

## **Company Administration in Kermit**

**DATE:** August 25, 2009

### **What is a Company Administrator?**

- Someone authorized by each company who manages company employee and contractor access to data.
- This person is responsible for assigning access as needed and is responsible for ensuring access is given to the appropriate person.

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

- To assign Company Administrator rights to one of your staff you must submit a letter on company letterhead, signed by the CEO or person of authority requesting access be setup for their employee. Once this letter is received access will be granted. This letter can be scanned and emailed to [OGC.Systems@gov.bc.ca](mailto:OGC.Systems@gov.bc.ca).
- Please Note: Before you can be assigned a Company administrator you must have an account on our system.

### **How do I create a login account with the Oil and Gas Commission?**

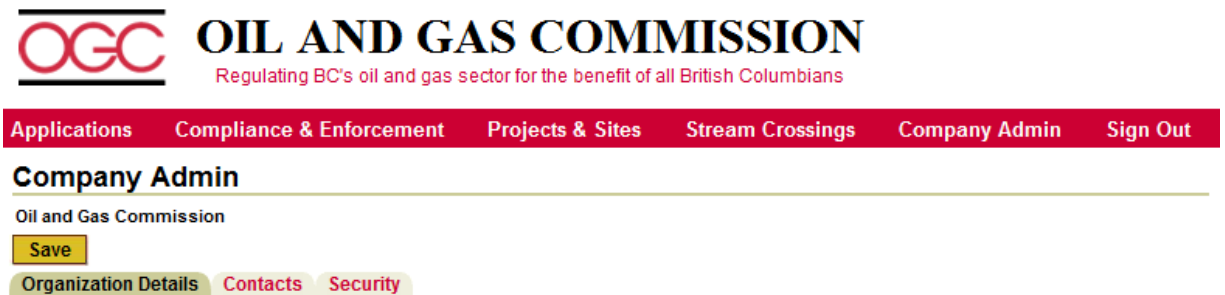
- You can create a login account by doing the following:
    1. Open a web browser and go to <http://www.ogc.gov.bc.ca>.
    2. Scroll to the bottom of the page and click "Go" next to First Time User.
    3. Enter your email address and click submit to start the process of creating an account. (PLEASE NOTE: Your email address is **not** your login. Your login will be emailed to you.)
    4. Follow the online form to complete your account.
    5. You should receive an automated email from our system with your user name (usually first initial last name).
    6. If you have any issues creating the account or if you do not get an email with your password please contact [OGC.Systems@gov.bc.ca](mailto:OGC.Systems@gov.bc.ca) for support.
    7. Once you have your account info browse to <http://cx.ogc.gov.bc.ca/kermit/> to access Kermit.
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## I am the Company Administrator. What do I do now?

- Once you have been setup as a Company Administrator you will notice a new menu item in the Kermit application called “Company Admin” as per the example below:



- Clicking on the Company Admin menu item gives you access make changes to company details and security as needed. You do this through the following 3 tabs which you will see in the Company Admin screen



1. Organization Details.
2. Contacts.
3. Security.

# Organization Details

Save

Organization Details   Contacts   Security

Organization Name: Oil and Gas Commission

Registration Date: Apr 1, 1900



Organization ID: 00000150

Insurance Certificate: mm dd, yyyy

What is the name of the organization?

MEM ID:

MEM Name:

MOF ID:

Incorporation Number:

Well Abbreviation:

### Main Contact Information:

Phone Number: ( 000 ) 000 - 0000

Fax Number: ( 000 ) 000 - 0000

Email Address: OGCKermi.Notices@gov.bc.ca

### Address:

Address:

City:

Province:

Postal Code:

Country:

Save

- This is a read only screen. On this screen all your main company details have been entered.
- If any details need to be changed please send an email to [OGC.Systems@gov.bc.ca](mailto:OGC.Systems@gov.bc.ca) with the required updates.
- Please note if the email address entered is [OGCKermi.Notices@gov.bc.ca](mailto:OGCKermi.Notices@gov.bc.ca) you have not provided us a main contact email address. Please provide one immediately to ensure you are receiving all electronic communications.

## Contacts:

**OGC OIL AND GAS COMMISSION**  
Regulating BC's oil and gas sector for the benefit of all British Columbians

Applications Compliance & Enforcement Projects & Sites Stream Crossings Company Admin Sign Out

### Company Admin

Oil and Gas Commission

Save

Organization Details **Contacts** Security

Name	Phone	Email	User Name
<a href="#">Edit</a>			<a href="#">Delete</a>
<a href="#">Edit</a>			<a href="#">Delete</a>
<a href="#">Edit</a>			<a href="#">Delete</a>
<a href="#">Edit</a>			<a href="#">Delete</a>

New Contact

Save

- Under contacts you can add employee contacts including phone numbers and email addresses.
- Use the Edit link to make changes to contact information.
- Staff who are listed here but do not have a user name cannot log into KERMIT.
- **Please Note:** Before adding new staff to your contacts list ensure they have logged into our website and created a login account. If you create a contact prior to the creation of the login id, the user will not be able to go back and create a login id. Read **“How do I create a login account with the Oil and Gas Commission?”** for info on creating login ids.
- **Please Note:** Although the delete button is shown on this screen you cannot delete contacts. Contacts cannot be deleted because they are associated with data in the Kermit system. If a contact is no longer with your company, click the edit link, uncheck the Active button and save your changes.

## Security:

Oil and Gas Commission

**Save**

**Organization Details** **Contacts** **Security**

Security Group	Contact Name	Company	
Applications	[REDACTED]	Oil and Gas Commission	Delete
Applications	[REDACTED]	Oil and Gas Commission	Delete
Applications	[REDACTED]	Oil and Gas Commission	Delete
Company Admin	[REDACTED]	Oil and Gas Commission	Delete
Company Admin	[REDACTED]	Oil and Gas Commission	Delete
Drilling Results Representative	[REDACTED]	Oil and Gas Commission	Delete
First Nation Portal Read Only	[REDACTED]	Oil and Gas Commission	Delete
First Nation Portal Update	[REDACTED]	Oil and Gas Commission	Delete
Inspection Representative	[REDACTED]	Oil and Gas Commission	Delete
Inspection Representative	[REDACTED]	Oil and Gas Commission	Delete
Notices	[REDACTED]	Oil and Gas Commission	Delete
Waste Disposal Representative	[REDACTED]	Oil and Gas Commission	Delete
Winter Stream Crossing Representative	[REDACTED]	Oil and Gas Commission	Delete
Winter Stream Crossing Representative	[REDACTED]	Oil and Gas Commission	Delete
Winter Stream Crossing Representative	[REDACTED]	Oil and Gas Commission	Delete

New Security Entry...

**Save**

- This tab allows you to grant users access to various company data, applications, notices, etc.
- Before you can grant someone a security group they must have a login id. Read **“How do I create a login account with the Oil and Gas Commission?”** for info on creating login ids.
- You can grant the following types of access in Kermit:
  1. Applications
  2. Company Admin
  3. Drilling Results Representative
  4. Inspections Representative
  5. Notices
  6. Waste Disposal Representative
  7. Winter Stream Crossing Representative
- Use the delete button beside a security group and contact name to remove that specific security group. Make sure you click the save button or your change will not be made.

## How do I get support?

- For security and user account related support please email [OGC.Systems@gov.bc.ca](mailto:OGC.Systems@gov.bc.ca). An email to this account will generate a call number which will be emailed back to you for future reference.