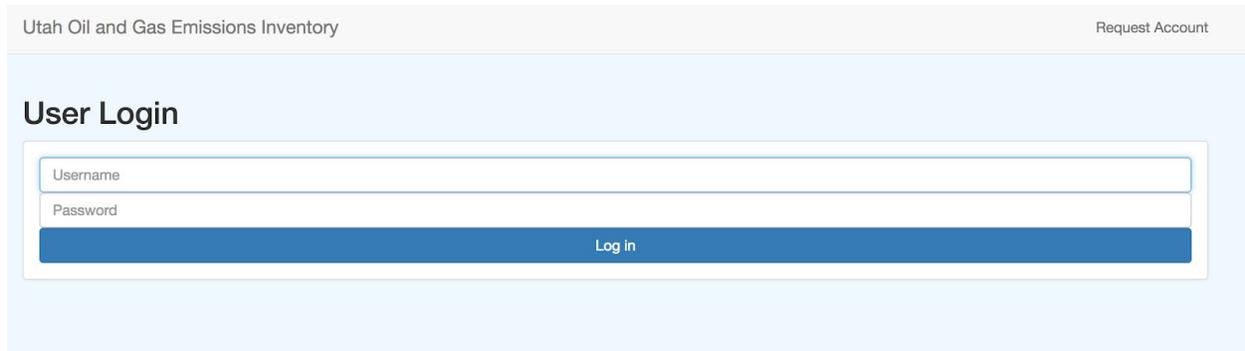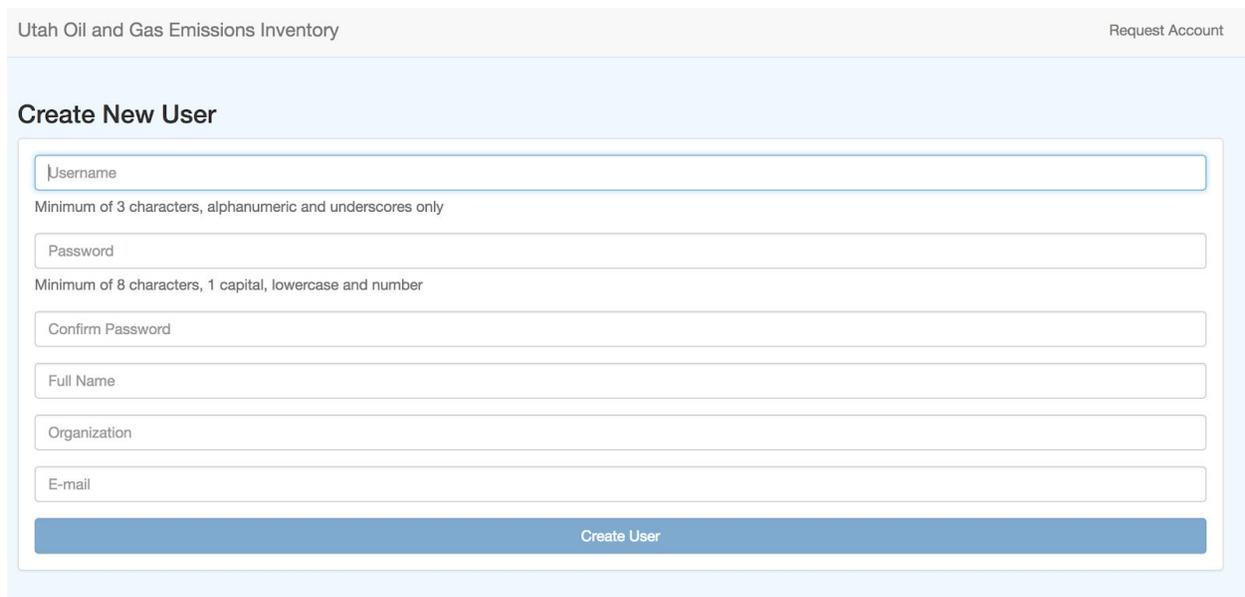# OGEI Uploads for Users

The Oil and Gas Emissions Inventory (OGEI) Uploads application requires users to create an account on the application before uploading data. To request an account, go to ogei.autosciencetech.org and click "Request Account" at the top right corner of the page.

This will bring you to a page where you can create the credentials for your account.

Your username must be a minimum of 3 characters long and consist of alphanumeric characters (a-z, A-Z, 0-9) or underscores "_" only. Your password must be a minimum of 8 characters long, containing at least one capital character, one lowercase character and one number. The email address will be used only for password resets in the event that your password is lost or expires (state policy dictates passwords must expire every 90 days). **NOTE: Password reset has not been implemented at this time – Be certain not to lose your password, or you will need to create a new account until this is resolved!**

Once you have established an account, access must be granted by a Utah Divisiog of Air Quality (DAQ) employee for you to be able to use the system. If there is a delay in granting access, contact Greg Mortensen at 801-536-4018 or gmortensen@utah.gov. If you attempt to log in with your credentials before it has been granted access to the system by a DAQ employee, you will encounter the following page:
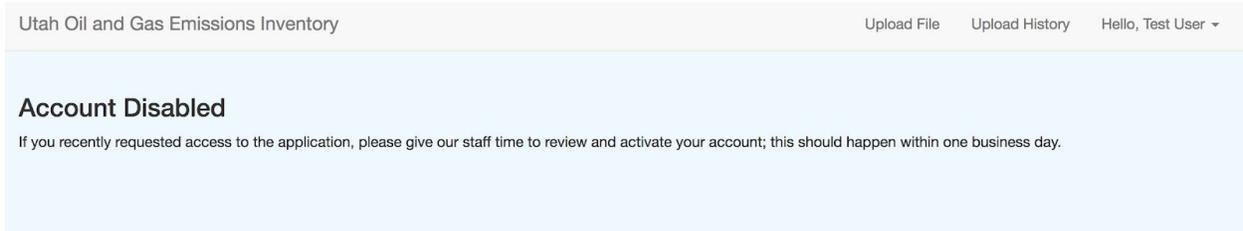

After your account has been reviewed and granted access, upon logging in you will encounter the following page:
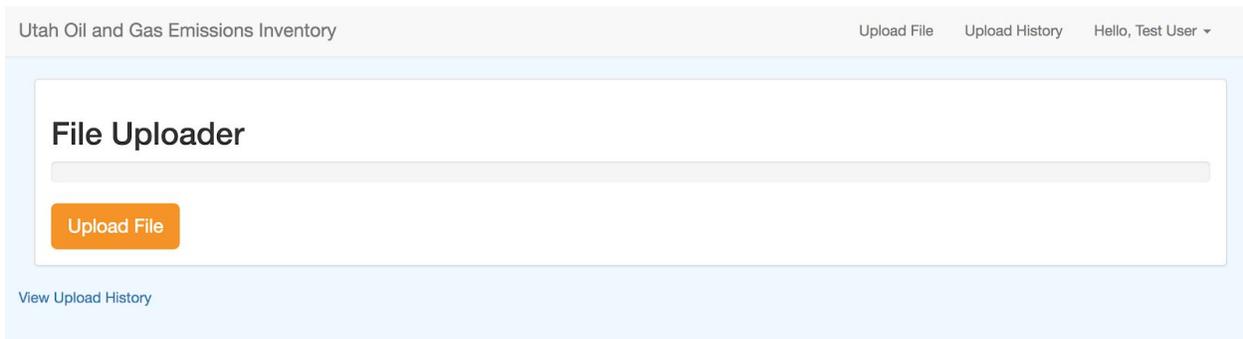
Clicking on the "Upload File" button will open up a file dialogue box where you can select the file(s) you wish to upload and multiple files may be selected for upload. The following is an example of what it will look like on MacOS:
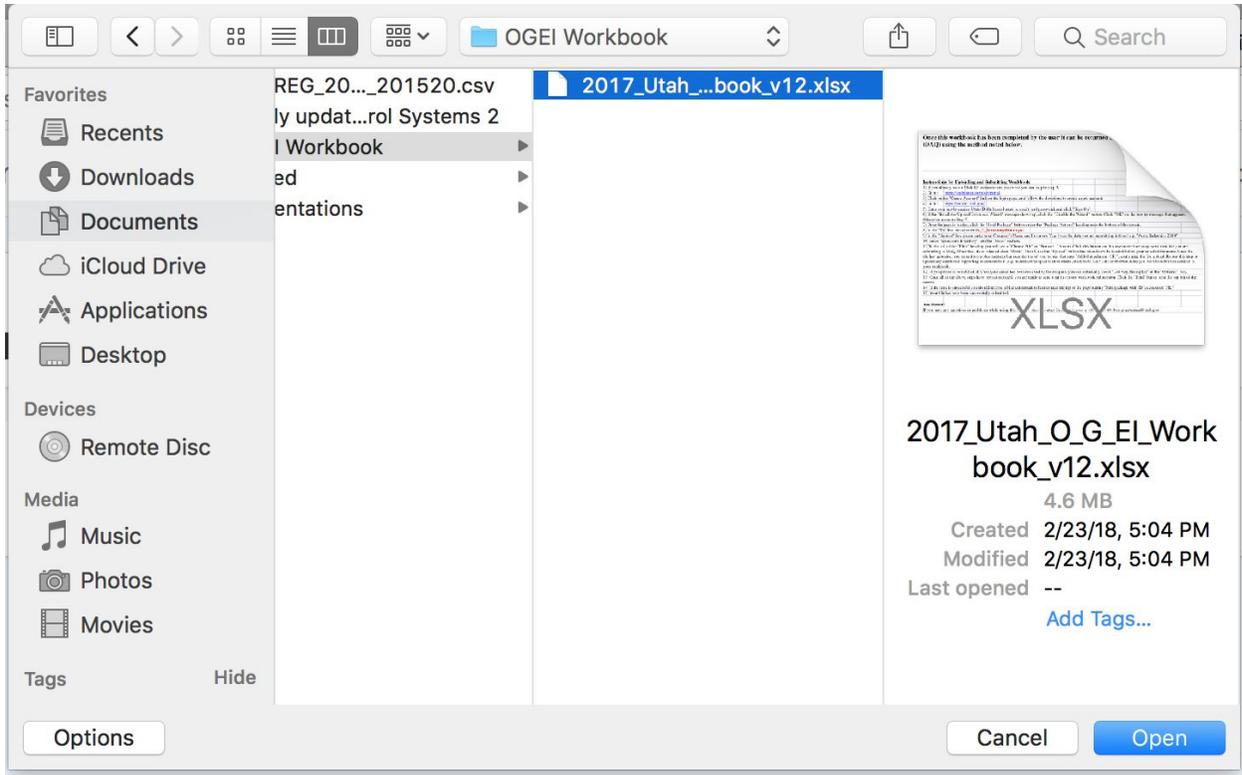
After clicking Open, the upload will begin and the progress bar should begin filling. When complete, it should look like this:
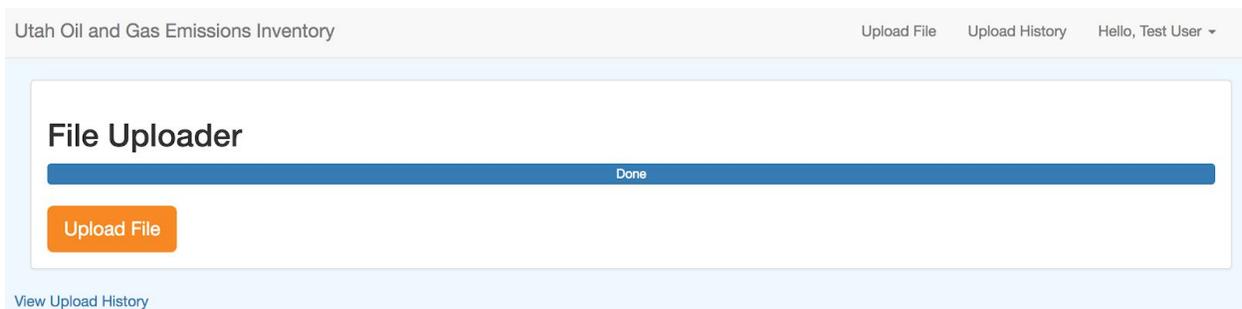
If you wish to check the file was uploaded successfully, you can click "Upload History" to view the files you have uploaded to the system so far. The newest documents will be at the top of the list:

The file will appear as QUARANTINED shortly after upload, while it awaits a virus scan. While in quarantine, it cannot be accessed by the application. This should lift shortly after upload. If you notice a file has remained in a quarantined state for an extended period of time, contact Greg Mortensen at 801-536-4018 or gmortensen@utah.gov. You will only be able to see files you have uploaded on this page, and can download files that are out of quarantine if you are unsure what data was included in a specific upload.