INSTRUCTIONS FOR UPDATING THE STATEWIDE FEE DATABASE

1.) Request a user name and password. This can be accomplished one of two ways:

A). E-mail: **Christine.Samples@das.state.or.us**.

B). Via telephone: (503) 378-8996.

Items to have available when making the request via phone or contained within your e-mail request (for each user):

a). Name (first, middle initial and last), contact phone number, Fax number, and e-mail address.

b). Agency number (e.g. 10700) and name.

c). Security level requested:

i.) Agency Viewer: This person(s) can view all fees for your agency but can make no additions or changes.

ii.) Agency Entry: This person(s) will do the data entry to update and add new fees.

C). Receive confirmation of user name and password via e-mail.

2.) Update the database. Information has been carried over from the update that was performed in late 2000. **Please note that due to a programming error we have found that some information has transferred incorrectly, thus we ask that you check *each* record carefully.**

A). Log On:

a). http://oasis.ad.state.or.us/cgi-bin/activeHtml.cgi

b). Click the "State Agency Fee Report" button. 

c). Enter your assigned "User name."

d). Enter your assigned "Password."

e). Click the "Login" button.

B). Features:

a). **Add:** This will allow you to add any new fees established during the 2001-03 biennium. Most fees processed through the Senate Bill Form 333 process have already been added.

b). **View/Edit:** This will take you back to the list of fees that fall under your agency number. Here you can select fees to update or view.

c). **Change Password:** This feature will allow you to change your password. On initial setup you will be given a generic password, we urge you to change this before proceeding.

d). **Contact TSC Help Desk:** This database is being hosted on the OASIS (Oracle Access SQL Information System). TSC (DAS Technology Support Center) is responsible for the site and its maintenance. If you experience problems with the site itself, please contact TSC. For all other questions or problems, please contact Christine Samples at (503) 378-8996 or Christine.samples@das.state.or.us.

e). **Close BAM Fee Report Database:** Because this is a secure site, we ask that you use this feature when you are prepared to leave the database. This will close the database as well as your browser. Closing your browser protects from someone being able to use the 'back' feature on your browser and ultimately being able to go back to the updating page.

f). **Agency number and name:** This information verifies that you are set up in the correct agency fee schedule.

g). **Results:** This number reflects the total number of fees currently listed in the database for your agency.

   i.) **View:** This is the number of fees that the page will display at one time. It is set by default to show 20 fees per page. This number may be changed to any number from 5 to 600, by increments of five.

   ii.) **Change results per page:** If you wish to view a greater or lesser number of fees at one time, you may change this by selecting the number you wish to see and then pressing this button. It will reset the number of fees the page will display at one time and will be remembered in the settings for your user name.

h). **Page __ of __:** This indicates the page that you are on out of the total pages of fees for your agency.

i). **View:** Clicking on the word 'view' will display the details for the fee you have made the query on.

j). **Update:** Clicking on the word 'update' will put you into the updating mode for the fee in which you made the query on. Please see "Updating a Fee:" below for more information.

k). **Status:** As part of the updating process, you will mark the status which applies to the particular fee you are updating. Once you have updated the fee, the status will then appear in this field, making it easier to recognize the fees that have already been reviewed and updated.

l). **Fee Name:** The fee name is the name the fee was given by your agency and is used to differentiate between fees.

C). Updating a Fee:

a). Status (please mark this box as follows):

   i.) **Abolished:** Any fee that was abolished during the 2001-03 Legislative Session or administratively during the interim.

   ii.) **Decreased:** Any fee that was decreased during the 2001-03 Legislative Session or administratively during the interim.

   iii.) **Established:** Any fee that was established during the 2001-03 Legislative Session and went through the administrative process or that was established administratively during the interim.

   iv.) **Increased:** Any fee that was increased during the 2001-03 Legislative Session or administratively during the interim.

   v.) **Remained flat:** Any fee that had no change in fee structure during the biennium.

b). **Agency:** This verifies that you are editing or viewing information for the correct agency.

c). **Division:** A small list of divisions within your agency number will be listed from the prior database. If the appropriate division does not appear in the drop down list, you may enter this information into the text field directly below the drop down list.

d). **Analyst:** This information has been updated by DAS and should remain unchanged.

e). **Fee Name:** This is the name of the fee given for identification purposes for each fee.

f). **Who pays the fee:** This should specify the payee, i.e., the business requesting certification, the person requesting the exam, etc.

g). **Description of the fee:** This should be a short explanation of what the fee is being charged for.

h). **Current fee:** This is the dollar amount that is currently approved to be charged for the service provided.

   i.) Per/note: Specify how this fee is applied: by exam, by certificate, by ton, etc.

i). **Proposed fee:** This is the dollar amount which is currently being proposed, either administratively or in legislation, to be charge for the service provided.

   i.) Per/note: Specify how this fee is applied: by exam, by certificate, by ton, etc.

j). **Effective date:** The date in which the current fee schedule became effective.

k). **Number of payees:** The average number of payees expected to make payment for this fee per biennium.

l). **Revenue collected in 1999-2001:** This is the total revenue collected during the 1999-2001 biennium for the fee.

m). **Estimated revenues collected in 2001-03:** This is the total revenue estimated to be collected during the current biennium, 2001-03, for the fee.

n). **Estimated revenues to be collected in 2003-05:** This is the total revenue estimated to be collected during the next biennium, 2003-05, for the fee.

o). **Difference:** This field should indicate the total dollar difference between the current biennium estimates and the projected estimates for the next biennium.

p). **ORS:** Please list any ORS(s) that statutorily allow you to charge this fee or that relate to the adoption of the fee or fee structure.

q). **OAR:** Please list any OAR(s) that administratively allow you to charge this fee or that relate to the adoption of the fee or fee structure.

r). **Legislative Concept:** This space only needs to be filled in if there is a legislative concept that is currently under consideration for the 2003 Legislative Session that will amend this particular fee or fee structure.

s). **Contact:**

   i.) **Name:** This would be the contact person at your agency that is most knowledgeable about the collection of this fee and the use of funds from this fee.

   ii.) **Phone Number:** The telephone number of the contact person mentioned above.

   iii.) **Fax:** The fax number for the contact person listed above.

   iv.) **E-mail:** The e-mail address of the contact person listed above.

D). Notifications of Update Completion:

a). Verify that each fee displayed has a status in the status field.

b). Notify the Department of Administrative Services of completion. Notification can be made as follows:

i.) E-mail: Christine.Samples@das.state.or.us.

ii.) Via Telephone: (503) 378-8996.