Guide to Authorized Responsible Party Agent

Landowners and operators of irrigated agricultural land are Responsible Parties that must comply with the Agricultural Order. Responsible Parties are held responsible for discharges of waste from irrigated lands that could affect the quality of surface water or groundwater. Either the landowner or operator must enroll farm operations in the Agricultural Order by submitting a Notice of Intent through GeoTracker and creating a Responsible Party (RP) GeoTracker account. However, RPs can provide access to an Authorized Responsible Party Agent (Auth RP) for the purpose of reporting information electronically in GeoTracker. This guide will help Auth RPs understand this type of GeoTracker account and login.

What is the Authorized Responsible Party Agent account?

The Auth RP is an individual that the RP consents to providing GeoTracker access to for electronic reporting responsibilities. For example:

- A farm manager or other employee

- An agricultural consultant

- A partner or spouse

The person who acts as an Auth RP must have their own GeoTracker account, separate from the RP's account, that has a user type of "Authorized RP Agent". The Auth RP must upload a complete, signed Authorized RP Agent Authorization Form to gain access to ranch information on GeoTracker via their Authorized RP Agent account. The Auth RP can use the same account to access multiple ranches from the same operation and/or multiple ranches from different operations. Even when RPs authorize ranch access to Auth RPs, they are ultimately responsible for ensuring operation and ranch information is up to date, complete, and submitted on time.

What can an Auth RP do?

- Submit electronic data to GeoTracker

- Submit Total Nitrogen Applied (TNA) reporting forms

- Update ranch information

- Request ranch reactivations

What can't an Auth RP do?

- Submit forms that require the wet signature of the RP

How to Create an Auth RP Account

1) Navigate to GeoTracker Login web page: https://geotracker.waterboards.ca.gov/esi

2) Click on the words, Password Request below the login box:

3) Under Requesting Login "Step 1: Submit Contact Information" fill in the following information:

   a. Your requested Username, Password and Contact Information.

   b. Under the drop-down menu labeled "User Type," select **Authorized RP Agent**.

   c. Check "I'm not a robot" and complete the reCAPTCHA as necessary.

   d. Click "Submit Request" and follow prompts.

4) Please check your email to verify your account. If an email does not show up within a few moments, be sure to check your spam.

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VERIFICATION EMAIL SENT
            YOUR USER ACCOUNT HAS BEEN SUCCESSFULLY CREATED
    A VERIFICATION EMAIL HAS BEEN SENT TO        YOUR EMAIL
     PLEASE CLICK ON THE LINK IN THE VERIFICATION EMAIL TO ACTIVATE YOUR ACCOUNT
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The verification email from **geotracker@waterboards.ca.gov** will look like:

You have successfully created a new user account for GeoTracker ESI. Click the link below to verify your account (if the link is not active, please copy and paste the link into your browser):
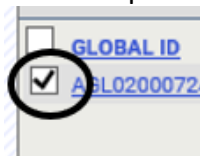
https://geotracker.waterboards.ca.gov/esi/login.asp?

5) With the newly created Authorized RP Agent username and password information, log into GeoTracker.

6) Request access to a ranch global ID(s) (AGL#) by clicking on Request Additional Facilities under FACILITY MANAGEMENT at the bottom left side on the main menu screen:
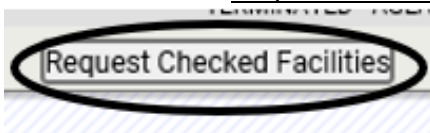
FACILITY MANAGEMENT
- Associated Facilities (0)
- Pending Facilities (0)
- Denied Facilities (0)
- Request Additional Facilities
- Upload Auth RP Form

7) Enter the operation AW# for the ranch global ID(s) (AGL#) that you would like to request access in the Facility Name search box, and then click the search button:
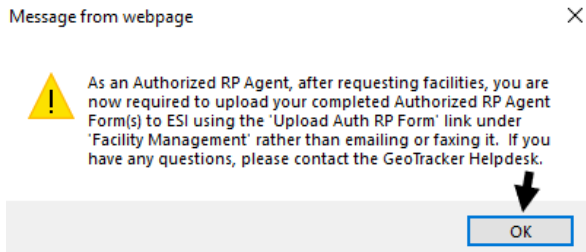
```
NAL FACILITIES

Global ID      Facility Name    Status    Street Name    City    County
               AW0000              ⌄                                ⌄    Search  Reset

FACILITY NAME                               STATUS      ADDRESS          CIT
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8) Check the box next to the specific ranch global ID(s) (AGL#) of the farm(s) that you would like to request access to:

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☐ GLOBAL ID
☑ AGL0200072
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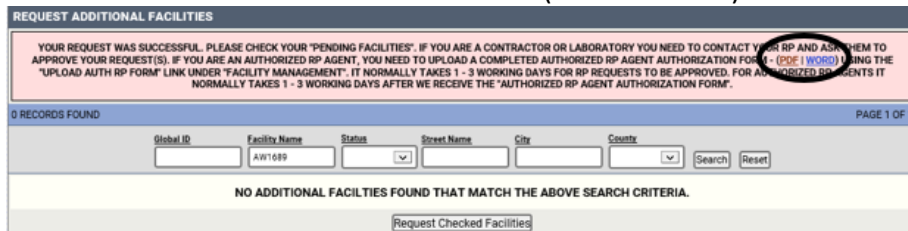
9) Then click on the Request Checked Facilities button below the list of ranch global IDs:
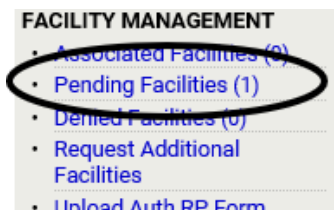
```
Request Checked Facilities
```

10) A message will open saying that you must upload a completed Authorized RP Agent Form. Click OK to close:

11) The next screen that appears will say that your request was successful and provides a link to access to an Auth RP Authorization Form (Auth RP Form) in PDF and Word:

You will also be able to confirm the initial request was successful under <u>FACILITY MANAGEMENT</u> at the bottom left side on the main menu screen where it says <u>Pending Facilities (1)</u>. *Please note the number in the parenthesis will depend on the number of pending facilities you have requested.
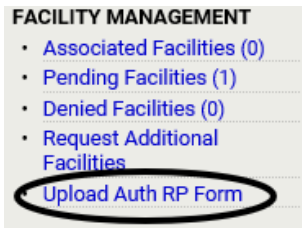

12) Complete an Auth RP Form for the requested ranch global ID(s) (AGL#). You must include all the requested information. The Auth RP Form can be found here: http://www.waterboards.ca.gov/ust/electronic_submittal/docs/authorize.pdf

One form can be used to request access to multiple ranch global IDs (AGL#s) under an operation (AW#) by listing multiple AGL#s on one form in the "FACILITY GLOBAL ID#" box, or access to all AGL#s under an operation (AW#) by putting the AW#.
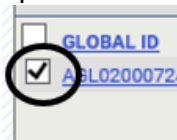
*Note, GeoTracker will not automatically grant access as new ranches (AGL#s) are enrolled under an Operation (AW#). To gain access, the Auth RP would need to request access and upload the corresponding Auth RP Form.

The complete form must be signed by the individual requesting Auth RP access and the current Operator/Responsible Party listed on the Operation's electronic notice of intent (eNOI). Once complete, save the form to your computer.

13) After you have completed the form and saved it to your computer. Click on Upload Auth RP Form under FACILITY MANAGEMENT at the bottom left side on the main menu screen:
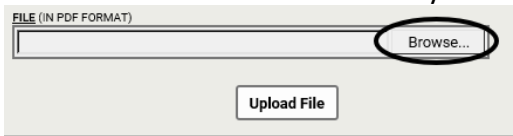

14) Check the appropriate box(es) next to the specific ranch global ID(s) (AGL#) of the ranch(es) listed on the application Auth RP Form you are uploading. If you are requesting access to multiple ranches under an operation, you can select all of the ranch global IDs (AGL#s) and upload the same form.

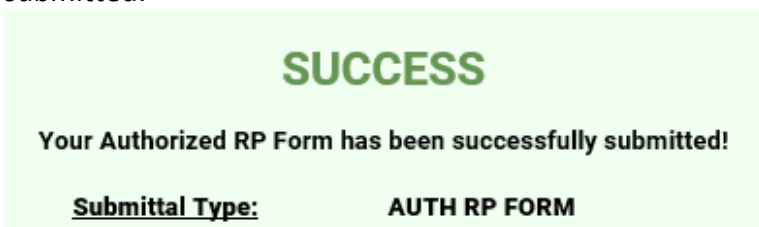15) Click on the Continue to Upload Auth RP Form button:

16) Find the saved Auth RP Form on your computer. Click on Browse:

17) Locate the file, and then click on Upload File:

18) When complete the screen will indicate that your Authorized RP Form was successfully submitted:

19) Once approved by Central Coast Water Board staff you will be able to access the requested ranch(es).