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: <u>https://geotracker.waterboards.ca.gov/esi/</u>

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:



s	TATE WATER R	ESOURCES	CONTROL	BOARD
	GEOT	RAC	KER	ESI
0 🗠	Username:			
0	Password:			
6	0 0	Login to ESI		
		-		

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			UMP TO PAGE: 1 2	PAGE 1 OF 2		
	Global ID Facility Name	Status Street Name	City	County	Search Reset	
GLOBAL ID	FACILITY NAME	<u>STATUS</u>	ADDRESS	CITY	COUNTY	FLD PTS
T0608500119	ALL STAR GAS	OPEN - SITE ASSESSMENT	1620 STORY ROAD	SAN JOSE	SANTA CLARA	33
T0607700906	ARCO - HAMMER/I-5	COMPLETED - CASE CLOSED	3250 HAMMER LN W	STOCKTON	SAN JOAQUIN	21
T10000004571	1 My Test Site	OPEN - SITE ASSESSMENT	498 PALMETTO AVENUE	PACIFICA	SAN MATEO	59
T0607301923	ARCO CILITY #9758	OPEN - REMEDIATION	398 EL CAJON BL	EL CAJON	SAN DIEGO	26
T0602300460	BIG OF TIRE COMPANY OFFICE	OPEN - SITE ASSESSMENT	211 RAILROAD AVENUE	BLUE LAKE	HUMBOLDT	115
T1000003685	BONNY OON SCHOOL (GASOLINE	OPEN - ASSESSMENT & INTERIM REMEDIAL ACTION	1492 PINE FLAT ROAD	SANTA CRUZ (BONNY DOON)	SANTA CRUZ	11
T0607500185	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.

1	UPLOADING A CUF CLAIM APPLICATION FILE
	CUF_DOCUMENT UPLOAD INSTRUCTIONS
	DOCUMENT INFORMATION
	DOCUMENT TYPE Claim Application TYPE OF CLAIM CLAIMANT NAME Image: Claim Application 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					
, 	SU				
	Submittal Type: Facility Global ID: Facility Name: Document Type: File Name: Organization Name: Username: IP Address: Submittal Date/Time:	CUF Claim Application T10000004571 My Test Site Claim Application TEST CLAIM APPLICATION.pdf EcoInteractive CUFTEST 205.225.207.97 9/29/2014 10:48:49 AM			
	Confirmation Number:	4682333409]		

11) You will be able to view your document immediately after submittal in the "View Submittals" section of the website.



Documents awaiting Fund Staff review can be found in the "Pending Submittals" section.

When a document is accepted by Fund Staff, it can be found under "Received Submittals".

If your document has been denied by Fund Staff, it will be moved to the "Denied Submittals" area, and an email will be generated informing you of the reason for the denial.

SUBMITTA	SUBMITTALS					ORT TO EXCEL
7 RECORDS FO	RECORDS FOUND					PAGE 1 OF 1
		GLOBAL ID		SUB TYPE STATUS	Search Reset	
CONF NUM	GLOBAL ID	FACILITY NAME	TITLE	SUB TYPE	SUBMIT DATE	STATUS
4682333409	T1000004571	MY TEST SITE	CLAIM APPLICATION	CUF_DOCUMENT	9/29/2014 10:48:49 AM	PENDING
4503861904	T1000004571	MY TEST SITE	TEST	GEOPORT	5/19/2014 9:20:23 AM	REVED
3992364108	T1000004571	MY TEST SITE	TEST C	GEO_ PORT	5/6/2014 9:02:01 AM	REC VED
7013551235	T1000004571	MY TEST SITE	TEST	GEO_HEPORT	5/5/2014 3:49:12 PM	RECEIVED
2809548556	T1000004571	MY TEST SITE	TEST	GEO_REPORT	5/5/2014 3:46:28 PM	RECEIVED
1802909612	T10000004571	MY TEST SITE	TEST REPORT 2	GEO_REPORT	1/26/2014 10:17:24 AM	RECEIVED
<u>1730828464</u>	<u>T10000004571</u>	MY TEST SITE	TEST REPORT	GEO_REPORT	1/26/2014 10:17:07 AM	RECEIVED