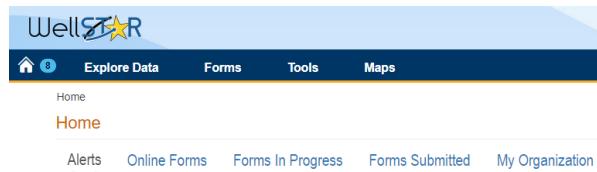


Home Screen



The following options are available from the Home Screen:

1. Alerts

- Mark Alert as Viewed
- Delete Alert (Organization Admin Only)
- Search Alerts
- Export/Print List
- Advanced Filtering

2. Online Forms

- Search Forms
- Advanced Filtering
- Create and Edit Forms

3. Forms in Progress

- Displays forms in progress
- Search Forms
- Advanced Filtering
- Export/Print List

4. Forms Submitted Status

- Accepted
- Approved
- Denied
- Submitted
- Withdrawn

5. My Organization

- Organization Detail
- Edit Details
- Transfer Assets
- Export/Print

Create or Modify User

You must always conduct a search in WellSTAR before creating or modifying any Agent, User, Organization, etc.

New User

1. Access your Organization Detail Page, located in upper right corner of any WellSTAR screen.
2. Click **Actions** and Edit Details.
3. Fill out the Organization Questionnaire Form by entering user data in editable fields. You must fill out all required fields *.

Details can be found on the California Department of Conservation WellSTAR Training for Operators.
https://www.conservation.ca.gov/dog/for_operators/Pages/WellSTAR.aspx

WellSTAR creates user with access to the system based on the role added by the Organization Administrator.

WellSTAR sends email to the user with login instructions if the user does not exist in the system.

WellSTAR creates Individual with no access to the system based on the role (Contact) added by the Organization Administrator.

Existing User

1. From "Organization Detail" Screen Navigate to Associated People Tab and select user.
2. Update the users Name, Email, Address, Phone Number and/or Role

Note: Unable to edit Agent information unless using the Organization Questionnaire Form.

Online Forms Available

Access Online forms from the Home Screen. Each form requires unique data. Procedures can be found on the California Department of Conservation WellSTAR Training for Operators website.

1. 110BQ Quarterly Water Injection
2. 110FQ Quarterly Other Water Allocation
3. 110Q Quarterly Water Production
4. 72-Hour Notification Form
5. Application for Injection Approval
6. Application for Well Stimulation Permit
7. Bond Information
8. Bond Release Request
9. Complaint
10. Confidentiality Request
11. Construction Site Well Review (CSWR)
12. Document Upload
13. Facility Information
14. Form 122 Annual Production
15. Lease Information
16. Notice of Intention
17. OG110 Monthly Production
18. OG110B Monthly Injection
19. OG110D Monthly Disposition
20. Operator Incident Report
21. Organization Questionnaire
22. Plan Submission
23. Schedule Test
24. Transfer Assets
25. UGS Project Information
26. Upload Test Results
27. Well Name Change
28. Well Stimulation Disclosure
29. Well Summary



<http://wellstar-opr.conservation.ca.gov/>

Operator Basics Contents

- Login
- Password Guidelines
- Search WellSTAR
- Modify Agent
- Home Screen
- Create or Modify User
- Online Forms

Now Available in WellSTAR:

Bonds	Production
Complaints	Tests
Compliance	Transactions
Wells	Underground Gas Storage (UGS)
Entities	Transfers
Facilities	Underground Injection Control (UIC)
Idle Wells	Construction Site Well Reviews (CSWR)
Incidents	Well Stimulation (WST)

WellSTAR Support

Contact local Organization Administrator

Login

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. (See 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. Please ensure CAPS LOCK is not On." WellSTAR determines if the maximum login attempt limit has been reached. 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.

Passwords

Password Guidelines

Passwords must meet all the following requirements:

1. Must contain at least 8 characters.
2. Must include at least 1 alphanumeric character.
3. Must include at least 1 upper case letter.
4. Must not be the same as any of the previous 24 passwords.
5. Password cannot be changed twice within a 24-hour period.

Reset Password

The functionality in resetting login credentials is only for passwords.

1. WellSTAR prompts you to enter your Username or Email Address.
2. If the email is associated to a WellSTAR account, WellSTAR sends an email message with username and link and instructions for password reset.
3. Navigate to link provided in email generated by WellSTAR.
4. WellSTAR displays confirmation message, and prompts login using a temporary password.
5. Enter login credentials including temporary password.
6. If successful, WellSTAR prompts to enter a new password using Password Guidelines.

Search WellSTAR

Search WellSTAR

You must always conduct a search in WellSTAR before creating or modifying any Agent, User, Organization, etc.

1. Once logged in, select Entities under Explore Data
2. Select the Search widget in the upper right corner of any WellSTAR screen.
3. Enter the search criteria (First Name, Last Name, Email).
4. WellSTAR returns the filterable search results.
5. Select the user or organization from the search results.

System Messages

Invalid Email Address	Invalid email address or email address not found.
Invalid Email Format	Email Format is Invalid
User Not Found	User {First Name} {Last Name} could not be found
User Not Active	User {First Name} {Last Name} is not an active user
Relationship Type Required	Person is a required field
First Name Required	First Name is a required field
Last Name Required	Last Name is a required field
Invalid State for Agent	The Agent's address must be in California in accordance with California Public Resources Code (PRC 3200.)
Person Role Required	Role is a required field

Modify Agent

Modify Agent

You must always conduct a search in WellSTAR before creating or modifying any Agent, User, Organization, etc.

If the person doesn't exist, contact Organization Administrator to fill out online Designation of Agent form OG134.

If the agent exists in the system, all editable sections of the form display:

- Name
- Email Address
- Contact Information
- Relationship Type
- Roles

Inactivate User/Agent

Role: Organization Administrator
If you receive a request to deactivate a WellSTAR user/agent:

1. Login to WellSTAR.
2. Select Entities under Explore Data.
3. Search for the user/agent.
4. Double-click on user/agent. Person Detail screen opens.
5. Select Edit Details under Actions.
6. Change Status to Inactive

The status values are:

- Active
- Inactive