TIMS Web Account Access

Application Manual

United States Department of the Interior
Information Technology Division

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https://timsweb.bsee.gov

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Introduction

What is TIMS Web

TIMS Web Company application allows individuals and business entities in the Oil and Gas industry (Industry) to electronically submit Qualification related requests, Changes of Name, Business Conversions, and Mergers to the Bureau of Ocean Energy Management (BOEM).

TIMS Web Bonding application allows Industry and Sureties on the Treasury 570 listing to electronically submit New Bonds, Bond Replacements, Bond Cancellation requests, Bond Termination requests and Bond Riders to BOEM.

Electronic submittal of data provides a secure file transfer mechanism; eliminates data collection errors and inefficiencies; and allows TIMS Web to maintain the most current and accurate data online. Once Company and Bonding requests are submitted, TIMS Web Company and Bonding applications enable BOEM to electronically review and enter the appropriate decision for the request.

Links in this document

Links have been provided for easy and fast access to remote sections in this document. To visit a link, hold the mouse pointer over the link. **Left click** the mouse while pressing the **Ctrl** key. You will be directed to the link target. To return to previous position, hold down **Alt** and press the **left arrow** on your keyboard.

Purpose of this manual

This manual provides information for obtaining access to TIMS Web to submit Company and Bonding requests. Required forms and accompanying instructions are also provided in this document.

Help Desk

The Bureau of Safety and Environmental Enforcement (BSEE) Enterprise IT Service desk is the point of contact for assistance with TIMS Web. For assistance an email may be sent to **EnterpriseITServiceDesk@bsee.gov** or contact 1-877-256-6260. Hours of operation are from 4 a.m. to 6 p.m. Mountain time, Monday through Friday.

TIMS Web Access Types

1. **Administrator:**
   Administrators administer TIMS Web User entitlements (e.g., roles/access rights). They maintain entitlement groups for assigning roles to Users to perform various Company and Bonding functions. Additionally, they are responsible for expiring User entitlements that

are no longer needed; and must submit a new form to BOEM when a User account can be deleted.

Types of Administrators:

a. Qualified Company Administrator: A person who is an Administrator for and an employee of a BOEM qualified company.

b. Surety Administrator: A person who is an Administrator for and an employee of a U.S. Treasury Approved Surety.

c. Agent Administrator: A person who is an employee of a company such as a law firm or regulatory consulting company (i.e., Representative Company), representing a BOEM qualified company as an Administrator for the BOEM qualified company.

2. <u>User:</u>

Types of Users:

a. Qualified Company User: A person employed by a BOEM qualified company who is entitled to access TIMS Web.

b. New Company User: A person employed by either a company seeking to become a BOEM Qualified Company or a Representative Company. A New Company User is only entitled to enter submittals for a new company qualification in the Company application of TIMS Web.

c. Surety User: A person employed by a U.S. Treasury Approved Surety who is entitled to access TIMS Web.

d. Agent User: A person employed by a Representative Company who is entitled to access TIMS Web on behalf of one or more BOEM Qualified companies.

TIMS Web Account Access Application Process

1. Determine access type required (Administrator or User). Please note: Administrators who will also need access as a User, will not be required to submit the User Access Request Form. Once they receive access as an Administrator, they can grant the role of User to themselves without the requirement to submit additional Access Request Forms.

2. Fill out appropriate Access Request Form.

3. Forms _**must be printed on one page**_ (double-sided).

4. Front side of Access Request Form must be signed by person seeking access.

5. Backside of Access Request Form must be signed as follows:

   a. For Qualified Company Administrator or Qualified Company User access: Authorized signatory for BOEM qualified company, as reflected in qualifications records on file with BOEM. Additionally, authorized signatory for BOEM qualified company _**must**_ _**initial**_ the top portion of the back side of the form, "ADMINISTRATOR/USER AUTHORIZATION", authorizing the qualified company User or Administrator.

   b. For Surety Administrator or Surety User access: Authorized signatory for Surety company _**as evidenced by a Power of Attorney instrument which must be attached to the Access Request Form**_. Additionally, authorized signatory for Surety company _**must**_ _**initial**_ the top portion of the back side of the form, "SURETY COMPANY AUTHORIZATION", authorizing Surety's Administrator or User.

   c. For Agent Administrator or Agent User access: Authorized signatory for BOEM qualified company, as reflected in qualifications records on file with BOEM. Additionally, authorized signatory for BOEM qualified company _**must**_ _**initial**_ the top portion of the back side of the form, "AGENT AUTHORIZATION", authorizing the Agent Administrator or Agent User.

   d. For New Company User Access: An authorized signatory empowered on behalf of the company seeking qualification. The authorized signatory _**must initial**_ the top portion of the back side of the form, "NEW COMPANY QUALIFICATION". If the New Company User is employed by a Representative Company, the authorized signatory _**must**_ also _**initial**_ the "AGENT AUTHORIZATION" section.

6. Mail completed forms to:

   BOEM GOM OCS Region
   Attention: Adjudication Section
   1201 Elmwood Park Blvd.
   Stop GM250E
   New Orleans, LA 70123-2394

   Note: Original signed paper forms must be submitted. BOEM cannot accept scanned or photocopied versions of the forms.

7. After forms are deemed acceptable as to form and content, the BSEE Information Technology Division (ITD) will:

   a. For Administrators: Send the ID and temporary password to the Administrator, via certified mail.

   b. For Users: Send the ID and temporary password to the User, via certified mail.

8. When first accessing TIMS Web, all Administrators and Users will be forced to change their password.

9. Companies qualified through TIMS Web system will not be able to make additional TIMS Web submittals until they appoint a Company Administrator or Agent Administrator, following the process outlined above.

Appendix A: TIMS Web Disclaimer

Security

BOEM/BSEE, as developer and manager of the TIMS Web website, has taken several steps to safeguard the integrity of its telecommunications and computing infrastructures, including but not limited to authentication, monitoring, auditing and encryption. Security measures have been integrated into the design, implementation and day-to-day practices of the entire operating environment as part of its continuing commitment to risk management. This information should not be construed in any way as giving business, legal or other advice, or warranting as fail proof, the security of information provided via this web site.

Information presented and collected on this website is shared between BOEM and Users submitting the data. Restrictions have been put in place to maximize the security of the data. All information collected will only be used for purposes for which it was provided and will not be shared with another entity except as prescribed by law. The non-proprietary data submitted will be made available in agency Public Information Office. While every effort is made to provide accurate and complete information, no warranty, expressed or implied, is made as to the accuracy, reliability or completeness of furnished data.

For site security purposes and to ensure that this service remains available to all Administrators and Users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Unauthorized attempts to upload information or change information on this website are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act. Information may also be used for authorized law enforcement investigations.

What happens to the information you submit to us?

The information you submit to us will be transmitted through secure lines to our departmental database. Any private information will only be used for the purposes for which it was provided and will not be shared with another entity except as prescribed by law.

Cookies

This website uses session cookies only. The site will not store a permanent cookie on your machine. The session cookie is used to store a randomly generated identifying temporary tag on your computer and is stored in memory only.

Personally Identifiable Information

You may choose to provide us with personal information, as in email with a comment or question. We use the information to improve our service to you or to respond to your request. BOEM/BSEE will not distribute the email address for any reason except to respond to your request.

Appendix B: Instructions for TIMS Web User Access Request Form

COMPLETED FORM MUST BE PRINTED ON ONE DOUBLE-SIDED PAGE

ITEM	DESCRIPTION
	To electronically fill out the form, type entries in the fields and save a copy of the form under desired name. Use the Tab key to advance from one field to another.
	Front Side
New User	Check this box when you do not have a User ID in TIMS Web.
Add Company for User	Check this box when you have a User ID and are requesting access on behalf of another company.
Delete User	Check this box to delete the User from the system. BOEM will accept Delete User option from Administrator only. The Administrator must expire all entitlements before sending this form.
Name	Enter the name of the User requesting access to the TIMS Web system. The First and Last names are required fields.
Title	Business title of the User requesting access to the TIMS Web system.
Address	Enter the business mailing address of the User requesting access to the TIMS Web system. This address may be used to correspond with the User.
Phone Number and Fax Number	Enter phone and fax numbers of the User requesting access to the TIMS Web system.
Email Address	Enter the email address of the User requesting access to the TIMS Web system. This email will be used to correspond with the User and is a required field.
CONSENT	THE CONSENT BOX MUST BE CHECKED. Checking the Consent Box indicates that the User has read, understands and agrees to adhere to the terms and conditions set forth in the certification section of the form.
User Signature and Date	User must sign and date the form. When deleting an account the Administrator will sign the form.
	Back Side
USER AUTHORIZATION	The authorized signatory must initial this section if the User is employed by a BOEM qualified company.
AGENT AUTHORIZATION	The authorized signatory must initial this section if the User is employed by a Representative Company.
NEW COMPANY QUALIFICATION	The authorized signatory must initial this section if the User is seeking access to the TIMS Web system in order to submit documents for a company seeking to become a BOEM qualified company.
SURETY COMPANY AUTHORIZATION	The authorized signatory must initial this section if the User is employed by a U.S. Treasury Approved Surety.
BOEM Company Number and Company Name	For Company Users: Enter the BOEM Company numbers and Company names for which the User will submit documents in the TIMS Web system. The authorized signatory must have authority, as evidenced in the BOEM qualification records, to sign on behalf of all companies listed in this section. BOEM Company numbers and Company names must be entered in this section, exactly as reflected in the BOEM qualification records. For New Company Users: No BOEM Company number is required but the Company names for which the User will submit new qualification documents must be entered in this section. For Surety Users: No BOEM Company number is required but the Surety company name must be entered. For Agent Users: The BOEM Company number(s) and Company names for which the Agent User will submit documents in the TIMS Web system. The authorized signatory must have authority, as evidenced in the BOEM qualification records, to sign on behalf of all companies listed in this section. BOEM Company numbers and Company names must be entered in this section, exactly as reflected in the BOEM qualification records.

Appendix C: Instructions for TIMS Web Administrator Access Request Form

COMPLETED FORM MUST BE PRINTED ON ONE DOUBLE-SIDED PAGE

ITEM	DESCRIPTION
.	**To electronically fill out the form, type entries in the fields and save a copy of the form under desired name. Use the Tab key to go to the next field.**
	Front Side
New Administrator	Check the appropriate box. Use this box when you do not have a username in TIMS Web.
Add Company for Administrator	Use this box when you have username and want access to another company.
Delete Administrator	Use this box to delete the user from the system. BOEM will accept Delete Administrator option from company Administrator only. The Administrator must terminate all entitlements before sending this form.
Name	Enter the name of the user who wants access to TIMS Web system. The First and Last names are required fields.
Title	Company title of the person requesting access to the TIMS Web system.
Address	Enter the company mailing address for person requesting access to TIMS Web system. This address may be used to correspond with the user.
Phone Number and Fax Number	Enter phone and fax numbers for the user who wants access to TIMS Web system.
Email Address	Enter the email address of the person requesting access to TIMS Web system. This email will be used to correspond with the user and is a required field.
CONSENT	The CONSENT box must be checked. Your consent states that you have read the certifications and agree with them.
User Signature and Date	User needs to sign and date the form.
	Back Side
ADMINISTRATOR AUTHORIZATION	Enter initials if user is employed by a BOEM qualified company.
AGENT AUTHORIZATION	Enter initials if user is employed by a third party company acting as an agent.
SURETY COMPANY AUTHORIZATION	Enter initial if user is employed by a Surety Company.
BOEM Company Number and Name	Enter the companies user needs access to and you have the signature authority for. BOEM will verify the signature for each company before granting the user access to the company. If a company is listed and you do not have signature authority for the company, the whole form will be returned and no action will be taken. If Surety companies are entered, leave the Company Number column blank.
Representative Name	Enter the name of the person signing. This person's name must match the name on BOEM Qualification File unless the company is a surety.
Representative Title	Enter the title of the person entered under Representative Name. The title must match the title on BOEM Qualification File unless the company is a surety.
Representative Signature and Date	The person with BOEM signature authority or the surety company official must sign and date the form.

U.S. Department of the Interior

Bureau of Ocean Energy Management (BOEM)

Bureau of Safety and Environmental Enforcement (BSEE)

TIMS Web User Access Request Form

(This form must be printed on one page only, front and back)

USER INFORMATION:

New User __ Add Company for User __ Delete User ___

Name: _____ _____ __ _____ _____

Prefix   First Name   MI   Last Name   Suffix

Title: _____

Address: **Employer Name**: _____

Division: _____

Street: _____

City: _____ **State**: _____

ZIP: _____ **Country**: _____

Phone Number: _____ **Fax Number**: _____

Email: _____

CERTIFICATION

1. I understand that using the BOEM/BSEE TIMS Web system means I will be using BOEM/BSEE Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in conjunction with Department of the Interior and all related bureau policies. Law prohibits any other use of these items (18 USC Section 641 Violations of the law can result in loss of system access.

2. If I am aware of a security breach (password sharing, hacking), I will immediately notify the Enterprise IT Service Desk.

3. I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TIMS Web system for any reason, I will contact my company's administrator to expire my entitlements and to submit a new form to BOEM to delete my username from the system.

4. I will handle sensitive data appropriately and understand that this information is not to be exchanged, divulged or otherwise compromised in any way unless necessary for official government business. I agree not to disclose information covered by the Privacy Act to unauthorized personnel.

5. I have read the TIMS Web disclaimer and agree to the conditions specified in the document.

__ **I consent and will adhere to the above terms and conditions.**

User Signature: _____ Date**: _____

Initial the appropriate authorization. Only one block must be initialed.

USER AUTHORIZATION

Please <u>initial</u> if user is employed by a BOEM Qualified Company.

_____   I authorize this user to have access to the company's data based on entitlements granted by the company's TIMS Web administrator.

AGENT AUTHORIZATION

Please <u>initial</u> if user is employed by a third party company acting as an agent.

_____   I authorize this user as an agent user who has access to the company's data based on entitlements granted by the company's TIMS Web administrator or by the agent company's TIMS Web administrator.

NEW COMPANY QUALIFICATION

Please <u>initial</u> if this account is being created for a new company qualification.

_____   I authorize this user to have access to submit a new company qualification for the below companies only. **Note:** a BOEM Company Number will not be required in the list below.

SURETY COMPANY AUTHORIZATION

Please <u>initial</u> if this account is being created for Surety company.

_____   I authorize this user to have access based on entitlements granted by the Surety company's TIMS Web Administrator and certify that I have Power of Attorney rights for the Surety as shown in the attached Power of Attorney document.

List all companies that user will submit data for. These must be BOEM qualified companies for which the representative below has BOEM signature authority or a Surety company for which the representative is designated as having Power of Attorney on the attached POA document.

BOEM Company Number
(Leave blank for Surety companies)

Company Name
(Must match that on BOEM Qualification File
or the attached Surety POA)

_____   _____

_____   _____

_____   _____

Representative Name**:** _____
                      (print)
Representative Title: _____

Representative Signature: _____ Date: _____

U.S. Department of the Interior

Bureau of Ocean Energy Management (BOEM)

Bureau of Safety and Environmental Enforcement (BSEE)

TIMS Web Administrator Access Request Form

(This form must be printed on one page only, front and back)

ADMINISTRATOR INFORMATION:

New Administrator   **Add Company for Administrator**

Delete Administrator

Name: _____ _____ __ _____ _____

           Prefix   First Name   MI   Last Name   Suffix

Title: _____

Address: **Employer Name**:   _____

             Division: _____

             Street: _____

             City: _____ **State:** _____

             ZIP: _____   **Country:** _____

             Phone Number: _____   **Fax Number:** _____

             Email: _____

CERTIFICATION

1. I understand that using the BOEM/BSEE TIMS Web system means I will be using BOEM/BSEE Computer Systems, Electronic Mail, Internet connections and associated equipment, software and data. These resources are to be used for official government business only and in conjunction with Department of the Interior and all related bureau policies. Law prohibits any other use of these items (18 USC Sec. 641). Violations of the law can result in loss of system access.

2. If I am aware of a security breach (password sharing, hacking), I will immediately notify the Enterprise IT Service Desk.

3. I will select my own password and I will NOT share my password or username with anyone. If I no longer need access to the TIMS Web system for any reason, I will expire all entitlements and submit a new form to BOEM to delete my username from the system.

4. I will handle sensitive data appropriately and understand that this information is not to be exchanged, divulged or otherwise compromised in any way unless necessary for official government business. I agree not to disclose information covered by the Privacy Act to unauthorized personnel.

5. I have read the TIMS Web disclaimer and agree to the conditions specified in the document.

  __ **I consent and will adhere to the above conditions.**

Administrator Signature: _____   Date**:** _____

Initial the appropriate authorization. Only one block must be initialed.

ADMINISTRATOR AUTHORIZATION

Please <u>initial</u> if administrator is employed by a BOEM Qualified company.

____ I authorize this administrator to have full access to all company data stored in the BOEM Company and Bonding databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to company data stored in the TIMS Web database for company users.

AGENT AUTHORIZATION

Please <u>initial</u> if administrator is employed by a third party company acting as an agent.

____ I authorize this administrator as an agent administrator. As an agent administrator, they will have full access to all company data stored in the BOEM Company and Bonding databases. The Administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to company data stored in the TIMS Web database for company users and agents.

SURETY COMPANY AUTHORIZATION

Please <u>initial</u> if administrator is employed by a Surety company.

____ I authorize this user as Surety administrator and certify that I have Power of Attorney rights for the Surety as shown in the attached Power of Attorney document. As a Surety administrator, the administrator will have full access to all company data stored in the BOEM Surety Company and Bonding database. The administrator will be responsible for granting entitlements/roles (View, Enter, Submit, et cetera) to company data stored in the TIMS Web database for users of this Surety company.

List all companies for which the administrator will grant entitlements/roles. These must be BOEM companies for which the representative below has BOEM signature authority or a Surety company for which the representative is designated as having Power of Attorney (POA) on the attached POA document.

BOEM Company Number
(Leave blank for Surety companies)

Company Name
(Must match that on BOEM Qualification File
or the attached Surety POA)

_____   _____

_____   _____

_____   _____

Representative Name**:**   _____
                                        (print)
Representative Title: _____

Representative Signature: _____   Date**:** _____

The Enterprise IT Service Desk

Phone: 1-877-256-6260

EnterpriseITServiceDesk@bsee.gov