



# Attestation Upload

December 21, 2022



# Critical Infrastructure Attestation Upload



According to Rule 3.66 adopted on September 19, 2022, (47 TexReg 5781), by December 1 of each year, an operator of a gas supply chain facility or a gas pipeline facility shall submit to the Commission a Weather Emergency Readiness **Attestation**. Please visit link [Texas Administrative Code \(state.tx.us\)](https://www.texas.gov) see numeral (d) 1 to 3 for more information.

To submit the attestation, you need access to the RRC Access Management Process (RAMP). Please follow the instructions below:

1. Click the link [RRC RAMP \(texas.gov\)](https://www.texas.gov) . The link will take you to the page shown.

**Note:** This application is different from the RRC online system for the dashboard.

## RRC Access Management Process

### (RAMP)

The RRC Access Management Process (RAMP) is the method for managing online filing accounts with recently implemented sign-in credentials for multiple RRC applications. For more information about RAMP, see the RAMP information page.

RRC applications using RAMP accounts are: *CASES, PIPES, and CIIS (WE PREP)*

**NOTE:** At this time, **RRC Online does not use RAMP accounts**. If you need to be an Security Administrator in both RRC Online and the RAMP Identity Manager, see the RAMP information page.

For further assistance, or if you have any questions, contact the RRC at [RRCOnline-Security@rrc.texas.gov](mailto:RRCOnline-Security@rrc.texas.gov).



SAFE

Security Administrator Form -  
External

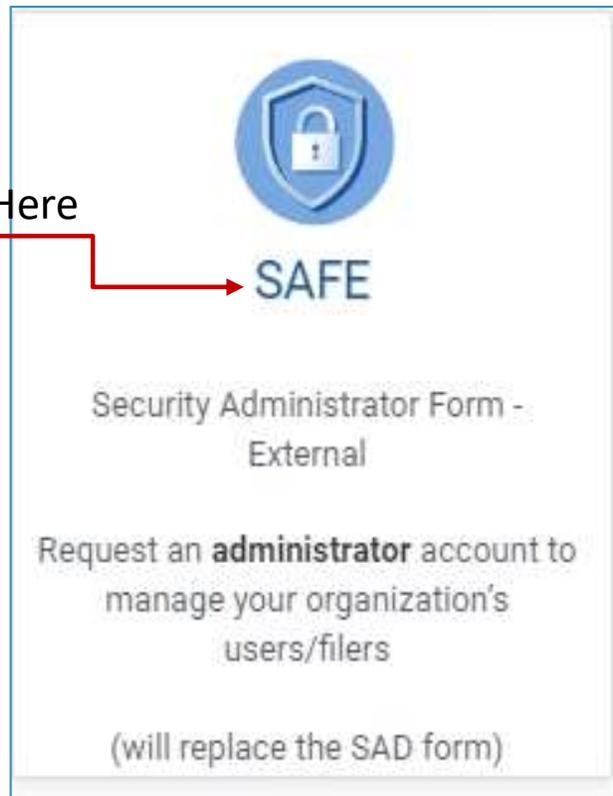
Request an **administrator** account to  
manage your organization's  
users/filers

(will replace the SAD form)

# Critical Infrastructure Attestation Upload



2. You will need to submit a Security Administrator Form External (SAFE)
3. Fill out the form online with all the information shown in the images



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

RR Organization Identifier

Email Address

First Name

Last Name

Suffix

Cell Phone Number

Cell Phone Number

**CERTIFICATION**

I declare, under penalties prescribed in Sec. 91.143, Texas Natural Resources Code, that I am authorized to make this Security Administrator Designation, that it was prepared by me or under my supervision and direction, and that the information stated herein is true, correct, and complete, to the best of my knowledge and belief.

I further declare that all electronic filings made pursuant to this designation will be in the manner prescribed by the Railroad Commission of Texas and will be compatible with the software, equipment, and facilities required by the Railroad Commission of Texas. All electronic filings will comply with any required procedures for participation in electronic filing.

I further declare that any filings which I make on behalf of another party will be made only if I have been authorized by that party to file on its behalf and I acknowledge that any filings made on behalf of an operator by me as an independent third party which are subsequently determined by the Commission to be made without the operator's authorization may result in the suspension or revocation of this Security Administrator Designation and/or the right to make any filings at the Commission on behalf of other parties.

I agree with these restrictions.  
Type in your name to sign

4. Once the SAFE form is approved, the logging information will be sent to the email that was provided.
5. It will take about 24 hours for the approval. Call the Help Desk if you have any questions.  
Phone Number : 512-463-7229

# Critical Infrastructure Attestation Upload



Once granted RAMP access, you can log into the Weather Emergency Preparation Readiness Evaluation Portal (WE PREP) application to submit attestation.

Remember to click ctrl and the highlighted link to open the page in a new window.

- <https://rrctx.force.com/s/>

On the home page, click the **Login** button in the top-right corner of the page.

A screenshot of the Railroad Commission of Texas (RRC) website home page. At the top, there is a navigation menu with links for Home, Cases, Complaints, Incidents, Inspections, and Visit RRC. A search bar is located in the top right, and a red box highlights the "Login" button next to it. A red arrow points from the bottom left towards the "Login" button. Below the navigation is a large banner image showing an oil pumpjack, a train, and a pipeline, with the RRC logo and the text "LEADING TEXAS ENERGY OIL &amp; GAS \* COAL \* PIPELINES". Below the banner, there are two main sections: "CASES" (Case Administration Service Electronic System) and "PIPES" (Pipeline Inspection, Permitting, &amp; Evaluation System). Under "CASES", there is a "Find a Case" button and a "Hearings Calendar" button. Under "PIPES", there is a "Find an Inspection" button. On the left side, there is text explaining the applications and a list of forms available for download: Authenticated User Request Form, Hearing Request Form, Prehearing Request Form, Appearance Slip Form, and Electronic Consent Form.

# Critical Infrastructure Attestation Upload



Next, type in your **User Name** and **Password** sent by email and click **SIGN IN**.

## RRC SIGN IN

[Forgot Password](#)

## RRC SIGN IN

The RRC Sign In allows authorized users to electronically file permit applications, forms and documents with and submit fees, penalties and other payments to the Railroad Commission of Texas (RRC).

## ACCEPTABLE USE POLICY

Unauthorized access to this computer system is prohibited. Evidence of criminal liability will be provided to law enforcement agencies. This system is subject to monitoring and stored data may be accessed and recorded. Anyone using this system consents to monitoring and should have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this system indicates your acknowledgement of and consent to comply with the agency's [security policies](#).

## ACCESSIBILITY

The RRC is committed to making its website and applications accessible to all users. For more information on accessibility, reference the agency's [Accessibility Policy](#)

# Critical Infrastructure Attestation Upload



You will now see the **Upload Attestation** button under the WEPREP logo. Click the **Upload Attestation** button.

The screenshot shows the Railroad Commission of Texas website. The navigation bar includes links for Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar and an "Online Portal Test" link are also present. The main banner features three images: an oil pumpjack, a train, and a pipeline, with the "NRC LEADING TEXAS ENERGY OIL & GAS \* COAL \* PIPELINES" logo overlaid. Below the banner are three columns of service icons: WEPREP (Weather Emergency Preparation Readiness Evaluation Portal), CASES (Case Administration Service Electronic System), and PIPES (Pipeline Inspection, Permitting, & Evaluation System). Under the WEPREP icon, the "Upload Attestation" button is highlighted with a red border. Other buttons include "Find a Case", "Find an Inspection", "Hearings Calendar", and "Make a Payment".

This application allows you to electronically search RRC dockets and cases, review and submit filings for CASES, find inspections with PIPES, and pay administrative penalties.

# Critical Infrastructure Attestation Upload



You will be brought to the Account page. Click the **Upload Attestation** button in the top-right corner of the screen.

The screenshot shows the user interface of the Railroad Commission of Texas portal. At the top, there is a navigation bar with the logo on the left, menu items "Home", "Cases", "Complaints", and "More" with a dropdown arrow, a search bar with a magnifying glass icon and the text "Search...", and "Online Portal Test" on the right. Below the navigation bar, the account information is displayed: "Account: DUMMY ADMIN OWNED ACCOUNT". To the right of the account name are three buttons: "Upload Attestation" (highlighted with a red box), "Upload a PS-48", and "Fill Out PS-48 Online". Below this is a table with columns for "Account Record Type", "Phone", "Mailing Address", "Business Area", and "P5 Number". The first row of the table has the value "Organization" under "Account Record Type". Below the table are two tabs: "DETAILS" (selected) and "RELATED". Under the "DETAILS" tab, there is a section titled "Organization Information" with a dropdown arrow. This section contains two columns of fields: "Account Name" (value: DUMMY ADMIN OWNED ACCOUNT), "24 Hour Phone", "Organization ID", "Status", "Account Record Type" (value: Organization), and "Mailing Address".

# Critical Infrastructure Attestation Upload



If you ARE associated with more than one Account, you will see the Account options for all the Accounts you are associated with. Choose the Account in the list that you are uploading the attestation form for.

The screenshot shows a web form titled "Upload Attestation". Below the title is a label "Select the Organization this Attestation is for" followed by a dropdown menu. The dropdown menu is open, showing a list of options: "--None--", "Test Company – P5: 123456", "DUMMY ADMIN OWNED ACCOUNT - P5:", "Test Company 2 – P5: 123457", and "NEW COMPANY TEST - P5:000000". The last option, "NEW COMPANY TEST - P5:000000", is highlighted with a blue background and a red border.

# Critical Infrastructure Attestation Upload



Once selected, you will be taken to the following screen.

A screenshot of a web application interface for uploading an attestation. The browser's address bar shows the URL "https://www.railroadcommission.com/inspections/pipeline-integrity-filing". The page title is "Upload Attestation". The form is divided into two main sections: "Attestation Details" and "Attestation Signatory information".  
**Attestation Details:**  
- A checkbox labeled "This attestation is Confidential" is currently unchecked.  
- A field for "Covered Year" is empty.  
- A text area for "Attachment Note" is empty.  
**Attestation Signatory information:**  
- "Name" section: "First Name" contains "Online Portal" and "Last Name" contains "Test".  
- "Title" field is empty.  
- "Address" section: "Street" field is empty.  
- "City" and "State/Province" fields are empty.  
A blue "Next" button is located at the bottom right of the form.

# Critical Infrastructure Attestation Upload



If you are NOT associated with more than one Operator you will be taken to the following screen to input attestation details about the Account, you are uploading the attestation form for.

A screenshot of a web application interface for uploading an attestation form. The page title is "Upload Attestation". The interface includes a navigation bar with links for "Inspections", "Payments", "Visit RRC", and "Pipeline Integrity Filing", along with a search bar. The main form is divided into two sections: "Attestation Details" and "Attestation Signatory information".  
**Attestation Details:**  
- A checkbox labeled "This attestation is Confidential".  
- A field for "Covered Year".  
- A text area for "Attachment Note".  
**Attestation Signatory information:**  
- A "Name" section with fields for "First Name" (containing "Online Portal") and "Last Name" (containing "Test").  
- A "Title" field.  
- An "Address" section with a "Street" text area.  
- "City" and "State/Province" dropdown menus.  
A blue "Next" button is located at the bottom right of the form.

# Critical Infrastructure Attestation Upload



Fill out the Attestation Details and the Attestation Signatory Information and click **Next**.

A screenshot of a web browser window showing the "Upload Attestation" form. The browser's address bar shows "inspections Payments Visit RRC Pipeline Integrity Filing" and a search bar with "dummy". The form has a title "Upload Attestation" and two main sections: "Attestation Details" and "Attestation Signatory information".  
**Attestation Details:**  
- A checkbox labeled "This attestation is Confidential" is unchecked.  
- A field for "\* Covered Year" contains the text "2023".  
- A text area for "Attachment Note" contains the text "This is an example note."  
**Attestation Signatory information:**  
- A section titled "Name" contains three fields: "First Name" with "John", "Last Name" with "Smith", and "Title" with "CEO".  
- A section titled "Address" contains a "Street" field with "123 Main St.". At the bottom right of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red rectangular border.

# Critical Infrastructure Attestation Upload



Click “**Browse your device**” or drag and drop the attestation document to upload the attestation document file.

## Upload Attestation

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Drag and drop files  
[Browse your device](#)

# Critical Infrastructure Attestation Upload



Once the file has been selected click **Upload**.

## Upload Attestation



ATTESTATION FORM.docx



Close

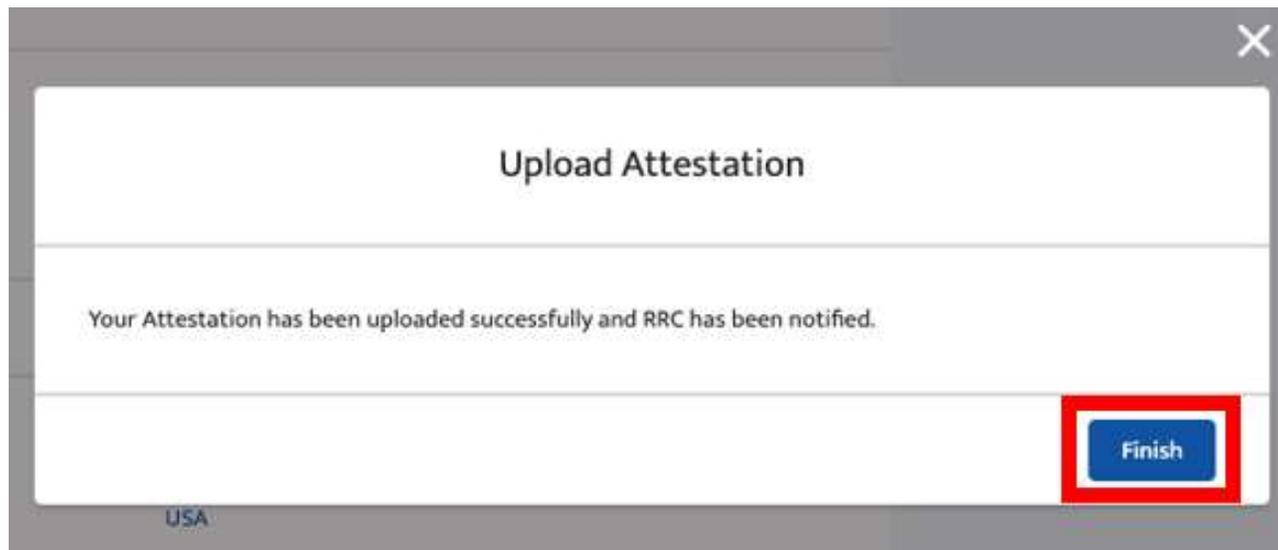
Cancel

Upload

# Critical Infrastructure Attestation Upload



You will be taken to the following screen. Click **Finish**. You have now successfully uploaded your attestation form for the year.



# Critical Infrastructure Attestation Upload



To view the uploaded form, search for the account that you uploaded the attestation form to by typing in the name or the P5 number in the search bar and clicking **Enter**.

A screenshot of a search bar interface. The search bar is a rounded rectangle with a light gray border. Inside the bar, on the left, is a magnifying glass icon. To the right of the icon, the text "Test Account" is entered. The search bar is set against a light blue background.

# Critical Infrastructure Attestation Upload



Click **Accounts** on the left-hand side.

The screenshot shows the Railroad Commission of Texas website interface. At the top, there is a navigation menu with links for Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar on the right contains the text "Test Account".

On the left side, there is a "Search Results" sidebar with a list of categories: All, Cases, Case Documents, Inspection Documents, Inspection Packages, **Accounts** (highlighted with a red box), Complaints, Incidents, and Collapse List.

The main content area displays two sections:

- Inspection Packages**: 1 Result. A table with columns: INSPECTION PACKAGE ID, BUSINESS AREA, INSPECTION TYPE, INSPECTION SUB-TYPE, ORGANIZATION, and STATUS. The row shows: INSPPKG-0000067900, Pipeline Safety, Specialized, Gas Design, Testing, Constr, Test Account, and Comp.
- Accounts**: 1 Result. A table with columns: ACCOUNT NAME, PHONE, and ACCOUNT OWNER ALIAS. The row shows: Test Account, 555-555-5555, and (blank).

# Critical Infrastructure Attestation Upload



Select the Account name.

The screenshot displays the Railroad Commission of Texas website interface. At the top, there is a navigation menu with links for Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar on the right contains the text "Test Account". Below the navigation, the "Search Results" section is active, showing a list of "Accounts" with 1 result. The result is a table with the following data:

ACCOUNT NAME	PHONE	ACCOUNT OWNER ALIAS
Test Account	555-555-5555	

The "Test Account" entry in the table is highlighted with a red rectangular box. On the left side of the search results, there is a sidebar with a "Refine By" section containing input fields for "Account Name", "Phone", and "Account Owner Alias".

# Critical Infrastructure Attestation Upload



You will be brought to the Account page and will be able to see any Attestation uploads under the Files & Correspondence list on the right-hand side. Click **View All**.

The screenshot shows the account management interface for "DUMMY ADMIN OWNED ACCOUNT". At the top right, there are buttons for "Upload Attestation", "Upload a PS-48", and "Fill Out PS-48 Online". The main content area is divided into two columns. The left column contains a form for "Organization Information" with fields for Account Name, 24 Hour Phone, Organization ID, Region List, T4 Permit List, PS Number, and Region. The right column contains a list of activity counts: "Complaints (0)", "Incidents (0)", "Inspection Packages (0)", and "Files & Correspondence (3)". The "Files & Correspondence" section is highlighted with a red border and contains a table with three rows of data. A "View All" button is located at the bottom right of this section.

File and Co...	Business Are...	Document T...	File Name
<a href="#">FILECORR-2...</a>	Critical Infras...	Attestation	
<a href="#">FILECORR-2...</a>	Critical Infras...	Attestation	
<a href="#">FILECORR-2...</a>	Critical Infras...	Attestation	test.docx

[View All](#)

# Critical Infrastructure Attestation Upload



Select the blue link to the record that you want to view.

Accounts > DUMMY ADMIN OWNED ACCOUNT  
Files & Correspondence

3 items • Updated a few seconds ago

	File and Corres...	Business Area or ...	Docume...	File N...	Part...	Deliv...	Con...	Created Date	
1	<a href="#">FILECORR-254858</a>	Critical Infrastructure	Attestation				<input type="checkbox"/>	12/7/2022 4:19 PM	▼
2	<a href="#">FILECORR-254859</a>	Critical Infrastructure	Attestation				<input type="checkbox"/>	12/8/2022 4:28 PM	▼
3	<a href="#">FILECORR-254879</a>	Critical Infrastructure	Attestation	test.docx			<input type="checkbox"/>	12/12/2022 9:49 AM	▼

# Critical Infrastructure Attestation Upload



A preview of the document will be shown at the bottom of the page.

Files & Correspondence  
FILECORR-254879

File and Correspondence ID  
FILECORR-254879

Original File Name  
test.docx

Document Type  
Attestation

Document Type of Other ⓘ

## Document Intake Details

Filing Status

Date Filed

Business Area Date Filed

Case

Inspection Package

Party Submitting Document

Covered Year  
2030

Status Detail

A file preview may not be available for all file formats. If an image does not appear, you can download the document to view it.

