

# External User Manual



**Railroad Commission of Texas  
Alternative Fuels Online System  
Salesforce Training Manual**

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## Railroad Commission of Texas: Alternative Fuels Online System

The following document walks through the process and procedures that external users have access to when navigating through the Alternative Fuels Online System (AFOS). This document can be used as a training guide for new external users who gain access to the AFOS Portal.

### Accessing the Alternative Fuels Online System with RAMP

#### RRC Access Management Process (RAMP) Access:

RAMP is the method for managing user accounts for recently implemented RRC applications. Each user who accesses the Alternative Fuels Online System (AFOS) needs to request access via RAMP **before** attempting to login.

1. RAMP instructions are explained at the following link: <https://www.rrc.texas.gov/apps/rrc-ramp/>
2. Direct access to the application can be found by clicking in the 'SAFE' box

Home / apps

## RRC Access Management Process 1

(RAMP)

The RRC Access Management Process (RAMP) is the method for managing online filing accounts with recently implemented RRC applications. A RAMP account allows you to have a single set of 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, CIS (WE PREP), and LoneSTAR*

**NOTE:** At this time, **RRC Online does not use RAMP accounts**. If you need to be an Security Administrator in both RAMP and RRC Online, this short guide can help. For a list of companies available in the RAMP Identity Manager, see the [RAMP information page](#).

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

### SAFE 2

Security Administrator Form - External

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

(will replace the SAD form)

### RAMP Dashboard

**Users** - Manage your own account

**Administrators** - Manage your organization's user accounts for new applications (not RRC Online)

3. Once on the Security Administrator Form – External, input all information necessary, read and confirm you agree with the certification listed, and then click the ‘Sign Up’ button to submit your application.

**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

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

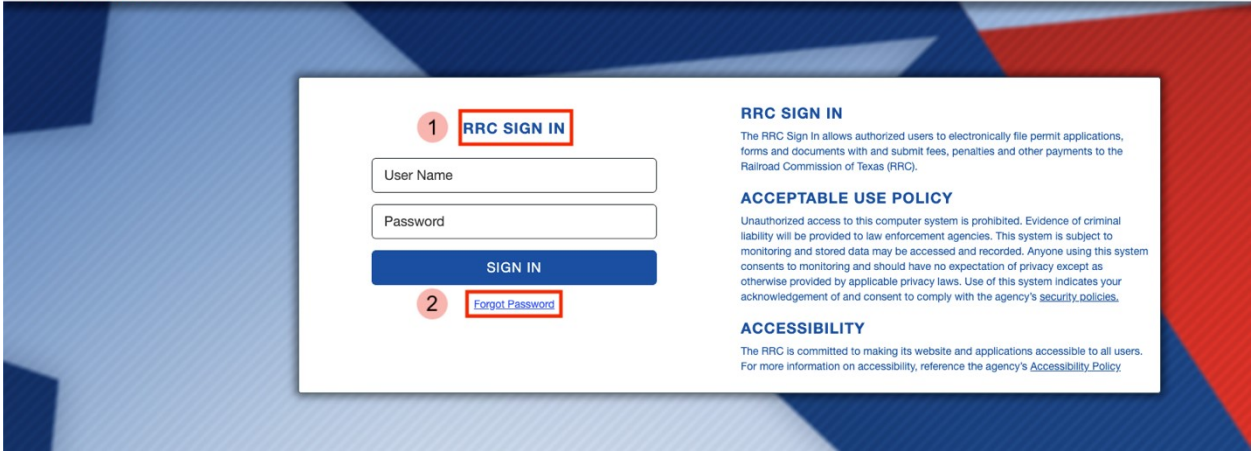
**Sign Up**

## Logging in

Once RAMP access has been obtained:

1. Using your valid credentials, log in using this link: <https://myaccess.texas.gov/sso/>.

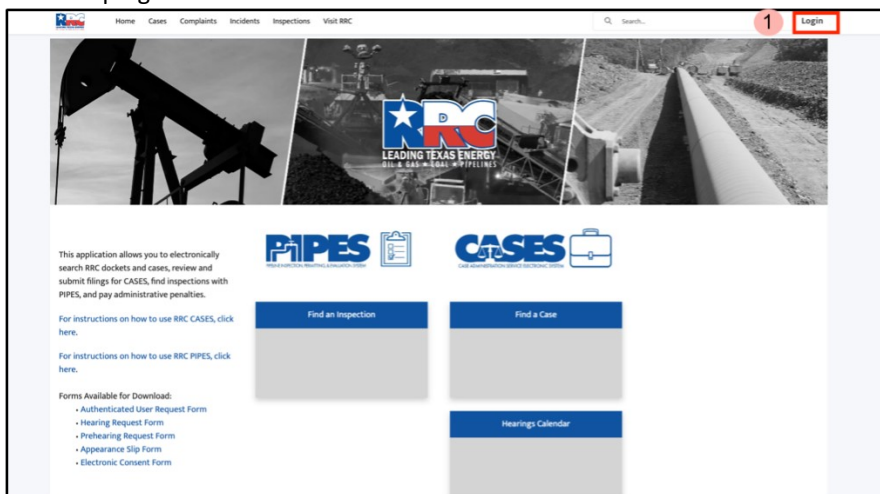
2. If you are having trouble logging in, utilize the 'Forgot Password' button below the 'RRC SIGN IN' button and follow the instructions.



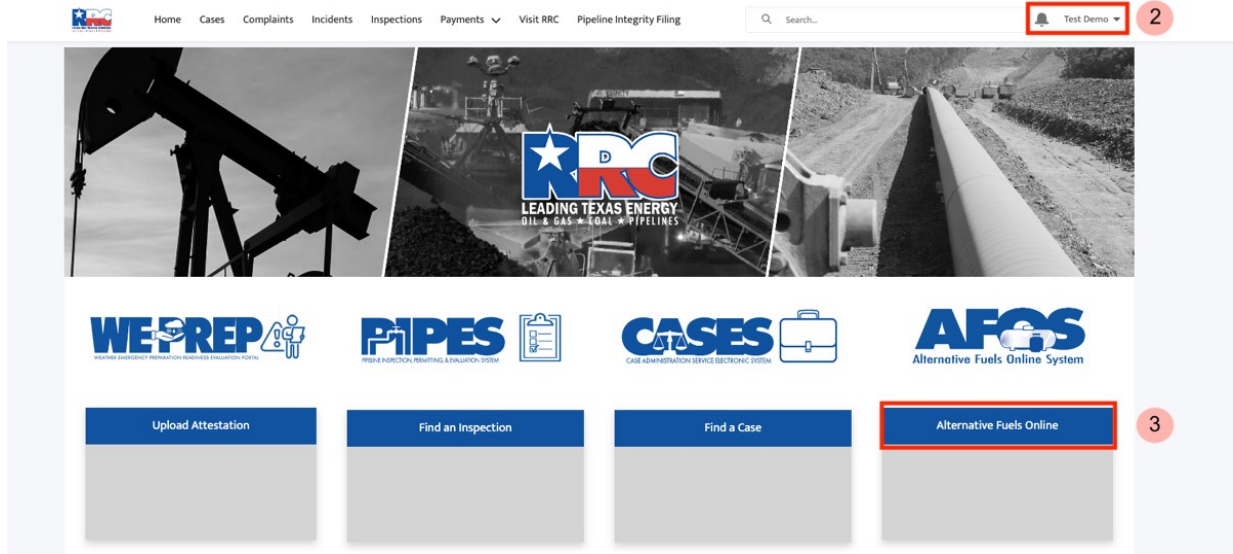
## RRC Online Home Page

### Accessing the AFOS tile from the Home Page:

1. The RRC home page provides access to the AFOS tile. This tile is only available to users who have logged in and who have the appropriate permissions. If you do not see the AFOS tile, please click the 'Login' button on the top right to continue.



2. Once logged in, ensure your name is shown beside the **bell icon** as seen in the below screenshot.
3. The Tile Menu that lives on the Home Page allows AFS users to navigate to the Alternative Fuels Online menu to see all options available to them. This menu, along with the 'AFOS' logo, is only visible to users who have the correct RAMP permissions.

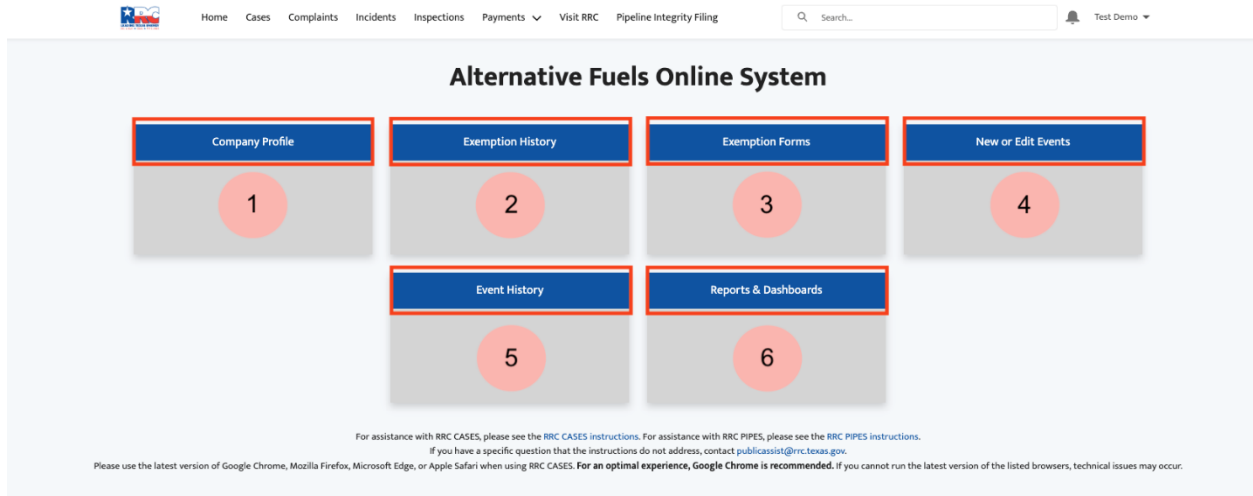


## Alternative Fuels Online System – Menu Page

### Menu Page Summary:

After selecting the 'Alternative Fuels Online' tile on the Home Page, you will arrive at the **Alternative Fuels Online System**. This page contains tiles that provide access to different functions of the system:

1. **Company Profile:** This tile provides access to forms and documents that have been submitted by you or another authorized user from the same company.
2. **Exemptions History:** This tile provides access to Exemption Applications filled out by you or another authorized user at your company.
3. **Exemption forms:** Click this tile to create new Exemption applications.
4. **New or Edit Events:** This tile provides access to classes and exams events in the system, and allows you to create new events, if you are an instructor.
5. **Event History:** This tile shows which events you and other authorized users at your company are registered for.
6. **Reports & Dashboards:** Only Outside Instructors will be able to see this tile.

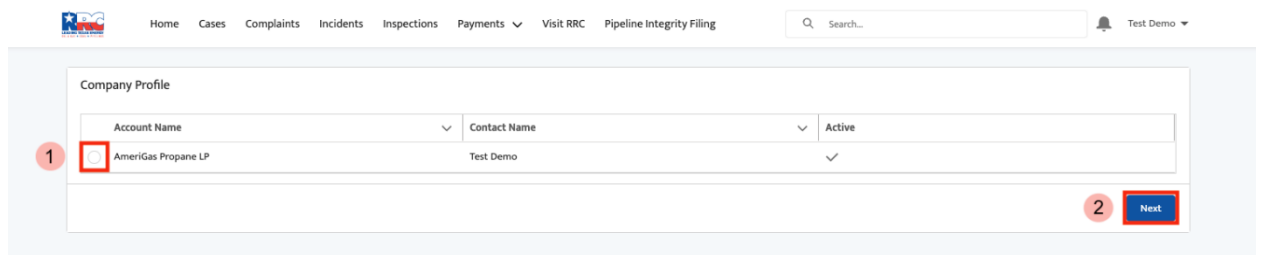


## Company Profile

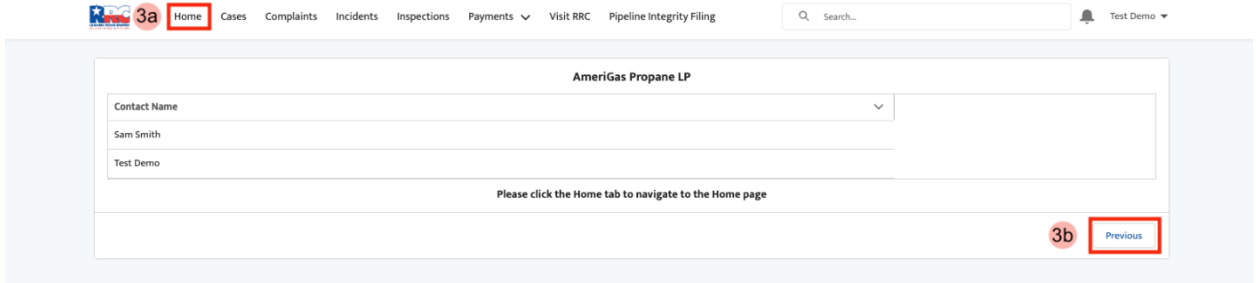
The Company Profile allows users with the appropriate access to view company and user records related to their assigned company or employer. When a user is assigned to more than one company, information for each company will be listed in the Company Profile.

### Steps to view Company Profile:

1. Once inside the Company Profile tile, verify the information under Account Name and Contact Name, and verify there is a check mark under 'Active'. Click the circle next to the Account Name to select it.
2. Click the 'Next' button to proceed.



3. Inside the Company Profile page, you can see all users associated with this company. From here you can:
  - a. Click 'Previous' to return to the last page.
  - b. Click 'Home' at the top left to be taken back to the RRC Home Page.

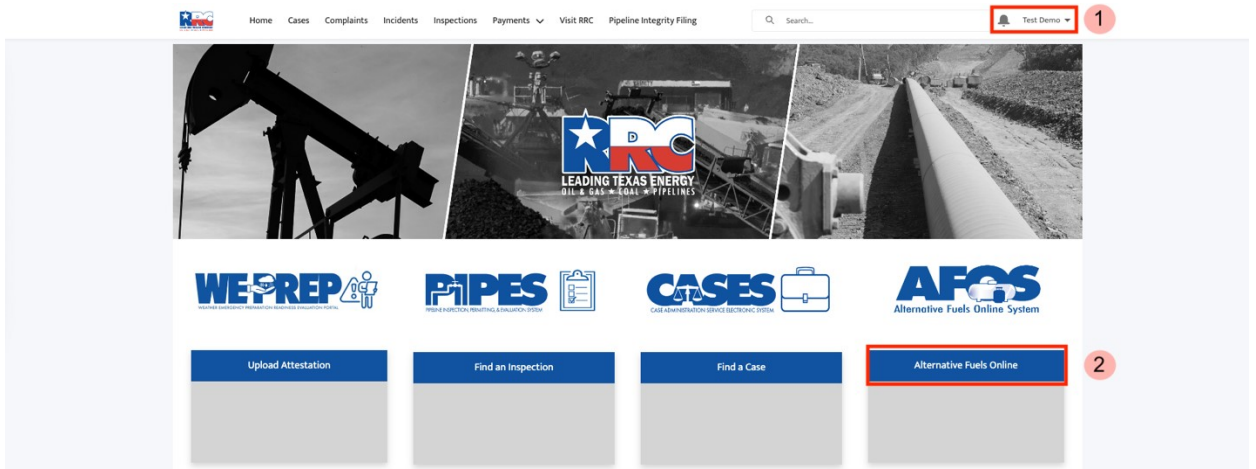


## Alternative Fuels Events

This page provides access to certification class and exam events available for registration. Students can register for and pay for events. In addition, instructors can create new events and invite students to them.

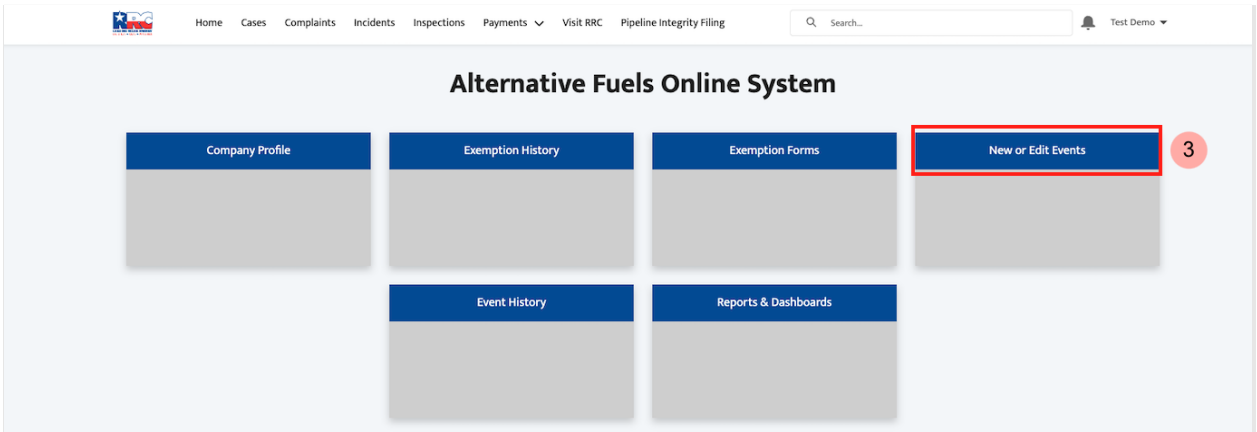
### Steps to View Events:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.

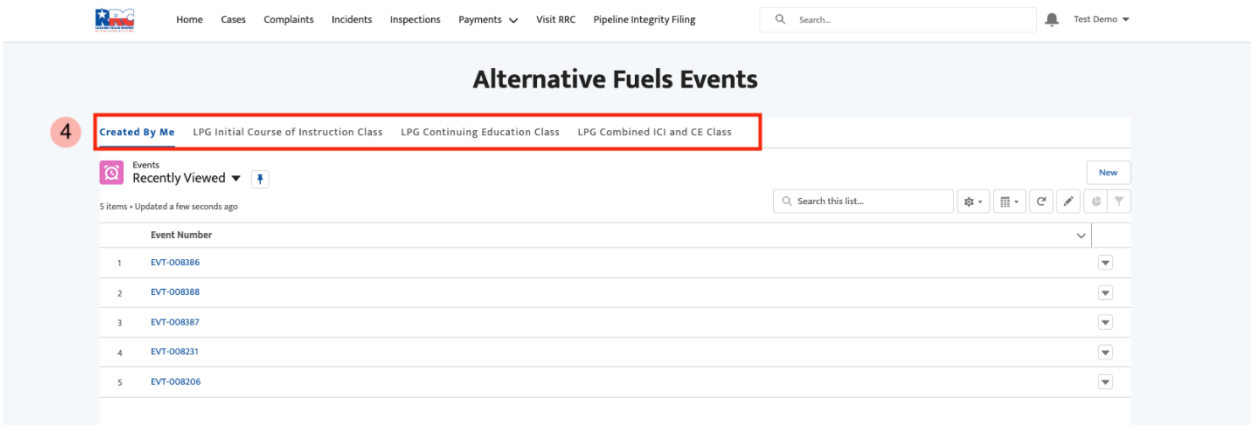


3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'New or Edit Events'.





1. You will be taken to the **Alternative Fuel Events** page and defaulted to be shown events 'Created By Me'. The default view, shown below, displays all events that have been recently viewed; this can be adjusted with the drop-down menu to see additional events.



## Outside Instructor vs. PERC Instructor Events

Instructors have authorization to teach certification classes and to proctor certification exams. The AFOS system manages classes and exams by two types of instructors: Outside Instructors and PERC Instructor.

Outside Instructors are not employed by the RRC but conduct certification classes and certification exams for students wishing to be certified by the RRC. Outside Instructors will use the AFOS system to create class events and allow students to register for them. Each student who registers for a class or exam conducted by an Outside Instructor will need to pay for their event at the time of registration. Once the event has been completed, the Outside Instructor will need to record the grades for each student.

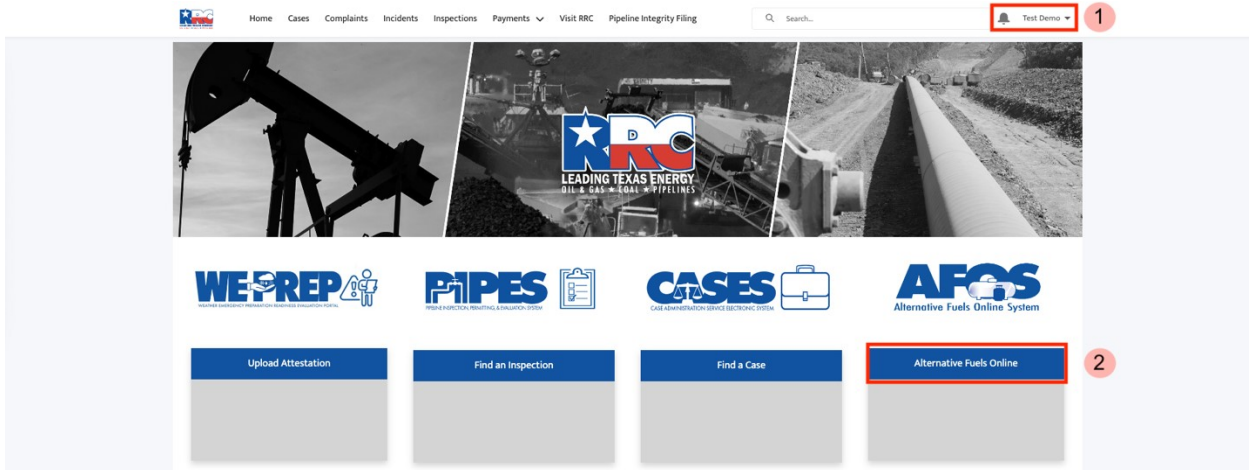
PERC Instructors, in contrast, only use the AFOS system after they have conducted a certification class or exam. They use the system to enter an entire roster of students who have completed the class or exam. The PERC instructor will pay the registration fees for each student who completed the event at the time they enter the roster.

## Creating Events as an Outside Instructor or PERC Instructor:

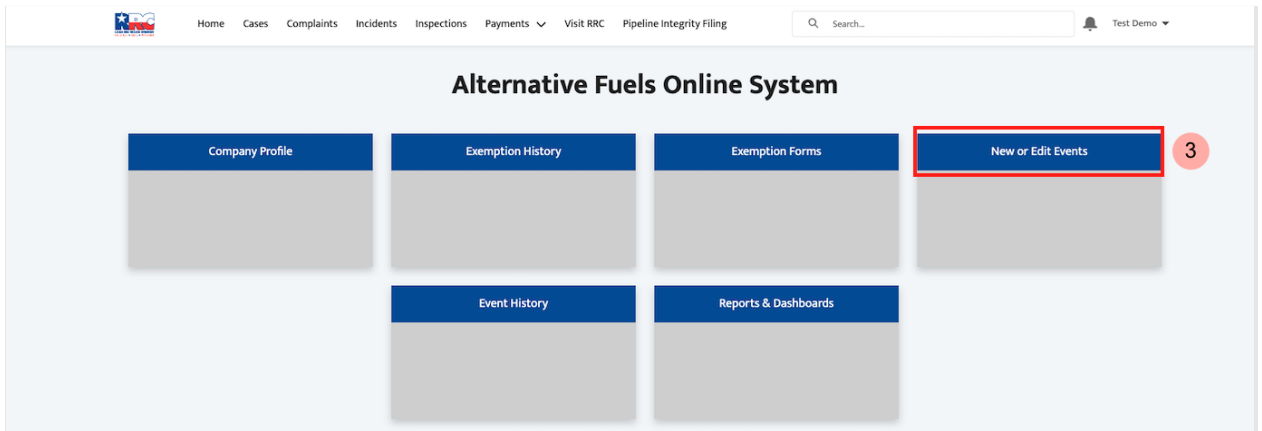
Outside Instructors can create new classes that will appear on the AFS list of events. Once a new event has been created and marked as 'open', people will be able to register for the event on the Events portal. PERC Instructors can also create events to enter their own class rosters, but these are not available in the Events portal.

### Steps for Creating a New Event:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.

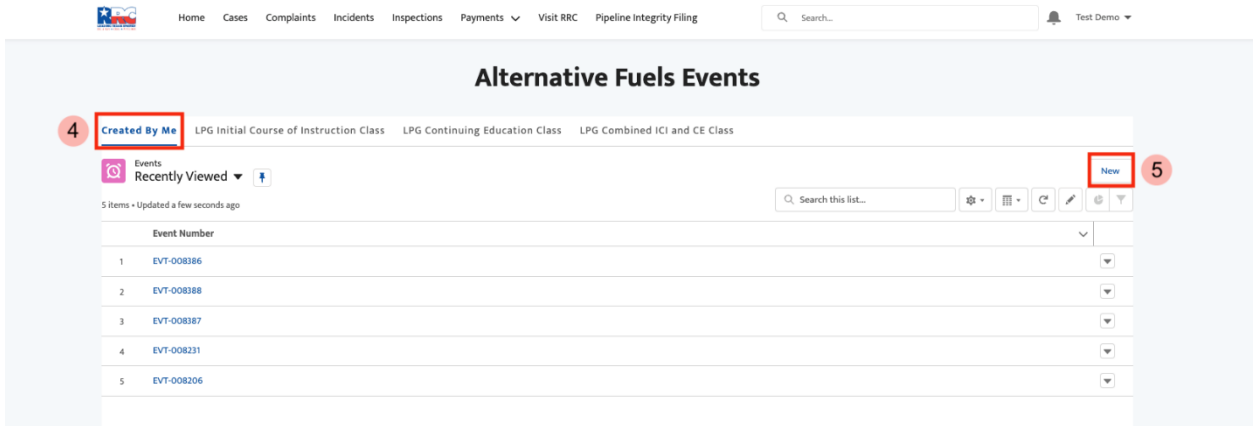


3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'New or Edit Events'.

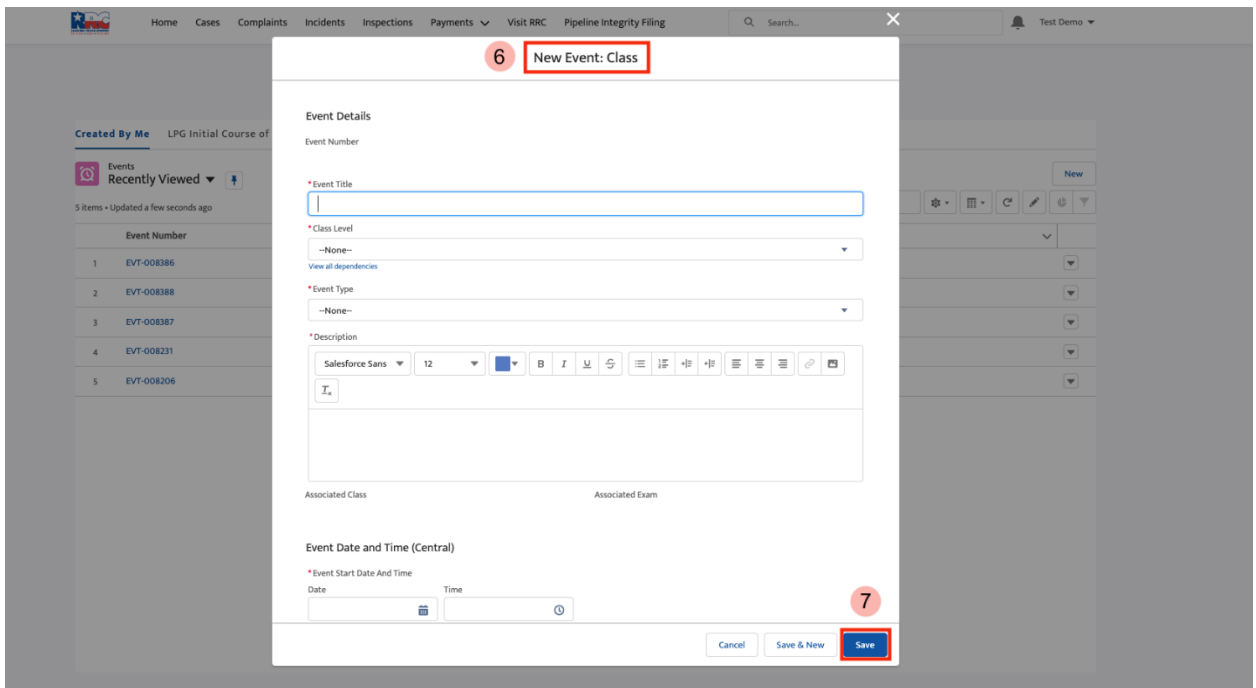


4. You will be taken to the **Alternative Fuel Events** page and defaulted to be shown events 'Created By Me'. The default here is showing all events that have been recently viewed, this can be adjusted with the drop-down menu to view additional events.

- The events listed are already created/current events. To create a new one, select the 'New' button on the right-hand side of the web page.



- A 'New Event: Class' screen will then pop up.
- Based on the event you are creating, fill in the appropriate details. Once complete, click the 'Save' button towards the bottom right of the pop up. The new event will be shown back under 'Created By Me'. Now students can register for this class via the Events portal, until the class has reached capacity.

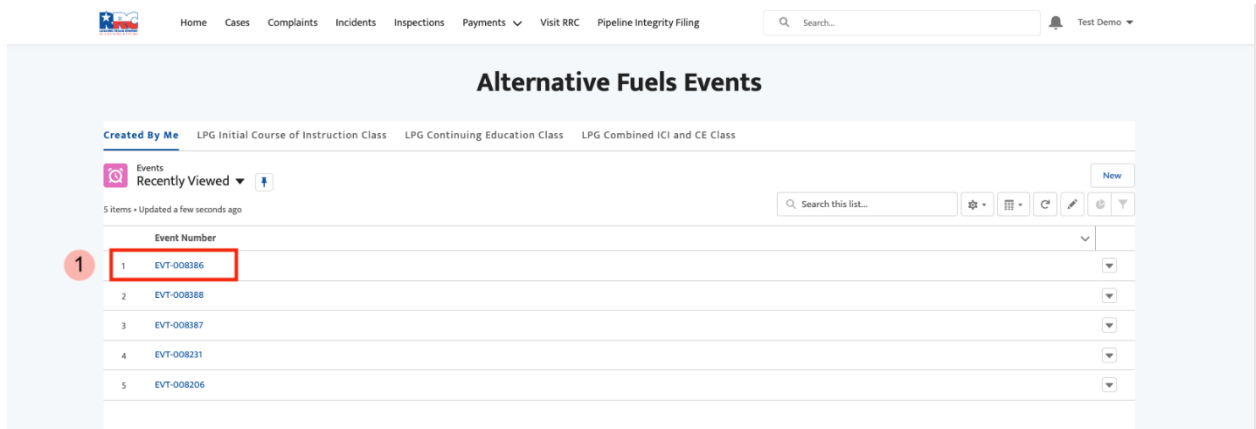


### Adding Students to an Event as an Outside Instructor:

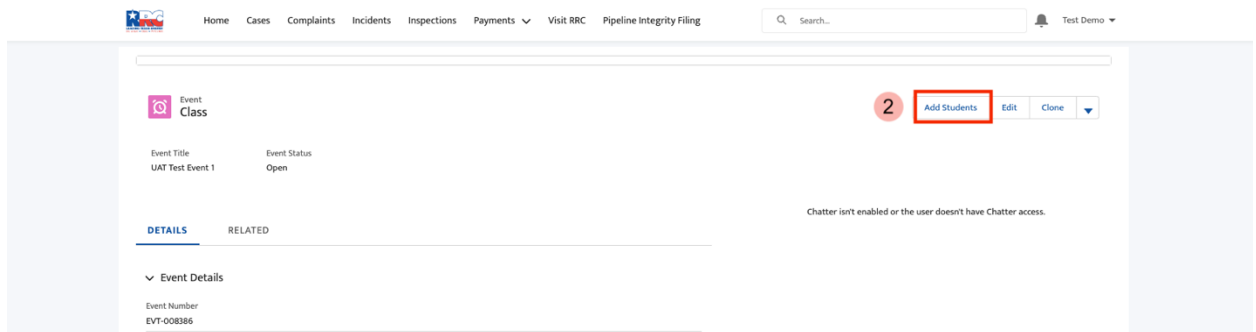
Outside Instructors can create new classes that will appear on the AFS list of events. Once a new event has been created and marked as "open", people will be able to register for the event on the Events portal. Outside Instructors can add students to their courses, if needed.

## Steps for Adding a Student to an Event:

1. Follow the same steps 1-3 for Creating an Event. In the Alternative Fuel Events tab, the event listed first is the one most recently created; for example, EVT-008386 in the image below. Click into it to see event details and to add students.

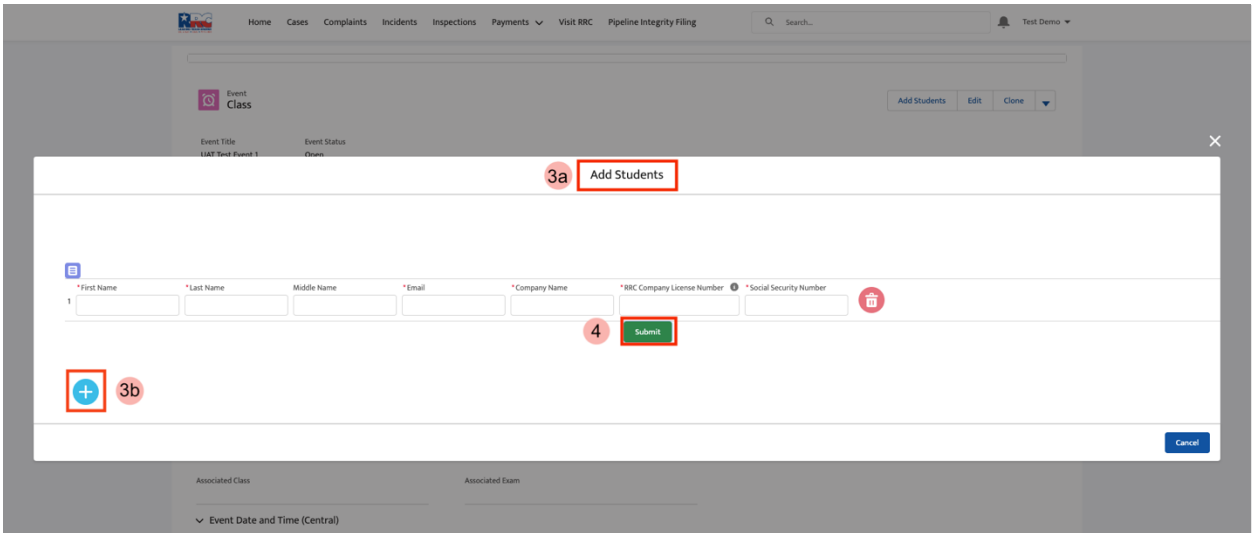


2. The event description is displayed. Click the 'Add Students' button on the right-hand side to add students to this event.

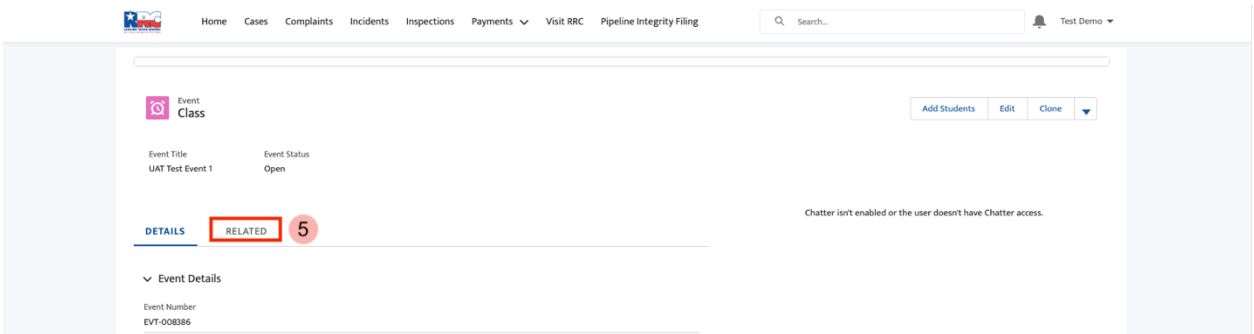


3. When the **Add Students** pop-up appears:
  - a. enter student information as necessary – note all fields are required apart from Middle Name.
  - b. To add multiple students on one screen, click the + button and new rows for additional students will appear.

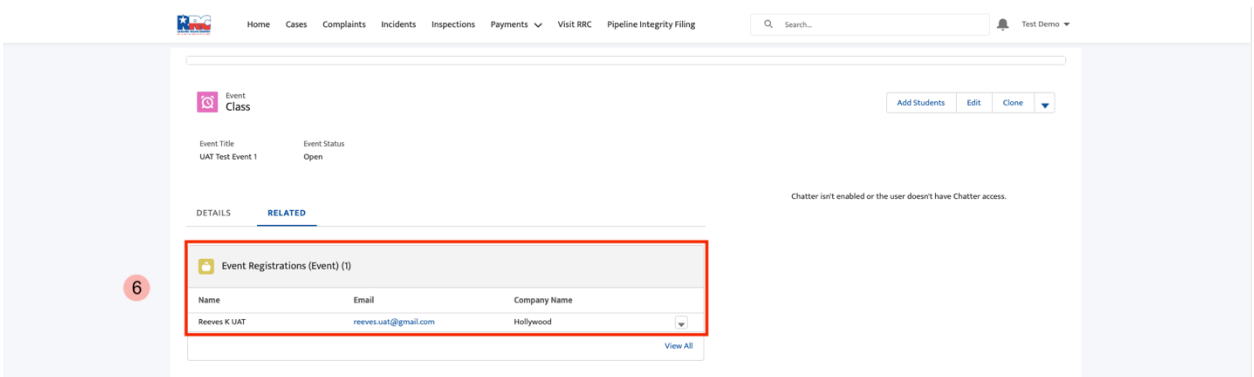
- Once the student information has been entered, click the 'Submit' button.



- Once back in the event details page, click 'Related' to view all students that have registered and to see their details.



- This screen in 'Related' is confirming the student has been added to the event.

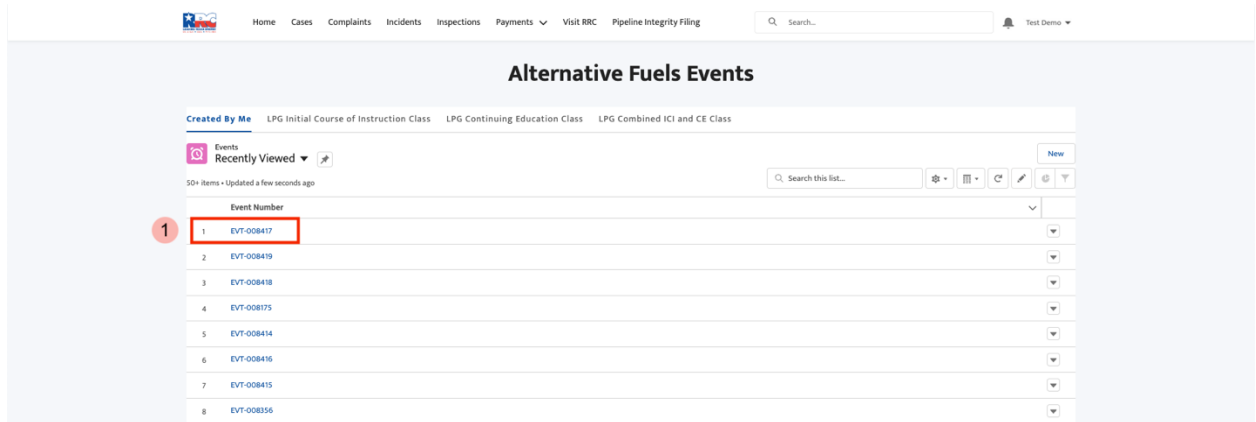


### Adding Students to an Event as a PERC Instructor:

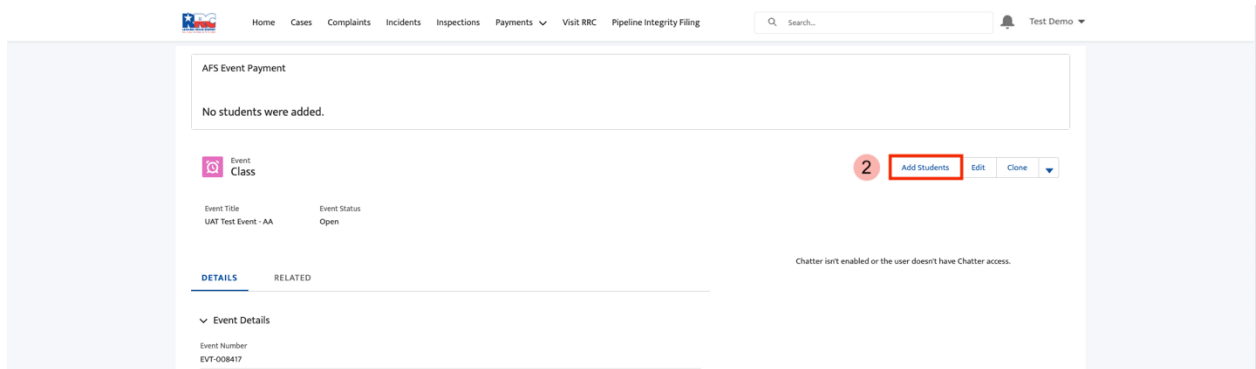
PERC Instructors can create new classes, but these are not available in the Events portal. Once a new event has been created and marked as "open", a PERC Instructor should complete the roster of students who have taken their class or exam and pay the appropriate fees.

## Steps for Adding a Student to an Event:

1. Follow the same steps 1-3 for Creating an Event. In the Alternative Fuel Events tab, the event listed first is the one most recently created; for example, EVT-008386 in the image below. Click into it to see event details and to add students.



2. The event description is displayed. Click the 'Add Students' button on the right-hand side to add students to this event.



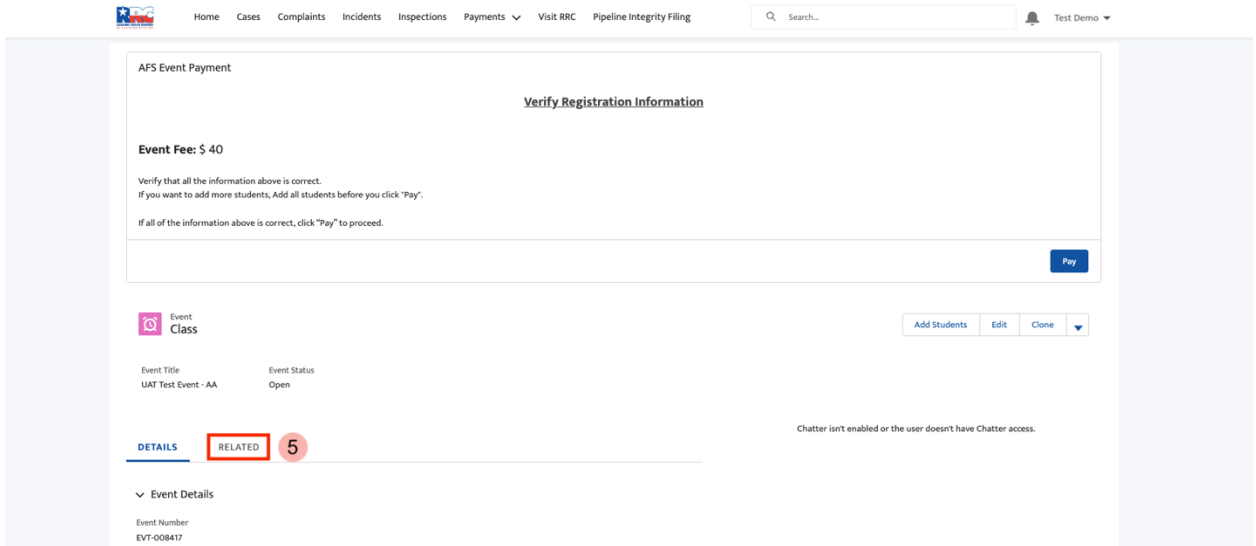
3. When the **Add Students** pop-up appears:
  - a. Enter student information as necessary – note all fields are required apart from Middle Name.
  - b. To add multiple students on one screen, click the + button and new rows for additional students will appear.

4. Once the student information has been entered, click the 'Submit' button.

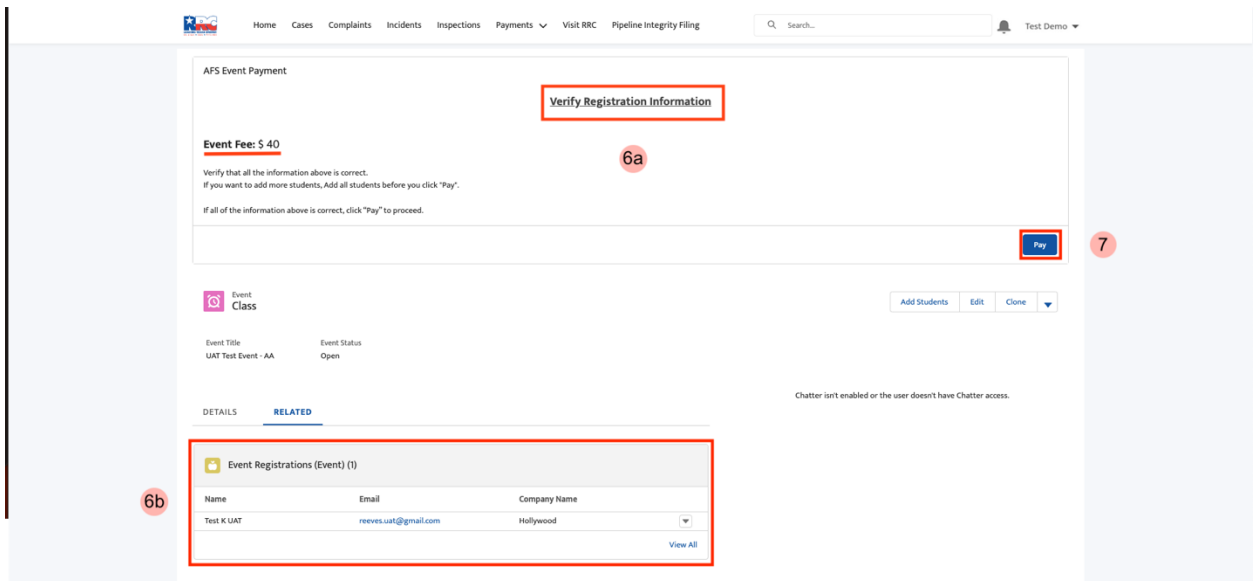
This screenshot shows the 'Add Students' form in a web application. The form is titled 'Add Students' and contains a table with the following columns: \*First Name, \*Last Name, Middle Name, \*Email, \*Company Name, \*RRC Company License Number, and \*Social Security Number. A red box labeled '3a' highlights the 'Add Students' title. A red box labeled '4' highlights the 'Submit' button. A red box labeled '3b' highlights a plus sign icon in the bottom left corner. A 'Cancel' button is located in the bottom right corner of the form. The background shows a navigation menu with items like Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing.

This screenshot shows the 'Add Students' form after submission. The form is now empty and contains the text 'Click Cancel to close this overlay.' in the center. A 'Cancel' button is located in the bottom right corner of the form. The background shows the same navigation menu as the previous screenshot.

- Once back in the event details page, click 'Related' to view all students that have registered and to see their details.



- This screen in 'Related' is confirming the student has been added to the event.
  - Confirm you read and understand the disclaimer under **Verify Registration Information**. Please note Event Fees are calculated once all students have been entered and will show the amount for the total number of students who have been added to the event
  - Confirm student information is accurate under **Event Registration**
- Click 'Pay' to proceed to payments.



- A Payment Portal pop-up will appear in a new tab/window. Note the payment ID and verify the amount to be paid.
  - Once confirmed, select your desired payment type.



- b. Click 'continue' to proceed to the Contact Information tab.

Payment Portal:

1 Select Quantity    2 Contact Information    3 Verify Information    4 Pay Fee    5 Confirmation

Payment Id: 5040

| Fee Description           | Amount   | Quantity | Total    |
|---------------------------|----------|----------|----------|
| LPG Exam (employee level) | \$ 40.00 | 1        | \$ 40.00 |
| RRC Fee                   |          |          | \$ 40.00 |

Payment Type:  Electronic Check  Credit Card

8a

8b

9. In the Contact Information tab,
  - a. Input all required information.
  - b. Click 'continue' to proceed to the Verify Information tab.

Payment Portal:

1 Select Quantity    2 Contact Information    3 Verify Information    4 Pay Fee    5 Confirmation

Payment Id: 5040

9a

9b

10. Verify Information tab – review all information is correct, once verified, click 'Continue'.

Payment Portal:

1 Select Quantity    2 Contact Information    3 Verify Information    4 Pay Fee    5 Confirmation

Please verify the information below. Click the Continue button to proceed with your payment. Click the Exit button to exit.

Payment Id: 5040

|              |                       |
|--------------|-----------------------|
| Name         | TEST K UAT            |
| Company Name | HOLLYWOOD             |
| Phone Number | (111) 111-1111        |
| Email        | reeves.usat@gmail.com |

| Fee Description           | Amount   | Quantity | Total    |
|---------------------------|----------|----------|----------|
| LPG Exam (employee level) | \$ 40.00 | 1        | \$ 40.00 |
| RRC Fee                   |          |          | \$ 40.00 |
| Texas.gov Price           |          |          | \$ 41.16 |

This payment is for a non-refundable fee pursuant to 16 Texas Administrative Code: §§9.5, 9.7, 9.8, 9.9, 9.10, 9.11, 9.18, 9.51, 9.54, 9.101, 9.130, 13.25, 13.70, 13.80, 14.2019, 14.2040 and 3.78(c). Texas Natural Resources Code: 113.084, 113.088, 113.093, 113.131, 113.163 and 116.072 Texas.gov Price. This online service is provided by Texas.gov, the official website of Texas. The price of the service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

10

11. Pay Fee tab has a summary of created fees.
  - a. Read and verify the Disclaimer.
  - b. Click on the 'Make Payment' button once ready to proceed.

**Railroad Commission of Texas**

Payment Portal:

1 Select Quantity   2 Contact Information   3 Verify Information   4 Pay Fee   5 Confirmation

Summary of Created Fees (Register Number): 398568

Payment id: 5040

| Fee Description           | Amount   | Quantity | Total    |
|---------------------------|----------|----------|----------|
| LPG Exam (employee level) | \$ 40.00 | 1        | \$ 40.00 |
| RMC Fee                   |          |          | \$ 40.00 |
| Texas.gov Price           |          |          | \$ 41.16 |

11a Click the Make Payment button below to proceed to the State Payment Portal secure site for processing your payment. To ensure a completed transaction, please wait for verification of payment processing before proceeding. Upon completion of the transaction, you will receive a return page with a trace number and authorization information.

11b Previous   **Make Payment**   Exit

Note: Texas.gov Payment Services recently implemented security changes to enhance credit card validation for payments to help ensure the person making the payment is an authorized user for the credit card. The security enhancements are in the Credit/Debit Card payment page. If the zip code entered in the address section and the credit card security code do not match the information on file with the credit card company, the payment will fail. Please contact your credit card company to verify this information if your payment fails.

12. A new payment portal will appear.
  - a. Fill in all necessary information (name and address) on the Customer Info tab.
  - b. To proceed, click the next button.

**Railroad Commission of Texas**

1 Payment Type   2 Customer Info   3 Payment   4 Submit Payment

Payment

Payment Type

Credit/Debit Card

Customer Information 12a

Country \* Complete all required fields [ \* ]

First Name \*    Last Name \*

Address \*

Address 2

City \*    State \*

ZIP/Postal Code \*

Phone Number \*

12b **Next >**

Transaction Summary

|                        |                |
|------------------------|----------------|
| Texas.gov Fee          | \$41.16        |
| <b>Texas.gov Price</b> | <b>\$41.16</b> |

Need Help?  
Please complete the Customer Information Section

Payment Information

Cancel

13. In step 3, 'Payment':

- a. Input credit card information under 'Payment Information'.
- b. To proceed, click the green 'next' button.

The screenshot shows the Railroad Commission of Texas payment portal. At the top, the logo and name 'Railroad Commission of Texas' are visible. Below is a progress bar with four steps: 1. Payment Type, 2. Customer Info, 3. Payment (current), and 4. Submit Payment. The main content area is titled 'Payment' and contains several sections: 'Payment Type' (Credit/Debit Card), 'Customer Information' (Address: TEST K UAT, 123 Slatom Rd, Austin, TX 78702; Phone Number: (111) 111-1111; Country: United States), and 'Payment Information' (highlighted with a red box and labeled 13a). The 'Payment Information' section includes fields for Credit Card Number, Expiration Month, Expiration Year, Security Code, and Name on Credit Card. It also features a 'Credit Card Type' dropdown with icons for Mastercard, Visa, Discover, and American Express. A checkbox is checked for 'Payment Address is the same as Customer Information'. At the bottom right of the form, a green 'Next >' button is highlighted with a red box and labeled 13b. A 'Cancel' button is located at the bottom left. To the right of the main form is a 'Transaction Summary' box showing 'Texas.gov Fee' of \$41.16 and 'Texas.gov Price' of \$41.16. Below that is a 'Need Help?' section with the text 'Complete Billing and Credit Card Information below.'

14. In the Submit Payment tab,
  - a. Verify all Customer and Payment information.
  - b. Select the Verification box confirming that you are not a robot.
  - c. To proceed, click the green 'Submit Payment' button.

Railroad Commission of Texas

**Payment Type** ✓

Credit/Debit Card

**Customer Information** ✓

**Address**  
TEST K UAT  
123 Sialom Rd  
Austin, TX 78702

**Phone Number**  
(111) 111-1111

**Country**  
United States

**Email Address**

**Payment Information** ✓

**Credit Card**  
Visa \*\*\*\*6781  
Exp. 11/2023

**Name on Credit Card**  
Test UAT

**Verification**

I'm not a robot

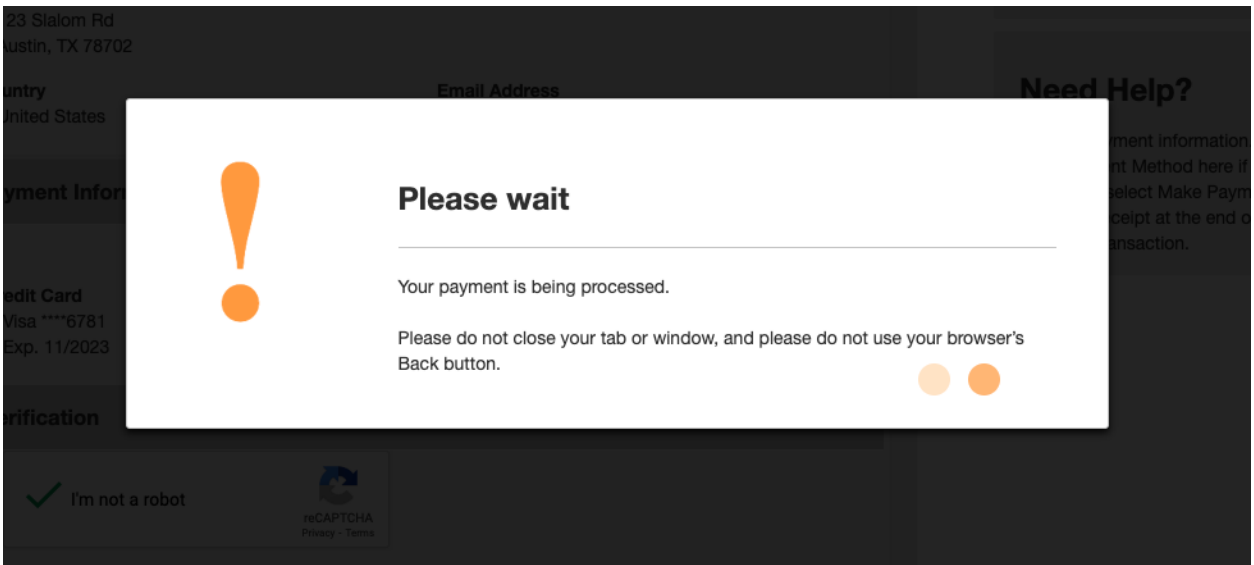
Cancel
Submit Payment

**Transaction Summary**

|                        |                |
|------------------------|----------------|
| Texas.Gov Fee          | \$41.16        |
| <b>Texas.gov Price</b> | <b>\$41.16</b> |

**Need Help?**  
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

15. A payment processing page will then appear, give it a moment till you are taken to the next screen.



16. In the final 'Confirmation' tab, verify all information input again and click 'Return' to complete the payment.

**Railroad Commission of Texas**

Payment Portal:

1 Select Quantity    2 Contact Information    3 Verify Information    4 Pay Fee    5 Confirmation

Payment Id: 5548

|              |                      |
|--------------|----------------------|
| Name         | TEST K UAT           |
| Company Name | HOLLYWOOD            |
| Phone Number | 1111111111           |
| Email        | reeves.ust@gmail.com |

| Fee Description           | Amount   | Quantity | Total    |
|---------------------------|----------|----------|----------|
| LPD Exam (employee level) | \$ 40.00 | 1        | \$ 40.00 |
| RRC Fee                   |          |          | \$ 40.00 |
| Texas.gov Price           |          |          | \$ 41.16 |

| Payment Information |                        |
|---------------------|------------------------|
| Payment Amount      | \$41.16                |
| Date and Time       | 03/27/2023 01:23:17 PM |
| Trace Number        | 45598808 JJCSAT        |
| Authorization Code  | TEST123                |
| Register Number     | 38658                  |

Use the "Print Confirmation" button below to create a printable receipt.

Your application is not yet complete. You **must** click the "Return" button to complete your application.

[Print Confirmation](#) [Return](#) 16

17. To finalize payment, close the payment confirmation page window by clicking 'X' on the tab labeled 'AFS Payment Confirmation' and follow the instruction on next page.

**Thank you for your payment!**

**IMPORTANT:** Your registration is not yet complete.  
To complete your registration, you **MUST** close this window by clicking "X" on this tab labeled "AFS Payment Confirmation" and follow the instructions on the next screen you see.

For assistance with RRC CASES, please see the [RRC CASES instructions](#). For assistance with RRC PIPES, please see the [RRC PIPES instructions](#).  
If you have a specific question that the instructions do not address, contact [publicassist@rrc.texas.gov](mailto:publicassist@rrc.texas.gov).

Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, **Google Chrome is recommended**. If you cannot run the latest version of the listed browsers, technical issues may occur.

18. Back on the RRC page from step 7, read the information provided and when ready, click 'Next'.

The screenshot shows the 'AFS Event Payment' page. At the top, there is a navigation bar with links for Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar and a 'Test Demo' dropdown are also present. The main content area contains a message: 'A new tab should have opened to complete your registration payment. If it did not open and you haven't made a payment, click the "Make Payment" link below. Otherwise, if you made your payment, a confirmation email with a receipt has already been sent to you. Continue the registration process by clicking "Finish".' Below this message is a 'Make Payment' link. At the bottom right of the message box, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box and a circled '18'. Below the message box, there is an 'Event Class' section with buttons for 'Add Students', 'Edit', and 'Clone'. The event details show 'Event Title: UAT Test Event - AA' and 'Event Status: Open'. A 'Chatter isn't enabled or the user doesn't have Chatter access.' message is visible. At the bottom, there is a 'RELATED' section with a table titled 'Event Registrations (Event) (1)'. The table has columns for Name, Email, and Company Name, with one row containing 'Test K UAT', 'reeves.uat@gmail.com', and 'Hollywood'. A 'View All' link is at the bottom right of the table.

19. The payment has now been processed, to complete the transaction, click 'Finish'.

The screenshot shows the 'AFS Event Payment' page after the payment has been processed. The main content area displays a 'Payment processed' message in blue text. Below this, it says: 'Your Event submission is complete. Click "Finish" to complete this transaction.' At the bottom right of the message box, there is a 'Finish' button highlighted by a red box and a circled '19'. The rest of the page, including the navigation bar, event class details, and the 'Event Registrations' table, remains the same as in the previous screenshot.

20. The final page will then show the event has been paid and there is no outstanding balance.

The screenshot displays the RRC system interface. At the top, there is a navigation menu with items: Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar is located to the right of the menu. The main content area is titled 'AFS Event Payment' and contains the message: 'This Event has been paid for. No outstanding balance.' Below this, there is a section for 'Event Class' with a purple icon. To the right of this section are buttons for 'Add Students', 'Edit', and 'Clone'. The 'Event Title' is 'UAT Test Event - AA' and the 'Event Status' is 'Closed For Registration'. Below this, there are tabs for 'DETAILS' and 'RELATED'. The 'RELATED' tab is active and shows a table titled 'Event Registrations (Event) (1)'. The table has three columns: 'Name', 'Email', and 'Company Name'. The first row contains the data: 'Test K UAT', 'reeves.uat@gmail.com', and 'Hollywood'. A 'View All' link is located at the bottom right of the table. At the bottom of the page, there is a footer with assistance information and browser recommendations.

AFS Event Payment

This Event has been paid for. No outstanding balance.

Event Class

Add Students Edit Clone

Event Title: UAT Test Event - AA  
Event Status: Closed For Registration

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS RELATED

Event Registrations (Event) (1)

| Name       | Email                | Company Name |
|------------|----------------------|--------------|
| Test K UAT | reeves.uat@gmail.com | Hollywood    |

View All

For assistance with RRC CASES, please see the [RRC CASES instructions](#). For assistance with RRC PIPES, please see the [RRC PIPES instructions](#).  
If you have a specific question that the instructions do not address, contact [publiccasist@rrc.texas.gov](mailto:publiccasist@rrc.texas.gov).  
Please use the latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari when using RRC CASES. For an optimal experience, Google Chrome is recommended. If you cannot run the latest version of the listed browsers, technical issues may occur.

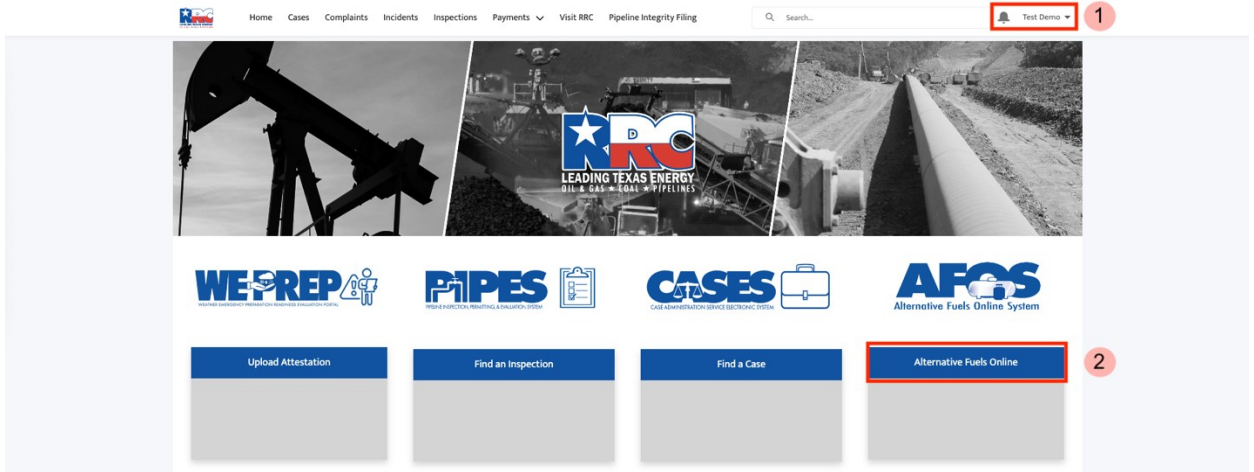
## Viewing Events

The Event History tile shows users a list of the event registrations they have created (Roster Registrations tab) or shows them the event registration records someone has created on their behalf (Assigned Registrations tab). This is also another way for instructors to view the student rosters they have entered into the system.

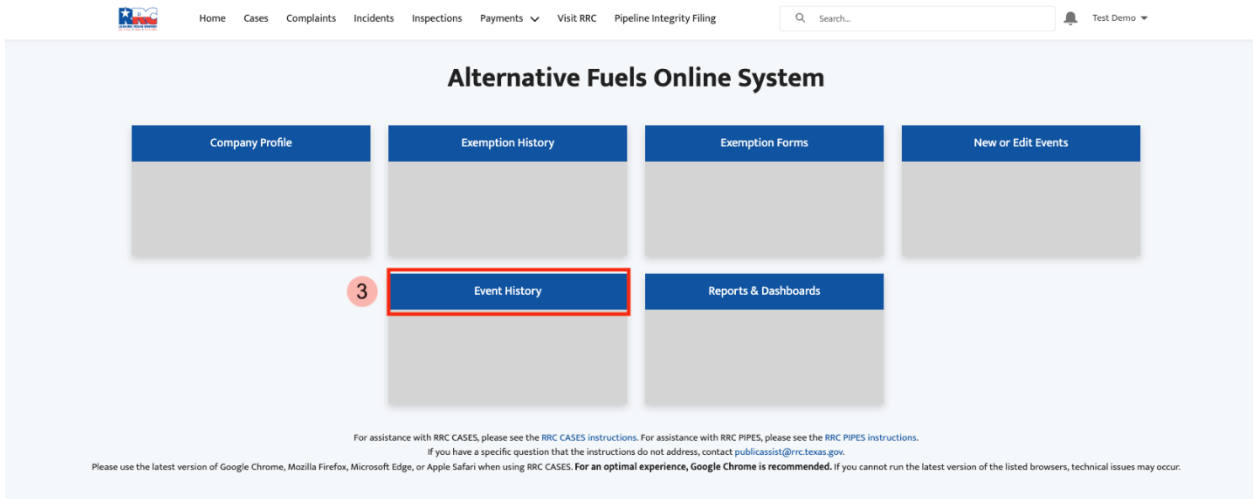
### Steps to view Event Registrations:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.

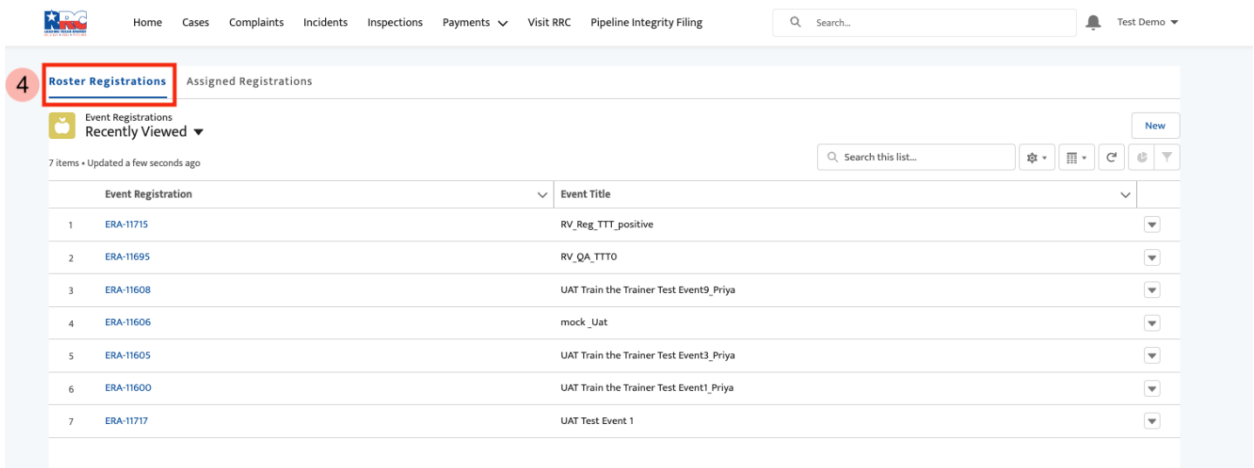
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.



3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'Event History'

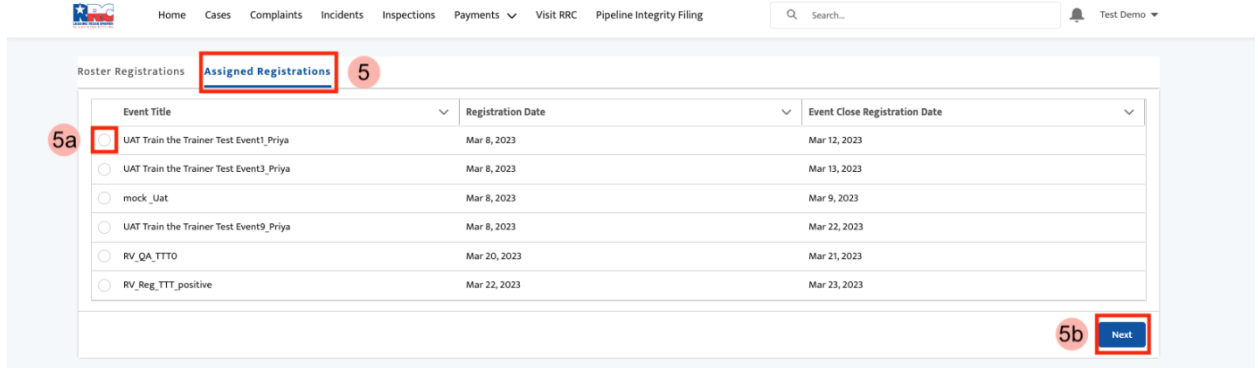


4. The Roster Registrations tab will appear which shows users a list of the event registration records that they have created.

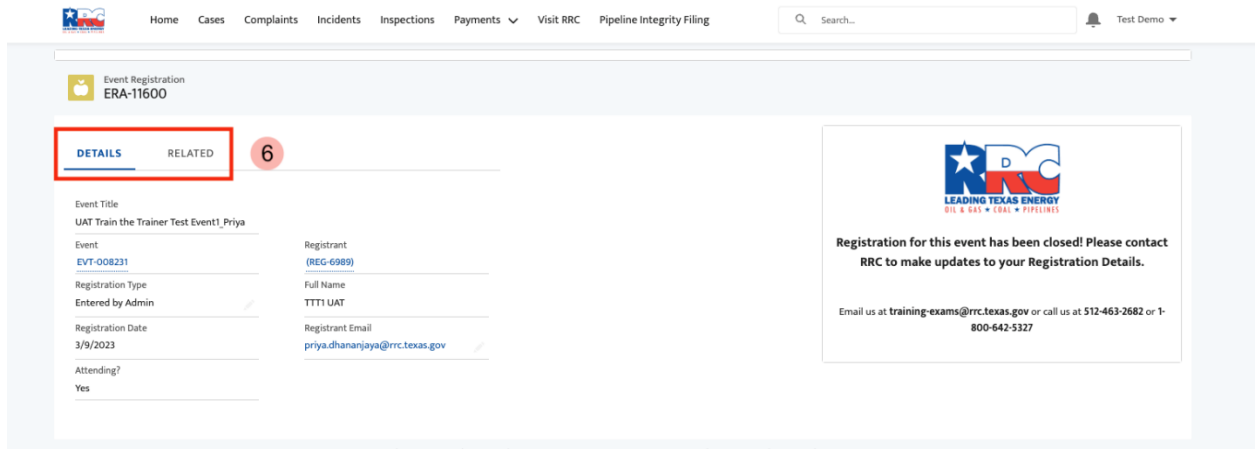




5. The following tab, Assigned Registrations, shows a user the events someone else has registered the user for on their behalf.
  - a. Any event can be clicked into by checking the box next to the desired Event Title.
  - b. Click 'Next' to proceed.



6. This will guide you to the Event Registration Details page where the event details will be listed, as well as the student roster records under 'Related' if you are an instructor.



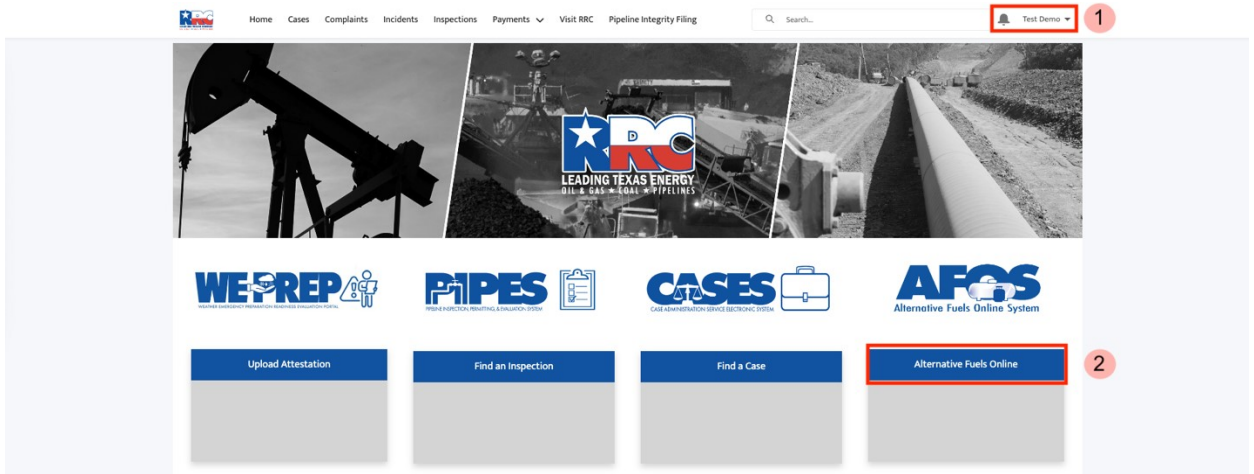
## Registering for an Event as a Student

If a student needs to view and register for a class/event, they can do so in the AFOS system as well.

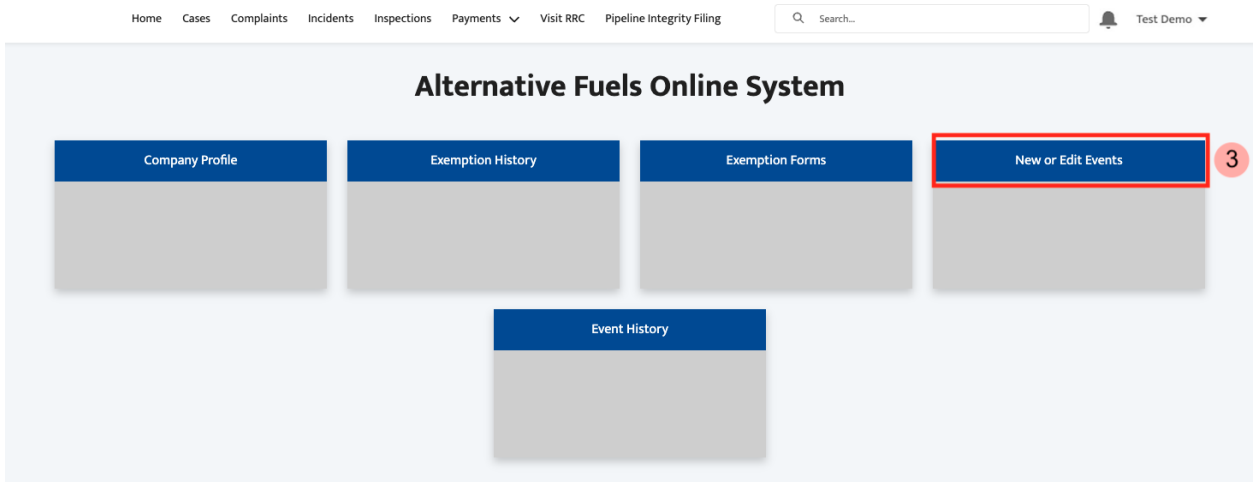
### Steps to Register for an Event as a Student:

1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.

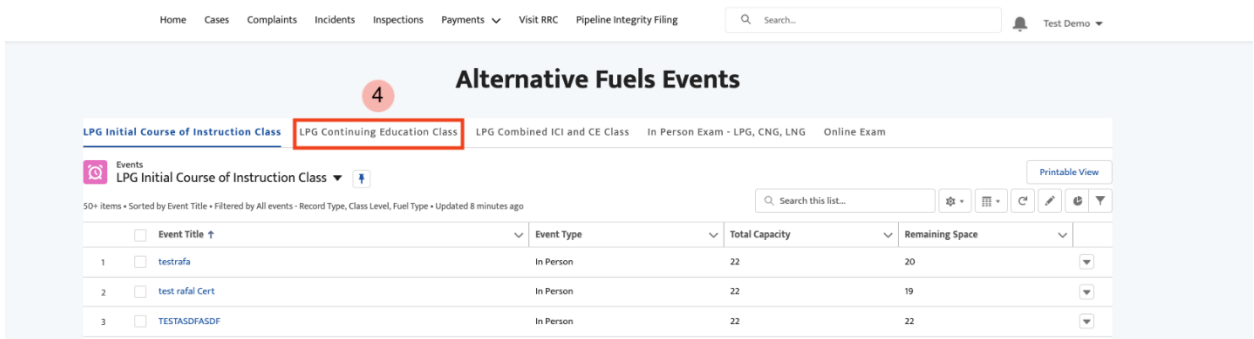
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.



3. Once in the Alternative Fuels Online System, 5 tiles will appear. Click 'New or Edit Events'



4. This page shows 5 tabs with different events on each, select the one necessary for you. For this example, we will click on the 'LPG Continuing Education Class' tab.



5. Within this tab, click on the event that you are trying to register for. For this example, we will **search** and select option, '4.1 LP Gas Dispenser - Continuing Education'.

| Event Title   | Event Type | Total Capacity | Remaining Space |
|---|------------|----------------|-----------------|
| 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education    | In Person  | 40             | 4               |
| 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education    | In Person  | 30             | 3               |
| 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education    | In Person  | 30             | 5               |
| 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education    | Online     | 46             | 0               |
| 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education    | In Person  | 32             | 0               |
| 2.1 LP Gas Dispenser/Bobtail Operations - Continuing Education    | Online     | 46             | 0               |
| 3.8 LP Gas Recreational Vehicle Appliances - Continuing Education | Online     | 45             | 0               |

6. Once on the class details page that you need to register for:
  - a. Read the description and 'Important' notice.
  - b. Once confirmed, click on 'CLICK HERE TO REGISTER NOW' button towards the top right.

**6a** To Register for this class, you must first click on the Register button in the top right-hand corner. **IMPORTANT: Before proceeding with your registration, students must be able to**

7. A late notice and associated fee will appear; once read and understood, click 'Next.'

**7** **Next**

8. Confirm the status of your certification.
  - a. If it is current, check 'Yes', otherwise check 'No'.
  - b. Click 'Next' to proceed.

This screenshot shows a web form with a navigation bar at the top containing 'Cases', 'Complaints', 'Incidents', 'Inspections', 'Payments', 'Visit RRC', and 'Pipeline Integrity Filing'. The main content area has a question: '\* Is your certification current?'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. At the bottom right of the form are two buttons: 'Previous' and 'Next'. Red boxes highlight the 'Yes' radio button (labeled 8a) and the 'Next' button (labeled 8b).

9. If your certification is current, a **New Registrant: Exam/Class** page will come up:
  - a. Input all personal information necessary; mandatory fields marked with a \*.
  - b. Read and acknowledge declaration at the bottom of the page.
  - c. Click 'Next' to proceed.

This screenshot shows a 'New Registrant: Exam/Class' form. The form is divided into several sections:
 

- Name and Contact Information** (labeled 9a): Includes fields for First Name (Test), Middle Name, Last Name (Demo), Student Email (testdemo@gmail.com), Phone Number, Phone Extension, Phone Type (dropdown menu), and Social Security Number.
- Student Address Details**: Includes fields for Address 1 (123 Rd), Address 2, City (Houston), State (TX), and ZIP Code (77095).
- Declaration**: A paragraph of text followed by a checked checkbox labeled 'Declaration Acknowledged' (labeled 9b).

 At the bottom right, there are 'Previous' and 'Next' buttons. A red box highlights the 'Next' button (labeled 9c). The form also features a navigation bar at the top similar to the previous screenshot.

10. A Company Information page will come up next:
  - a. Input all company information necessary; mandatory fields marked with a \*.
  - b. Either enter your RRC Company License number, or if you don't have one or if one is pending, check the box provided for 'No License Number or License is Pending'.
  - c. Click 'Next' to proceed.

Company Information 10a

\* Company Contact Person

Company Name

\* Company Contact Phone Number

Company Contact Phone Extension

\* Company Contact Email

RRC Company License Number 10b

Either enter your RRC Company License number, or if you don't have one or if one is pending, check the box provided

RRC Company License Number

No License Number or License is Pending

10c Previous Next

11. A **Verify Registration Information** page will come up next:
  - a. Confirm all information is accurate (screenshot below is cropped, cutting out company information).
  - b. Click 'Next' to proceed.

Cases Complaints Incidents Inspections Payments Visit RRC Pipeline Integrity Filing Search...

**11a** **Verify Registration Information**

### Name and Contact Information

First Name: Rosie Middle Name: Last Name: Martinez  
 Phone Number: 1234567890 Phone Extension:  
 Phone Type:  
 Student Email: rosalinda.martinez@voltagegrid.com

### Student Address Details

Address 1: 10800 Telge Road Address 2:  
 City: Houston State: TX  
 Zip Code: 77095

### Company Information

RRC Company License Number: 12345

### Registration Fee Summary

Company Contact Person: Priya D  
 Event Title: 4.1 LP Gas Dispenser - Continuing Education  
 Event Start Date and Time: 1/6/2023 9:00 AM  
 Event End Date and Time: 1/6/2023 12:00 PM  
 Venue:  
 Online Continuing Education  
 online  
 online, TX 99999-9999  
 RRC Fee: \$ 0.00

Verify that all the information above is correct. To make changes, use the "Previous" button.  
 If you selected the wrong event, you will need to re-select from the event list and re-enter your information.  
 If all of the information above is correct, click "Next" to proceed.

11b

Previous **Next**

- The final **Event Registration** page will come up next. Click 'Finish' and proceed to check your email and verify the information is correct.

Cases Complaints Incidents Inspections Payments Visit RRC Pipeline Integrity Filing Search...

## Event Registration

Your registration is complete. A registration confirmation email has been sent to you.  
 Click "Finish" to enter another registration.

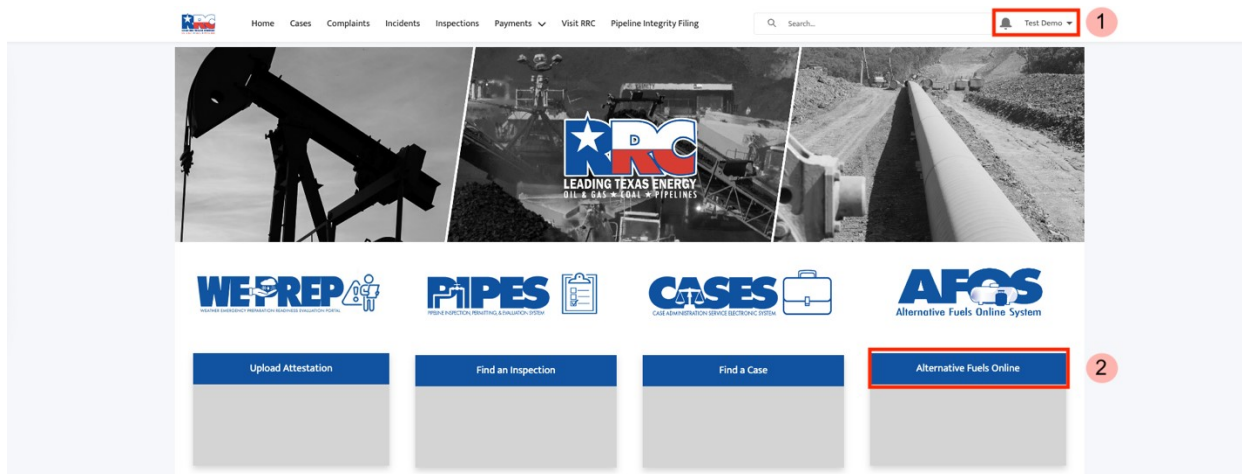
12 **Finish**

## Viewing Reports & Dashboards

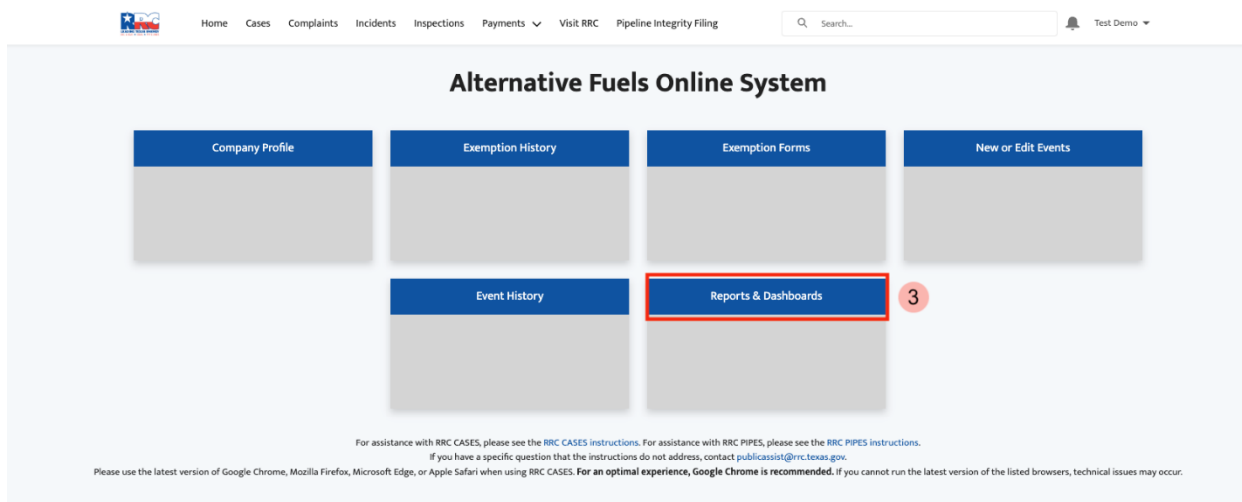
Reports and Dashboards are available for Instructors (Outside Instructors and PERC Instructors) to view reports related to their Classes and Exams.

### Steps to view Reports & Dashboards:

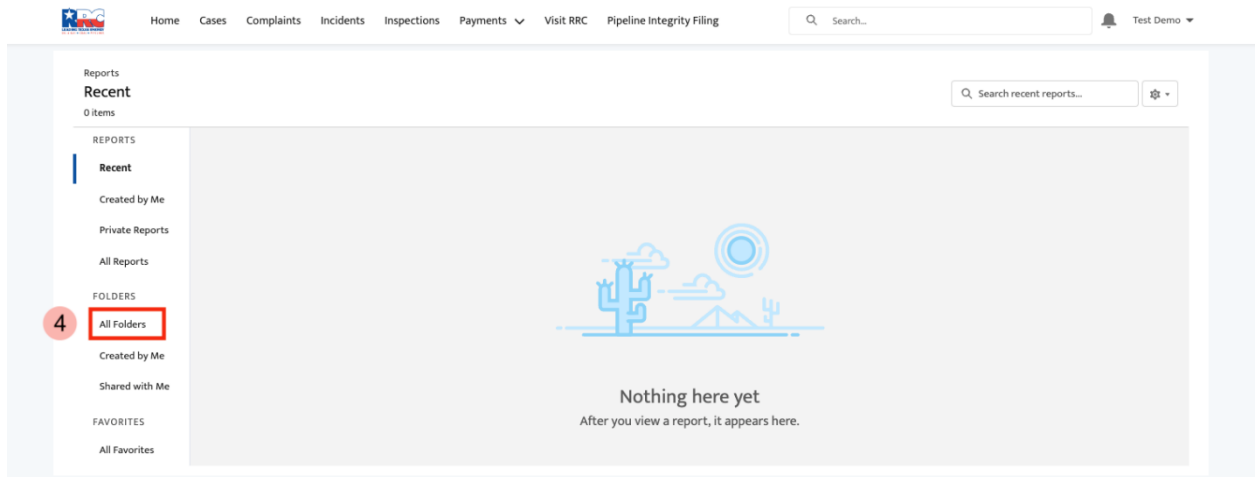
1. Log in to the system; ensure your name is shown to the right of the **bell icon** as we see in the screenshot below.
2. This page shows the 4 main tiles, click 'Alternative Fuels Online' under AFOS.



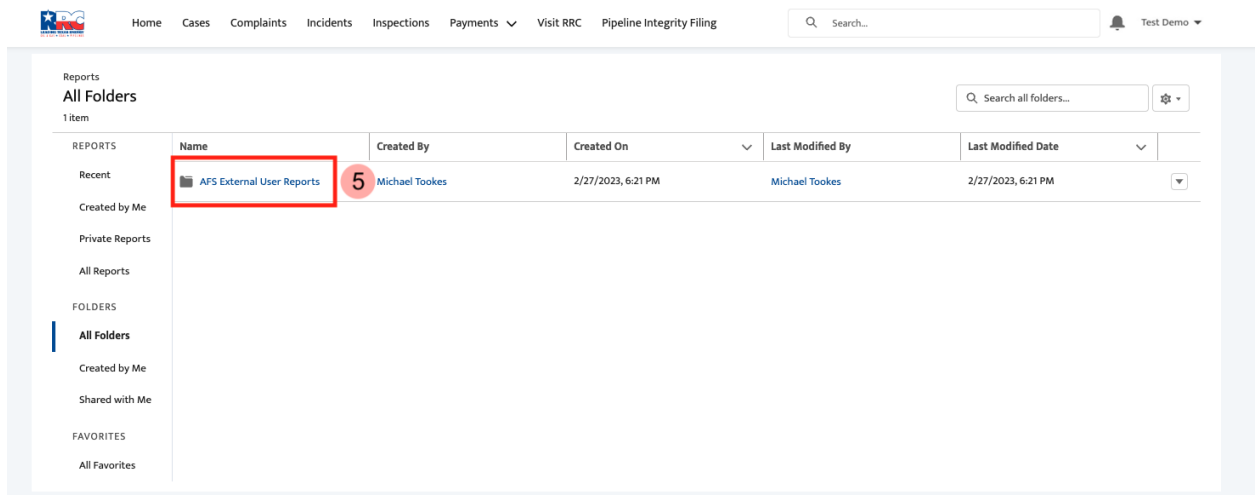
3. Once in the Alternative Fuels Online System, 6 tiles will appear. Click 'Reports & Dashboards'.



4. The page will be defaulted to show 'Recent'; these are reports that have been recently viewed. If the Report you are looking for is not here, click 'All Folders' to view more.



5. In 'All Folders', you will see everything you have been given access to – in this example, there is an 'AFS External User Reports' file available to view.





6. Sub-reports and dashboards, if any, will be shown under the main folder. Click the title to open them.

The screenshot shows a web application interface with a navigation menu at the top: Home, Cases, Complaints, Incidents, Inspections, Payments, Visit RRC, and Pipeline Integrity Filing. A search bar is located on the right. The main content area is titled 'Reports' and 'All Folders > AFS External User Reports'. Below this, there is a search bar for folders and a table of reports. The table has columns for Name, Description, Folder, Created By, Created On, and Subscribed. Two reports are listed: 'Exemptions' and 'Class & Exams'. The 'Exemptions' report is highlighted with a red box, and a red circle with the number '6' is placed next to it. The left sidebar contains navigation options: All Reports, All Folders, Created by Me, Shared with Me, FAVORITES, and All Favorites.

| REPORTS       | Name          | Description | Folder                    | Created By     | Created On         | Subscribed |
|---------------|---------------|-------------|---------------------------|----------------|--------------------|------------|
| Recent        | Exemptions    |             | AFS External User Reports | Michael Tookes | 2/27/2023, 6:21 PM |            |
| Created by Me | Class & Exams |             | AFS External User Reports | Michael Tookes | 2/27/2023, 6:21 PM |            |