

Transactions/Payments

What:

The purpose of this communication is to inform you that when a payment is entered WellSTAR, the agent will receive the following email notification.

'A transaction has been added to your Payments page. Log-in to WellSTAR to see updates'.

NOTE: An enhancement to this message is scheduled to be implemented later this month that will read:

"A transaction has been added to your Transactions Detail page. Log-in to WellSTAR and navigate to your My Organization Detail > Summary > Transactions" page.

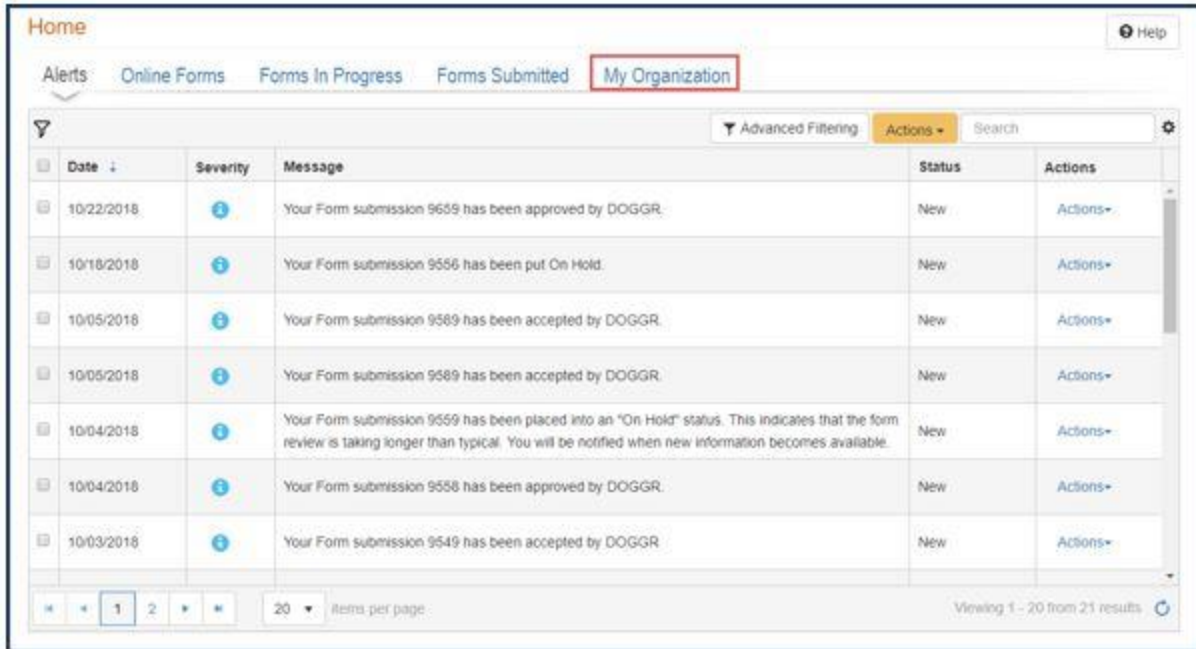
Why:

DOGGR is in the process of entering 1st and 2nd half 2018 assessments into WellSTAR. As a result, you may receive the above notice.

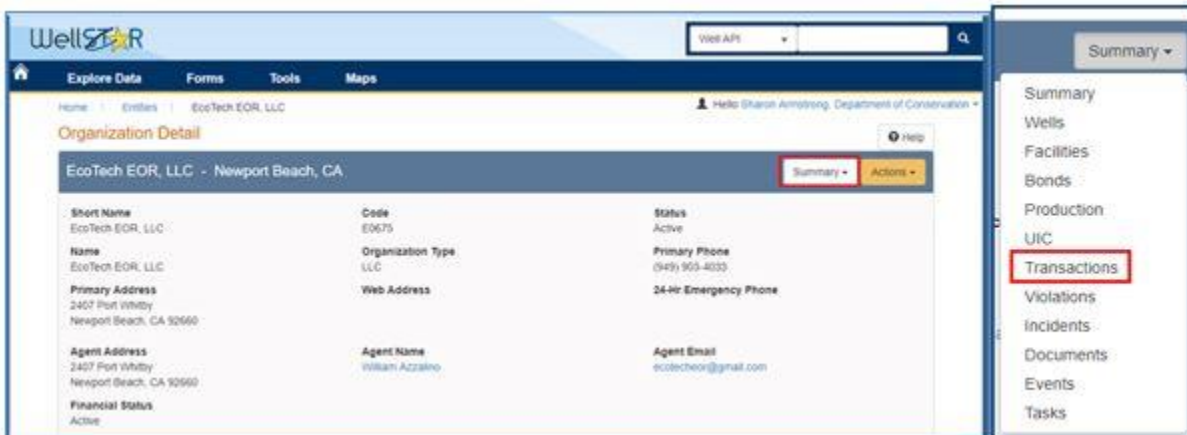
If you receive this notification, follow the steps below to view your transactions.

Steps to view Transactions in WellSTAR:

Log into WellSTAR: www.wellstar.conservation.ca.gov



Step	Action	Result
1.	From Landing Page, select “My Organization”	Organization Detail Page displays



Step	Action	Result
2.	From Operator’s Organizational Detail page, click Summary > Transactions	Transaction detail page displays

WellSTAR

Well API

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Home | Entities | EcoTech EOR, LLC

Hello Sharon Armstrong, Department of Conservation

Organization Detail

EcoTech EOR, LLC

Total Balance

\$0.00

Open Fees

Transaction Activity

Date Submitted	Type	Amount	Fee Title
10/29/2018	Payment	(\$300.00)	2017 Idle Well Fee
06/00/2018	Idle Well Fee	\$300.00	2017 Idle Well Fee
06/00/2017	Idle Well Fee	\$200.00	2016 Idle Well Fee
06/25/2017	Payment	(\$200.00)	2016 Idle Well Fee

Step	Action	Result
3.	Click 'Transaction Activity'	Transaction Activities grid displays

View Open Fees grid

Contact SCO for your current assessment balance.

Open Fees

Due Date	Fee Title	Balance Due	Fee Status
No results to display			

0 20 items per page

Step	Action	Result
4.	Click 'Open Fees'	Open Fees grid displays

Does your organization's transaction page show the 'Contact SCO for your current assessment balance' message?

Response	Action
Yes	Do fees show in the open fees grid?
	Yes Contact DOGGR at (916) 445-9686 if you have any questions concerning the fees posted
	No No action needed
No	No action needed

This WellSTAR Bulletin will be used frequently to communicate important WellSTAR updates. Please share this bulletin with impacted users in your organization. They can also subscribe to this bulletin by selecting this [link](#).

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WellSTAR Team welcomes your comments!

Please send your comments and questions to WellSTAR@conservation.ca.gov.

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