



WDO REPORTING SYSTEM

GENERATING A ONE TIME CODE

WHAT YOU NEED TO KNOW



The One Time Code is generated by the owner of the company, in their individual SPCB Connect Account.



To link an Administrator (non-business owner) the owner will generate a One Time Code.



An Administrator who is linked with a OTC, will be able to provide limited access to other staff.



If you do not wish for the user to be able to provide access to other users, you should link that user via “Provide Access”.



1. On the owner's dashboard, click on Generate One Time Code.



Structural Pest Control Board

Welcome | [Profile](#) | [Sign Out](#)

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 ActivityGenerate One Time Code

2. A confirmation box will appear with the generated One Time Code valid for 24 hours.

One Time Code Generated



The One Time Code is 5266164 and will be valid only for 24 hours.

✓ ok

You will need to provide this code to the staff person who will be assuming this role.



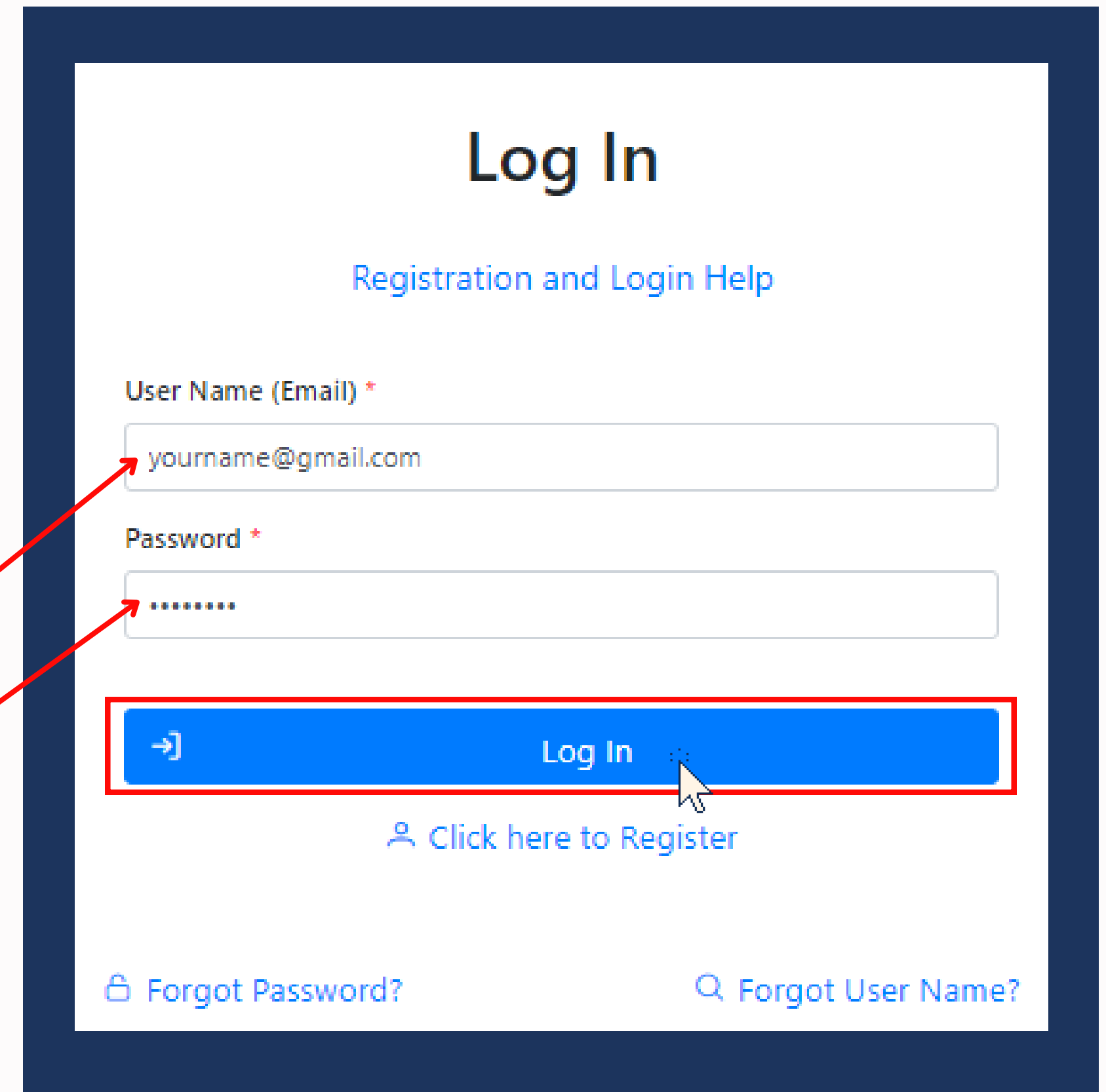
WDO REPORTING SYSTEM

INSTRUCTIONS FOR STAFF USING THE ONE TIME CODE

HAVE STAFF NAVIGATE TO THE SPCB CONNECT HOME PAGE:

<https://connect.pestboard.ca.gov/login/>

Staff need to log in
using THEIR
registered email
and password.



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

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 their dashboard, click on “License Link”.



Structural Pest Control Board

Welcome Peter Pan, 1001112957 | [Profile](#) | [Sign Out](#)

Licenses

[License Link](#)

License Type	License#	Issuance Date	Effective Date	Expiration Date	License Status	Actions
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No records found.

Showing 0 to 0 of 0 entries << < > >> 10 ▾

Applications

[New Application](#)

Application Type	License Type	Application#	Submitted Date	Business Name	Status	Action
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No applications found.

Showing 0 to 0 of 0 entries << < > >> 10 ▾

Links & Resources

Name

Notifications

Subject

No records found



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

3. For the question “Are you a Business Owner(s)? Select No.

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





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





After you click, no, additional information IS 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

License Number *

9999 Use numbers only!

One Time Code *

5266164

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. In the One Time Code Box, staff should enter the code provided to them by the owner who generated the code.

7. Click Submit.

If the One Time Code is successful, the following confirmation messages will appear.

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 No

 **Success** Congratulations. We found your license record in the database and have connected your login information to that existing record. 

 LINKED



Once successfully linked, Connect will automatically redirect you to your dashboard and you will see the linked company.

Welcome BRANCH THREE, 1001103331 | [Profile](#) | [Sign Out](#)

Licenses

License Link

License Type	License#	Issuance Date	Effective Date	Expiration Date	License Status	Actions
Principal Registration		09/26/2024	09/26/2024	12/31/2099	Clear	WDO Activity

Showing 1 to 1 of 1 entries << < 1 > >> 10 ▾



Contact us with any questions!

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Toll Free: (800) 737-8188

Email: PestBoard@dca.ca.gov