



State Water Resources Control Board

UST CLEANUP FUND PROGRAM ANNOUNCEMENT: TRAINING SESSIONS ON ELECTRONIC INVOICING

(March 25, 2015)

The UST Cleanup Fund is hosting additional training sessions on the preparation and uploading of Reimbursement Request packages through the GeoTracker CUF Invoices Portal. Training sessions are web-based using WebEx and scheduled from 9:30 a.m. to 11:00 a.m. on both Friday, April 17, 2015, and Friday, April 24, 2015. Each session can hold up to 200 people on a first-come, first-serve basis. During the first 30 minutes of each session, Fund Staff will demonstrate the entire process from preparing the spreadsheet with invoice items to the actual upload. Following the demonstration, there will be a question and answer period. If you have any questions prior to or after these demonstrations, you can email them using the Subject Line: CUF Electronic Invoicing to: ustcleanupfund@waterboards.ca.gov.

Training Session 1: Friday, April 17, 2015 from 9:30 a.m. – 11:00 a.m.

To start or join the online meeting

Go to:

https://waterboards.webex.com/waterboards/j.php?MTID=m8b30ca2f3c5d71ebaebcc8178bc1ab53

Meeting Number: 749 307 471

Meeting Password: cufinvoice

Call-in toll-free number (Verizon): 1-877-953-3081 (US)

Attendee access code: 341 512 8

For assistance

- 1. Go to: https://waterboards.webex.com/waterboards/mc
2. On the left navigation bar, click "Support".

To check whether you have the appropriate players installed for UCF (Universal Communications Format) rich media files, go to: https://waterboards.webex.com/waterboards/systemdiagnosis.php.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. You should inform all meeting attendees prior to recording if you intend to record the meeting. Please note that any such recordings may be subject to discovery in the event of litigation.

Training Session 2: Friday, April 24, 2015 from 9:30 a.m. – 11:00 a.m.

To start or join the online meeting

Go to:

<https://waterboards.webex.com/waterboards/j.php?MTID=mb2c6383f7547bde96d1d9c4441b8b9f6>

Meeting Number: 745 239 176

Meeting Password: cufinvoice

Call-in toll-free number (Verizon): 1-877-953-3081 (US)

Attendee access code: 341 512 8

For assistance

1. Go to: <https://waterboards.webex.com/waterboards/mc>

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