

How to Submit An Auction Nomination



This page is undergoing updates. If you have questions, please feel free to reach out to Catie Stitt (catie.stitt@state.co.us) or Sherry Lee (sherry.lee@state.co.us) and we can assist you.

Auction nominations are accepted year-round and will be allocated to the next available auction for review. The deadlines for auction nomination can be found on the [Oil and Gas Auction Information and Results](#) webpage.

Creating an account is not necessary to submit auction nominations, but creating an account may allow you to track the status of the nominations.

Step 1: Navigate to the [Customer Portal](#) page on the State Land Board's website. From there, there are three options to submit nominations:

- [Option 1: Submit a nomination as a guest. You will not create an account.](#)
- [Option 2: Submit a nomination with an account, but you do not currently have an account.](#)
- [Option 3: Submit a nomination with your account that you already have.](#)

Customer portal

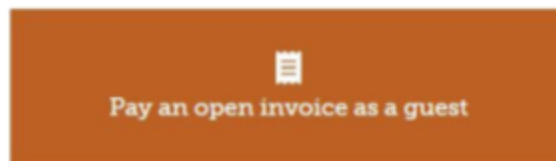
You can view lease and billing history, pay bills, and submit nominations with an online customer account. Our customer portal is:

- easy,
- fast, and
- secure!

Convenience fees apply. Credit card users will pay a 2.25% fee of the amount due, plus \$0.75. Electronic check users will pay a \$1.00 fee.

Quick bill pay: guest checkout

You don't need an account to pay an invoice. You just need the lease number and invoice number.

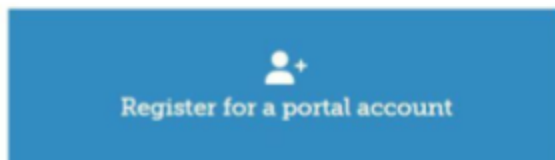
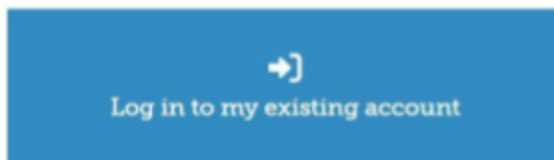


Current customers

View lease and payment history, pay invoices, and submit applications or nominations.

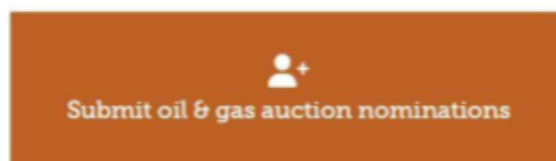
Option 3: Login to your existing account

Option 2: Register for an account



Not yet a customer?

Prospective customers can submit applications or nominations.



Option 1: To submit nominations as a guest

Option 1: Submit a nomination as a guest. You will not create an account.

Step 1: Select “Submit oil & gas auction nominations: on the Customer Portal page.

Step 2: Fill out the requested information:

Colorado State Land Board Guest Application

Please provide the following application details

Applicant Information

(Exactly as you want it to appear on the lease)

Lessee Name *

your@mail.com *

Phone Number *

Address

Address 1 *

Address 2

City*

State*

Zip*

Application Type

Oil & Gas Auction Nominator ▼

Apply



Step 3: Fill in the details for your nomination parcel (scroll down):

Application Form

[Continue](#)

Requested Tract

NUMBER OF ACRES *

COUNTY *

TOWNSHIP *

RANGE *

SECTION *

SUBDIVISION

MERIDIAN *

APPLICANT COMMENTS

Applicant Info (Name the lease will be under)

APPLICANT NAME

APPLICANT EMAIL

APPLICANT PHONE

APPLICANT ADDRESS

Nominator Contact Info (Please provide for the contact person, if different than the applicant/intended lease holder)

NOMINATOR NAME

NOMINATOR EMAIL

NOMINATOR PHONE

NOMINATOR ADDRESS

Items (1)		
ITEM ID	DESCRIPTION	QUANTITY
Oil & Gas Nomination Consideration	ONGC - Oil & Gas Nomination Consideration	1

Address ()

[Continue](#)

Option 2: Submit a nomination with an account, but you do not currently have an account.

Staff will process these requests as soon as possible. It could take up to 24 hours, during normal business hours, to set you up in the system. You will receive an email from our system, NetSuite, granting access and asking you to set up your password.

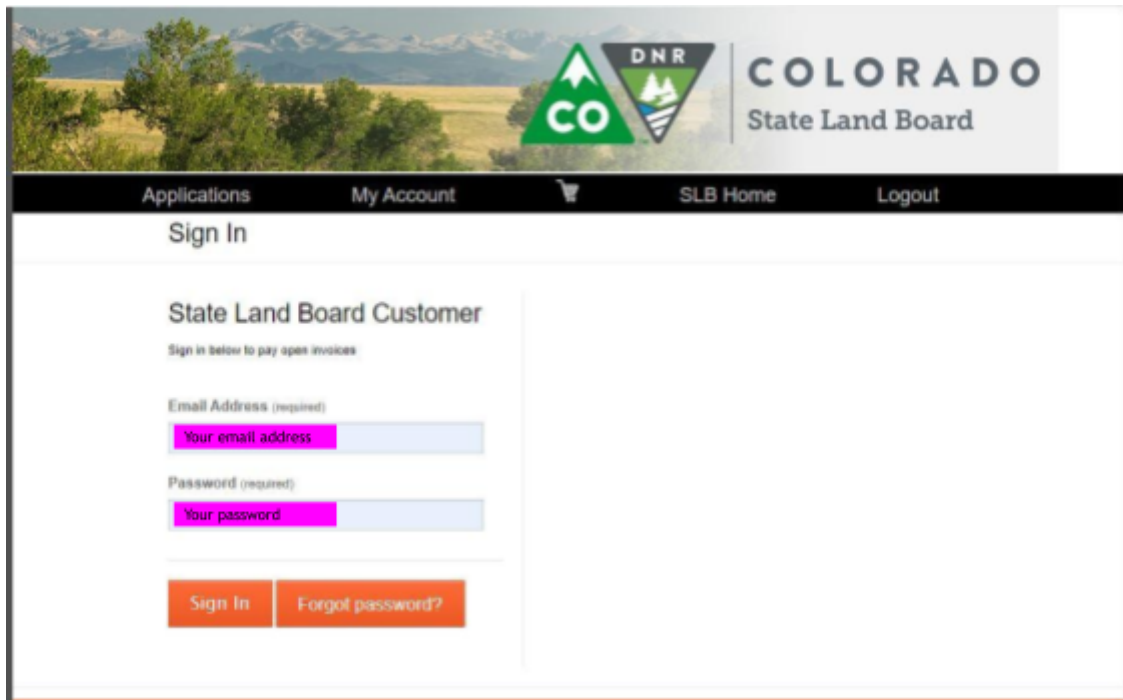
IMPORTANT: Once you receive the email from NetSuite asking you to set up your account, you must complete this step within 24 hours. If you wait past 24 hours, the system access expires and you will need to resubmit your access request above.

Once you have set up your password and have successfully logged in to the Portal, you do not need to request access again.

Please keep track of your login credentials (email and password) once you have been granted access for future use.

Option 3: Submit a nomination with your account that you already have.

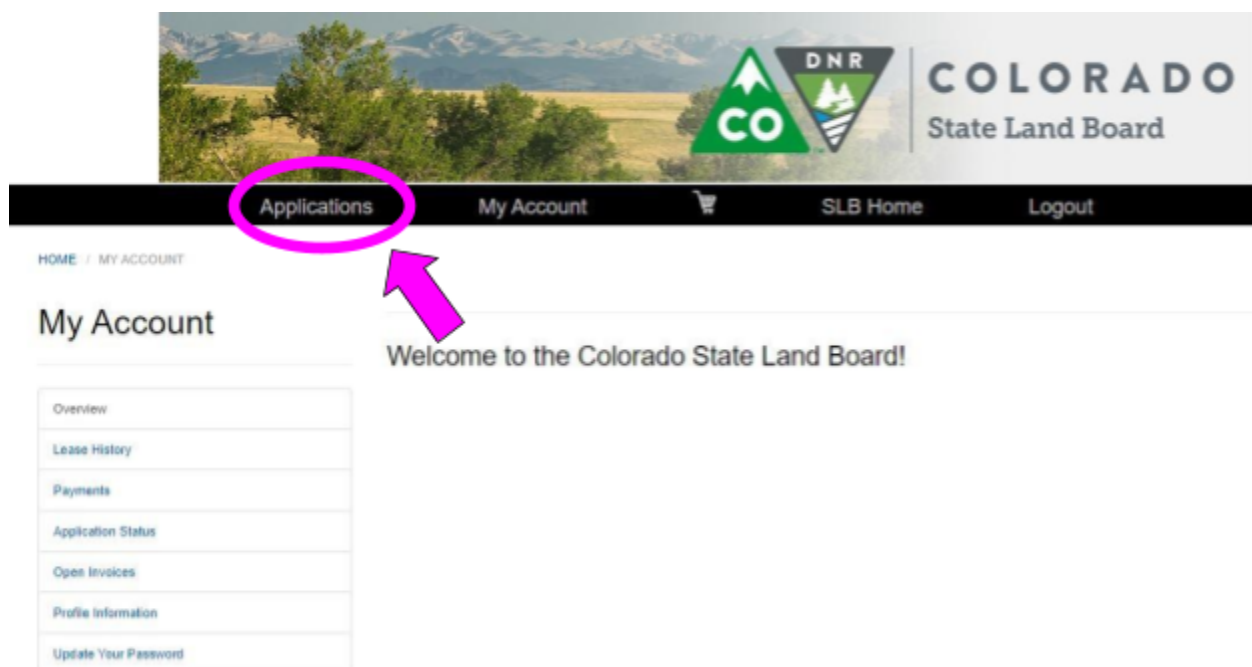
Step 1: Log-in to Customer Portal using your email and password.



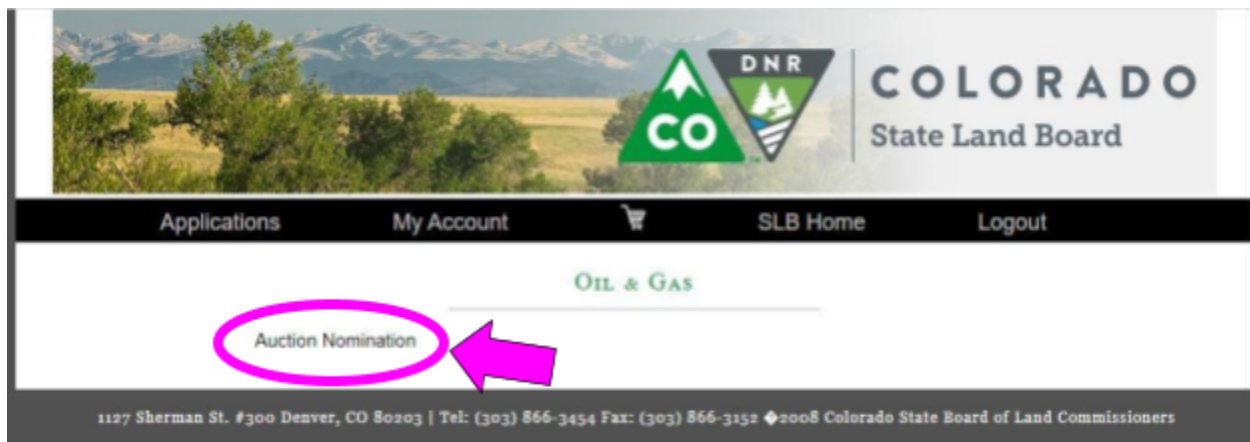
The screenshot shows the top of the Colorado State Land Board website. The header features a landscape image, the Colorado DNR logo, and the text "COLORADO State Land Board". Below this is a black navigation bar with links: "Applications", "My Account", a shopping cart icon, "SLB Home", and "Logout". The main content area is titled "Sign In" and "State Land Board Customer". It includes a sub-header "Sign in below to pay open invoices". There are two input fields: "Email Address (required)" with a placeholder "Your email address" and "Password (required)" with a placeholder "Your password". Below these fields are two buttons: "Sign In" and "Forgot password?".

Step 2: Click on the “Shopping Cart” in the center of the black bar. Ensure your cart is empty before starting to create nominations. You can delete anything that is in your cart, if applicable. The cart will save anything you have done in the past - but if you don’t complete the payment process, it does not clear out and *will* reflect in your total if you move forward with payment on new nominations.

Step 3: Select “Applications” in the upper right of the page (see image below).



Step 4: Select “Auction Nomination”



Step 5: Fill out the information requested on the “Requested Tract” form (see image below)

The image shows the "Requested Tract" form on the Colorado State Land Board website. The form is titled "Requested Tract" and includes a sub-header "Enter information on the parcel in which you are applying. Uploading of files is not required." The form contains several input fields, each numbered with a pink number: 1. Number of Acres (text input), 2. County (dropdown menu, currently showing "Adams"), 3. Township (text input), 4. Range (text input), 5. Section (text input), 6. Subdivision (text input), 7. Meridian (text input), and 8. Applicant Comments (text area). Below the form, there is a section for uploading files, which is crossed out with a large pink "X". At the bottom of the form, there is a button labeled "Add To Cart", which is also circled in pink.

[TAB ORDER]:

- 1 - Number of Acres: number of acres you wish to nominate
- 2 - County: select the appropriate county in Colorado the lands are located in
- 3 - Township: please enter in this format - #N or #S. Do not enter T#N or T#S.
- 4 - Range: please enter in this format - #E or #W. Do not enter R#E or R#W.
- 5 - Section: please enter in this format - #. Do not enter S#.
- 6 - Subdivision: this is the quarter, quarter-quarter description (i.e. : S2NE). If everything we own, please type in ALL.
- 7 - Meridian: please enter in this format - 6 OR N OR U.
- 8 - Applicant Comments: if there is anything you need staff to know to clarify your nomination, please enter the comments here. This is not required.

Do not attach any files to this form.

Step 6: After filling out the form in its entirety, select “Add to Cart”.

Step 7: If you have additional lands to nominate, select “Auction Nomination” under Add New Application (See image below). Repeat steps 5 and 6.

If you would like to have a list of applications with the legal description, please take a screen shot or a snippet of your Cart Summary before moving forward to payment. We hope a future enhancement will allow this information to be included on your receipt, but currently your emailed receipt will NOT include the legal description associated with the application.

If you have completed your nominations, select “Pay Now” and then click Submit (scroll down for image).

Cart Summary

Add New Application:

To complete additional nominations

Line #	Application Name	Description	Price	
1	APP####	#S/N-#E/W-#	\$50.00	Delete

« Prev | 1 | Next »

TOTAL: \$50.00

☒ **Pay Now**

(This option directs to a third party site where a 2.2% (+ \$0.75) convenience fee for online credit card payments or a \$4.00 charge for ACH/electronic check payments will be assessed)

To submit and pay for nominations

☐ **Save for Later**

(Application will not be processed until the application fee is received)

Submit

Step 8: Two things will occur at this point:

1. You will be taken to the State of Colorado Secured Online Payment Process website to complete payment (See Step 10).
2. You should also receive an email receipt at this step indicating that your Auction Nomination has been submitted; this is a quirk of our system right now that we cannot change. *If you do not complete the payment process outlined below, your nomination will not be processed because it is not paid for.* See below for an example of the email.

Your Colorado State Application Has Been Received » Inbox x

State Land Board (dnr_atlasinfo@state.co.us) <system@sent-via.netsuite.com>
to me ▾



← Reply

→ Forward

Step 9: You can pay via credit/debit card or e-check. There are minimal fees involved in paying online (which are disclosed prior to payment - the amount for credit card payment will vary depending on the total to be charged; the check service fee is \$1.00). These fees are not imposed by the State Land Board and the nomination fee and online portal fees are non-refundable. Choose your option by clicking on the images for “Pay by Credit Card” ([Step 10 Process](#)) or “Pay by eCheck” ([Step 11 Process](#)).

A screenshot of the Colorado.gov payment process. The header shows the Colorado logo and "Colorado.gov Secured Online Payment Process". Below the header is a progress bar with five steps: 1. Payment Options (highlighted), 2. Payment Information, 3. Account Holder Information, 4. Confirmation, and 5. Receipt. The main content area is titled "Payment Options" and includes a note about a non-refundable service fee. There are two buttons: "Pay by Credit Card (Service Fee = \$XX.XX)" and "Pay by eCheck (Service Fee = \$1.00)". A "Fee Information" button is also present. At the bottom is a "Cancel" button.

Step 10: Completing your payment via Credit Card (including the Service Fee disclosed when making this selection)

1. Select “Pay by Credit Card”:

Colorado.gov
Secured Online Payment Process

1. Payment Options 2. Payment Information 3. Account Holder Information 4. Confirmation 5. Receipt

Payment Options

This online service includes a non-refundable service fee that allows Colorado.gov to deliver this and other important services via the internet. [Fee Information](#)

Pay by Credit Card
(Service Fee = \$300.00)

Pay by eCheck
(Service Fee = \$1.00)

[Cancel](#)

2. Enter your credit card number and expiration date. Notice the portal accepts Visa, MasterCard, American Express or Discover cards only. Then select “Continue”.

Colorado.gov
Secured Online Payment Process

1. Payment Options 2. Payment Information 3. Account Holder Information 4. Confirmation 5. Receipt

Payment Information

Enter your credit card information, or [change payment type](#).

Card Number MM/YYYY

Cards that we accept:

VISA MasterCard AMERICAN EXPRESS DISCOVER

[Continue](#) [Cancel](#)

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3. Enter your name, address, and phone number (required) and email address (optional). Select “Continue”.

Colorado.gov
Secured Online Payment Process

1. Payment Options 2. Payment Information 3. Account Holder Information 4. Confirmation 5. Receipt

Account Holder Information

Enter the billing information, or [change payment type](#).

Be sure to enter the name exactly as it appears on the card. A phone number and email address are required in the event we need to contact you. An email receipt will be sent if you provide a valid email address.

* Required Field

Name as it appears on your card Email Address

Address Address 2

City State or Province

Postal Code Country Code Phone Number

[Continue](#) [Cancel](#)

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4. Verify your information is correct before selecting “Agree/Continue”. THIS SUBMITS YOUR PAYMENT. You will get a receipt regarding your payment, but it is suggested that you print your confirmation or otherwise save the information for your records.

**COLORADO**
Official State Seal

Colorado.gov

Secured Online Payment Process

1. Payment Options

2. Payment Information

3. Account Holder Information

4. Confirmation

5. Receipt

Verify Payment Information

Please ensure the information below is correct before proceeding.

Payer Information

edit

Your name

Your address

Your City, State Zip

Your Country

Your Phone Number

Your email address

Payment Method

edit

(Card Type) ending in XXXX

Merchant

The following amount will be charged to the above credit card.
The credit card statement will show the following merchant:
name(s) and amount(s) for this transaction.

Colorado State Land Board

Transaction Details

Description	Amount	Quantity	Total Amount
Applications	\$ XX.XX	1	\$ XX.XX
Portal Administration Fee	\$ XX.XX	1	\$ XX.XX
Total:			\$ XX.XX

Notes

The total amount of this transaction is \$ XX.XX

Agree/Continue

Disagree/Exit

With the completion of your payment, your auction nomination(s) are complete! We appreciate your interest in leasing State Trust Lands and supporting Colorado's schoolchildren!

Step 11: Completing your payment via eCheck (including the \$1.00 Service Fee)

1. Select “Pay by eCheck”:

The screenshot shows the 'Payment Options' screen on the Colorado.gov website. The header includes the Colorado logo and the text 'Colorado.gov Secured Online Payment Process'. A progress bar at the top indicates five steps: 1. Payment Options (highlighted), 2. Payment Information, 3. Account Holder Information, 4. Confirmation, and 5. Receipt. Below the progress bar, the 'Payment Options' section contains a note: 'This online service includes a non-refundable service fee that allows Colorado.gov to deliver this and other important services via the internet.' There are two main payment options: 'Pay by Credit Card (Service Fee = \$XX.XX)' and 'Pay by eCheck (Service Fee = \$1.00)'. The 'Pay by eCheck' option is circled in pink. A 'Fee Information' link is located to the right of the note. A 'Cancel' button is at the bottom left.

2. Select your account type from the dropdown menu. Enter your routing number and account number. Please ensure that your routing number and account number are correct! If you enter incorrect information and the bank later reverses the payment, you may be subject to additional fees and your nominations will not be processed! The system will generate errors if the routing number is invalid or if your account number does not match the double verification at the bottom of the screen, and you will have to fix those errors before proceeding. Again, please ensure your bank account routing number and account number are correct before proceeding! Once you are ready to move forward, click “Continue”.

The screenshot shows the 'Payment Information' screen on the Colorado.gov website. The header is identical to the previous screen. The progress bar now highlights step 2, 'Payment Information'. The 'Payment Information' section includes a link to 'change payment type' and three input fields: 'Account Type' (a dropdown menu with '-- Select --'), 'Routing Number', and 'Account Number'. Below these fields is a section titled 'Ensure Your Bank Accepts eCheck Payments' with a note about fraud filters and a list of originator IDs, including 1522077581. The 'Confirm Your Information' section includes a note about returned checks and a 'Re-enter Account Number' field. The 'Continue' button is circled in pink. A 'Cancel' button is at the bottom right. The footer contains social media icons, copyright information, and links to Accessibility, Legal Notices, Privacy Statement, and Security Statement.

3. Enter your name, address, and phone number (required) and email address (optional). Select “Continue”.



Colorado.gov

Secured Online Payment Process

1. Payment Options
2. Payment Information
3. Account Holder Information
4. Confirmation
5. Receipt

Account Holder Information

Enter the billing information, or [change payment type](#)

A phone number and email address are required in the event we need to contact you. An email receipt will be sent if you provide a valid email address.

* Required Field

Your Name

Email Address

Address

Address 2

City

State or Province

Postal Code

Country Code

Phone Number

United States of America

Continue

Cancel



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- Verify your information is correct before selecting “Agree/Continue”. THIS SUBMITS YOUR PAYMENT. You will get a receipt regarding your payment, but it is suggested that you print your confirmation or otherwise save the information for your records.



Colorado.gov

Secured Online Payment Process

1. Payment Options
2. Payment Information
3. Account Holder Information
4. Confirmation
5. Receipt

Verify Payment Information

Please ensure the information below is correct before proceeding.

Payer Information

Your name

Your address

Your City, State Zip

Your country

Your phone number

Your email address

Payment Method

Routing Number: *****XXX

Account Number: ****XXXX

Merchant

When paying by electronic check (eCheck), this merchant is expressly authorized, if the check is dishonored or returned for any reason, to collect the amount of the check plus a returned check fee, as well as any additional fees incurred by the agency, as authorized by Colorado law. Clicking the 'Agree/Continue' button is acceptance and acknowledgement of this policy and its terms.

Colorado State Land Board

Transaction Details

Description	Amount	Quantity	Total Amount
Applications	\$100.00	1	\$100.00
Portal Administration Fee	\$1.00	1	\$1.00
Total:			\$101.00

Notes

The total amount of this transaction is \$101.00

Agree/Continue

Disagree/Exit



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With the completion of your payment, your auction nomination(s) are complete! We appreciate your interest in leasing State Trust Lands and supporting Colorado's schoolchildren!