

User Login Instructions

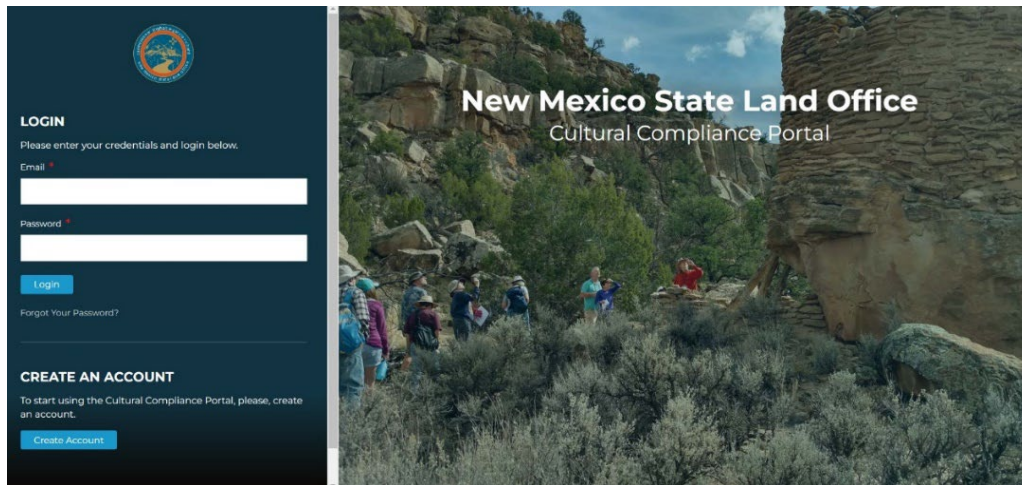
The following information is item-by-item instructions for logging to the Cultural Compliance Portal.

This is the link to the Cultural Compliance Portal. Please, bookmark it if you use it often.

<https://culturalcompliance.nmstatelands.org>

A. Create an Account for the Web Portal

1. Click Create Account



2. You have reached the Create Account page. Please, use a correct email address and an easy for you to remember password.

Important Note: The email address you will use for login will also be the main email that NMSLO will use to communicate with you if you want to edit a form or if your project is approved. Please, make sure that your login email is an email address that you or your company will regularly check and receive information. Any email you will enter in the form itself will be used as auxiliary email in case we cannot reach you at your login email.

Create Account
Please create a profile in order to pay or search for your agricultural lease billing statement.

First Name *

Last Name *

Email *

Confirm Email *

Password *

Confirm Password *

Password should contain at least 8 characters

3. The fields that require confirmation will be in **red outline** until both of them are confirmed to be the same. Below you can see an example of a user profile with email and name.
4. **Click** Create Account once you finish completing this information.
5. You can clear the form if you made an error and start over again your login process or
6. **Click** Back to Login to properly login into the Web Portal and access the web forms available to you.

Create Account
Please create a profile in order to pay or search for your agricultural lease billing statement.

First Name *
Lux

Last Name *
Tse

Email *
ltuser1@gmail.com

Confirm Email *
ltuser1@gmail.com

Password *
.....

Confirm Password *
.....

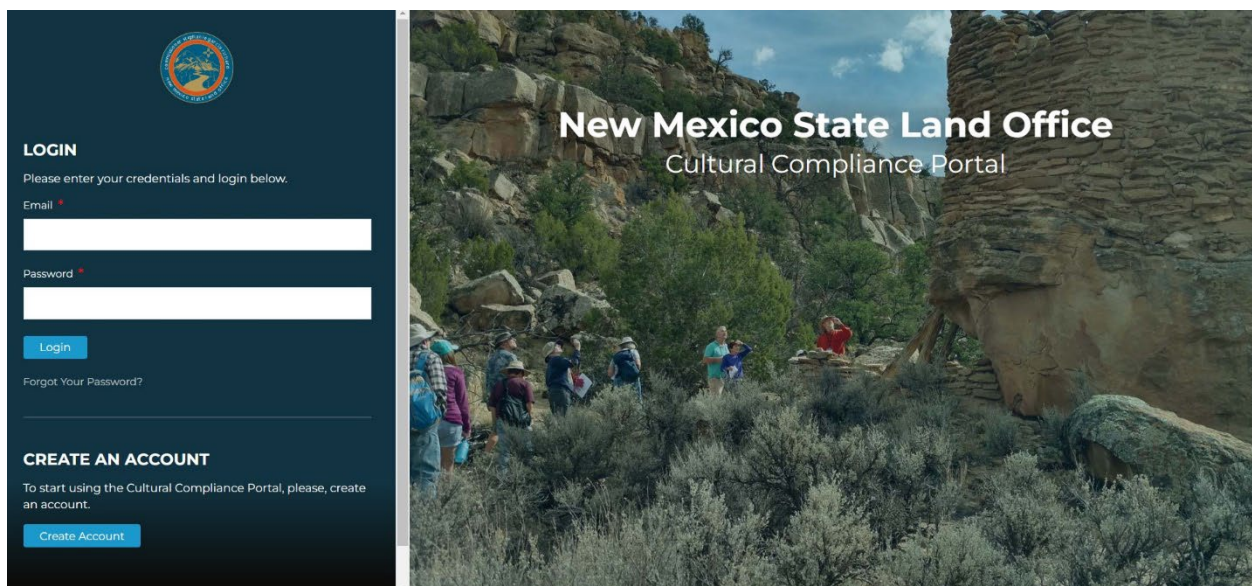
Password should contain at least 8 characters

[Create Account](#) [Clear Form](#) [Back to Login](#)

7. The **Back to Login Button** will take you to the Login Page of the Web Portal.

B. Login to your newly created account

1. Input your own credentials in the Login section.



2. Change Password:

When you login, you will reach the User Dashboard. To the left, **Click** on the Account Info. Replace any field with the information you want.

3. **Click** Save Information.

The screenshot shows a web browser window with the URL `uat.sloforms.statelands.rtsclients.com/account-information.html`. On the left is a dark blue sidebar with a logo and three menu items: **DASHBOARD**, **ACCOUNT INFO** (highlighted), and **LOGOUT**. The main content area is white and contains the 'Account Information' form. The form has four input fields: 'First Name' (containing 'UAT'), 'Last Name' (containing 'Admin'), 'Email' (containing 'uat.admin@slo.state.nm.us'), and 'Confirm Email' (empty). Below the fields are two blue buttons: 'Save Information' and 'Change Password'.

4. **Click** Change Password if you want to change your password. You will need the your old password and your new password. Choose an easy password.
5. **Click** Update. Your user credentials have been updated.

The screenshot shows the same 'Account Information' form as above, but with a modal dialog box titled 'Update Password' overlaid on top. The dialog box has a close button (X) in the top right corner. It contains four input fields: 'Email' (containing 'ltuser1@gmail.com'), 'Old Password', 'Password', and 'Confirm Password'. At the bottom of the dialog are two buttons: 'Cancel' and 'Update'.

c. Using the Dashboard

1. **Click** on Dashboard. You have reached the forms and the Activity Log.
2. By clicking the appropriate form you can start filling it in. You can view or download Instructions that can help you filling in each form.
3. In the **Activity Log** you will be able to see what forms you have saved or completed with the appropriate documentation
4. Above the Activity Log you can see the fields you can use to sort the forms you You can **sort** the Activity Log by Form Type, Lease Number, Project Names, Consultant Report No and Dates. You can also **sort** each field you see on the Activity Log table.

Dashboard

Lessees / Operators	For Cultural Resource Consultants
<p>Cultural Properties Protection Acknowledgment</p> <p>Start Form</p> <hr/> <p>Oil & Gas Project Description</p> <p>Start Form</p>	<p>ARMS Inspection/Records Review</p> <p>Start Form</p> <hr/> <p>Notification of Intent to Conduct Archaeological Survey</p> <p>Start Form</p>

Form Type:

Lease Number:

Project Name:

Consultant Report No.:

Date Submitted From Date:

Date Submitted To Date:

[Clear Filters](#)

Activity Log

[Generate Report](#)

Form ID	Form	Lease No.	Project Name	Proponent / Signatory	Consultant Report No.	County	Date Submitted	PDF Form & Uploaded Documents	Request Edit
SA-20221115-000062	Cultural Properties Protection Acknowledgment	1112025638		Matthew Mann			11/15/2022	Cultural Properties Protection Acknowledgment.pdf Zip File	<input type="checkbox"/>
SA-20221114-000063	Cultural Properties Protection Acknowledgment	VC33642516		Ralf Eifon			11/14/2022	Cultural Properties Protection Acknowledgment.pdf Zip File	<input type="checkbox"/>
	Oil & Gas Project Description								
	ARMS Inspection/Review					Hidalgo, Lee			
	ARMS Inspection/Review				afeslaf				
A-20221115-000034	ARMS Inspection/Review [Editable]	R50385	Elephant Butte Reservoir 3	Oilfield Services, Inc.	LRC 23586	Luna, Quay, Rio Arriba	11/12/2022	Acknowledgment Form with Sig and Instructions Acknowledgment Form with Sig and Instructions	<input type="checkbox"/>
P-VB32500144-000036	Oil & Gas Project Description	VB32500144	Elephant Butte Corridor	Alex Ferguson		Eddy, Lee	11/12/2022	Oil & Gas Project Description.pdf Acknowledgment Form with Sig and Instructions Acknowledgment Form with Sig and Instructions Acknowledgment Form with Sig and Instructions Acknowledgment Form with Sig and Instructions Zip File	<input type="checkbox"/>
SA-20221115-000061	Cultural Properties Protection Acknowledgment	5W03250002		Alex Ferguson			11/12/2022		<input type="checkbox"/>
A-20221115-000035	ARMS Inspection/Review		Oilfield Luke Energy	LDC	NMdeljearfax	McKinley, Rio Arriba, San Miguel, Socorro	11/12/2022	ARMS Inspection Review.pdf Apollo Area.jpg cbadelaf.jpg Zip File	<input type="checkbox"/>
	Cultural Properties Protection Acknowledgment								

5. **Color coded Uploaded Documents:**
 - i. In Green background, there is the pdf format of the form you have submitted. You can download it and use it for your records.
 - ii. In Blue background, there are the documents you have uploaded.
 - iii. In Orange background, it is the Zip file capability. You can download all the documents, pdf and uploaded documents in one zipped file.
6. **You can also generate a report** that contains more information than what it is shown in the Activity Log. Not all fields will be available for each form. Fields not available will remain blank.

Form ID: The unique Form Identifier

Form Type

Status (Editable, Edit Requested, Approved, Saved)

Lease Number

Project Name

Proponent/Signatory

Consultant Report No

Location TRS

County

Lead Agency

Date Submitted

Last Edited

Person Submitted the Form

Uploaded Documents