WellSTAR Log In
Quick Reference Card

New Organization Login

1. [Access and log in to the WellSTAR Application for Operators](#)
2. Click Register as New Organization.

Register New Organization

1. Fill out all the required data (*).
2. Check box on **Privacy Notice of Collection.**
3. Check box on **I'm not robot** and answer subsequent questions.
4. Click **Continue.**

Organization Questionnaire

1. Fill out the Organization Questionnaire.
2. **Step 1 - Form Information**. Answer if the Organization is not an oil operator by choosing the No. (Answer Yes for any new oil operator.)
3. Enter any key identifying information in the **Description** box.
4. Click **Continue.**
5. **Step 2 - Organization.** Enter Organization information name, address, email, and association organization information. (**Do not** add the email information if the same as the WellSTAR admin).
6. Select **Save** and **Next**.
7. **Step 3 - People.** Click the **Add Person** button.
8. Click the **Person Does Not Exists** in WellSTAR button.
9. Add **Address** and **Email** information.
10. Select a **Relationship Type** from the drop-down list.
11. Set Relationship Attributes. Click WellSTAR user and Admin. Note: At least one Admin is required.
12. Select **Save** and then the **Next** button.
13. **Step 4 - Upload Documents**. Note: There is no document upload requirement for new organization.
14. Select **Next**.
15. **Step 5 – Form Submit.** Check the box **"I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete".**
16. Click **Submit.**
17. **Step 6 – Confirmation.** Confirmation message that the Organization Questionnaire has been submitted successfully. Wait for few minutes before closing.
18. Click **Close**.

Initial Login

1. Navigate to link provided in email generated by WellSTAR. WellSTAR URL:
2. WellSTAR displays confirmation message, and prompts login using a temporary password.
3. Enter login credentials including temporary password.

• If successful, WellSTAR prompts to enter a new password using Password Guidelines.

• If unsuccessful, or if you did not make this request, contact your Organization Administrator.

General Login

1. Navigate to WellSTAR login page.
2. Enter login credentials.
3. If unsuccessful, system message displays "Invalid user name or password. WellSTAR allows 5 attempts before it locks the user account.
4. If the maximum login attempt limit has been reached, WellSTAR displays a message that the limit has been reached and instructs you to contact your Organization. Administrator.

Password

Must contain at least 8 characters with at least 1 alphanumeric character and at least 1 upper case letter.

WellSTAR CSWR Submission
Quick Reference Card

Construction Site Well Review (CSWR)

1. Click Online Forms and select Construction Site Well Review (CSWR).
2. **Step 1 – Form Information.** Enter the Organization name. The form will automatically search for matches to active Organizations.
3. Enter the Project Title in the Description box.
4. Click **Save** & **Continue**.
5. **Step 2 – CSWR Application.**
   a. **Project Title/Description** will auto-populate from the information entered in the Description box in Section 1. Form Information.
   b. Enter the Project Location information.
   c. Enter a Permitting Entity.
   d. **Associated Contacts**. Click **Add Contact**. Enter the email, mailing address and phone numbers for the following contacts:
   e. • Plan Check Engineer • Property Owner • Submitter
   f. Associated Parcel Number (APN). Click **Add Parcel**.
   g. Click **Save.**
6. **Step 3 - Associated Wells**. Enter the API number in Search.
   a. Click the box next to the API. And then click the down arrow to Associated Wells.
   b. Click Actions. Answer **Access Impact**. Choose **Yes** or **No.**
   c. Click **Save.**
7. **Step 4 – Document Upload**. Click Actions. Add New Document.
   a. Choose the **Type** from drop down list.
   b. Enter Relevant Date and Description.
   c. Click **Upload**.
   d. Upload next document repeating step 1 to 3 above.
   e. Click **Save**.
8. **Step 5 – Form Submit**.
   a. Online Forms Associations. Click **Add Form** to associated other WellSTAR form i.e. Bonds, NOI,
   b. Submitter can **Add Comments** to the CSWR application.
   c. Check the Acknowledgement box.
   d. Submitter can Preview Submission Summary.
   e. Click **Save** and **Submit**.
9. Step 6 - **Confirmation**. Confirmation message that the CSWR Application has been submitted successfully. Wait for few minutes before closing.
10. Click **Close**.

Helpful Hints

Online Help
Click the Help Icon to access online help for each page

- To get to the CSWR form.
- Type CSWR in Search box.
- Click Enter key.

Required Data

- Data with red asterisk (*) must be fill in.
- Information for the Plan Check Engineer
- Property Owner
- Submitter must be entered.
- (Note: Property owner can request CSWR review without the plan check engineer information but has to fill as the three contracts.)
- At one Assessor Parcel number information must be entered.
- One proposed Site Plan must be upload.

Permitting Agency

- If County is chosen the box to the left will be a drop down list of California counties.
- If either City or Other is chosen the box to the left is a text box.