



**WDO
REPORTING
SYSTEM**

HOW TO LINK YOUR WDO ACCOUNT & ASSIGN WDO ROLES



ATTENTION

If you have employees who will need to access the WDO Reporting System, they will need to create an individual SPCB Connect account.



Register
NOW!

Don't have a
Connect Account?

REGISTER NOW



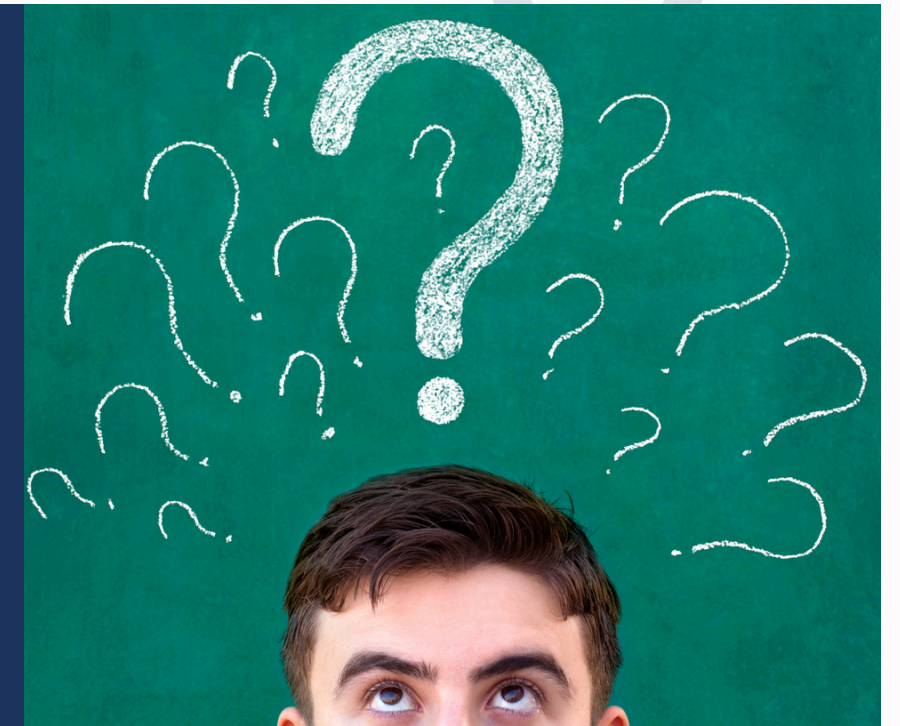
Click Register Now!

STEPS TO LINK AS A BUSINESS OWNER



The owner of a Branch 3 company must link their personal SPCB Connect Account using the company's FEIN or tax ID.

After the linking is successful, the owner should determine the employee's role for filing WDO activities.



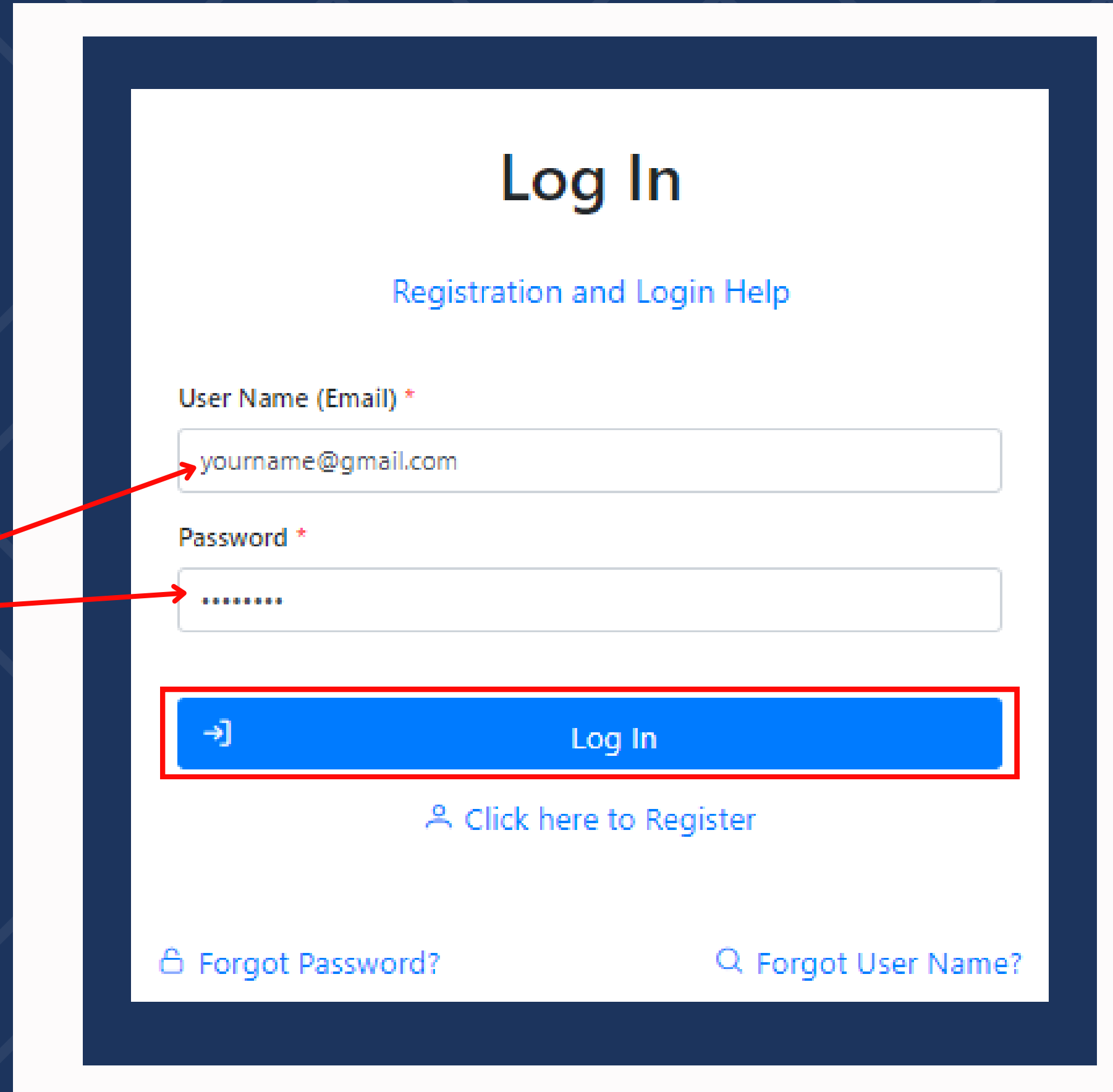
WDO ROLES

	<u>OWNER</u> linking with a Tax ID/FEIN	<u>ADMIN</u> linking with a One Time Code	<u>STAFF</u> Linking Via "Provide Access"
 Provide One Time Code to Other Admin	✓	✗	✗
 "Provide Access" to Other Staff	✓	✓	✗
 Remove User's Access	✓	✓	✗
 Manage Activities	✓	✓	✓
 Add Funds	✓	✓	✓
 Manage Email Notifications for All Users	✓	✓	✗

BUSINESS OWNERS

Navigate to: WDO Connect

Log in using your
registered email
and password.



The screenshot shows the 'Log In' page of the WDO Connect system. It includes a title 'Log In', a link for 'Registration and Login Help', and two input fields: 'User Name (Email) *' containing 'yourname@gmail.com' and 'Password *' containing masked characters. A red box highlights the blue 'Log In' button with a right arrow icon. Two red arrows point from the text box on the left to the email and password fields. At the bottom, there are links for 'Click here to Register', 'Forgot Password?', and 'Forgot User Name?'.

Log In

[Registration and Login Help](#)

User Name (Email) *

yourname@gmail.com

Password *

.....

→ Log In

[Click here to Register](#)

[Forgot Password?](#) [Forgot User Name?](#)

1. ON YOUR DASHBOARD, CLICK ON “LICENSE LINK”

The screenshot shows the dashboard of the Structural Pest Control Board. At the top left is the SPCB logo. The header area includes the text "Structural Pest Control Board" and a welcome message "Welcome Peter Pan, 1001112957 | Profile | Sign Out".

On the right side, there is a sidebar with sections: "Links & Resources" containing a "Name" button, and "Notifications" containing a "Subject" button. Both sections currently show "No records found".

The main content area has two sections:

- Licenses:** This section contains a table with the following headers: License Type, License#, Issuance Date, Effective Date, Expiration Date, License Status, and Actions. Below the table, it states "No records found." and includes a pagination control showing "Showing 0 to 0 of 0 entries" with navigation arrows and a dropdown set to "10". A red circle with the text "Click Here" points to a green "License Link" button located in the top right corner of this section.
- Applications:** This section contains a table with the following headers: Application Type, License Type, Application#, Submitted Date, Business Name, Status, and Action. Below the table, it states "No applications found." and includes a pagination control showing "Showing 0 to 0 of 0 entries" with navigation arrows and a dropdown set to "10". A green "New Application" button is located in the top right corner of this section.

2. The “Link Your Existing License” screen will appear.
Select Business.



3. For the question “Are you a Business Owner(s)?”
Select Yes.

Link Your Existing License

Please respond to the fields below so that you can link any existing certificates and licenses you hold with the Board.

Are you linking an Individual license or Business License? *

☐ Individual ☒ Business

Don't remember your license number? You can access your license information via search.dca.ca.gov

 Submit

 Continue to dashboard

Once you select Business, additional questions will appear.

Link Your Existing License

Please respond to the fields below so that you can link any existing certificates and licenses you hold with the Board.

Are you linking an Individual license or Business License? *

☐ Individual ☒ Business

Are you (one of) the Business Owner(s)? *

☒ Yes ☐ No

Don't remember your license number? You can access your license information via search.dca.ca.gov

 Submit

 Continue to dashboard

After you click, yes, additional information will be required.

Link Your Existing License

Please respond to the fields below so that you can link any existing certificates and licenses you hold with the Board.

Are you linking an Individual license or Business License? *

☐ Individual ☒ Business

Are you (one of) the Business Owner(s)? *

☒ Yes ☐ No

License Type *

Principal Registration x v

License Number *

9999 Use numbers only!

Last 4 (Tax ID/FEIN#) *

1234

Don't remember your license number? You can access your license information via search.dca.ca.gov

 Submit

 Continue to dashboard

4. For the License Type select Principal Registration.

5. For License Number enter the company's license number.

6. For Last 4 (Tax ID/FEIN) enter the last four digits of the company's Tax ID or FEIN.

7. Click Submit.

If the linking is successful, the following confirmation messages will appear. Select “No” to be redirected to the dashboard.

Confirmation



Congratulations. We found your license record in the database and have connected your login information to that existing record. Do you want to link another license?

Click Here

X No

✓ Yes

 LINKED

If the linking is **NOT SUCCESSFUL**, you will receive an error message.



Error

We're sorry, we did not connect your information to a record in the database. Please check the information and try again. x

If this message appears, the information you entered could not be verified. Be sure that you entered the correct information. If the information entered does not match SPCB records, the license link will be unsuccessful.

If you have confirmed the information to be accurate and are still not able to link the company, please contact the Licensing Unit at (916) 561-8704 for assistance.

When your license is successfully linked, it will automatically take you back to your dashboard.

Licenses

License Link

License Type	License#	Issuance Date	Effective Date	Expiration Date	License Status	Actions
Principal Registration	33333	11/08/2023	11/08/2023	11/08/2024	Clear	WDO Activity Generate One Time Code

The linked company will appear under the License Section.



If other staff members help manage your WDO filings, you must assign them a role. To determine which role to assign, refer to the table below.



 STRUCTURAL PEST CONTROL BOARD		<u>OWNER</u> linking with a Tax ID/FEIN	<u>ADMIN</u> linking with a One Time Code	<u>STAFF</u> Linking Via "Provide Access"
 Provide One Time Code to Other Admin		✓	✗	✗
 "Provide Access" to Other Staff		✓	✓	✗
 Remove User's Access		✓	✓	✗
 Manage Activities		✓	✓	✓
 Add Funds		✓	✓	✓
 Manage Email Notifications for All Users		✓	✓	✗



Contact us with any questions!

Licensing Unit: (916) 561-8704

Toll Free: (800) 737-8188

Email: PestBoard@dca.ca.gov