QUICK “HOW TO” GUIDE for FracFocus.org, Hydraulic Fracturing Disclosure Website Usage
May 10, 2012
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Registering a Company to use the Chemical Registry Website

- Open your web browser and browse to: www.hydraulicfracturingdisclosure.org
- Select "Log In" on the upper right side of the web page or Register in the User Menu

If clicked “Log in” on the login page, click the blue Register hyperlink above the "Account Information" area, this will take you to the Company Registration page.
• At the Company Registration form, be sure to fill out all information on the form. Be sure to pay special attention to:
  o Validation Question and Answer - required for login later
  o Password - You must create a password at least 6 characters in length. It must also contain at least 1 non-alphanumeric character such as (!@$).
  o Captcha - The captcha control required that you enter two "words" separated by a space. Capitalization of characters and any punctuation is required
  o Be sure to read the web site terms and conditions of use and mark the checkbox saying you agree to them.

• After you have registered successfully, an administrator must approve your account prior to logging into the site for the first time. This will typically happen within 2 business days. Once approved, you will receive an email from the website confirming your account approval. Be sure to check your junk mail folder if you do not see the email in your inbox.

*If you have issues using the registration portion of the website, please contact the website developers, ALL Consulting at 918-382-7581.*
Logging into the Chemical Registry Website

- Once you have received an email from the website telling you that your account has been approved or issued, you may then login to the website.
- To login, in your browser, browse to: www.hydraulicfracturingdisclosure.org
  - Select "Log In" on the upper right side of the web page

- Enter your email address used to register to the site and the password you used to create your account. If you are not the person who registered on the site and your account was created, this password is emailed to you.
- If you have forgotten your password, one can be created and emailed to you by clicking the "Forgot Password?" link in the "Account Information" area of the website.
• Click the "Show Validation Question" button

• If your login information was correct, you will then be prompted with your validation question. Again, if you were the person who registered on the site, you provided this question and answer. If your account was created automatically or by someone else, this validation answer is given to you in the form of an activation code.
Press Login to continue to your personal home page on the website.

If you have issues using the login portion of the website, please contact the website developers, ALL Consulting at 918-382-7581.
Adding a Supervisor to Your Company

With industry input, the website setup for companies has 3 basic levels. One company representative is allowed per company. This company representative may assign himself or others as Supervisors. Once Supervisors are created, a Supervisor may create Data Submitters to upload chemical data to the website.

- After registering your company and retrieving your account activation email from the web site, please go to www.hydraulicfracturingdisclosure.org to login.
- Once logged in, you will be directed to the "Representative Home" area of the site where you may edit your profile or create and manage supervisors.
• Click the "Add & Manage Supervisors" icon to begin the process of setting up Supervisors for your company.

From the "Add & Manage Supervisors" screen, you may set yourself as a new supervisor or also add others in your company as supervisors
  o Adding others as a supervisor gives them the ability to "delete" records on the web site for your company ONLY in addition to being able to activate/deactivate users allowed to upload data.

• Clicking the "Create New Supervisor" button, add the Name and email address of the person you are adding. The System will automatically create their account and message them via email that their account has been created. Their password and activation code will be sent via email.
If you have issues using the supervisor portion of the website, please contact the website developers, ALL Consulting at 918-382-7581.
Adding a New Upload User

- As a "Supervisor", proceed to www.hydrafacturingdisclosure.org and login to the web site.
- Once logged in, you will be directed to your personal home page of the web site.
- To Add a new user with the ability to upload data, click the "Add & Manage Submitters" button.
From the "Add & Manage Data Submitters" screen, you may add yourself as an account with permissions to upload or create accounts for others in your company to upload data.

Click "Create New Submitter" and enter the new users' name and email address of the person you are adding. The System will automatically create their account and message them via email that their account has been created. Their password and activation code will be sent via email.
Add & Manage Data Submitters

Account
Name: Supervisor Test  
Email: MLAYNER@ALL-LLC.COM

Supervisor’s Data Submitters

<table>
<thead>
<tr>
<th>Is Submitter</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>True</td>
<td>Submitter</td>
<td>Test</td>
<td><a href="mailto:mlayner@cox.net">mlayner@cox.net</a></td>
</tr>
<tr>
<td>True</td>
<td>Submitter</td>
<td>Uploader</td>
<td><a href="mailto:Submit@email.com">Submit@email.com</a></td>
</tr>
</tbody>
</table>

Other Submitters in Company

New Submitter Information

- First Name: [Enter]
- Last Name: [Enter]
- Upload: [Enter]
- Email Address: [Enter]

Create Account & Email Submitter

Data Submitter role added successfully.
Submitter Layne,

A new user account on hydraulicfracturingdisclosure.org has been created.

**Account Information**
Username: mlayne1@cox.net
Password: V1ae70k!
Activation Code: 721102554

To Activate your account go to: [http://www.hydraulicfracturingdisclosure.com/Account/Login.aspx](http://www.hydraulicfracturingdisclosure.com/Account/Login.aspx)
(Note: Once Activated, please edit your Account to reset password and set Validation question.)

Please note: Do not reply to this message, this e-mail address does not accept incoming e-mail.

*If you have issues using the data submitter portion of the website, please contact the website developers, ALL Consulting at 918-382-7581.*
Downloading the Upload Template

The Chemical Registry upload template is an Excel File that contains macros and hidden features. It is intended to allow data entry of required fields. If you require an Excel that can be programmed by your information technology group or if you need assistance with automating that, an unlocked version of the template is available by contacting the website developers Mark Layne or Roy Arthur at ALL Consulting. That phone number is 918-382-7581.

- Open up your web browser and browse to www.hydraulicfracturingdisclosure.org
- You MUST have the "Data Submitter" role in order to retrieve the template. If you are a company rep or supervisor, you may assign yourself this role.
- Click the "Download the Excel Template" button from your personalized home page.
• Be sure to use the downloaded template for use in uploading chemical data. Failure to use the template may cause issues with future submissions of chemical data to the registry.

If you have issues using the download template portion of the website, OR require an unlocked version of the template for programming/automation, please contact the website developers, ALL Consulting at 918-382-7581.
Submitting Data to the Registry

- Open up your web browser and navigate to www.hydraulicfracturingdisclosure.org
- Login to the website.
- From your personalized home page, if you have the ability to upload chemical data for your company, you will see an icon with the label "Proceed to Submit Chemical Disclosure".
- Selecting that button will send you to the Submission screen

- From this screen, select the completed Excel template file containing the chemical data you wish to upload by using the "Browse" button.

- After selecting the appropriate Excel file (MUST be in .xls (Microsoft Excel 97-2003) format), click "Submit" one time and wait for the submission to process.

- Upon uploading a valid excel template, the website will create a .PDF of your submission which is available publically and which you may view.
• You may also delete the uploaded chemical data if you discover that it is incorrect for any reason by immediately clicking the delete button.

Using this screen, multiple files may be submitted in succession if desired. 

If you have issues using the submission portion of the website, please contact the website developers, ALL Consulting at 918-382-7581.
Managing Publically Viewable Chemical Records

It may become necessary to remove a previously submitted chemical record from the website either temporarily or permanently. This action may be performed by the Company Representative or a Supervisor setup in the web site.

- To manage your company's public records open up your web browser and browse to www.hydraulicfracturingdisclosure.org
- Login to the website
- On the "User Menu" listed on the right side of the website, select the "Manage Records" link

The manage records link will allow you to view all publically viewable chemical records for your company.

To remove a record from public view, select the "Remove" link left of the record you wish to remove.

- Record will be archived out of the public search and only viewable by you.
- Records are not immediately deleted from the website.
- Records are deleted after 90 days of being "Removed"
To view records that have previously been removed or to restore records to public view, select the "View Deleted Records (These are not visible to the public.) link above the records list.

- By selecting "Restore", you may return a previously removed record back to public view.

If you have issues using the manage records portion of the website, please contact the website developers, ALL Consulting at 918-382-7581.