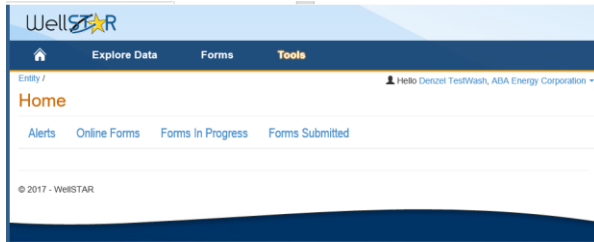


Home Screen



From your Home Screen you will have the option to view and edit Users and Bonds. The following options are also available:

1. Alerts

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

2. Online Forms Details

- Search Forms
- Advanced Filtering
- Edit Forms
- Displays the number of forms that are in progress

3. Display Forms in Progress

- Displays forms in progress
- Displays most recent comments

4. Display Forms Submitted

- Status – The values are:
 - Denied
 - In Progress
 - Approved
 - Under Review
 - Withdrawn
 - Completed

Create or Modify User

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

New User

1. From “Entities” Screen Navigate to People Tab.
2. Enter user data in editable fields. All required fields are to be filled according to the rules outlined per field tooltip.
3. Select “Yes” under “WellSTAR User” dropdown if user will require access to WellSTAR.

Results:

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. Verify user information is correct:
 - Phone
 - Address
 - Email Address (Email address can only be associated with one person)
3. Associate user to your organization by clicking Add Person

Create or Modify Bond

Access WellSTAR to submit online bond form OG160. Selecting “Add New Bond” or “Modify Bond Details” on Bond Management screen.

1. Bond Type:

- Individual
- Blanket

Description – this is a free form text field

2. Enter Bond Information:

- Bond Coverage – **Individual (Onshore)**
 - Select Purpose Values
- Bond Coverage – **Blanket (Onshore)**
 - Select Purpose Values
- Bond Coverage – **Blanket (Offshore)**
 - Select Purpose Values

3. Enter Instrument Information:

- Indemnity
- Cashiers’ Check
- Certified Check
- Certificate of Deposit
- Passbook Account

4. Manage Wells:

1. Search for wells that are associated to your organization.
2. Select wells that are applicable to your bond.

5. Submit the form

Modify: To modify bond, click edit record on Bond Management Screen to Modify the Bond details.

Release: Submit Form OGS9 to release bond in WellSTAR.



WellSTAR.URL

Operator Basics

Contents

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

WellSTAR Key Buttons

Home	Bond	Agent Designation	Reports
	Entity	Bond Creation	
		Bond Release	

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 of 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 option 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. Open Entity Management from Home Screen.
3. Search for the user/agent.
4. Double-click on user/agent. Person Detail screen opens.
5. Change Status to Inactive

The status values are:

- Active
- Inactive