

# **Alabama Department of Environmental Management (ADEM)**



## **OpCert Online**

### **Facility Admin, Supervisor, and Manager Guidance Document**

### **for Water, Wastewater, and Landfill Personnel and Water Well Drillers**

*Created 10/21/2025*

*Last Updated 03/05/2026*

*Updated June 2026*

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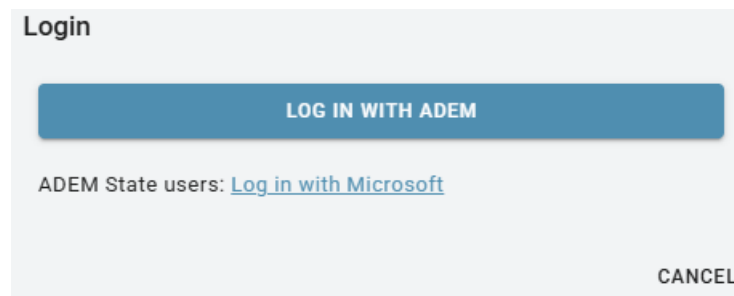
# Getting Started

## ADEM Web Portal (AWP) Log in

You only have to do this once. If you already have an ADEM Web Portal account, skip this step and go to ACCESS REQUEST.

Go to <https://adem.alabama.gov/opcert>

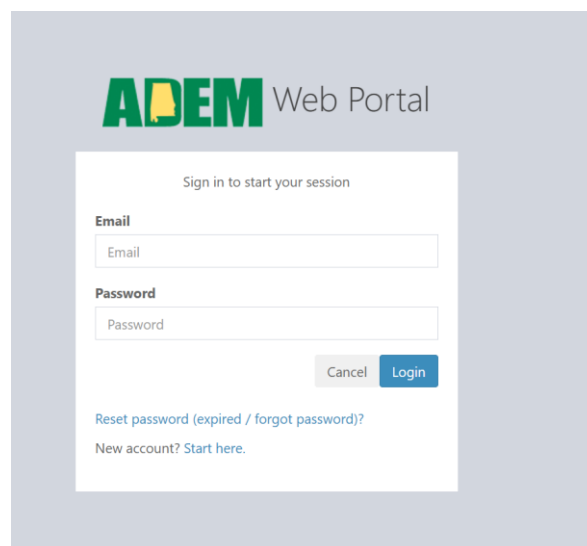
- Click on the  button in the upper right-hand corner
- Select Login in with ADEM



The image shows a 'Login' modal window. At the top, it says 'Login'. Below that is a large blue button labeled 'LOG IN WITH ADEM'. Underneath the button, it says 'ADEM State users: [Log in with Microsoft](#)'. In the bottom right corner, there is a 'CANCEL' link.

If you are an ADEM employee, select “Log in with Microsoft”.  
Cancel – use this option to back out and not use the login system

- This will take you to the ADEM Web Portal (AWP)  
<https://prd.adem.alabama.gov/awp>.  
Follow the instructions in the [AWP Web Portal User Guide](#)



The image shows the ADEM Web Portal login page. At the top, it says 'ADEM Web Portal' with the ADEM logo. Below that is a 'Sign in to start your session' heading. There are two input fields: 'Email' and 'Password'. Below the 'Password' field are two buttons: 'Cancel' and 'Login'. At the bottom, there are two links: 'Reset password (expired / forgot password)?' and 'New account? Start here.'

## ACCESS REQUESTS

### ACCESS REQUEST

ACCESS REQUEST

LOG OUT

Once you have completed the AWP log in process, you will need to create your OpCert Online ACCESS REQUEST.

Navigate to [www.adem.alabama.gov/opcert](http://www.adem.alabama.gov/opcert).

Click ACCESS REQUEST

Access Request

Name

Salutation \*

Mr.

First Name \*

Middle Name

Last Name \*

Suffix

Preferred Name

Contact Information

Address Type \*

Physical/Mailing

Address Line 1 \*

Address Line 2

City \*

State \*

Alabama

County \*

Cullman

Postal Code \*

Lat

Long

Phone Type \*

Cell

Phone \*

(123) 456-7897

Email \*

est@test.comt

Personal Information

Date of Birth \*

06/04/1984

Education Level \*

Highschool Diploma/GED

Education Obtained Date \*

06/10/2026

Requested Role(s)

☐ ADEM State Admin

☐ ADEM State Scientist

☐ ADEM State View Only

☐ Operator Or Driller

☒ Facility Owner

☐ Facility Admin

☐ Facility Manager

☐ Facility Supervisor

☒ Trainer Admin

☐ Trainer Staff

☐ ADEM State Clerical Staff

☐ ADEM Webmaster

☐ ADEM Finance

☐ ADEM System Administrator

Facility/Facilities

| Facility                | Role | Delete |
|-------------------------|------|--------|
| No facilities added     |      |        |
| <div>ADD FACILITY</div> |      |        |

Training Provider(s)

Providers

Please leave blank if your provider is not found

(This image shows an incomplete request for Facility Owner and Trainer Admin Roles)

Page 4 of 32

## ACCESS REQUESTS

There are four sections to complete:

- Name
- Contact Information
- Personal information
- Requested Role(es)

**Items with an asterisk (\*) are required.**

If a drop down list does not have the option you need, submit a Help Request after your ACCESS has been Approved.

A blue rectangular button with the word "SAVE" in white capital letters.

Once all four sections are complete, click the button.

**Manual review of ACCESS REQUESTS may take up to 30 days.**

Once approved you will receive an email notifying you that your access request has been approved and you can log into the system and begin your work in the system.

### Name

- **Salutation\*** - Preferred salutation, ex. Ms., Mrs., Mr., Dr., etc.
- **First Name\*** - Legal or formal first name
- **Middle Name** - Legal or formal middle name. *Including your middle name or middle initial helps us to assign you to the correct record should someone in the database have a similar name.*
- **Last Name\*** - Legal or format last name
- **Suffix** – Legal or formal suffix, ex. Jr, Sr., III, etc.
- **Preferred Name** – Example, Tommy instead of Thomas. *If your preferred name is the same as your legal name, leave this blank.*

#### Name

| Salutation           | First Name *         | Middle Name          | Last Name *          | Suffix               | Preferred Name       |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## ACCESS REQUESTS

### Contact Information

- **Address Type\*** – Physical/Mailing is the only option here.
- **Address Line 1\*** – Home Physical address or Home post office box
- **Address Line 2** – Optional address line for apartment or suite number
- **City\*** – City of address
- **State\*** – State of address
- **County\*** – This is a drop down list.
- **Postal Code\*** – 5- or 9-digit postal code (not FIPS code)
- **Phone Type\*** – Type of phone used – cell, home, or work phone
- **Phone\*** – phone number for OpCert Team to reach you should we need to contact you directly
- **Email\*** – user email when beginning registration

**Contact Information**

|                  |                  |                |               |
|------------------|------------------|----------------|---------------|
| Address Type *   | Address Line 1 * | Address Line 2 |               |
| Physical/Mailing |                  |                |               |
| City *           | State *          | County *       | Postal Code * |
|                  | Alabama          |                |               |
| Lat              | Long             |                |               |
|                  |                  |                |               |
| Phone Type *     | Phone *          | Email *        |               |
| Cell             | (123) 456-7894   | test@test.com  |               |

### Personal Information

- **Date of Birth\*** – Your date of birth. Operators must be at least 16 years old.
- **Education Level\*** – User education level *This is a drop down list that has the options for you.*
- **Education Obtained Date\*** - The date you attained the Education Level selected above. *If you only recall the Month and Year, that's ok. Enter "01" for the day. This is NOT the date you were certified.*

**Personal Information**

|                           |
|---------------------------|
| Date of Birth *           |
| 01/01/1998                |
| Education Level *         |
| Highschool Diploma/GED    |
| Education Obtained Date * |
| 04/01/2026                |

## ACCESS REQUESTS

### Requested Role(s)

#### **'Operator or Driller' if**

- **you are currently certified or licensed,**
- **or you plan to become certified or licensed,** as an Alabama Water, Wastewater, or Landfill Operator, or Water Well Driller
- See Operator Help Document for more information.

#### **Facility Role(s) if**

- you are an Owner, Administrator, Supervisor, or Manager of a Facility.
- Facility Role Requests are reviewed manually.

| If you are the person at your facility who ....                              | Request...          |
|------------------------------------------------------------------------------|---------------------|
| VIEWS Facility Information                                                   | FACILITY OWNER      |
| PAYS operator fees and<br>EDITS Facility Details                             | FACILITY ADMIN      |
| PAYS Operator fees and<br>VERIFIES experience                                | FACILITY SUPERVISOR |
| PAYS Operator fees,<br>VERIFIES experience and<br>EDITS Facility Information | FACILITY MANAGER    |

You will also be prompted to select the facility(s) that you are associated with.

Please *select all* the Facilities for which you are requesting a role. Click ADD FACILITY to add another Facility. Please do not leave this blank.

### Facility/Facilities

| Facility            | Role | Delete |
|---------------------|------|--------|
| No facilities added |      |        |
| ADD FACILITY        |      |        |

Note: Wastewater Treatment Plants and Collections systems are listed as two separate items. Please select all that apply.

#### **Trainer Role(s) if**

- you provide training to operators or well drillers.
- Trainer Role Requests are reviewed manually.
- See Trainer Help Document for more information

## ACCESS REQUESTS

*Helpful Hint: Unless you are employed by ADEM, do NOT select any of the “ADEM” Roles.*

**Facility Managers and Supervisors, once you have login access to OpCert Online, please go to your Facility(s) and make sure your operator lists are up to date and the start dates are correct.**

**The data for operator start dates was not electronically available to import into the new system. This data needs to be updated with the correct start date for each operator so their work experience shows correctly.**

**Also, if you know of an operator that is working for you who is not on your Operator List for your Facility, please DESIGNATE them to your facility operator list.**

## ACCESS REQUESTS

Select ALL that apply.

### Requested Role(s)

- ☐ ADEM State Admin
- ☐ ADEM State Scientist
- ☐ ADEM State View Only
- ☒ Operator Or Driller
- ☐ Facility Owner
- ☐ Facility Admin
- ☐ Facility Manager
- ☒ Facility Supervisor
- ☐ Trainer Admin
- ☐ Trainer Staff
- ☐ ADEM State Clerical Staff
- ☐ ADEM Webmaster
- ☐ ADEM Finance
- ☐ ADEM System Administrator

Once this information is complete, click the 'SAVE' button.

SAVE

Your request will be sent to state staff to review and approve.

Review may take up to 30 days.

Once approved you will receive an email notifying you that your access request has been approved and you can log into the system and begin your work in the system.

# Side Navigation Overview

The panel on the left of the OpCert Online screen is called the Side Navigation.



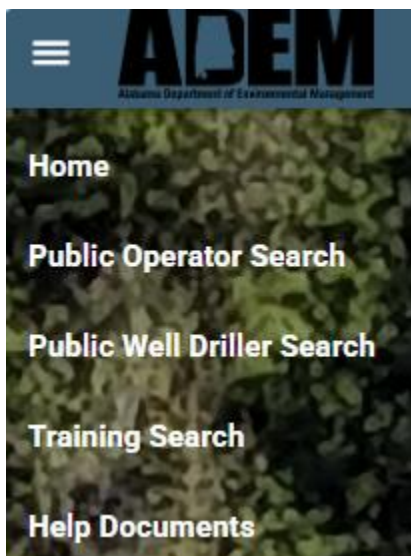
In the upper left of the Side Navigation are three stacked lines often called the ‘hamburger’ button.

Click the hamburger and the Side Navigation will shrink.

Click again and the Side Navigation will return.

This is especially useful when navigating the site on a small screen.

Before you LOGIN, the Side Navigation shows five items, Home, Public Operator Search, Public Well Driller Search, Training Search and Help Documents:

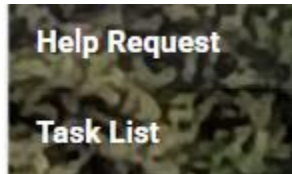


You are reading the Help Document now. Congratulations!

## Side Navigation

Once your OpCert Online ACCESS REQUEST has been approved, navigate to [adem.alabama.gov/opcert](http://adem.alabama.gov/opcert). Click LOGIN. Enter your password.

Your screen will refresh and your Side Navigation should have at least two additional options: Help Request, Task List.



Additional options in the Side Navigation are as follows:

Operators will have *Operator Detail*;

Training Providers will have *Providers*;

and Facility Personnel will have *Facility Detail*.

# Help Request

Create a Help Request to ask questions and get assistance for the OpCert Staff.

**Help & Support**

**Create Help Request**

**Help Type \***  
Specify the nature of your request...

**Other Type Description \***  
You are required to elaborate further...

**Description \***  
Provide a detailed description of your issue...

**SUBMIT REQUEST**

There are four Help Type options. The more information you provide, the faster we can complete your request. While we know your name from the Help Request, we do not know your Facility or Training Provider unless you type that information in the Help Request.

**Help Type \***

Specify the nature of your request

Technical Support

General Question

Access Request Changes

Other

## Side Navigation: Task List

## Task List

The Task List will provide you with a list of tasks you need to complete.

If an item is in your Task List, State Staff CANNOT see your task.

If there are no tasks it will say 'Nothing to do right now'.

Click on the view button to review and work on the task.

Task List Items

☒ Show only my tasks

REFRESH

| View                    | Area | Name | Task Type | Submit Date | Current Status | Priority | Current Status Date | Days in Status | Assigned User |
|-------------------------|------|------|-----------|-------------|----------------|----------|---------------------|----------------|---------------|
| Nothing to do right now |      |      |           |             |                |          |                     |                |               |

Tasks can be sorted by any of the column headings.

You can type a word or phrase in the Search box to search the Task List.

## Task Completion

Once in the task, complete all fields requested, scroll to the Submit section, Select Submit for Staff Review, then click SUBMIT.

Submit

Select Action \*

Submit for Staff Review ▾

Notes

SUBMIT

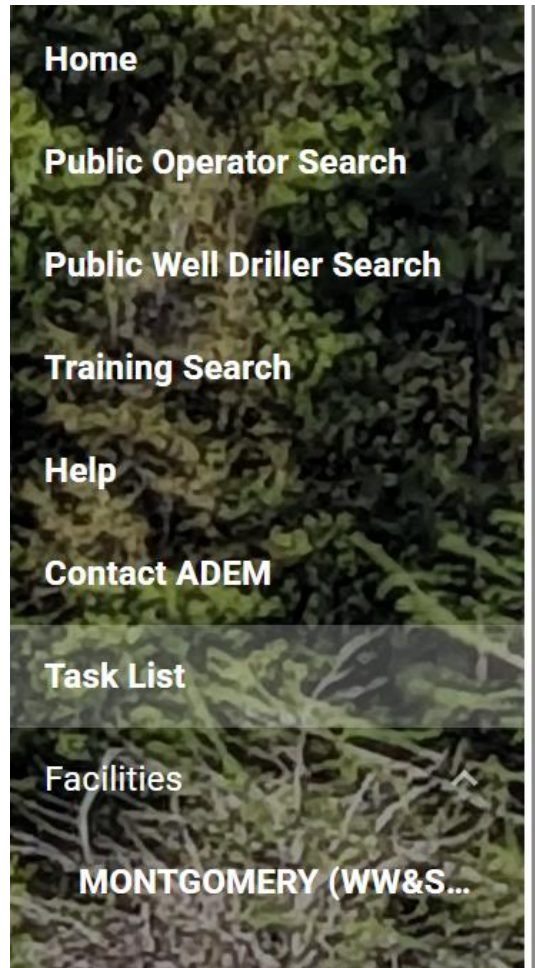
## Notes Boxes

All of the Notes fields can be expanded by clicking and dragging on the bottom right corner



## Facilities

Once you have been approved for the ADEM OPCERT system, you can click on the 'Facility Name' of the facility you wish to view on the left-hand side navigation



Click on that link and it will open the 'Facility Detail' screen. This screen includes the details for this facility including general details on the facility, who is set up in facility roles, the current Operator Certification compliance status, as well as the list of all the designated operators.

## Facilities: FACILITY DETAIL

Facility Details are pulled into OpCert Online from other ADEM databases. If there are errors in information in this section, it should be referred to your ADEM Facility contact in the Drinking Water or Municipal Programs.

FACILITY DETAIL

FACILITY EDIT

ORGANIZATION

FORMS

PAYMENT SUMMARY

### FACILITY DETAIL

Regulation Status:

Regulated

Facility Status:

Active

Sanitary Survey Date:

None

Population Served:

276000

## Operator Designation

It is the responsibility of the Facility Managers and Supervisors to ensure that the operator list is up to date and complete. This list should include **all** operators certified and not certified that are currently working at the facility.

| OPERATORS                                                                           |      |                |                     |            |         |            |                    |                   |                                                                                       |
|-------------------------------------------------------------------------------------|------|----------------|---------------------|------------|---------|------------|--------------------|-------------------|---------------------------------------------------------------------------------------|
| Options                                                                             | Id   | Name           | Certification Level | Expiration | Credits | Designated | Responsible Charge | Contract Operator | Delete                                                                                |
|  | 2045 | James Operator | 4                   | 04/22/2026 |         | 01/01/2019 | false              | false             |  |
| <div>DESIGNATE</div> <div>SHOW UNDESIGNATED...</div>                                |      |                |                     |            |         |            |                    |                   |                                                                                       |

In the Operator section to add an operator click on the “Designate” button. This will open the operator search. This search will produce all individuals that are set up as operators in the system regardless of if they have earned their certificate yet.

Designate Operator

Operator Search:

First Name

MicTest

Middle Name

Last Name

SimTest

Operator Number

SEARCH

Search Results:

HIDE RESULTS

|        | Operator # | Name    | License Level |
|--------|------------|---------|---------------|
| SELECT | C000395    | MicTest |               |
|        |            | SimTest |               |

In the operator search enter the information you have to find the operator, full first name and last names are best to enter to be able to find the operator. The search will allow you to enter partial information and will return matches based on the partial searches. If they have received their certificates for your facility classification that will show in the License Level section, if they haven't earned one yet it will show as blank.

Select the operator to designate to the facility by clicking on the "Select" button.

This will open the designation section for this operator.

## Facilities: FACILITY DETAIL

**Operator:** MicTest SimTest

☐ Contract Operator☐ Responsible Charge

Designation Date

mm/dd/yyyy 

Employment Type \*



Hours Per Week \*

Comment

DESIGNATE

Enter in the requested information. Select the Contract Operator box if the operator is a contract operator for this facility system. Select the Responsible Charge box if the operator is a responsible charge operator for this facility system. If the responsible charge box is selected you will need to enter the start date for the responsible charge responsibilities.

## Facilities: FACILITY DETAIL

**Operator:** MicTest SimTest

☐ Contract Operator ☒ Responsible Charge

Responsible Charge Start Date  
mm/dd/yyyy

Designation Date  
mm/dd/yyyy

Employment Type \*

Hours Per Week \*

Comment

DESIGNATE

Once you have entered all the appropriate information click on the “Designate” button and the operator will be added to the facility operator list and the operator will have a new employment record in their profile.

| OPERATORS                                 |      |                    |                     |            |         |            |                    |                   |
|-------------------------------------------|------|--------------------|---------------------|------------|---------|------------|--------------------|-------------------|
| Options                                   | Id   | Name               | Certification Level | Expiration | Credits | Designated | Responsible Charge | Contract Operator |
|                                           | 2045 | James Operatortest | 4                   | 04/22/2026 |         | 01/01/2019 | false              | false             |
|                                           | 296  | MicTest SimTest    | 3                   | 09/30/2010 |         | 02/25/2026 | false              | false             |
| <div>DESIGNATE SHOW UNDESIGNATED...</div> |      |                    |                     |            |         |            |                    |                   |

Continue to add operators until all your operators are listed.

## Operator UnDesignation

It is the responsibility of the Facility Managers and Supervisors to ensure that the operator list is up to date and complete. When an operator terms from the facility you need to undesignate them from the facility. To do this click on the icon in the term column next to the operator you wish to term.

In the Edit window enter in the operators Termination Date and click on the Undesignate button.

### Edit Operator Designation

**Operator:** JerTest McCTest

Termination Date

mm/dd/yyyy 

Comment

**UNDESIGNATE**

## Payment Summary

The payment summary screen will show the facility users (facility managers, admin, owners and supervisors) all the payments that either need to be made or have been made in the system. Payments can either be made from this screen or from the Task List page. Payment history for the facility can only be found on this page.

### MONTGOMERY (WW&SSB OF THE CITY OF)

[FACILITY DETAIL](#)[FACILITY EDIT](#)[ORGANIZATION](#)[FORMS](#)[PAYMENT SUMMARY](#)

#### Pending Invoices

| View              | Invoice # | Status | Created By | Created Date |
|-------------------|-----------|--------|------------|--------------|
| No data available |           |        |            |              |

#### Requests ready for payment (Select items you wish to pay for)

| <input type="checkbox"/> | Item | Invoice | Total |
|--------------------------|------|---------|-------|
| No data available        |      |         |       |

SUBMIT FOR PAYMENT

---

#### Payment History

## Pending Invoices

This section will display any invoices that have been generated but have not yet been paid. To pay the invoices click on the magnifying glass icon in the View column.

| Pending Invoices |                 |                 |                        |                                                                                       |
|------------------|-----------------|-----------------|------------------------|---------------------------------------------------------------------------------------|
| Invoice #        | Status          | Created By      | Created Date           | View                                                                                  |
| 82               | Pending Payment | EriTest MooTest | 02/22/2026 7:52 PM MST |  |

## Facilities: FACILITY DETAIL

This will display the invoice details and the Submit For Payment Button.

EXAM REQUEST

PAYMENT

Order Details

Invoice # 82

Pending Payment

02/22/2026

| Item                        | Description | Price   |
|-----------------------------|-------------|---------|
| Wastewater Exam Request Fee |             | \$50.00 |
| Order Total:                |             | \$50.00 |

Pay for Order

SUBMIT FOR PAYMENT

To make a payment click on the Submit For Payment Button and enter the payment information in the payment screens.

Pay for Order

Checkout

🛒 \$50.00 X

Payment Type

Customer Information

Payment Information

Submit Payment

Payment Type

☒ Credit/Debit Card ☐ Electronic Check

Cancel

Next

## Facilities: FACILITY DETAIL

### Items Ready for Payment

This section will show all the items that are in a pending payment status but have not been generated as an invoice. This allows the user to pay for multiple fees at the same time. Like a shopping cart.

FACILITY DETAILFACILITY EDITORGANIZATIONFORMSPAYMENT SUMMARY

Pending Invoices

| View              | Invoice # | Status | Created By | Created Date |
|-------------------|-----------|--------|------------|--------------|
| No data available |           |        |            |              |

Requests ready for payment (Select items you wish to pay for)

| <input type="checkbox"/> | Item                          | Invoice | Total |
|--------------------------|-------------------------------|---------|-------|
| <input type="checkbox"/> | Exam Request   James Operator | test    | 325   |

SUBMIT FOR PAYMENT

Payment History

To make a payment select all the items wished to be paid for and then click on the submit for payment button. This will then create an invoice for all the items and take the user to the payment screens to make a payment.

Note: Any fees that have already been added to an invoice will show in the list but will not be selectable in this section. To pay these items go to the Pending Invoices section and select the invoice by clicking on the magnifying glass and you will be able to make the payment.

## Facilities: FACILITY DETAIL

No data available

Requests ready for payment (Select items you wish to pay for)

| <input checked="" type="checkbox"/> | Item                          | Invoice | Total |
|-------------------------------------|-------------------------------|---------|-------|
| <input checked="" type="checkbox"/> | Exam Request   James Operator |         | 325   |

[SUBMIT FOR PAYMENT](#)

---

Payment History

### PAYMENT FOR MONTGOMERY (WW&SSB OF THE CITY OF) 31

[TASK LIST](#) [PAYMENT](#)

#### Order Details

Invoice # 83 Pending Payment 03/08/2026

| Operator       | Item                   | Description | Price    |
|----------------|------------------------|-------------|----------|
| James Operator | Water Exam Request Fee |             | \$325.00 |

Order Total: \$325.00

[EXPORT INVOICE PDF](#)

#### Pay for Order

[SUBMIT FOR PAYMENT](#)

To make the payment click on the Submit for payment button and enter the payment information as requested in the payment screens.

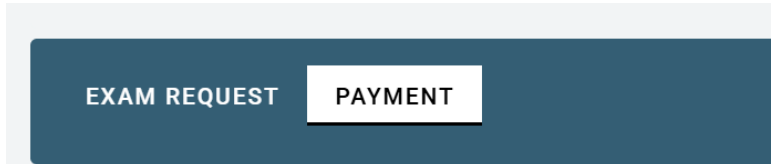
## Payment History

| Payment History |           |          |                     |                        |
|-----------------|-----------|----------|---------------------|------------------------|
| View            | Invoice # | Status   | Created By          | Created Date           |
|                 | 83        | Complete | Erin Facilitymanger | 03/08/2026 3:15 PM MDT |

## Facilities: FACILITY DETAIL

The 'Payment History' section allows you to view the details of the payments made associated with you. To view the details, click the 'view' icon (magnifying glass). Once clicked you will see the following:

- Payment/Exam Request – Allow you to see the payment information and the request information



- Payment screen:
  - The payment screen shows the details of Order/Invoice and what form the invoice is associated with the payment.

A screenshot of the 'Payment' screen. At the top, there's a navigation bar with 'TASK LIST' and 'PAYMENT' (selected). Below this is the 'Order Details' section, which includes an 'Invoice # 83', a 'Complete' status badge, and a date '03/08/2026'. A table lists the order items: 'James Operator test' for 'Water Exam Request Fee' at a price of '\$325.00'. The 'Order Total' is also '\$325.00'. There is an 'EXPORT INVOICE PDF' button. The 'Payments' section below shows a table with one payment entry: '03/08/26' at '15:24' for 'Order # 91251284' with a 'Check #' of '-' and an 'Amount Paid' of '\$325.00'. The 'Total Paid' is '\$325.00'.

| TASK LIST                          |                        | PAYMENT     |            |             |
|------------------------------------|------------------------|-------------|------------|-------------|
| <b>Order Details</b>               |                        |             |            |             |
| Invoice # 83                       |                        | Complete    | 03/08/2026 |             |
| Operator                           | Item                   | Description | Price      |             |
| James Operator test                | Water Exam Request Fee |             | \$325.00   |             |
| Order Total:                       |                        |             | \$325.00   |             |
| <a href="#">EXPORT INVOICE PDF</a> |                        |             |            |             |
| <b>Payments</b>                    |                        |             |            |             |
| Date                               | Time                   | Order #     | Check #    | Amount Paid |
| 03/08/26                           | 15:24                  | 91251284    | -          | \$325.00    |
| Total Paid:                        |                        |             |            | \$325.00    |

- Invoice Number
- Status of the invoice
- Last activity date of the invoice
- Item
- Description
- Price
- Order total
- Payments – Payment details associated to the invoice

## Facilities: FACILITY DETAIL

| Payments    |       |          |         |             |
|-------------|-------|----------|---------|-------------|
| Date        | Time  | Order #  | Check # | Amount Paid |
| 03/08/26    | 15:24 | 91251284 | —       | \$325.00    |
| Total Paid: |       |          |         | \$325.00    |

- Date
- Time
- Transaction
- Amount paid

### Task List Payments

When an operator has completed their workflow tasks and indicated that the facility will be responsible for payment the payment request will be added to the facility task list.

Navigate to your **Task List**. Scroll to the bottom of the page to view the list of payments ready for processing.

## Facilities: FACILITY DETAIL

### Task List

Task List Items

Search

REFRESH

| View                    | Area | Task Type | Submit Date | Current Status | Current Status Date | Days in Status | Assigned User |
|-------------------------|------|-----------|-------------|----------------|---------------------|----------------|---------------|
| Nothing to do right now |      |           |             |                |                     |                |               |

#### Facility Payments: MONTGOMERY (WW&SSB OF THE CITY OF)

Pending Invoices

| View              | Invoice # | Status | Created By | Created Date |
|-------------------|-----------|--------|------------|--------------|
| No data available |           |        |            |              |

Requests ready for payment (Select items you wish to pay for)

| <input type="checkbox"/> | Item                          | Invoice | Total |
|--------------------------|-------------------------------|---------|-------|
| <input type="checkbox"/> | Exam Request   James Operator | test    | 325   |

SUBMIT FOR PAYMENT

Select the item(s) you wish to pay by checking the box next to each entry.

Requests ready for payment (Select items you wish to pay for)

| <input checked="" type="checkbox"/> | Item                          | Invoice | Total |
|-------------------------------------|-------------------------------|---------|-------|
| <input checked="" type="checkbox"/> | Exam Request   James Operator | test    | 325   |

SUBMIT FOR PAYMENT

Click **Submit for Payment** to proceed with payment. NOTE: If the operator selected “**My facility will pay**” by mistake, please contact them. They can reopen the task, uncheck that option, click save, and submit the payment themselves. Once the facility clicks on the “Submit for Payment” button you will need to cancel the invoice if the invoice was generated in error.

## Facilities: FACILITY DETAIL

### PAYMENT FOR MONTGOMERY (WW&SSB OF THE CITY OF) 31

TASK LISTPAYMENT

Order Details

Invoice # 83

Pending Payment

03/08/2026

| Operator       | Item | Description            | Price    |
|----------------|------|------------------------|----------|
| James Operator | test | Water Exam Request Fee | \$325.00 |
| Order Total:   |      |                        | \$325.00 |

EXPORT INVOICE PDF

Pay for Order

SUBMIT FOR PAYMENT

Once on the Payment screen the invoice number and the fees will appear. Click “Submit For Payment” to get the credit payment screens to enter payment information.

## Facilities: FACILITY DETAIL

Pay for Order

Checkout

\$325.00 X

Payment Type

Customer Information

Payment Information

Submit Payment

Payment Type

☒ Credit/Debit Card ☐ Electronic Check

Cancel

Next

Once the payment is made the invoice screen will update with payment information.

## Facilities: FACILITY DETAIL

### PAYMENT FOR MONTGOMERY (WW&SSB OF THE CITY OF) 31

TASK LISTPAYMENT

#### Order Details

Invoice # 83Complete03/08/2026

| Operator           | Item                   | Description | Price    |
|--------------------|------------------------|-------------|----------|
| James Operatortest | Water Exam Request Fee |             | \$325.00 |
| Order Total:       |                        |             | \$325.00 |

EXPORT INVOICE PDF

#### Payments

| Date        | Time  | Order #  | Check # | Amount Paid |
|-------------|-------|----------|---------|-------------|
| 03/08/26    | 15:24 | 91251284 | —       | \$325.00    |
| Total Paid: |       |          |         | \$325.00    |

The payment history can also be found on your facility in the Payment Summary Area.

## Facilities: FACILITY DETAIL

FACILITY DETAIL

FACILITY EDIT

ORGANIZATION

FORMS

PAYMENT SUMMARY

Pending Invoices

| View              | Invoice # | Status | Created By | Created Date |
|-------------------|-----------|--------|------------|--------------|
| No data available |           |        |            |              |

Requests ready for payment (Select items you wish to pay for)

| <input type="checkbox"/> | Item | Invoice | Total |
|--------------------------|------|---------|-------|
| No data available        |      |         |       |

SUBMIT FOR PAYMENT

Payment History

| View                                                                              | Invoice # | Status   | Created By          | Created Date           |
|-----------------------------------------------------------------------------------|-----------|----------|---------------------|------------------------|
|  | 83        | Complete | Erin Facilitymanger | 03/08/2026 3:15 PM MDT |

## Payment Summary

OPERATOR DETAIL

PROFILE EDIT

FORMS

DOCUMENT LIBRARY

PAYMENT SUMMARY

Pending Invoices

| Invoice #         | Status | Created By | Created Date | View |
|-------------------|--------|------------|--------------|------|
| No data available |        |            |              |      |

Items ready for payment (Select items you wish to pay for)

| <input type="checkbox"/> | Item | Invoice | Total |
|--------------------------|------|---------|-------|
| No data available        |      |         |       |

SUBMIT FOR PAYMENT

Payment History

| Invoice # | Status   | Created By        | Created Date           | View                                                                                  |
|-----------|----------|-------------------|------------------------|---------------------------------------------------------------------------------------|
| 1007      | Complete | Danielle Manscill | 02/19/2026 2:45 PM MST |  |

## Task List

### Task List

Task List Items

Search

REFRESH

| View                    | Area | Task Type | Submit Date | Current Status | Current Status Date | Days in Status | Assigned User |
|-------------------------|------|-----------|-------------|----------------|---------------------|----------------|---------------|
| Nothing to do right now |      |           |             |                |                     |                |               |

#### Facility Payments: MONTGOMERY (WW&SSB OF THE CITY OF)

##### Pending Invoices

| View              | Invoice # | Status | Created By | Created Date |
|-------------------|-----------|--------|------------|--------------|
| No data available |           |        |            |              |

##### Requests ready for payment (Select items you wish to pay for)

| <input type="checkbox"/> | Item | Invoice | Total |
|--------------------------|------|---------|-------|
| No data available        |      |         |       |

SUBMIT FOR PAYMENT

The 'Task List' will provide you with a list of tasks you need to complete. If there are no tasks it will say 'Nothing to do right now'. For Facility users at this time the only tasks that will show on the task list will be for payments, with the exception of Well Driller Facilities, form 60's will display on the task list. Click on the view button to review and work the task.

## Task Completion (non-payment tasks)

Once in the task complete all fields requested and scroll to the bottom of the task to submit the task.

## Facilities: FACILITY DETAIL

### Submit

Select Action \*

Proceed To Payment

Cancel

Notes

SUBMIT

### History

| Status        | User            | Date                   | Note |
|---------------|-----------------|------------------------|------|
| Pending Entry | EriTest MooTest | 02/22/2026 7:32 PM MST |      |

Click on the Select Actions drop down and select the action and then click on the submit button. This will either complete the task step and move the task to the next step or trigger a validation error if any of the data was not completed. If this occurs, address the validation error by completing or correcting the appropriate fields and then resubmit the task.

to support any claims made in this form, and to submit updated information if there are any material changes that may affect my eligibility for renewal.

 **Validation Error:**  
Please ensure you have applied training correctly. Hours Applied (10.00) should match hours required (24).

### Submit

Select Action \*

Proceed To Payment

Notes

SUBMIT

Once the task is completed, it will be removed from your task list and placed on the state staffs' task list for their review and approval.

Should the state staff have any questions about the form you submitted they will put the task in a Pending Operator Review status and it will be placed back on your task list and you will receive an email letting you know a task is needing your attention.