

Electronic Claim Application User Guide

1) Scan the Claim Application according to the Claim Application Instructions found below, and save it to your desktop as a .pdf file.

http://www.waterboards.ca.gov/water_issues/programs/ustcf/docs/fund_gto/092914_claim_application_instructions.pdf

2) Enter the following address into your web browser to access the area to upload a CUF Document: <https://geotracker.waterboards.ca.gov/esi/>

4) Enter your username and password at the login screen. If you do not have a username and password, you can request one from this screen:

CONTACT SITE [HELPDESK](#)

STATE WATER RESOURCES CONTROL BOARD
GEOTRACKER ESI

Username:

Password:

[If you do not have a username and password, request one using our Password Request page.](#)
[Forgot your password? Have a password reset link emailed to you.](#)



5) From the menu bar on the left side of the screen, choose:

TOOLS >> Other Tools >> **Upload CUF Claim Application**

6) Locate your site and select it by clicking the site name under the "Facility Name" column. If your site is not listed on the first page you can search for it, or jump to another page using the links at the top:

UPLOADING A CUF_DOCUMENT FILE

45 RECORDS FOUND JUMP TO PAGE: 1 2 PAGE 1 OF 2

Global ID	Facility Name	Status	Street Name	City	County	FLD PTS
T0808500119	ALL STAR GAS	OPEN - SITE ASSESSMENT	1620 STORY ROAD	SAN JOSE	SANTA CLARA	33
T0807700906	ARCO - HAMMER/ILS	COMPLETED - CASE CLOSED	3250 HAMMER LN W	STOCKTON	SAN JOAQUIN	21
T10000004571	My Test Site	OPEN - SITE ASSESSMENT	498 PALMETTO AVENUE	PACIFICA	SAN MATEO	59
T0807301923	ARCO FACILITY #9758	OPEN - REMEDIATION	398 EL CAJON BL	EL CAJON	SAN DIEGO	26
T0802300460	BIG OIL FIRE COMPANY OFFICE	OPEN - SITE ASSESSMENT	211 RAILROAD AVENUE	BLUE LAKE	HUMBOLDT	115
T10000003685	BONNY DOON SCHOOL (GASOLINE RELEASE)	OPEN - ASSESSMENT & INTERIM REMEDIAL ACTION	1492 PINE FLAT ROAD	SANTA CRUZ (BONNY DOON)	SANTA CRUZ	11
T0807500185	BP Oil (Independent)	OPEN - REMEDIATION	2099 SAN JOSE AVE.	SAN FRANCISCO	SAN FRANCISCO	26

7) Once you have selected the appropriate case, a box will be displayed allowing you to enter data regarding the claim application. Complete the fields.

UPLOADING A CUF CLAIM APPLICATION FILE

CUF DOCUMENT UPLOAD INSTRUCTIONS

DOCUMENT INFORMATION

DOCUMENT TYPE
Claim Application

TYPE OF CLAIM CLAIMANT NAME

PRIORITY REQUESTED COSTS INCURRED TO DATE

FILE

Browse...

Upload File

8) After the fields have been completed, click “Browse” to locate the Claim Application .pdf file that you saved. When you have located the file, click “Upload File”.

10) After successful upload of a document, the below screen is displayed:

UPLOADING A CUF CLAIM APPLICATION FILE

SUCCESS

Your CUF_DOCUMENT file has been successfully submitted!

Submittal Type:	CUF Claim Application
Facility Global ID:	T10000004571
Facility Name:	My Test Site
Document Type:	Claim Application
File Name:	TEST CLAIM APPLICATION.pdf
Organization Name:	EcoInteractive
Username:	CUFTEST
IP Address:	205.225.207.97
Submittal Date/Time:	9/29/2014 10:48:49 AM
Confirmation Number:	4682333409

