This informational user guide is intended to assist oil, gas, and geothermal operators with navigating the Department of Conservation, California Geologic Energy Management Division’s ("CalGEM") newly established electronic fund transfer system, which is managed by MUFG Union Bank, N.A. Operators may now submit certain payments to CalGEM via electronic fund transfer.

The following payments may be made online by any oil, gas, and geothermal operator:

- Annual oil and gas assessments;
- Idle well fees;
- Annual geothermal assessments;
- Underground gas storage assessments; and
- Civil penalties.

Please see the details below on how payments may be submitted to CalGEM via electronic fund transfer.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To make a payment, enter the following URL in your web browser: <a href="https://www.govone.com/PAYCAL/Home/SelectAgency">https://www.govone.com/PAYCAL/Home/SelectAgency</a>.</td>
</tr>
<tr>
<td></td>
<td>• Select “Department of Conservation, Geologic Energy Management Division” in the bottom right corner.</td>
</tr>
</tbody>
</table>
2 Select your desired payment type under the “Payment Info” tab from the options listed below:

- “Oil and Gas Assessment;”
- “Idle Well Fee;”
- “Geothermal Assessment;”
- “Underground Gas Storage Assessment;” or
- “Civil Penalty.”

3 If making a payment for an Oil and Gas Assessment

Complete all open fields, including “Operator Code,” “Fee Type,” “Assessment Year,” and “Fee Amount.”

- “Operator Code” requires a five-character CalGEM operator code.
- “Fee Type” requires that “Assessment Payment” from drop down menu be selected.
- “Assessment Year” requires that the year be input (four-character year format).
- “Fee Amount” requires that the amount of the “Assessment Payment” be input (the value must be greater than $1.00).

Tip: You are able to make multiple payments for different operators at the same time by clicking “Add Row.”

Select “Continue” once all fields have been input.
Complete all open fields under the “Contact Info” tab, which is located immediately to the right of the “Payment Info” tab. All fields must be completed to move forward.

- Please ensure a valid daytime phone number and email address are input, as these will be used to contact you, if any problem occurs.

Select “Continue” once all fields have been input.
5 **Payment Method**

*Complete* all open fields under the “Payment Method” tab, which is located immediately to the right of the “Contact Info” tab. All fields must be completed to move forward.

- Only payments from a checking or savings account are accepted.
- At any time, a transaction can be cancelled by selecting “Cancel” on the bottom of the screen.

*Select* “Continue” once all fields have been input.

6 **Confirm Payment**

*Review* payment information on the screen. Ensure that all values have been entered correctly and reflect accurate payment information.

- If revisions are required, edits can be made by selecting the “Edit Payment” button.

*Select* “Submit Payment,” once you have verified the accuracy of all values.
Step 7

**Payment Complete**

- **Review** the payment information under the “Payment Complete” tab, which is the last tab on the screen.
  - The payment submission date will be used by CalGEM as the transaction date within WellSTAR to record the payment.
  - Options to print this screen as receipt is available by clicking “Print this page.”

If you have questions or need additional information, please contact CalGEM’s Program Support Unit via email at: CalGEMSupport@conservation.ca.gov.