Train the Trainer Test Event1_Priya	Mar 8, 2023	Mar 12, 2023
<input type="checkbox"/> UAT Train the Trainer Test Event3_Priya	Mar 8, 2023	Mar 13, 2023
<input type="checkbox"/> mock_Uat	Mar 8, 2023	Mar 9, 2023
<input type="checkbox"/> UAT Train the Trainer Test Event9_Priya	Mar 8, 2023	Mar 22, 2023
<input type="checkbox"/> RV_QA_TTTO	Mar 20, 2023	Mar 21, 2023
<input type="checkbox"/> RV_Reg_TTT_positive	Mar 22, 2023	Mar 23, 2023

5b **Next**

6. This will guide you to the Event Registration Details page where the event details will be listed, as well as the student roster records under 'Related' if you are an instructor.

Event Title	Registrant
UAT Train the Trainer Test Event1_Priya	(REG-6989)
Event	Full Name
EVT-008231	TTTI UAT
Registration Type	Registrant Email
Entered by Admin	priya.dhananjaya@rrc.texas.gov
Registration Date	
3/9/2023	
Attending?	
Yes	

RRC
REGULATING TEXAS ENERGY
OIL & GAS • COAL • PIPELINES

Registration for this event has been closed! Please contact RRC to make updates to your Registration Details.

Email us at training-exams@rrc.texas.gov or call us at 512-463-2682 or 1-800-642-5327

Registering for an Event as a Student

If a student needs to view and register for a class/event, they can do so in the AFOS system as well.

Steps to Register for an Event as a Student:

- Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.

2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.

The screenshot shows the homepage of the Texas Railroad Commission (RRC) website. At the top, there is a navigation bar with links to Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar and a 'Test Demo' button are also present. Below the navigation bar is a banner featuring three images: a close-up of oilfield equipment, a large industrial facility with the RRC logo, and a pipeline construction site. Underneath the banner are four blue rectangular tiles labeled 'WE PREP', 'PIPES', 'CASES', and 'AFOS'. The 'AFOS' tile is highlighted with a red box and the number 1.

3. Once in the Alternative Fuels Online System, 5 tiles will appear. Click 'New or Edit Events'

The screenshot shows the 'Alternative Fuels Online System' interface. At the top, there is a navigation bar with links to Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar and a 'Test Demo' button are also present. Below the navigation bar is a title 'Alternative Fuels Online System'. Underneath the title are five blue rectangular tiles: 'Company Profile', 'Exemption History', 'Exemption Forms', 'Event History', and 'New or Edit Events'. The 'New or Edit Events' tile is highlighted with a red box and the number 3.

4. This page shows 5 tabs with different events on each, select the one necessary for you. For this example, we will click on the 'LPG Continuing Education Class' tab.

The screenshot shows the 'Alternative Fuels Events' page. At the top, there is a navigation bar with links to Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar and a 'Test Demo' button are also present. Below the navigation bar is a title 'Alternative Fuels Events'. There are five tabs at the top of the page: 'LPG Initial Course of Instruction Class', 'LPG Continuing Education Class' (which is highlighted with a red box and the number 4), 'LPG Combined ICI and CE Class', 'In Person Exam - LPG, CNG, LNG', and 'Online Exam'. Below the tabs is a table listing events. The table has columns for Event Title, Event Type, Total Capacity, and Remaining Space. The first three rows of the table are:

	Event Title	Event Type	Total Capacity	Remaining Space
1	testrafa	In Person	22	20
2	test rafal Cert	In Person	22	19
3	TESTASDFASDF	In Person	22	22

5. Within this tab, click on the event that you are trying to register for. For this example, we will **search** and select option, '4.1 LP Gas Dispenser - Continuing Education'.

Alternative Fuels Events

LPG Initial Course of Instruction Class **LPG Continuing Education Class** LPG Combined ICI and CE Class In Person Exam - LPG, CNG, LNG Online Exam

Events LPG Continuing Education Class ▾

26 items • Sorted by Event Title • Filtered by All events - Record Type, Class Level, Fuel Type • Updated a minute ago

<input type="checkbox"/> Event Title ↑	Event Type	Total Capacity	Remaining Space
1 <input type="checkbox"/> 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education	In Person	40	4
2 <input type="checkbox"/> 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education	In Person	30	3
3 <input type="checkbox"/> 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education	In Person	30	5
4 <input type="checkbox"/> 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education	Online	46	0
5 <input type="checkbox"/> 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education	In Person	32	0
6 <input type="checkbox"/> 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education	Online	46	0
7 <input type="checkbox"/> 3.8 LP Gas Recreational Vehicle Appliances - Continuing Education	Online	45	0

Printable View

6. Once on the class details page that you need to register for:

- Read the description and 'Important' notice.
- Once confirmed, click on 'CLICK HERE TO REGISTER NOW' button towards the top right.

Event Class

Event Title
4.1 LP Gas Dispenser - Continuing Education

Event Details

Event Number
EVT-007242

Event Title
4.1 LP Gas Dispenser - Continuing Education

Class Level
Continuing Education

Event Type
Online

Fuel Type
LPG

Description
To Register for this class, you must first click on the Register button in the top right-hand corner.

IMPORTANT: Before proceeding with your registration, students must be able to

Add Students Edit **CLICK HERE TO REGISTER NOW**

7. A late notice and associated fee will appear; once read and understood, click 'Next.'

Cases Complaints Incidents Inspections Payments ▾ Visit RRC Pipeline Integrity Filing

Per 9.9(c)(1)(A) and 9.9(d)(2) all late renewals must pay a \$20 late fee. Individuals are considered late if they have not paid the renewal fee and attended any requiring continuing education by the deadline.

If you paid a late fee with your renewal you do not need to pay a second late fee. If you have not renewed or did not pay a late fee with your renewal, your certification cannot be processed without payment of the required late fee.

ERE TO REC

7 **Next**

8. Confirm the status of your certification.

- If it is current, check 'Yes', otherwise check 'No'.
- Click 'Next' to proceed.

8a

* Is your certification current?

Yes
 No

8b

Previous **Next**

9. If your certification is current, a **New Registrant: Exam/Class** page will come up:

- Input all personal information necessary; mandatory fields marked with a *.
- Read and acknowledge declaration at the bottom of the page.
- Click 'Next' to proceed.

9a

New Registrant: Exam/Class

Name and Contact Information

* First Name: Test

Middle Name:

* Last Name: Demo

* Student Email: testdemo@gmail.com

Phone Number:

Phone Extension:

Phone Type: --None--

Social Security Number:

Student Address Details

* Address 1: 123 Rd

Address 2:

* City: Houston

* State: TX

* ZIP Code: 77095

I declare under penalties prescribed in Section 91.143, Texas Natural Resources Code, that I am authorized to make this application; that I have knowledge of the facts stated above; that this application was prepared by me or under my supervision and direction; and the statements are true, correct, and complete to the best of my knowledge. Additionally, applicant agrees that this application may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

Declaration Acknowledged

9b

9c

Previous **Next**

10. A Company Information page will come up next:

- a. Input all company information necessary; mandatory fields marked with a *.
- b. Either enter your RRC Company License number, or if you don't have one or if one is pending, check the box provided for 'No License Number or License is Pending'.
- c. Click 'Next' to proceed.

The screenshot shows a web-based application interface for company registration. At the top, there is a navigation bar with links: Home, Cases, Complaints, Incidents, Inspections, Payments (with a dropdown arrow), Visit RRC, Pipeline Integrity Filing, and a search bar. Below the navigation, the main content area has a title 'Company Information' enclosed in a red box. To the right of the title is a pink circle containing the text '10a'. The form contains several input fields:

- '*Company Contact Person' (mandatory field)
- 'Company Name'
- '*Company Contact Phone Number'
- 'Company Contact Phone Extension'
- '*Company Contact Email'

Below these fields is another section titled 'RRC Company License Number' enclosed in a red box. To the right of this title is a pink circle containing the text '10b'. This section includes a note: 'Either enter your RRC Company License number, or if you don't have one or if one is pending, check the box provided'. It contains:

- 'RRC Company License Number' input field
- A checkbox labeled 'No License Number or License is Pending'

At the bottom right of the form area, there is a pink circle containing the text '10c'. To its right are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red border.

11. A Verify Registration Information page will come up next:

- a. Confirm all information is accurate (screenshot below is cropped, cutting out company information).
- b. Click 'Next' to proceed.

11a 

Name and Contact Information

First Name: Rosalie Middle Name: Last Name: Martinez
 Phone Number: 1234567890 Phone Extension:
 Phone Type:
 Student Email: rosalinda.martinez@voltagrid.com

Student Address Details

Address 1: 10800 Telge Road Address 2:
 City: Houston State: TX
 Zip Code: 77095

Company Information

RRC Company License Number: 12345

Registration Fee Summary

Company Contact Person: Priya D
 Event Title: 4.1 LP Gas Dispenser - Continuing Education
 Event Start Date and Time: 1/6/2023 9:00 AM
 Event End Date and Time: 1/6/2023 12:00 PM
 Venue:
 Online Continuing Education
 online
 online, TX 99999-9999
RRC Fee: \$ 0.00

Verify that all the information above is correct. To make changes, use the "Previous" button.
 If you selected the wrong event, you will need to re-select from the event list and re-enter your information.
 If all of the information above is correct, click "Next" to proceed.



11b 

12. The final **Event Registration** page will come up next. Click 'Finish' and proceed to check your email and verify the information is correct.

12 

Event Registration

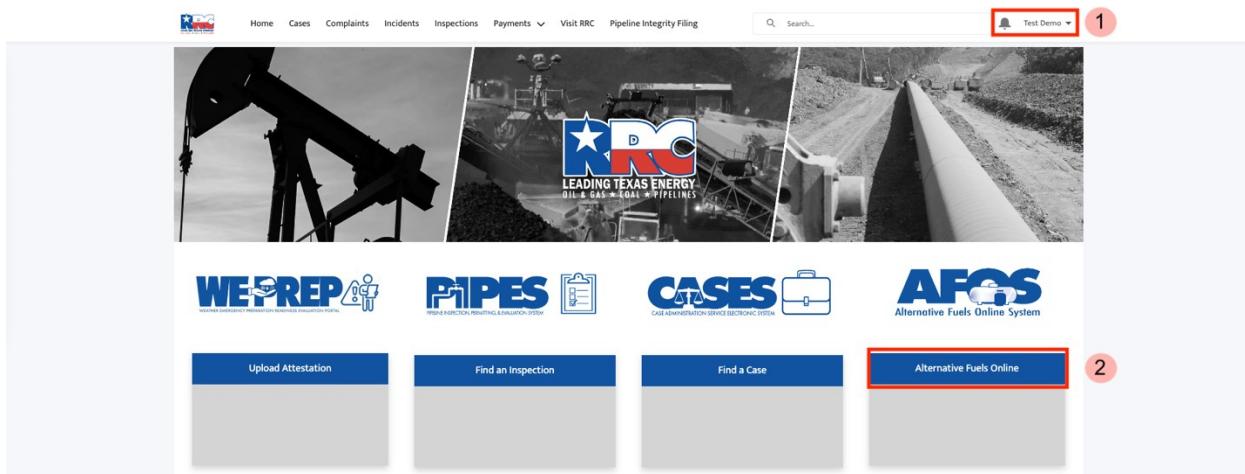
Your registration is complete. A registration confirmation email has been sent to you.
 Click "[Finish](#)" to enter another registration.

Viewing Reports & Dashboards

Reports and Dashboards are available for Instructors (Outside Instructors and PERC Instructors) to view reports related to their Classes and Exams.

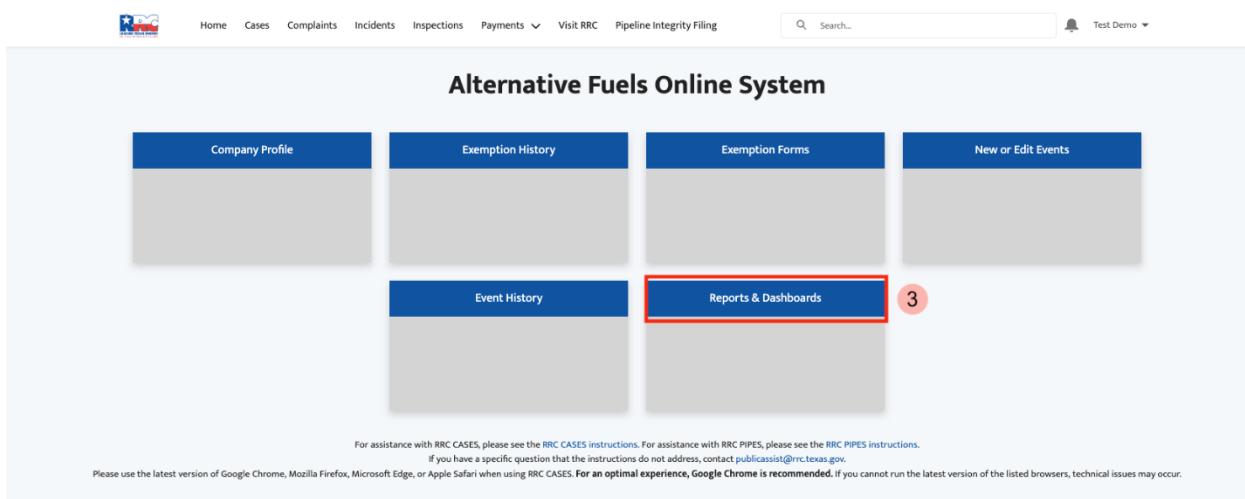
Steps to view Reports & Dashboards:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.



The screenshot shows the RRC (Texas Railroad Commission) website homepage. At the top, there is a navigation bar with links: Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a Test Demo button with a red circle containing the number '1'. Below the navigation bar are three large images: a pumpjack, a construction site with heavy machinery, and a pipeline. Underneath these images are four smaller tiles: WE-PREP (Weather Emergency Preparation for Businesses and Energy Professionals), PIPES (Pipeline Inspection, Permitting & Compliance System), CASES (Case Administration Service Electronic System), and AFOS (Alternative Fuels Online System). The AFOS tile is highlighted with a red box and labeled '2'. A red circle with the number '1' is located in the top right corner of the page.

3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'Reports & Dashboards'.



The screenshot shows the 'Alternative Fuels Online System' interface. At the top, there is a navigation bar with links: Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, Pipeline Integrity Filing, and a Test Demo button. Below the navigation bar is a title 'Alternative Fuels Online System'. There are six tiles arranged in two rows: 'Company Profile', 'Exemption History', 'Exemption Forms', 'New or Edit Events' (in the first row); 'Event History', and 'Reports & Dashboards' (in the second row). The 'Reports & Dashboards' tile is highlighted with a red box and labeled '3'. A red circle with the number '3' is located in the bottom right corner of the page. At the bottom of the page, there is a note: 'For assistance with RRC CASES, please see the [RRC CASES instructions](#). For assistance with RRC PIPES, please see the [RRC PIPES instructions](#). If you have a specific question that the instructions do not address, contact publicassis@rrc.texas.gov. Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.'

4. The page will be defaulted to show ‘Recent’; these are reports that have been recently viewed. If the Report you are looking for is not here, click ‘All Folders’ to view more.

The screenshot shows the AFS interface with the 'Reports' tab selected. On the left, a sidebar lists categories: 'RECENT' (Recent, Created by Me, Private Reports, All Reports), 'FOLDERS' (All Folders, Created by Me, Shared with Me), and 'FAVORITES' (All Favorites). The 'All Folders' link is highlighted with a red box and the number 4. The main content area displays a placeholder message: 'Nothing here yet. After you view a report, it appears here.' There is also a decorative graphic of a cactus and sun.

5. In ‘All Folders’, you will see everything you have been given access to – in this example, there is an ‘AFS External User Reports’ file available to view.

The screenshot shows the AFS interface with the 'Reports' tab selected. On the left, a sidebar lists categories: 'RECENT' (Recent, Created by Me, Private Reports, All Reports), 'FOLDERS' (All Folders, Created by Me, Shared with Me), and 'FAVORITES' (All Favorites). The 'All Folders' link is highlighted with a red box and the number 5. The main content area displays a table with one item:

REPORTS	Name	Created By	Created On	Last Modified By	Last Modified Date
Recent	AFS External User Reports	Michael Tookes	2/27/2023, 6:21 PM	Michael Tookes	2/27/2023, 6:21 PM

6. Sub-reports and dashboards, if any, will be shown under the main folder. Click the title to open them.

The screenshot shows a user interface for managing reports. At the top, there's a navigation bar with links for Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar and a 'Test Demo' button are also at the top right. Below the navigation, the page title is 'Reports' and the current location is 'All Folders > AFS External User Reports'. A sidebar on the left lists categories: 'Reports' (Recent, Created by Me, Private Reports), 'Folders' (All Folders, Created by Me, Shared with Me), and 'Favorites' (All Favorites). The main content area displays a table of reports. The table has columns for Name, Description, Folder, Created By, Created On, and Subscribed. Two rows are visible: 'Exemptions' (AFS External User Reports, Michael Tookes, 2/27/2023, 6:21 PM) and 'Class & Exams' (AFS External User Reports, Michael Tookes, 2/27/2023, 6:21 PM). The 'Exemptions' row is highlighted with a red box and a red circle with the number '6' over it, indicating it is a sub-report or dashboard under the main folder.

REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Exemptions	AFS External User Reports	Michael Tookes	2/27/2023, 6:21 PM		
Created by Me	Class & Exams	AFS External User Reports	Michael Tookes	2/27/2023, 6:21 PM		
Private Reports						