

Company Registration for the Gross Production Reporting System Test Site

The Gross Production Reporting System Test Site is a closed registration system, meaning that companies must first contact the Oklahoma Tax Commission for account setup. The registration contact for the Gross Production Reporting System Test Site is:

Tobie Sanders
Oklahoma Tax Commission
Compliance/Audit Division
Gross Production – Payments
405-522-3206

John Cottengim
Oklahoma Tax Commission
Compliance/Audit Division
Gross Production – Claims
405-522-6093

The Oklahoma Tax Commission will ensure the company exists within the system, will determine if the company is authorized to report, and will setup the necessary Company Administrator accounts. Once the Company Administrator(s) have completed the registration process for the test site, additional Company User accounts can be setup by the Company Administrator(s) for additional users of the system. When requesting access to the system from the Oklahoma Tax Commission, ensure the following information is provided for the necessary Company Administrator(s):

First Name
Last Name
Email Address
Company Name
Taxpayer FEIN/SSN
Company Reporting Number

You will be given an initial password, which is a temporary password utilized during the registration process, and will be directed to visit the Gross Production Reporting System homepage to complete the registration process. Once the

Company Administrator account(s) has been setup by the Oklahoma Tax Commission, you will need to complete the following steps to complete the remaining registration process:

1. Visit the Gross Production Reporting System Test Site Homepage
<https://test.www.ok.gov/oktax/gprs/app/login.php>.



Welcome to the Gross Production Reporting System

Registered User:

Username:

Password:

[Login](#)

[Login Help](#)

New User?

Enter Email Address below
to Register:

[Register](#)



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2. Enter the email provided to the Oklahoma Tax Commission, under the 'New User?' section where it states "Enter Email Address below to Register:" and click the 'Register' button to continue to the next step.



Welcome to the Gross Production Reporting System

Registered User:

Username:

Password:

[Login](#)

[Login Help](#)

New User?

Enter Email Address below
to Register:

[Register](#)



3. Enter the initial password provided by the Oklahoma Tax Commission in the 'Initial Password' field and click the 'Continue' button.



Gross Production Reporting System Account Setup

Please complete the registration below. When validated, you will be asked to set up an account using the email address to access the **Gross Production Reporting System** application.

Please follow the instructions on each page that follows.

* - Indicates required field

Email Address

Initial Password



4. Re-enter the email address provided to the Oklahoma Tax Commission, 10-digit phone number, create a username, create a new password, confirm the new password, select security questions, provide answers to security questions and click the 'Submit' button to complete the registration process. It is highly suggested that the username contain the word "test" in order to distinguish it from the username that will be used for reporting.

[Gross Production Reporting System](#) / [Register for Login Account](#) / Register for Login Account

Gross Production Reporting System Account Setup

You will need to set-up an account to access the Gross Production Reporting System. Please enter the information required below to continue.

* Indicates Required Field

User Information:

* First Name:

JOHN

Middle Initial:

* Last Name:

SMITH

* Email:

youremail@example.com

* Re-Enter Email:

* 10-Digit Phone: (digits only)

Create Login Information:

Your Username:

Is NOT case sensitive.

Must be between 8 and 15 characters long.

* Create Username:

Your Password must:

Be reset every 90 days per state policy.

Be between 8 and 15 characters long.

Not based on anything somebody could easily guess (ie - birth date, telephone number, etc.).

Not contain consecutive identical characters. (ie - 77,ee,00, etc.)

Not be all-numeric or all-alphabetical characters. (ie - 55555555,abcdefgh, etc.)

An example of a VALID password is A9f3Z4b0.

An example of an INVALID password is CLASSof1999.

Password IS case sensitive.

* Create Password:

* Re-Enter Password:

Security Questions:

* Question 1:

--Select a Security Question

* Answer 1:

* Question 2:

--Select a Security Question

* Answer 2:

Submit

Back

5. The account has been created and activated. The system will send an automated email so that you can verify your email address, but this is not a required step to complete registration. Click the 'Return to Gross Production Reporting System' button to return to the Gross Production Reporting System homepage.



[Gross Production Reporting System](#) / Thank You

Account Created

Your account has been created and activated. You can login now.

An email has been sent to the email address provided from this registration.

To verify your email address, please follow the instructions in the email.

[Return to Gross Production Reporting System](#)



6. Enter the username and password created during the registration process, and then click the 'Login' button.

The screenshot shows the Oklahoma Tax Commission's Gross Production Reporting System login page. The header features the Oklahoma Tax Commission logo and the text "Gross Production Reporting System". A navigation bar includes links for "Home", "Oklahoma Tax Commission", "Contact Us", and "State of Oklahoma Website". The main content area is titled "Welcome to the Gross Production Reporting System". On the left, there is a "Registered User:" section with "Username:" and "Password:" input fields, both highlighted with red boxes. Below these fields are "Login" and "Login Help" buttons, with a red arrow pointing to the "Login" button. A "New User?" section follows, with the text "Enter Email Address below to Register:" and an empty input field, and a "Register" button below it. The footer contains a small graphic of a key, the text "Policies | About Oklahoma's Web Portal | Feedback", and the copyright notice "© 2014 State of Oklahoma".

