How to eFile an OSM-1 Form

>> Step 1: Log on

1. Click the blue button on the home page to begin.

2. Read and accept the Terms of Agreement.

this agency computer system, you acknowledge and conse
Evidence of your use, authorized or unauthorized, collected
or civil, criminal, administrative, or other adverse action.
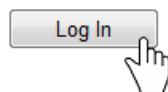or illegal use may subject you to prosecution.

I Agree with the Statement of Terms of Use
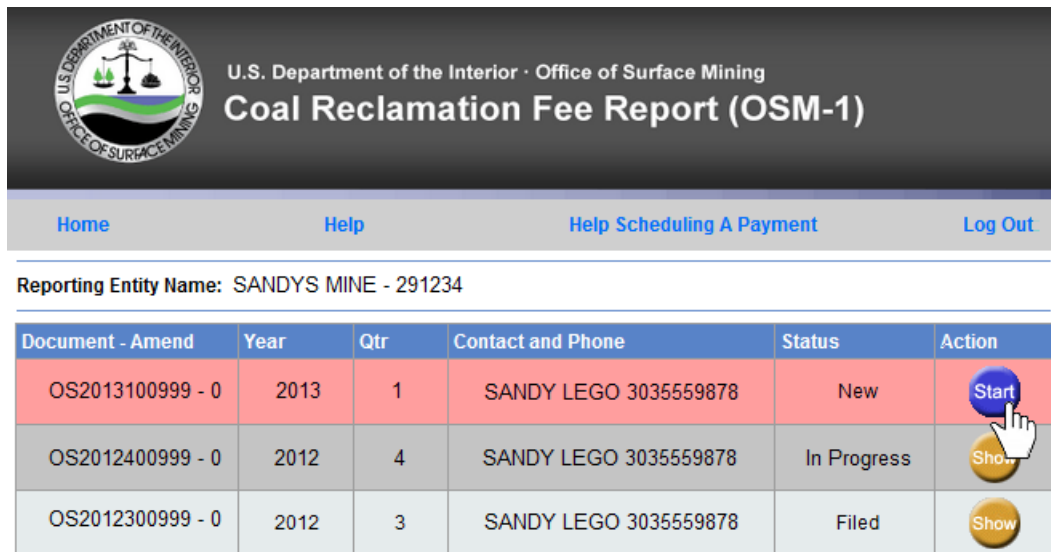
3. Enter your User Name and Password.

User Name: XX291234
Password: •••••••••

Log In

>> Step 2: Select a new OSM-1 Form to file

1. Click the green button to view your OSM-1 Forms.

File a Fee Report (OSM-1)

2. Click an action button to open an OSM-1 Form.

U.S. Department of the Interior · Office of Surface Mining
Coal Reclamation Fee Report (OSM-1)

Home	Help	Help Scheduling A Payment	Log Out

Reporting Entity Name: SANDYS MINE - 291234

Document - Amend	Year	Qtr	Contact and Phone	Status	Action
OS2013100999 - 0	2013	1	SANDY LEGO 3035559878	New	Start
OS2012400999 - 0	2012	4	SANDY LEGO 3035559878	In Progress	Show
OS2012300999 - 0	2012	3	SANDY LEGO 3035559878	Filed	Show

3. Review your contact information and make any changes on this screen.

Reporting Entity Name:	SANDYS MINE
Reporting Period:	1st Qtr, 2013
Document Number:	OS2013100999
Contact Person:	SANDY LEGO
Telephone:	3035559878
Mailing Address:	100 STARS STREET
Mailing Address 2:	SUITE 10
City:	WINDY CITY
State/Zip Code:	Colorado 80991 - 5555
Email Address:	SANDYLEGO@LEGOMINES.NET
Method Of Payment:	Check

< Back   Cancel   Next >

>> Step 3: Select a permit to work on

1. Towards the bottom of the OSM-1 Form screen is a list of your permits. To view all permit info, click the [View] link.

- **To file zero tonnage, click the [Report Zero Tons] link to select a permit.**

Not all of the permits are complete.
0 of the 4 permits are complete.
Please finish all permits which do not have a COMPLETED status.
There will be a submit button in this area to continue.

Permit Number	Mine Name	Status	Fee		Action	
S-9990-99	MINE LEGGOOW	Open	$0.00	[View]	[Modify]	[Report Zero Tons]
S-9991-99	STARS MINE #35	Open	$0.00	[View]	[Modify]	[Report Zero Tons]
S-9992-99	STARS MINE #36	Open	$0.00	[View]	[Modify]	[Report Zero T...]
U-9990-99	TELEPORT MINE LEGGOOW A	Open	$0.00	[View]	[Modify]	[Report Zero Tons]

The following pop-up will appear. Select 'Report Zero Tonnage' to only report zero tonnage. You also have the option to select 'Stop Reporting on this Permit' if coal production is complete on the permit and all tonnage has been reported.

⦿ Report Zero Tonnage.
Zero the tons and delete any Purchaser or Delivery Points on this permit

○ Stop Reporting on this Permit.
Coal production is complete on this permit and all tonnage has been reported.
Effective next quarter, this permit will no longer appear on my OSM-1 forms.
*Do not select this option if this permit is being transferred.

[OK]   [Cancel]

- **To report tonnage, click on the [Modify] link to select a permit.**

Not all of the permits are complete.
0 of the 4 permits are complete.
Please finish all permits which do not have a COMPLETED status.
There will be a submit button in this area to continue.

Permit Number	Mine Name	Status	Fee		Action	
S-9990-99	MINE LEGGOOW	Open	$0.00	[View]	[Modify]	[Report Zero Tons]
S-9991-99	STARS MINE #35	Open	$0.00	[View]	[Mod...]	[Report Zero Tons]
S-9992-99	STARS MINE #36	Open	$0.00	[View]	[Modify]	[Report Zero Tons]
U-9990-99	TELEPORT MINE LEGGOOW A	Open	$0.00	[View]	[Modify]	[Report Zero Tons]

>> Step 4: Review Permit, Permittee, and Operator Data

1. Make any Permit, Permittee, or Operator changes on this screen.

Fee Report - PART 2

Reporting Entity Name:	SANDYS MINE - 291234
Reporting Period:	1st Qtr, 2013

Update Permit

Permit Number:	S-9990-99
Permit State:	Colorado
MSHA Number:	1234567
County:	JEFFERSON
Tribe:	
Mine Name:	MINE LEGGOOW
Mining Complete:	● No ○ Yes
Stockpile Reported:	● No ○ Yes

Permitee Data

Name:	SANDYS MINE INC
Address1:	100 STARS STREET
Address2:	SUITE 10
City:	BRIDGEPORT
State:	COLORADO
Zip: (5 or 9 digits)	809915555
EIN/SSN	EIN
Taxpayer ID:	123444555

Operator Instructions

Edit: to make changes to an existing Operator

Delete: to remove an existing Operator

Add Operator: to insert a new line

Copy from Permittee: to copy the permittee data into a new line

Operators Assigned to this Permit

		Name	Address	Address2	City	State	Zip Code	EIN/SSN	Tax ID
Edit	Delete	SANDYS	PO BOX 2		BECK	CO	554466	E	123456789

[Add Operator] [Copy from Permittee]

[Cancel] [Delete This Permit] [Save Changes] [Next >]

>> Step 5: Report tonnage data

1. Report tonnage on this screen. All approved Mine types and Rates will pre-populate.

Fee Report - PART 2

Reporting Entity Name:	SANDYS MINE - 291234
Reporting Period:	1st Qtr, 2013

Permit Number: S-9990-99

Mine Types: S = Surface U = Underground L = Lignite N = No Value

		Mine Type	Sold or Transferred Tons	Total Moisture%	Inherent Moisture%	Excess Moisture%	Reduced Tons	Net Tons	Rate	Calculated Fee
Edit	Delete	S	456000.00	10.0000	5.0000	5.2632	24000.00	432000.00	0.280	120,960.00

[< Back] [Cancel] [Add a Blank Line] [Zero Report] [Next >]

>> Step 6: Review 402c data

1. Report 402c data on this screen. 402c data reported in the prior quarter will pre-populate.

Fee Report - PART 3 (402 C Data)

Reporting Entity Name:	SANDYS MINE - 291234
Permit Number:	S-9990-99

Mineral Owner

		Name	Address	City	State	Zip Code
Edit	Delete	SMALL RAINBOW MINES	RAINBOW ROAD STE 500	THORN	CO	80001

Add from History   [Please select owner ▼]

The 10 largest owners only.   [Add a Mineral Owner]

Purchasers of Coal

		Name	Address	City	State	Zip Code
Edit	Delete	JENGA COAL CO	100 BIG STREET	WINTERVILLE	CO	80999

Add from History   [Please select purchaser ▼]

The 10 largest purchaser only.   [Add a Purchaser]

Coal delivered to

		Name	Address	City	State	Zip Code
Edit	Delete	BIG TRUCK INC	ROUTE 2	WOOD	CO	80297

Add from History   [Please select a delivery point ▼]

The 10 largest "deliver to" customers only.   [Add Delivery]

[< Back] [Cancel] [Next >]

>> Step 7: Review, print, and sign the OSM-1 Form

1. When all permits show a "Complete" status, the comment box will turn green and a Submit button will appear. Click Submit

All of the permits are complete.

You **must** press Submit to file your OSM-1.

Submit

Permit Number	Mine Name	Status	Fee	Action		
S-9990-99	MINE LEGGOOW	Complete	$8,268.55	[View]	[Modify]	[No Activity]
S-9991-99	STARS MINE #35	Complete	$542.44	[View]	[Modify]	[No Activity]
S-9992-99	STARS MINE #36	Complete	$0.00	[View]	[Modify]	[No Activity]
U-9990-99	TELEPORT MINE LEGGOOW A	Complete	$0.00	[View]	[Modify]	[No Activity]

2. Select a Signature Option.

SIGNATURE OPTION SCREEN

○ Notary Option - submit the form electronically, while maintaining a properly notarized paper copy of the identical electronic report for review by OSM's Fee Compliance Auditors.

◉ Unsworn Statement Option - submit the OSM-1 Form electronically with an electronically signed and dated statement made under penalty of perjury that the information contained in the form is true and correct. The statement does not have to be notarized. By submitting this data to OSM electronically, you affirm that you have read and agree to the statement that:

"I consider the User ID and Password that I used to access this site and to transmit this fee report to be my electronic signature on the document."

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3. Review your OSM-1 Form. You can open a printable and PDF savable version of your report from this screen. Click "Next" to continue.

U.S. Department of the Interior · Office of Surface Mining
Coal Reclamation Fee Report (OSM-1)

Home   Help   Help Scheduling A Payment   Log Out

Printable Report   PDF Report

If you click on **Printable Report** or **PDF Report**, A copy of the report will open in a new tab.

SCROLL TO THE BOTTOM OF THE PAGE!
Verify that you have reviewed
The OSM-1 Form and click **Next**.

☑ I have reviewed the OSM-1 data above and certify under penalty of perjury that the foregoing is true and correct.

Make Changes

< Back   Next >

>> Step 8: Submit your completed OSM-1 Form

1. If you are paying by Check, print the Coupon. Click "Submit" to eFile your OSM-1 Form.

PLEASE INCLUDE THIS COUPON WITH YOUR CHECK TO ENSURE ACCURATE POSTING OF YOUR PAYMENT
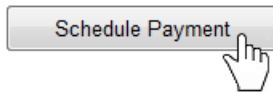
Total calculated fee for all permits in this OSM-1 document:	$ 8,810.99
Credits or Amount due from previous filings:	$ 0.00
Total Due with this OSM-1 document:	$ 8,810.99
Please enter the amount you intend to submit with this payment	$ 8,810.99

Data is ready to Submit   Submit
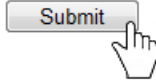
>> How to schedule a Pay.Gov payment

1. Once your OSM-1 is submitted, you will be directed to a confirmation screen. Click "Schedule Payment."

2. Enter your payment information, and click "Continue with ACH Payment."

3. Authorize the payment and click "Submit Payment."

>> How to Amend an OSM-1 Form

1. On the home page of an OSM-1 Form, select "Amend OSM1," and click the "Next" button.

2. Click on the [Amend] link for the permit that you wish to amend.

3. Make your changes to the permit that you selected. If needed, you can amend other permits at this time.

4. Once you are finished amending your permit(s), Click "Submit" to efile your Amended OSM-1 Form.