

This resource guides you through the process of registering a New Company for the Compass Portal.

Registering a New Company

Please follow these guidelines to register a New Company as a Compass user/reporter:

1. From the Compass Login Page, press “Form UT-6 PDF” located under the “New Users” section.

New Company? Please Download and submit an Electronic Filing Certification Agreement for registration [Form UT-6 PDF](#)

2. This link allows you to download a Form UT-6 (Electronic Filing Certification Form). This form should be submitted to University Lands who will create a user name for the Administrator. The Administrator will be responsible for creating and maintaining information for that company as well as setting up new users for the company.
(<http://www.utlands.utsystem.edu/forms/pdfs/ut6.pdf>).
3. Submit the completed form to Leslie Smith at lsmith@utsystem.edu.

**THE UNIVERSITY OF TEXAS SYSTEM
ELECTRONIC FILING CERTIFICATION AGREEMENT
FORM UT-6**

Company Name ("Company")	Company Number	
Company Address (street address, city, state and zip code)		
Portal Administrator	Administrator's Phone #	Administrator's Email Address

Company shall assure that all information submitted electronically to the University Lands ("UL") shall be true, correct, and complete and a certification so stating shall be deemed to be attached to each document electronically transmitted. Company also warrants and represents that each document electronically transmitted shall have the force and effect of a sworn affidavit. With respect to each document electronically transmitted to UL, Company further represents and warrants (1) that Company is the lessee or an authorized representative of the lessee under the relevant oil and gas leases and (2) that whoever submits each such document is an authorized representative of the Company. Additionally, the person signing this Electronic Filing Certification Agreement warrants and represents that he is authorized to execute this agreement on behalf of Company.

Company shall comply with all applicable provisions of Subchapter D, Chapter 66, Texas Education Code; the rules and regulations of the Board for Lease of University Lands and the Board of Regents of The University of Texas System; relevant oil and gas leases; and the Reporting Manual and Electronic Filing Instructions maintained by UL in connection with the electronic submission of documents to UL.

Company acknowledges that the person named as the portal administrator for electronic reporting is authorized to act on behalf of Company in this capacity.

Company acknowledges that it is company's responsibility to assure that all passwords are kept secure. Company hereby releases, and agrees to hold harmless and indemnify, the Board for Lease of University Lands, The University of Texas System, and their respective regents, members, employees, and agents from any loss, damage, or liability resulting from any unauthorized use of company's password or access to the electronic data submitted by or on behalf of company.

This agreement shall be valid and effective from the date indicated below through December 31, 2014.

Signature _____ Date: _____
 Company Representative

Name _____
 Name of Company Representative (type or print)

Title _____
 Title of Company Representative

E-Mail Address _____
 E-Mail Address of Company Representative

Telephone # _____
 Telephone Number of Company Representative

Please return to: Leslie Smith
 PO Box 553
 Midland, TX 79702-0553
 Or fax to: 432-683-8780
 Or email: LSmith@utsystem.edu

UNIVERSITY LANDS USE ONLY
REVIEWED BY: _____