



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.

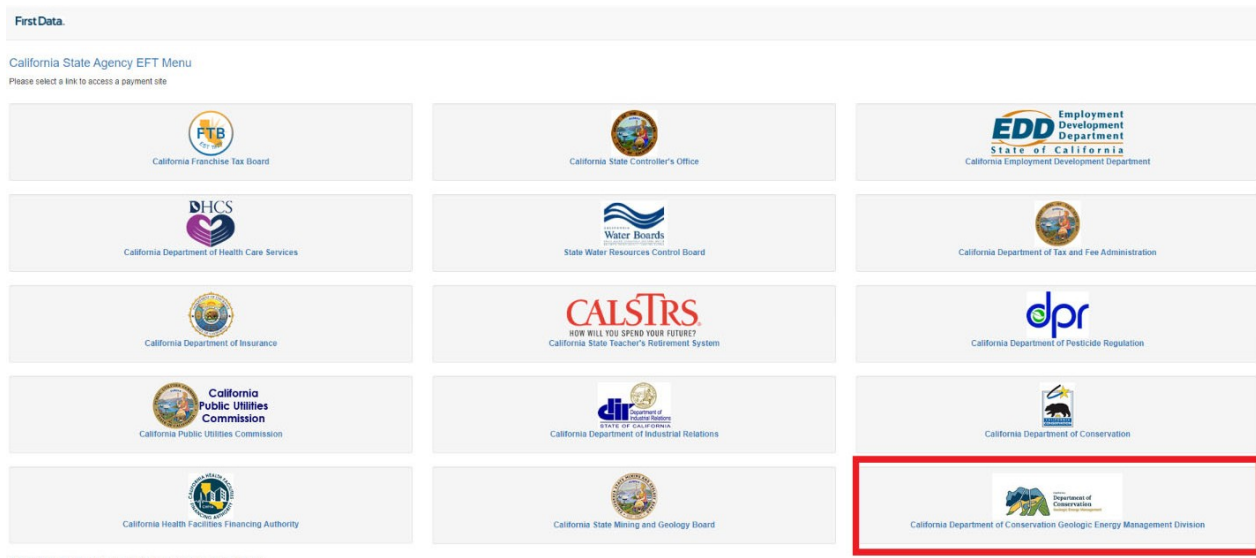
The following payments may be made online by any oil, gas, and geothermal operator:

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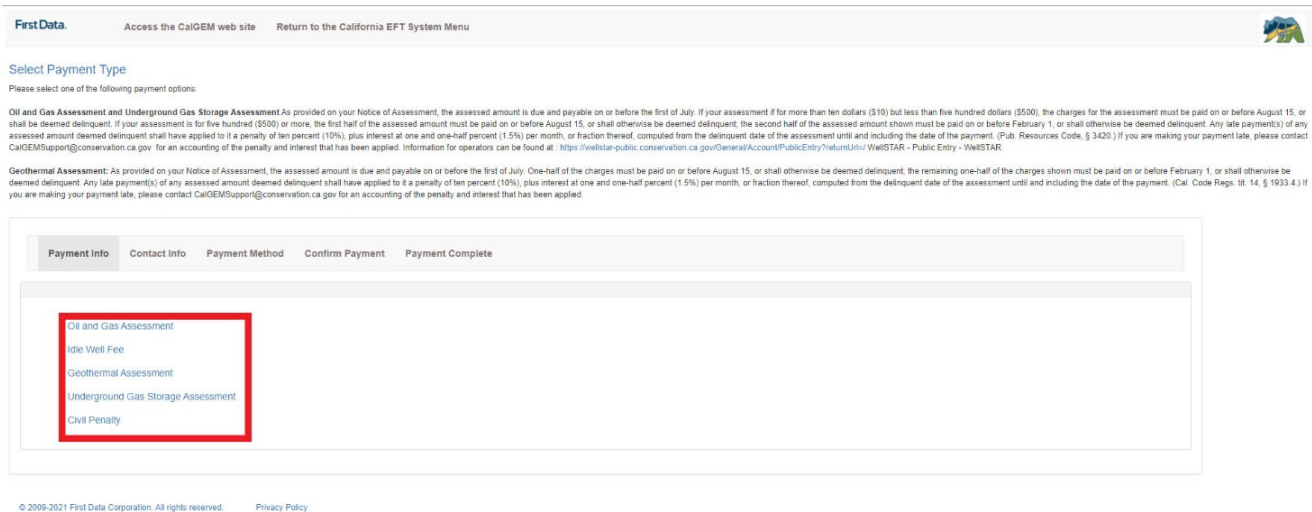
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|---|---|
| 1 | <p>To make a payment, enter the following URL in your web browser:
 https://www.govone.com/PAYCAL/Home/SelectAgency.</p> <ul style="list-style-type: none"> • Select "Department of Conservation, Geologic Energy Management Division" in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