



NOTICE TO OPERATORS

NTO 2022-03

June 15, 2022

NOTICE OF ASSESSMENT OIL AND GAS PRODUCED FOR CALENDAR YEAR 2021

The California Geologic Energy Management Division (CalGEM) is issuing this notice to inform operators that the annual notice of assessment of oil and gas has been mailed to your agent on file and posted to your WellSTAR account. When the notice of assessment was entered into WellSTAR, the agent of record received the following email notification.

"You have received a new correspondence in WellSTAR"

To view your annual notice of assessment please Log-in to WellSTAR and navigate to your organization detail > Summary > Documents. The notice of annual assessment can be found within the document tab.

Operators are encouraged to utilize CalGEM's Electronic Fund Transfer site to submit their annual oil and gas payment. Online payment can be submitted to CalGEM, via electronic funds transfer, at the website below, which is managed by MUFG Union Bank's partner, First Data:

<https://www.govone.com/PAYCAL/Home/SelectAgency>

Operators may also submit their annual oil and gas assessment payments by sending it to the following address:

Department of Conservation
Geologic Energy Management Division
Attn: 2021 Assessment
715 P Street, MS 18-03
Sacramento, CA 95814

The assessment on oil and gas produced in California is provided for in Division 3 of the Public Resource Code. Assessments of more than ten dollars but less than five hundred dollars must be paid on or before Monday, August 15, 2022, or will be late. For assessments of five hundred dollars or more, the first half of the assessed amount shown must be paid on or before Monday, August 15, 2022; the second half of the assessed amount shown must be paid on or before Wednesday, February 1, 2023. A penalty of 10 percent will be applied to late payments, plus interest at 1.5 percent per month.

Notice to Operators
2022-03
June 15, 2022

If you have any question, please contact CalGEM Support Unit at CalGEMSupport@conservation.ca.gov.



Uduak-Joe Ntuk
State Oil and Gas Supervisor

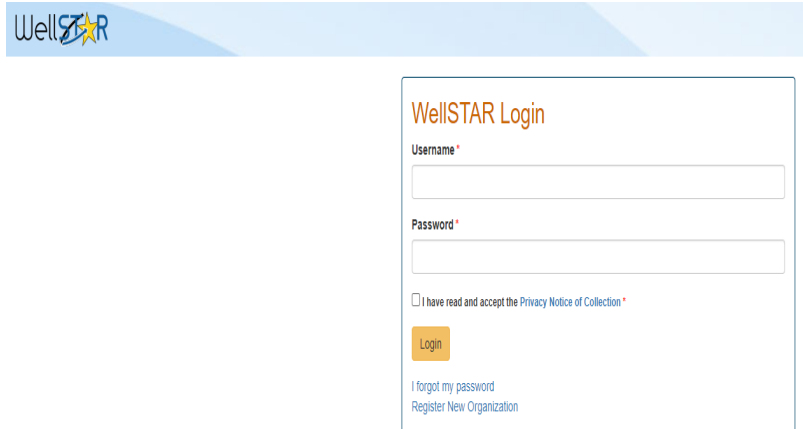
Attachment(s):

1. Instructions for Accessing Notice of Assessment within WellSTAR
2. Electronic Fund Transfer Informational User Guide

Attachment 1: Instruction to view Notice of Assessment in WellSTAR

Navigating to Notice of Assessment

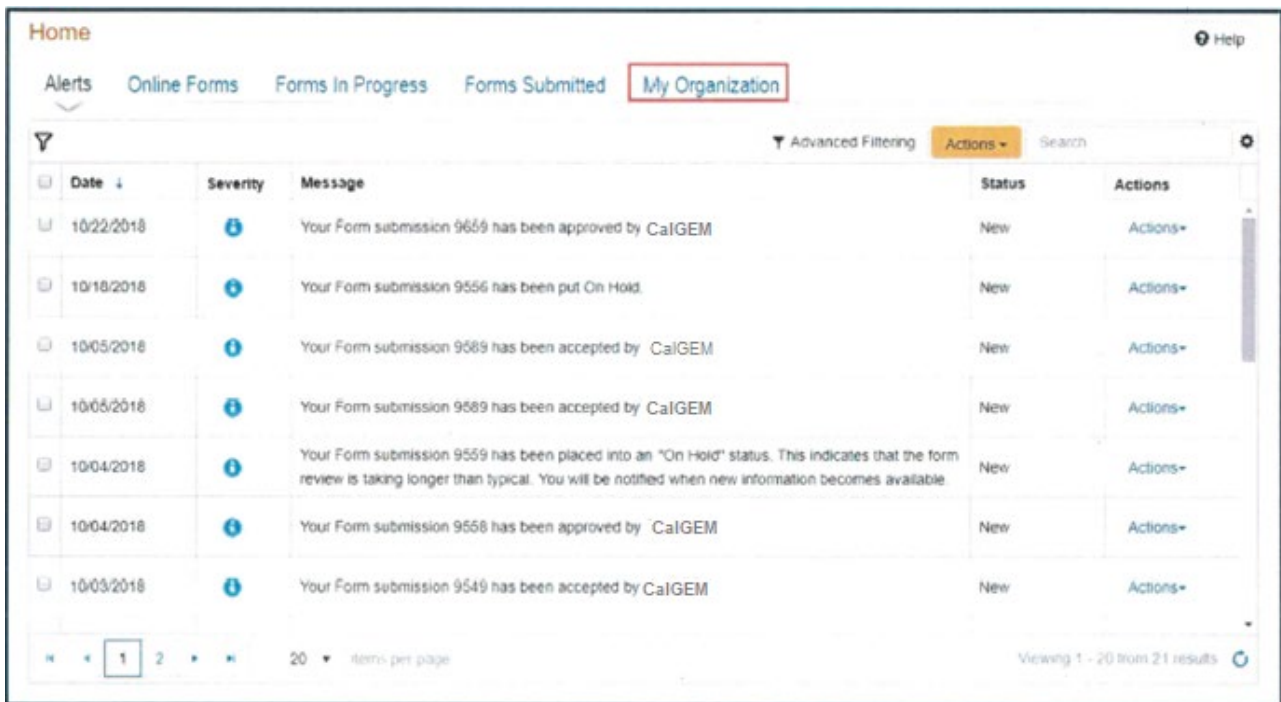
1. Log into WellSTAR: <https://wellstar.conservation.ca.gov/>



The image shows the WellSTAR Login form. It features the WellSTAR logo at the top left. The form is titled "WellSTAR Login" and contains the following elements:

- Username ***: A text input field.
- Password ***: A text input field.
- I have read and accept the Privacy Notice of Collection ***
- Login**: An orange button.
- [I forgot my password](#)
- [Register New Organization](#)

2. From Landing page, select "My Organization"



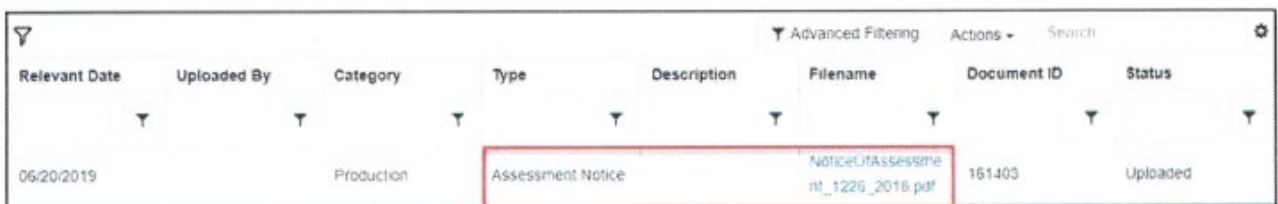
The image is a screenshot of the WellSTAR Home page. At the top, there is a navigation bar with the following items: Home, Alerts, Online Forms, Forms In Progress, Forms Submitted, and My Organization (which is highlighted with a red box). A Help icon is located in the top right corner. Below the navigation bar, there is a section for "Advanced Filtering" and "Actions". The main content area is a table with the following columns: Date, Severity, Message, Status, and Actions. The table contains several rows of data, each representing a form submission status update. At the bottom of the table, there is a pagination control showing "1" of 2 pages and "20 items per page". The bottom right corner of the table area shows "Viewing 1 - 20 from 21 results".

Date	Severity	Message	Status	Actions
10/22/2018	Info	Your Form submission 9659 has been approved by CaIGEM	New	Actions
10/18/2018	Info	Your Form submission 9556 has been put On Hold.	New	Actions
10/05/2018	Info	Your Form submission 9689 has been accepted by CaIGEM	New	Actions
10/05/2018	Info	Your Form submission 9589 has been accepted by CaIGEM	New	Actions
10/04/2018	Info	Your Form submission 9559 has been placed into an "On Hold" status. This indicates that the form review is taking longer than typical. You will be notified when new information becomes available.	New	Actions
10/04/2018	Info	Your Form submission 9558 has been approved by CaIGEM	New	Actions
10/03/2018	Info	Your Form submission 9549 has been accepted by CaIGEM	New	Actions

- From Operator's Organization Detail page in the upper right-hand corner click Summary > click Documents



- Within Documents locate Filename for "Notice of Assessment"



Relevant Date	Uploaded By	Category	Type	Description	Filename	Document ID	Status
06/20/2019		Production	Assessment Notice		NoticeOfAssessme nt_1226_2018.pdf	161403	Uploaded

- Click on Notice of Assessment file name to open the PDF

ELECTRONIC FUND TRANSFER INFORMATIONAL USER GUIDE
OCTOBER 2021

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.

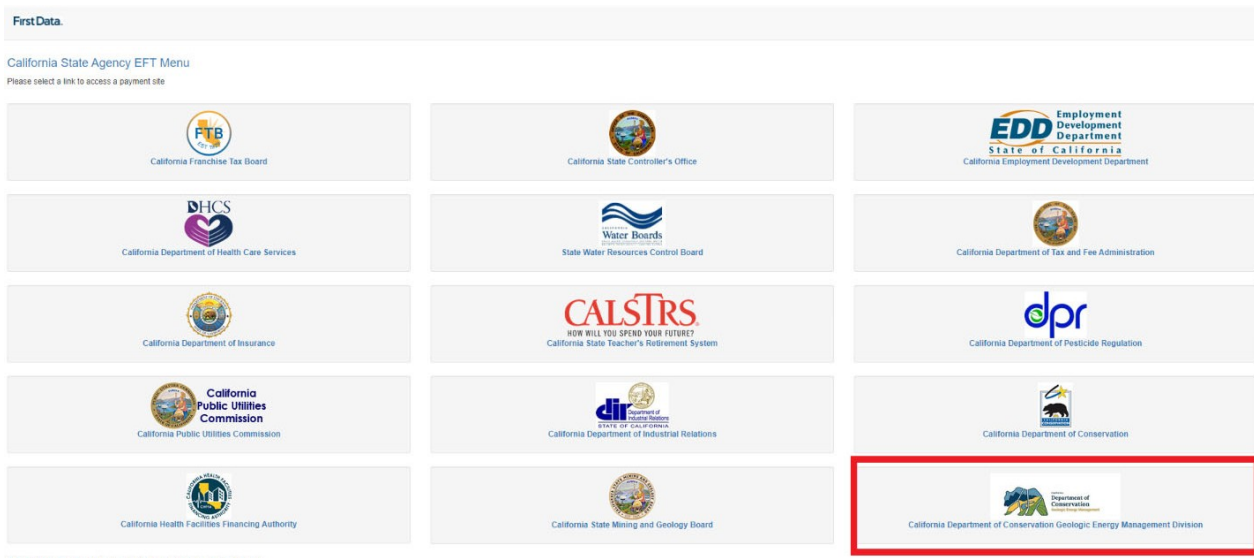
The following payments may be made online by any oil, gas, and geothermal operator:

- 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.

Step	Action
------	--------

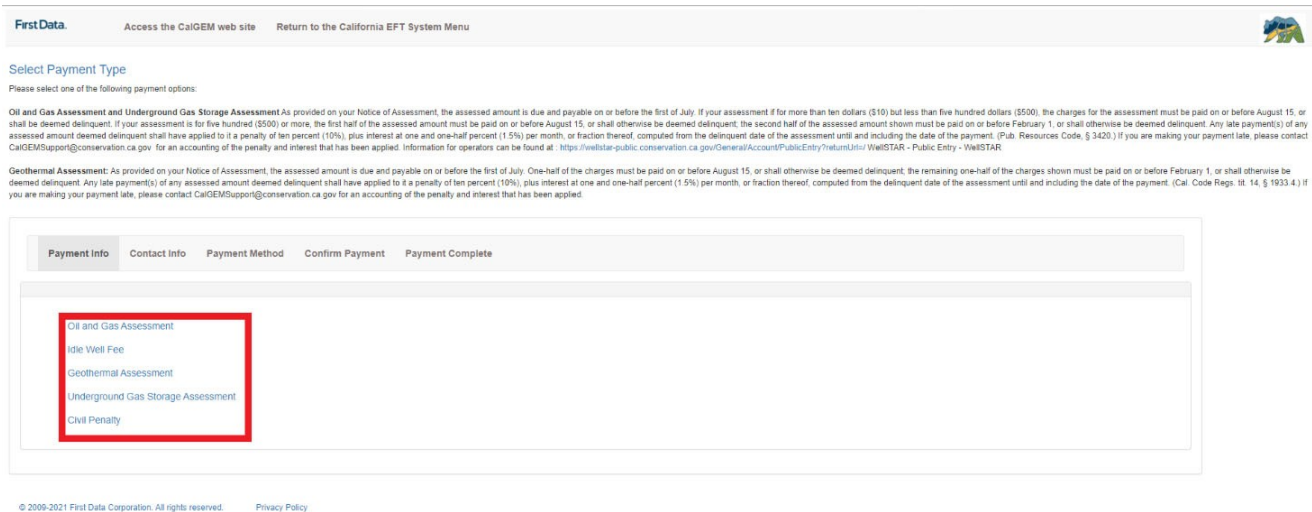
- | | |
|---|--|
| 1 | <p>To make a payment, enter the following URL in your web browser:
https://www.govone.com/PAYCAL/Home/SelectAgency.</p> <ul style="list-style-type: none"> • Select "Department of Conservation, Geologic Energy Management Division" in the bottom right corner. |
|---|--|



Step	Action
------	--------

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.”



Step	Action
------	--------

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.



Make a Payment

Please enter your payment information below. Payments made online before 3:00 PM (PST) will be settled on the next banking day.

To initiate multiple payments, use the Add Row feature. Select Continue once finished. Every payment on a delinquent charge for an oil and gas assessment, geothermal assessment, or underground gas storage assessment shall be applied: first, to any interest due on the charge, second, to any penalty, and the balance if any to the charge itself.

Operator Code: Enter your 5 or 8 digit Operator Code without dashes.

Fee Type: Select your Fee Type. If the correct option is not available, please confirm that you have chosen the correct Payment Type on the previous page.

Payment Info	Contact Info	Payment Method	Confirm Payment	Payment Complete
Payment Type:	Oil and Gas Assessment			
Debit Date:	10/05/2021			
Operator Code	Fee Type	Assessment Year (YYYY)	Fee Amount	
<input type="text"/>	Assessment Payment	<input type="text"/>	\$ <input type="text"/>	
+ Add Row				
<input type="button" value="Cancel"/> <input type="button" value="Continue"/>				

Step Action

4 Contact Information

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.



Contact Information

Please enter your contact information and click Continue.

Payment Info	Contact Info	Payment Method	Confirm Payment	Payment Complete
Business Name:	<input type="text"/>			
Contact Name:	<input type="text"/>			
Address:	<input type="text"/>			
	<input type="text"/>			
City:	<input type="text"/>			
State/Province:	CA			
Zip/Postal Code:	<input type="text"/>			
Country:	UNITED STATES			
Daytime Phone Number:	<input type="text"/>			10 characters minimum
Email Address:	<input type="text"/>			
	Help?			
Re-type Email Address:	<input type="text"/>			
<input type="button" value="Back"/> <input type="button" value="Continue"/>				

Step	Action
------	--------

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.

Step	Action
------	--------

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.



Payment Verification

Please confirm the following payment information.

Payment Info	Contact Info	Payment Method	Confirm Payment	Payment Complete
Payment Type :	Oil and Gas Assessment			
Debit Date :	10/09/2021			
Bank Account :	*****1068			
Operator Code	Fee Type	Assessment Year	Fee Amount	
A1234	Assessment Payment	2021	\$1.00	

ACH Debit Authorization: I hereby authorize the Department of Conservation to debit my bank account noted above. Please ensure that your Operator Code is correct before submitting payment.

Step Action

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."



Payment Confirmation

Please take note of the confirmation number or print this page for your records.

Payment Submission Date and Time (PST): 10/7/2021 Time: 10:04:23 AM [Print this page](#)

Payment Info	Contact Info	Payment Method	Confirm Payment	Payment Complete
Payment Type :	Oil and Gas Assessment			
Debit Date :	10/09/2021			
Bank Account :	*****1068			
Operator Code	Fee Type	Assessment Year	Fee Amount	Confirmation Number
A1234	Assessment Payment	2021	\$1.00	18498

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