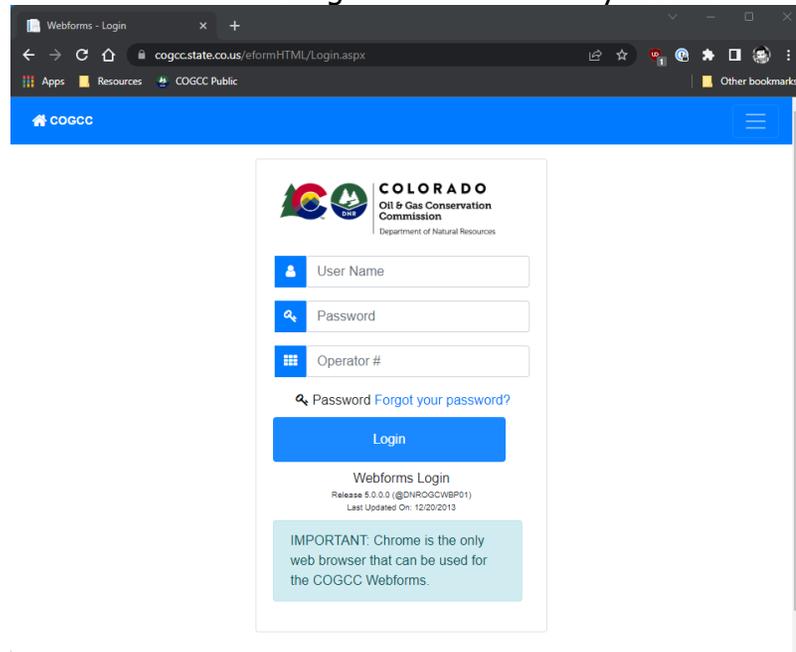


LGD Process Review for WebForm

When an LGD receives an email informing the designee of the receipt of a form that may require review by the LGD, the LGD can log onto the WebForm system to review the form. The LGD will need their Login Name and Password. If you do not know your login name, it can be obtained by contacting Ken Robertson at ken.robertson@state.co.us. The address to login to the WebForm site is <https://cogcc.state.co.us/eformHTML/>

The website needs to be viewed with Google Chrome and may not work correctly if a different web browser is used.



1. The user will enter their Login Name, Password and press enter or click on the login button. The system will verify the user is bring up the default dashboard page. Use the Forgot Your Password link to reset your password

2. The LGD may be able to find their active documents by using the My Tasks checkbox. If there are no results uncheck the box and try the other filters. If the document number is known, enter the desired document number in the Doc field and press Search. The page will refresh and list only that document.

Operator: Status: Form:

Doc: Status[S] Date Create Date

Task: My Tasks County:

Start: End:

Show entries

Search:

Showing 1 to 15 of 15 entries

1

Doc ID	Num	Status	S	Date(S)	Opr Num	Company Name	County	Sec	Twp	Rng	W/L Name	Task	Attc	Edit	Del	View	Date(C)	Act
403128374	02A	IN PROCESS	2	01/16/2023	3104	ANSCHUTZ EXPLORATION CORP	MOFFAT	14	3N	97W	Coyote Fed 0397-14						08/05/2022	

3. Use the View button to review the PDF of the form. To add a comment then click on the row to expand the task selection. Click on the balloon icon



which will open the Comment page. Click on the button to enter a comment.

Doc ID	Num	Status	S	Date(S)	Opr Num	Company Name	County	Sec	Twp	Rng	W/L Name	Task	Attc	Edit	Del	View	Date(C)	Act																																																																																																	
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