Colorado State Land Board Customer Portal

Welcome

Effective October 1, 2025, the Colorado State Land Board (SLB) has a new customer portal, AccessGov, hosted by Tyler Colorado. It is designed to provide you with a more user-friendly interface, reliable payment processing, and the expanded feature of online application submittal (for certain lines of business).

This document is intended to serve as a training guide and provide answers to commonly asked questions (Q&A) on how to use the SLB Customer Portal.

Accommodation Statement

The State of Colorado is committed to providing equitable access to our services to all Coloradans. Please contact Rachel Majich (rachel.majich@state.co.us or 720-854-3306) for personalized accessibility assistance using this document, which includes visual representation of the portal content. We will contact you directly within three business days. Visit our [accessibility webpage](#) for more information and services, including AIRA, our free service for blind and low-vision users.

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Frequently Asked Questions (Q&A)

Getting Started with Your Account

Access the customer portal from our website, State Land Board Customer Portal

Register Your Account

All users, including those from our previous system, must create a new account to get started.

- From the home page, "**Manage/Register an Account**"

- "**Register as a New User**"
- "**Start Form**" to complete the information
  - Company Information - enter details for the company that holds (or will hold) the lease.
  - Contact Information - enter details for the individual authorized to do business for the company. This may or may not be the same as the company information.
- "**Submit**" the form - After submitting, you've completed the first part of registration.

Important: There may be a short delay before you can pay invoices, as our staff needs to connect your new portal account to our internal system. However, you can submit applications immediately.

To pay an invoice immediately, use the Quick Bill Pay which is available 24/7 and no portal account is required.

Logging In

The second step of registering your account is to establish your log in credentials.

Q Search   Home   Directory   Log In

Welcome to the State Land Board Customer Portal

How can we help?

There are three log in options:
1. use your existing Google credentials (no need to set a separate password)
2. use your existing Microsoft credentials (no need to set a separate password)

3. use your email address and a password

Here's how to set up the email and password.

- From the home page, click "**Log In**" in the top right corner
- Don't have an account? select "**Sign up now**"

Sign in with your email address

Email Address

Password

Forgot your password?

Sign in

Don't have an account?   Sign up now

Sign in with your social account

| NIC Employees |
| Google |
| Microsoft |

- Enter the same email address used in step 1.

- **"Send verification code"**

AccessGov account email verification code 📩 Inbox ×

Microsoft on behalf of AccessGov <msonlineservicesteam@microsoftonline.com>

to me ▾

Verify your email address

Thanks for verifying your :@gmail.com account!

Your code is: 175212

Sincerely,
AccessGov

- Enter the code you receive in your email
- **"Verify code"**

Verification code has been sent to your inbox. Please copy it to the input box below.

███████████████

175212

Verify code   Send new code

- Email address verified. You can now continue to create your password.

E-mail address verified. You can now continue.

████████████

Change e-mail

New Password

Confirm New Password

First Name

Last Name

Create

How to Reset Your Password

- Select "**Forget your password?**"

Sign in with your email address

Email Address

Password

Forgot your password?

Sign in

Don't have an account?   Sign up now

- Input your email address and "**Send verification code**"

‹ Cancel

youremail@email.com

Send verification code

Continue

- Check your email for your unique code.
- Enter the code you receive in your email
- **"Verify code"**

Verification code has been sent to your inbox. Please copy it to the input box below.

175212

Verify code   Send new code

Using the Portal

Navigating Your Dashboard

There are three main components of the dashboard.

1. **How can we help?:** This central menu lets you start these common tasks: Submit an Application, Pay an Invoice, or Manage/Register an Account and View Paid Invoices.

How can we help?

Submit an Application

Pay an Invoice

Manage/Register an Account

View Paid Invoices

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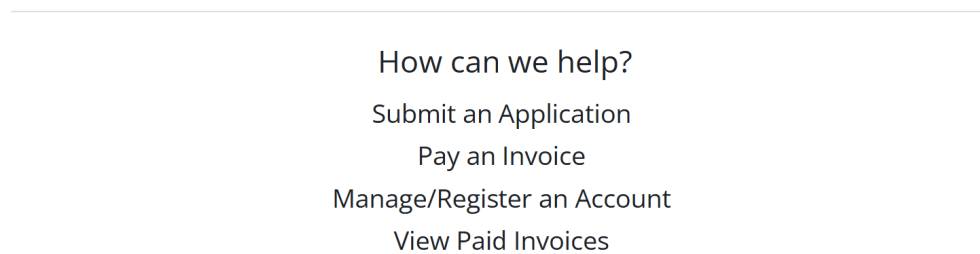
2. **My Forms:** This panel on the left organizes all your activity:
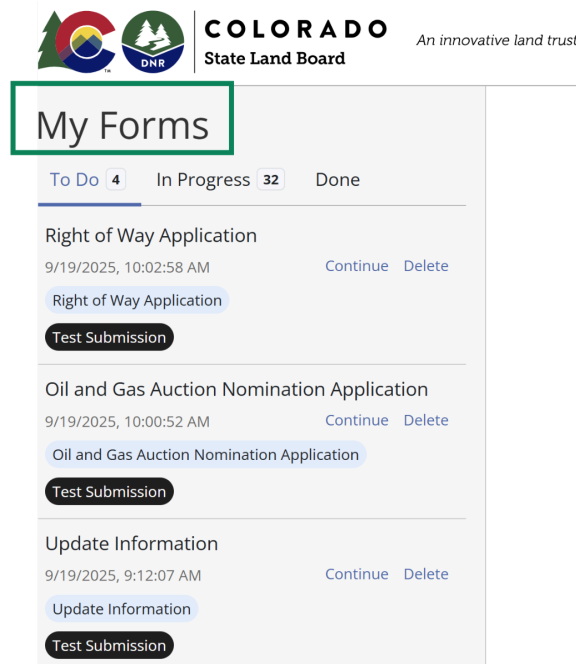
To Do: Shows saved drafts or items that need your action. Click Continue to resume or Delete to remove.

In Progress: Tracks applications you've submitted that are awaiting action by SLB staff.

Done: Contains all your fully completed items. You can download copies of your submissions and any attached files from both the "In Progress" and "Done" tabs.

3. **Footer:** The footer area contains links to some useful information: Accessibility, General Notices, How Rent Payments Support CO Schools, Contact Us and Portal User Self Help.

How to Submit an Application

The SLB Customer portal is accepting online applications for the following lines of business:

1. Oil and Gas Auction Nomination Application

2. Right-of-way (ROW)
   a. New Right-of-way Contract
   b. Amendment to an existing ROW Contract
   c. Assignment to an existing ROW Contract
   d. Request a new Contract for an expiring ROW

3. Renewable Energy: Solar
   a. New Planning
   b. New Production
   c. Assignment of Existing Lease
   d. Extension of Existing Lease

4. Renewable Energy: Wind
   a. New Planning
   b. New Production
   c. Assignment of Existing Lease
   d. Extension of Existing Lease

Submitting an application:

- **"Log in"** in the top right corner

- From the home page, "**Submit an Application**"
- Choose the application type

  For example, this is the renewable energy application

  ## Renewable Energy Application

✔ **Introduction**	A consultation with the Program Manager is required prior to submitting this application.
Application Type	David Rodenberg
Select Company	720-854-3328
Applicant Information	david.rodenberg@state.co.us
Agent Information	This application requires the use of an AccessGov user account.
Application Details	**Have you completed the consultation?**✱
Review	⦿ Yes
Confirmation	○ No

  Have you completed the consultation?✱
  ⦿ Yes
  ○ No

  [Start Form >]

  [Home]

  [Submit] [Delete]

- Complete All Sections: Fill out all required information in the application form. Some applications require a pre-application consultation.
  - Introduction
    - Start the application form here.
  - Application Type
    - Select the button(s) next to the type of application you wish to submit

  ## Renewable Energy Application

✔ Introduction	**NON-REFUNDABLE APPLICATION FEE: $500**
Application Type	**Please Select Energy Type**✱
Select Company	⦿ Solar
Applicant Information	○ Wind
Agent Information	**Please Select Application Type**✱
Application Details	⦿ New Planning (2-3 year term)
Review	○ New Production
Confirmation	○ Assignment of Existing Lease
	○ Extension of Existing Lease

  [< Previous]   [Save and Exit]   [Next >]

  [Submit] [Delete]

  - Select Company

■ Choose the company you are applying for. Remember, this is/will be the lease holder - name on the lease.
■ You can also select "**Connect to a New Company**" if needed. When you do this you will be prompted to provide the contact information for the new company.

Renewable Energy Application

✔ Introduction	The list below includes companies your account is currently associated with. Please select an associated company, or select New Company if the company you are applying for is not listed.
✔ Application Type	
Select Company	**Select Company*** ○ Portal Test - Charon Testing ◉ ACCESSGOV TEST - Charon for AccessGov ○ ACCESSGOV TEST - Training Manual Contact ○ ACCESSGOV TEST - Training Manual Contact ○ Connect to a New Company
Applicant Information	
Agent Information	
Application Details	[< Previous] [Save and Exit] [Next >]
Review	
Confirmation	

[Submit] [Delete]

○ Applicant Information
■ The contact information for the company selected. To request changes to any of that information, check the box and provide the updated information.

Note: there will be a slight delay before the information is updated as SLB staff must verify and make the update in their internal system.

Renewable Energy Application

✔ Introduction	**Company Name (Name the lease will be under)** ACCESSGOV TEST
✔ Application Type	**Applicant Email** dnr_atlasinfo@state.co.us
✔ Select Company	**Applicant Phone** 7208543315
Applicant Information	**Applicant Address** 1127 Sherman St, Suite 300,DENVER,CO,80203
Agent Information	**Do any of the above fields need to be updated?** ☐ Email ☐ Phone ☐ Address
Application Details	
Review	[< Previous] [Save and Exit] [Next >]
Confirmation	

[Submit] [Delete]

- ○ Agent Information
  - ■ The contact information for the individual registered for the account and authorized to conduct business on behalf of the company (applicant).To request changes to any of that information, check the box and provide the updated information.
  - ■ Note: there will be a slight delay before the information is updated as SLB staff must verify and make the update in their internal system.

Renewable Energy Application

✔ Introduction
✔ Application Type
✔ Select Company
✔ Applicant Information
Agent Information
Application Details
Review
Confirmation

Agent Name
Charon for AccessGov

Agent Email
charon.earnest@state.co.us

Agent Phone
7208543315

Do any of the above fields need to be updated?
☐ Email
☐ Phone

< Previous   Save and Exit   Next >

Submit   Delete

- ○ Application Details
  - ■ Provide the specific details for your request and upload any required documents (max file size 40MB). Parcel detail requirements and questions will vary based on the type selected.

Renewable Energy Application

State Trust Land Parcel Details (max 20)

Meridian *	Township ⓘ *	Range ⓘ*	Section * ✕
-- Select an option ▼			
ⓘ Meridian is required.			

County *	Number of Acres *	Subdivision ⓘ
-- Select an option ▼		

Meridian *	Township ⓘ *	Range ⓘ*	Section * ✕
-- Select an option ▼			

County *	Number of Acres *	Subdivision ⓘ
-- Select an option ▼		

+ Add

Number of Parcels

2

Questions

○ Review

 ■ Carefully review the summary of your application details. Edits can be made by navigating back to a previous section or selecting the section from the left hand menu pane.

Renewable Energy Application

Introduction

A consultation with the Program Manager is required prior to submitting this application.

David Rodenberg

720-854-3328

david.rodenberg@state.co.us

This application requires the use of an AccessGov user account.

Have you completed the consultation? *
- ◉ Yes
- ◯ No

Application Type

NON-REFUNDABLE APPLICATION FEE: $500

Please Select Energy Type *
- ◉ Solar
- ◯ Wind

Please Select Application Type *
- ◯ New Planning (2-3 year term)
- ◉ New Production
- ◯ Assignment of Existing Lease
- ◯ Extension of Existing Lease

- ○ Confirmation
    - ■ You must confirm that you have reviewed the information and select your payment method before proceeding to "**Submit**".

Renewable Energy Application

✔ Introduction	
✔ Application Type	
✔ Select Company	
✔ Applicant Information	
✔ Agent Information	
✔ Application Details	
✔ Review	
Confirmation	

Submit   Delete

Have you reviewed the information on the previous page? *
○ Yes
○ No

ⓘ *You cannot proceed until you have reviewed the information on the previous page and select "Yes" to confirm.*

How will you submit payment today?*
○ Credit Card
○ eCheck

[< Previous]   [Save and Exit]   [Submit]

- ● Pay
    - ○ Upon submission, you will be transferred to the payment platform.
    - ○ Credit Card Fee: $0.75 + 2.25% of the total.
    - ○ eCheck Fee: $1.00 flat fee

NIC

① Payment Type	② Customer Info	③ Payment Information	④ Submit Payment

Transaction Detail

This online service is provided by a 3rd party working in partnership with the state of Colorado. The price includes a service fee of $.75 plus 2.25% of the order total for credit card payments.

SKU	Description	Unit Price	Quantity	Amount
Application Fee	Renewable Energy Application Payment	$500.00	1	$500.00
Total				$500.00

Payment

Payment Type	✔

Transaction Summary

Renewable Energy Application Payment	$500.00
Service Fee	$12.02
Colorado.gov Total Price ❓	**$512.02**

Need Help?

Please complete the Customer Information Section. Note: A service fee will be applied to your payment. The service fee is $.75 plus 2.25% of the order total for credit card payments.

- Receipt
  - The contact will receive an email confirmation and can print a receipt after payment.

How to Pay an Invoice

An open (unpaid balance) invoice(s) can be paid in one of two ways:

Paying Through the Portal

- Log in and select "**Pay an Invoice**"
- Choose the company
- Check the box for each invoice that you want to pay
- Click "**Continue to Payment**" to complete the transaction

Pay Invoice

✔ Introduction

Invoices

Continue to Payment | Delete

Select Company*
◉ Portal Test
◯ ACCESSGOV TEST

	Invoice # ▲	Amount Unpaid ⇕	Due Date ⇕	Lease Number ⇕
☐	INV124380	0.5	5/14/2025	AG-113197
☐	INV124523	0.5	5/27/2025	PAP-117417
☐	INV125159	0.1	6/18/2025	PAP-117417

Selected Invoices

ⓘ *Total selected invoice amount must be greater than zero.*

< Previous | Save and Exit | **Continue to Payment**

Paying with Quick Bill Pay (No Log in Required)

○ Select "**Quick Bill Pa**y" from the [State Land Board website](#).
○ In addition to the payer's contact information, you must provide the invoice number and an associated lease number.
○ Click "Pay"

Colorado State Land Board Guest Check Out

Provide information below to pay open invoice

First Name *

Last Name *

your@mail.com *

Phone Number

Lease Number *

Invoice Number *

Pay

How to Manage an Account Information

Existing portal account holders can update the contact information (email, phone, address) for the company and/or their own contact information.

- Log in and select "**Manage/Register an Account**"
- "**Update Contact Information for Existing Account**"
- After selecting the company, proceed through the form by selecting "**Next**"

Update Information

✔ Introduction	
Select Company	
Company Information	
Contact Information	
Review	

Select Company *

- ● Portal Test - Charon Testing
- ○ ACCESSGOV TEST - Charon for AccessGov
- ○ ACCESSGOV TEST - Training Manual Contact

[< Previous]   [Save and Exit]   [Next >]

[Submit] [Delete]

- ● Check the box(es) of the information to be updated and provide the specific details for your request
- ● "**Submit**"

Update Information

✔ Introduction	
✔ Select Company	
✔ **Company Information**	
Contact Information	
Review	

Company Name

ACCESSGOV TEST

Company Email

dnr_atlasinfo@state.co.us

Company Phone

7208543315

Company Address

1127 Sherman St, Suite 300,DENVER,CO,80203

Do any of the above fields need to be updated?
- ☐ Email
- ☐ Phone
- ☐ Address

Please provide any additional contact details for correspondence or non-billing matters

[   ]

[< Previous]   [Save and Exit]   [Next >]

[Submit] [Delete]

How to View Paid Invoices

View Paid Invoices provides a static list for the selected company. It provides the invoice number, date paid, associated lease number and the amount.

You must contact the State Land Board, if a copy of a detailed invoice is required.

Paid Invoices

Select Company*
- ● Portal Test
- ○ ACCESSGOV TEST

Invoice # ▲	Date Paid ⇕	Lease Number ⇕	Amount ⇕
INV107596	3/27/2020	AG-113197	0.5
INV107597	3/27/2020	AG-113197	0.5
INV107598	11/21/2023	AG-113197	0.5
INV107616	3/27/2020	AG-113197	0.5
INV107657	11/29/2023	AG-113197	0.5

Help

Portal User Self Help provides resources for you to help yourself.

How can we help?

Submit an Application
Pay an Invoice
Manage/Register an Account
View Paid Invoices

| How Rent Payments Support CO Schools | Contact Us | Portal User Self Help

Contact Us

You are always welcomed to contact us for assistance.
Website: CO State Land Board Contact Us
Phone: 303-866-3454
Email: Portal Administrator

Frequently Asked Questions (Q&A)

Here is a list of common questions and answers.

I had an account in the old system. Do I need to register again?
Answer: Yes. All users must register a new account on the AccessGov platform.

Why can't I see my invoices right after I register?
Answer: There is a slight delay while our staff manually connects your new portal account to your records in our internal system. You can use the "**Quick Bill Pa**y" from the State Land Board website to pay an invoice immediately.

How do I get a copy of my payment receipt?
Answer: You can print a receipt immediately after paying. For past receipts, you must request one from Tyler Colorado by submitting a "Payment Inquiry" support ticket.

- Visit Tyler (Resident) Support
- Select "Payment Inquiry"
- Complete the form. Tyler Colorado will follow up with you directly.

Help Center / CO DGS

CO DGS

Telephone Number: 303-534-3468
Email: co_support@tylertech.com
Welcome to the Colorado.gov Digital Government Services Service Catalog!

Contact us about

Resident

What can we help you with?

$ Payment Inquiry

💻 Account/User Management

⚙ Technical Assistance

How can I see a list of my paid invoices?
Answer: From the home page, select View Paid Invoices. This provides a list of paid invoices but not detailed copies. To get a detailed copy, you must contact the State Land Board.

What should I do if I encounter any error messages while in the customer portal.

Answer: You have a couple of options depending on the issue. You can contact the Tyler Colorado support number or email shown in the error message for assistance. You may also contact the StateLand Board [Portal Administrator](#).

Error Occurred

Please contact a Support Representative at 303-534-3468 x 0 or email **support@www.colorado.gov** for assistance.

Ok

An error occurred while processing your payment. Please contact a Colorado.gov Support Representative at 303-534-3468 X 0 or support@www.colorado.gov for assistance with your payment.Error Code: 204; Error Message: Unknown error.