



WDO REPORTING SYSTEM

HOW TO FILE WDO ACTIVITIES MANUALLY

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ATTENTION

To access the WDO Activity Button please make sure the following steps have been completed.



Registered
in Connect

[Link to guide](#)



Link Your
Company
License

[Link to guide](#)

Navigate to: WDO Connect

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

Log in using
your registered
email and
password.

A screenshot of the WDO Connect login page. The page has a white background with a dark blue border. At the top, the title "Log In" is displayed in a large, bold, black font. Below it, the text "Registration and Login Help" is in a smaller, blue font. The login form consists of two input fields: "User Name (Email) *" and "Password *". The first field contains the text "yourname@gmail.com". The second field contains a series of dots. Below the password field is a blue button with a white right-pointing arrow and the text "Log In". A red rectangle highlights this button. Below the button is a link "Click here to Register" with a user icon. At the bottom, there are two links: "Forgot Password?" and "Forgot User Name?". Two red arrows point from the text "registered email" and "password" in the blue box to the respective input fields in the login form.



WDO REPORTING SYSTEM

HOW TO ACCESS THE WDO MENU

To access the WDO menu, select the “WDO Activity” button.

Licenses						
License Link						
License Type ↑↓	License # ↑↓	Issuance Date ↑↓	Effective Date ↑↓	Expiration Date ↑↓	License Status ↑↓	Actions ↑↓
Principal Registration	PR 9932	10/08/2025	10/08/2025	12/31/2099	Active	WDO Activity Generate One Time Code

The WDO Activity button gives you access to:

Manage Activities

Add Funds

Manage Threshold

Provide Access

(not all users will have this)

Search

Export To Excel

WDO
REPORTING
SYSTEM

HOW TO FILE AN ACTIVITY MANUALLY

To enter activities manually, select “Manage Activities” button.

Licenses

License Link

License Type ↑↓	License # ↑↓	Issuance Date ↑↓	Effective Date ↑↓	Expiration Date ↑↓	License Status ↑↓	Actions ↑↓
Principal Registration	PR 9932	10/08/2025	10/08/2025	12/31/2099	Active	WDO Activity Generate One Time Code

Click Here

Manage Activities

Add Funds

Manage Threshold

Cost Summary

Provide Access

Search

Export To Excel

Transaction Date ↑↓	Activity ↑↓	Submittal # ↑↓	Original Submittal ↑↓	Confirmation ↑↓	Transactions ↑↓	Amount ↑↓	Balance ↑↓
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Showing 1 – 1 of 1

To upload a .txt file, refer to the “How to file WDO activities with a .txt file” user guide.

Select “Add New” to enter the activity details.

If you are logged in as a PR and filing activities for one of your branch offices, you may select the branch office number from the BR# drop-down box and click search. This will allow you to manage activities for a branch office. You may only file activities for one branch office at a time.

Manage Activities

Search

PR #

PR 9932

BR #

Search

Reset

Click Here

Select “Add New”



Add New

Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 1

PR Association: PR 9932

PR Account Balance: \$

Select ↑↓

PR Number ↑↓

PR Name ↑↓

BR Number ↑↓

Activity Date ↑↓

Building Number ↑↓

Street Name ↑↓

City ↑↓

Zip ↑↓

Inspector License Number ↑↓

Activity Code ↑↓

Actions ↑↓



PR 9932

PESTBOARD TESTING TERMITES

10/10/2025

12345

Evergreen Street

Sacramento

95815 OPR 44444

1



The following screen will appear:

Manage Activities

Add New Item

Missing Activity Date

Missing Building Number

Missing Street Name

Missing City

Missing Zip Code

Missing Inspector License

Missing Activity Code

PR Name *

PR # *

Building Number

Zip

BR #

Street Name

Inspector License #

Activity Date

City

Activity Code

PESTBOARD TESTING TERMITES

PR 9932

Select

Select

MM/DD/YYYY

Select

Save

Cancel

↺

Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 2

PR Association: PR 9932

PR Account Balance: \$

Your company name
and PR Number will be
pre-populated.

Enter all required activity information and click “Save”.

Manage Activities

Add New Item

Missing Inspector License

PR Name *

PESTBOARD TESTING TERMITES

PR # *

PR 9932

BR #

Select

Activity Date

10/10/2025

Building Number

12345

Street Name

Evergreen Street

City

Sacramento

Zip

95815

Inspector License # *

OPR 44444

Activity Code

1 - Original Inspection

Save

Cancel

↻

Up

All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 1

PR Associat

Select ↑↓	Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip
☐		10/10/2025	12345	Evergreen Street	Sacramento	9

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Showing 1 - 1 of 1

After entering the required information, click save.

Inspector License (drop down menu). If you do not see the inspector in the list, please refer to the Manage Licensee portion on page 27 of this guide.

You will now see all unsubmitted activities.

Manage Activities

Search

PR #

PR 9932

BR #

Search

Reset

Add New

Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 2PR Association: PR 9932PR Account Balance: \$

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector License Number ↑↓	Activity Code ↑↓	Actions ↑↓
☐	PR 9932	PESTBOARD TESTING TERMITES		10/10/2025	12345	Evergreen Street	Sacramento	95815	OPR 44444	1	
☐	PR 9932	PESTBOARD TESTING TERMITES		10/10/2025						5	

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Showing 1 – 2 of 2

This entry now appears on your list of unsubmitted activities.

Click “Select All” or mark the check box for each activity you would like to file and click “Submit Selected”.

Manage Activities

Search

PR #
PR 9932

BR #

Search

Reset

Refresh

Add New

Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 2 PR Association: PR 9932 PR Account Balance: \$40

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector License Number ↑↓	Activity Code ↑↓	Actions ↑↓
☐	PR 9932	PESTBOARD TESTING TERMITES		10/01/2025	123	Any Street	Sacramento	95815	FR 45645	4	
☐	PR 9932	PESTBOARD TESTING TERMITES		10/01/2025	123	Any Street	Sacramento	95815	FR 45645	1	

<< < 1 > >>

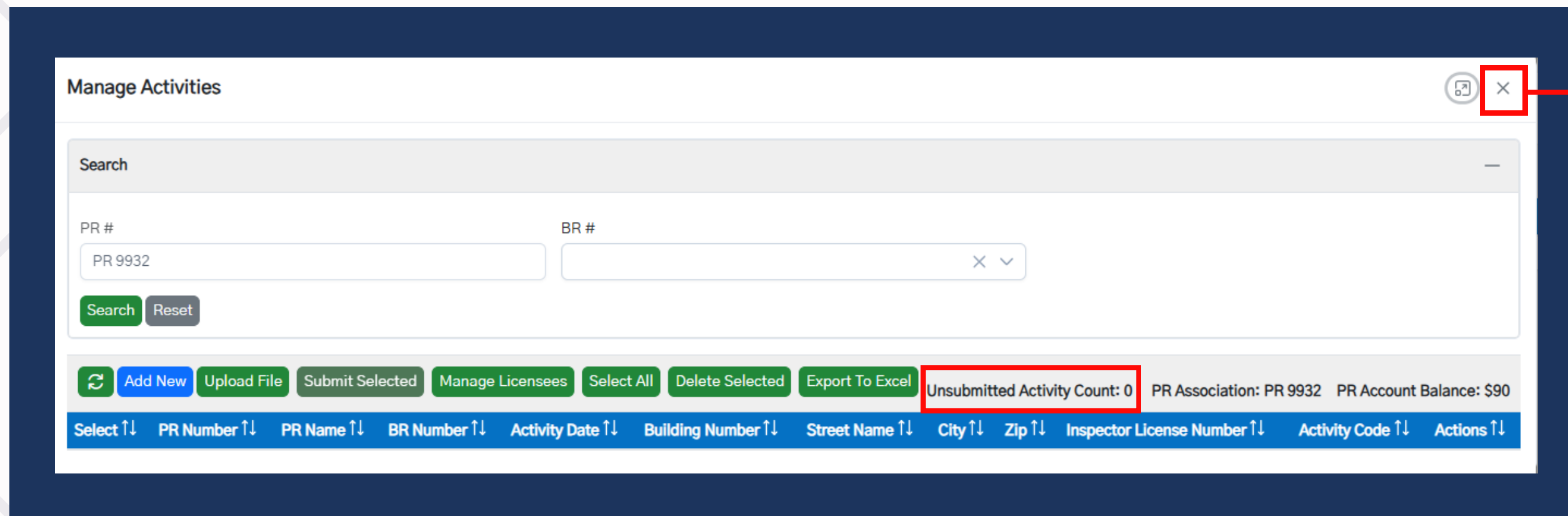
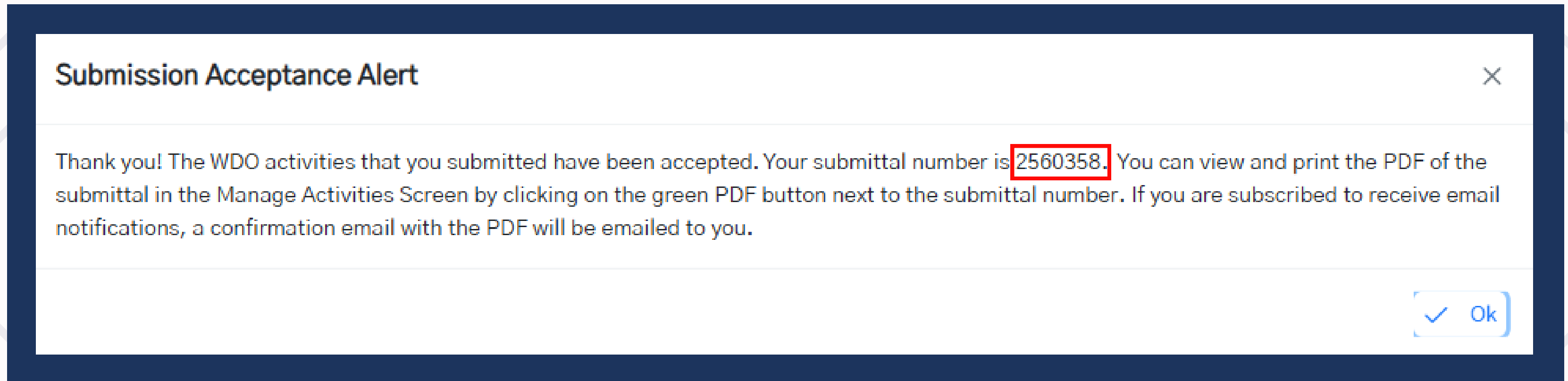
Showing 1 – 2 of 2

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Note: “Select All” only applies to activities on the current page. Use the drop-down to view and file additional activities.

You will see a Submission Acceptance Alert that will include the submittal number.



Click the X to go back to manage activities.



WDO
REPORTING
SYSTEM

HOW TO VIEW SUBMITTAL DETAILS

Click on the submittal number to view the details of that submittal.

Licenses

License Link

License Type ↑↓	License # ↑↓	Issuance Date ↑↓	Effective Date ↑↓	Expiration Date ↑↓	License Status ↑↓	Actions ↑↓
Principal Registration	PR 9932	10/08/2025	10/08/2025	12/31/2099	Active	WDO Activity Generate One Time Code

Manage Activities

Add Funds

Manage Threshold

Cost Summary

Provide Access

Search

Export To Excel

Transaction Date ↑↓	Activity ↑↓	Submittal # ↑↓	Original Submittal ↑↓	Confirmation ↑↓	Transactions ↑↓	Amount ↑↓	Balance ↑↓
10/10/2025	WDO Activity Submittal	2560361		PDF	6	-\$30.00	\$55.00

BR # ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	ZIP ↑↓	Inspector License # ↑↓	Activity Code ↑↓	Deleted ↑↓
	12/16/2011	2536	Crooked Trail Road	Chula Vista	91914	FR 12345	7 – Separated Report	No
	12/16/2011	48531	Via Amistad	La Quinta	92253		5 – Notice of Work Completed and Not Completed	No
	12/16/2011	78980	Runaway Bay Drive	Bermuda Dunes	92203	FR 77777	7 – Separated Report	No
	12/14/2012	4305	Tria2 Street	San Diego	92103	FR 12345	2 – Limited Inspection	
	12/14/2013	4305	Tria3 Street	San Diego	92103	FR 12345	3 – Supplemental Inspection	
	12/14/2014	4305	Tria4 Street	San Diego	92103	FR 12345	4 – Reinspection	

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Showing 1 – 6 of 6

NOTE: If you are logged in as a BR, only submittals done by your branch will be viewable.



WDO
REPORTING
SYSTEM

HOW TO PREVIEW OR DOWNLOAD A SUBMITTAL PDF

Click on  and select “Preview” or “Download”.

Click the PDF button to view the submittal as a PDF.

Licenses



License Link

License Type ↑↓	License # ↑↓	Issuance Date ↑↓	Effective Date ↑↓	Expiration Date ↑↓	License Status ↑↓	Actions ↑↓
Principal Registration	PR 9932	10/08/2025	10/08/2025	12/31/2099	Active	WDO Activity Ge



Manage Activities

Add Funds

Manage Threshold

Cost Summary

Provide Access

Search

Export To Excel

Transaction Date ↑↓	Activity ↑↓	Submittal # ↑↓	Original Submittal ↑↓	Confirmation ↑↓	Transactions ↑↓
10/10/2025	WDO Activity Submittal	2560361		PDF	6
10/10/2025	WDO Activity Submittal	2560360		Preview Download	1
10/10/2025	WDO Activity Submittal	2560359		PDF	1
10/10/2025	WDO Activity Submittal	2560358		PDF	1
10/10/2025	Funds added to account				Deposit By (Credit, Check, Cash)

<< < 1 > >> 10

Showing 1 – 5 of 5



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • STRUCTURAL PEST CONTROL BOARD
2005 Evergreen St., Suite 1500, Sacramento, CA 95815
P (916) 561-8700 | F (916) 263-2469 | www.pestboard.ca.gov



PR Name: PESTBOARD TESTING TERMITES
PR #: 9932 BR #:
Original Submittal #: 2560361 Original Submittal date: 10/10/2025
Adjusted Submittal #: - Adjusted Submittal date: -
of Activities Accepted: 6 PDF Creation Date: 10/10/2025

Activity Date	Building Number	Street Name	City	Zip Code	Activity Code	Inspector's License Number	Status	Adjusted Submittal Number
12/16/2011	78980	Runaway Bay Drive	Bermuda Dunes	92203	7	FR 77777	Submitted	
12/16/2011	2536	Crooked Trail Road	Chula Vista	91914	7	FR 12345	Submitted	
12/16/2011	48531	Via Amistad	La Quinta	92253	5		Submitted	
12/14/2012	4305	Tria2 Street	San Diego	92103	2	FR 12345	Submitted	
12/14/2013	4305	Tria3 Street	San Diego	92103	3	FR 12345	Submitted	
12/14/2014	4305	Tria4 Street	San Diego	92103	4	FR 12345	Submitted	
Prior Balance						\$85.00		
Submittal Cost: 6 Activities @ -\$5.00 Each						-\$30.00		
Current Balance						\$55.00		



WDO
REPORTING
SYSTEM

HOW TO EDIT A PENDING ACTIVITY

If you see a red question mark, action is needed for this activity.
Click on  to edit the activity.

Manage Activities

Search

PR #

PR 9932

Search

Reset

BR #

Add New

Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 3PR Association: PR 9932PR Account Balance: \$55

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector License Number ↑↓	Activity Code ↑↓	Actions ↑↓
?	PR 9932	PESTBOARD TESTING TERMITES		12/14/2011		Highway 111	Coachella	92236		5	 

A red question mark indicates that there is something missing or not acceptable on the activity.

Click on the pencil to edit the activity.

Manage Activities

The information missing will show in red text.

Add New Item

Missing Building Number

PR Name *

PESTBOARD TESTING TERMITES

1. Fill in the missing information.

PR # *

PR 9932

BR #

Select

Activity Date

12/14/2011

Building Number

12587

Street Name

Highway 111

City

Coachella

Zip

92236

Inspector License #

Select

Activity Code

5 - Notice of Work Completed / Not Completed

2. Click "Save"

Save

Cancel



Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 3

PR Association: PR 9932

PR Account Balance: \$55

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector License Number ↑↓	Activity Code ↑↓	Actions ↑↓
-----------	--------------	------------	--------------	------------------	--------------------	----------------	---------	--------	-----------------------------	------------------	------------

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PR 9932

PESTBOARD TESTING TERMITES

12/14/2011

Highway 111

Coachella

92236

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WDO REPORTING SYSTEM

HOW TO RESOLVE DUPLICATE ACTIVITIES

Manage Activities

Search

PR #

PR 9932

BR #

Search

Reset

Add NewUpload FileSubmit SelectedManage LicenseesSelect AllDelete SelectedExport To ExcelUnsubmitted Activity Count: 3PR Association: PR 9932PR Account Balance: \$55

Select ↑↓

PR Number ↑↓

PR Name ↑↓

BR Number ↑↓

Activity Date ↑↓

Building Number ↑↓

Street Name ↑↓

City ↑↓

Zip ↑↓

Inspector License Number ↑↓

Activity Code ↑↓

Actions ↑↓

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PR 9932

PESTBOARD TESTING TERMITES

12/14/2011

Highway 111

Coachella

92236

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☐

PR 9932

PESTBOARD TESTING TERMITES

12/15/2011

15115

Eastvale Road

Poway

92064

FR 12345

7

☐

☐

PR 9932

PESTBOARD TESTING TERMITES

12/15/2011

15115

Eastvale Road

Poway

92064

FR 12345

7

Duplicate activity - click to override

1.The red hold button indicates the pending activity is a duplicate of one already submitted OR still unsubmitted.

2. If the activity is in pending more than once, the duplicate activities will be listed next to each other.

You must edit or delete one of the activities.

Manage Activities

If there is an activity with the red hold button that is only listed once in the unsubmitted activity queue, that activity has previously been submitted.

You must decide to: edit, delete, or override the activity if you would like to submit it.

Search

PR #

PR 9932

BR #

Search

Reset

↺

Add New

Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 1 PR Association: PR 9932 PR Account Balance: \$50

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector License Number ↑↓	Activity Code ↑↓	Actions ↑↓
☐	PR 9932	PESTBOARD TESTING TERMITES		12/15/2011	15115	Eastvale Road	Poway	92064	FR 12345		✎ 🗑

TO OVERRIDE:
Press and hold the red hold button, it will override the hold and allow you to select and submit the activity.

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector Lice
☒	PR 9932	PESTBOARD TESTING TERMITES		12/15/2011	15115	Eastvale Road	Poway	92064	FR 12345



WDO REPORTING SYSTEM

HOW TO DELETE A PENDING ACTIVITY

To delete a pending activity:

Manage Activities

Search

PR # PR 9932 BR #

Search Reset

Add New Upload File Submit Selected Manage Licensees Select All Delete Selected Export To Excel Unsubmitted Activity Count: 1 PR Association: PR 9932 PR Account Balance: \$90

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector License Number ↑↓	Activity Code ↑↓	Actions ↑↓
☐	PR 9932	PESTBOARD TESTING TERMITES		09/01/2025	12345	Demonstration Way	Sacramento	95815		5	

Click the trash can to delete.

Confirm OK to delete

connect-preprod.pestboard.ca.gov says

Are you sure you wish to delete these items?

OK Cancel

Click ok.

OR

Manage Activities

Search

PR # PR 9932

Search Reset

Add New Upload File Submit Selected Manage Licensees Select All Delete Selected Export To Excel Unsubmitted Activity Count: 1 PR Association: PR 9932 PR Account Balance: \$90

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓
☒	PR 9932	PESTBOARD TESTING TERMITES		10/10/2025	12345	Evergreen Street	Sacramento
☒	PR 9932	PESTBOARD TESTING TERMITES		10/10/2025	12345	Evergreen Street	Sacramento

Showing 1 - 2 of 2

Check the box next to the activities you want to delete then select "delete selected".

Note: Select All only applies to activities on the current page. Use the drop-down to view and file additional activities.

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**WDO
REPORTING
SYSTEM**

HOW TO ADD/EDIT AN INSPECTOR LICENSE IN WDO

Manage Activities



Add New Item

PR Name *

PESTBOARD TESTING TERMITES

PR # *

PR 9932

BR #

Select

Activity Date

12/14/2011

Building Number

1233

Street Name

Highway 111

City

Coachella

Zip

92236

Inspector License #

Select

Activity Code

5 - Notice of Work Completed / Not Completed

Save

Cancel



Upload File

Submit Selected

Manage Licensees

Select All

Select ↑↓

PR Number ↑↓

PR Name ↑↓

BR Num

Zip ↑↓

Inspector License Number ↑↓

Activity Code ↑↓

Actions ↑↓



PR 9932

PESTBOARD TESTING TERMITES

ella 92236

5



If the inspector's license number that you need to use does not appear in the drop down box when adding or editing an activity, you must add that license number using "Manage Licensees"

Missing?

FR 12345

FR 77777

OPR 44444

OPR 99999

R Association: PR 9932 PR Account Balance: \$55

To edit or add a licensee, select “Manage Licensees”:

Manage Activities

Search

PR #
PR 9932

BR #

Search

Reset

Click Here

↓

↻

Add New

Upload File

Submit Selected

Manage Licensees

Select All

Delete Selected

Export To Excel

Unsubmitted Activity Count: 1

PR Association: PR 9932

PR Account Balance: \$

Select ↑↓	PR Number ↑↓	PR Name ↑↓	BR Number ↑↓	Activity Date ↑↓	Building Number ↑↓	Street Name ↑↓	City ↑↓	Zip ↑↓	Inspector License Number ↑↓	Activity Code ↑↓	Actions ↑↓
☐	PR 9932	PESTBOARD TESTING TERMITES		10/10/2025	12345	Evergreen Street	Sacramento	95815	OPR 44444	1	 

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Showing 1 – 1 of 1

Click “Add New”.

Manage Licensees

Click Here

Add New

PR # ↑↓	BR # ↑↓	License # ↑↓	First Name ↑↓	Last Name ↑↓	Display ↑↓	Actions ↑↓
PR 9932		FR 12345			Yes	 
PR 9932		FR 77777			Yes	 
PR 9932		OPR 44444			Yes	 

<< < 1 > >> 10 ▾

Showing 1 – 3 of 3

After clicking add new, complete the fields below.

Manage Licensees

Add New Item

PR # * License # *

PR 9932 OPR 99999

BR # First Name Last Name

Ronni O'Flaherty

☒ Display

Save Cancel

Click Save.

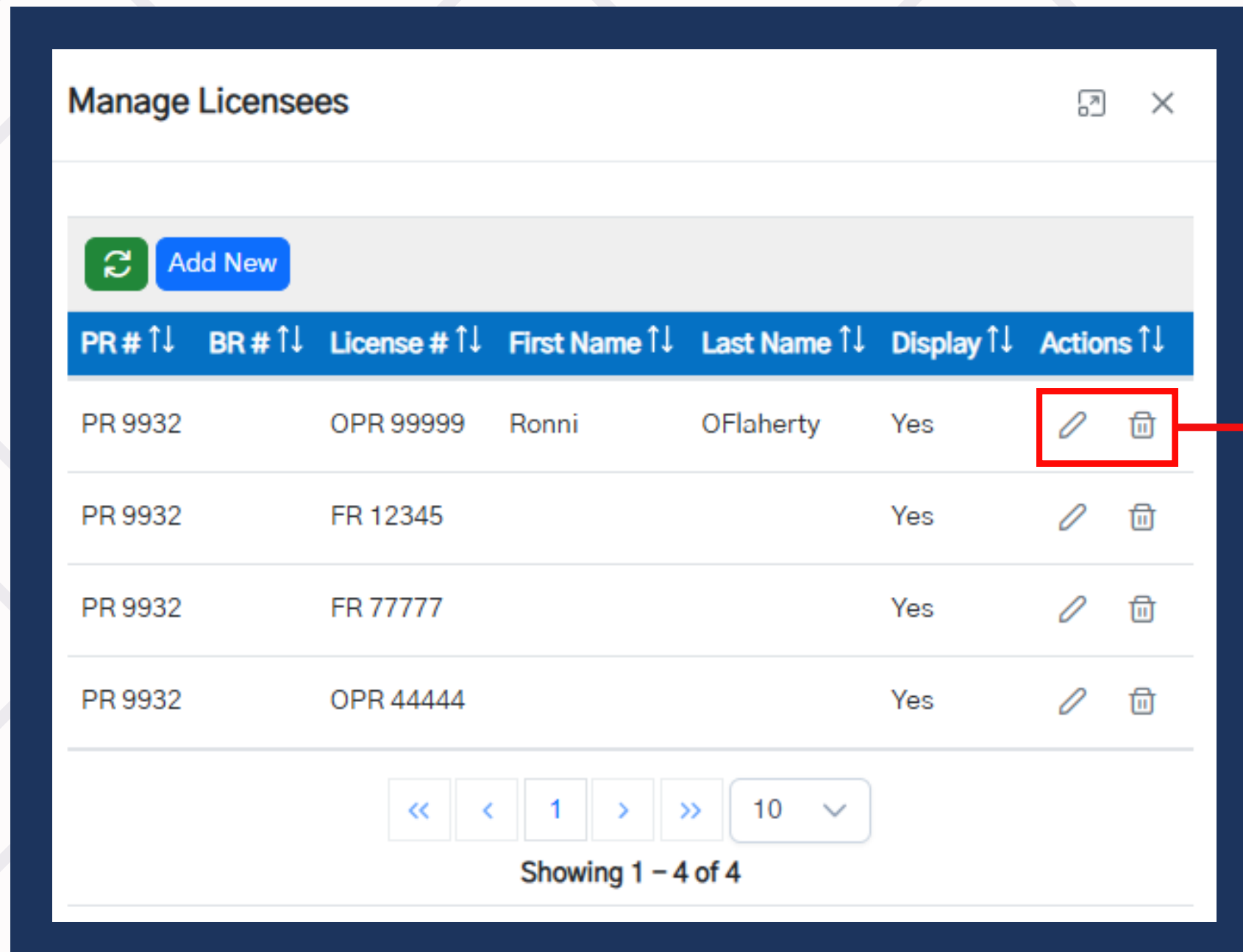
Check the “display” box for licensee to appear in the drop-down box when adding or editing an activity.

PR # ↑↓	BR # ↑↓	License # ↑↓	First Name ↑↓	Last Name ↑↓	Display ↑↓	Actions ↑↓
PR 9932		FR 12345			Yes	 
PR 9932		FR 77777			Yes	 
PR 9932		OPR 44444			Yes	 

<< < 1 > >> 10 ▾

Showing 1 – 3 of 3

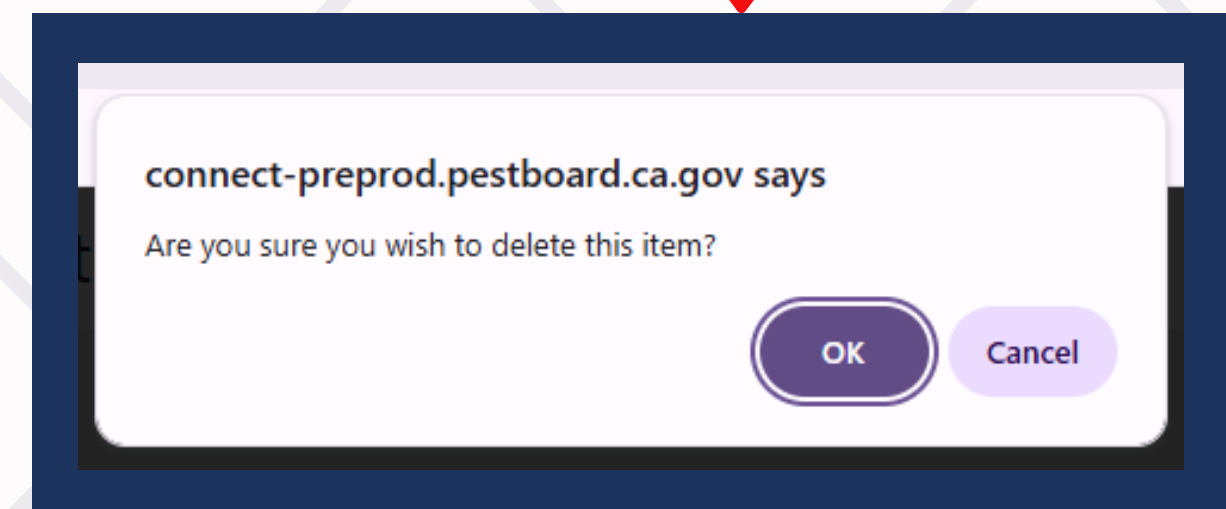
To edit or delete an inspector's license number:



The screenshot shows a web application window titled "Manage Licensees". At the top left is a green refresh icon and a blue "Add New" button. Below this is a table with the following columns: "PR # ↑↓", "BR # ↑↓", "License # ↑↓", "First Name ↑↓", "Last Name ↑↓", "Display ↑↓", and "Actions ↑↓". The table contains four rows of data. The first row is highlighted. In the "Actions" column of the first row, there is a pencil icon (edit) and a trash can icon (delete), both of which are enclosed in a red box. A red arrow points from this box to a text box on the right. At the bottom of the table, there are pagination controls: "<<", "<", "1", ">", ">>", and a dropdown menu showing "10". Below the pagination controls, it says "Showing 1 - 4 of 4".

PR # ↑↓	BR # ↑↓	License # ↑↓	First Name ↑↓	Last Name ↑↓	Display ↑↓	Actions ↑↓
PR 9932		OPR 99999	Ronni	OFlaherty	Yes	 
PR 9932		FR 12345			Yes	 
PR 9932		FR 77777			Yes	 
PR 9932		OPR 44444			Yes	 

The pencil allows you to edit.
The trash can allows you to delete.
If you delete, the following message will appear.



The screenshot shows a confirmation dialog box. At the top, it says "connect-preprod.pestboard.ca.gov says". Below that, it asks "Are you sure you wish to delete this item?". At the bottom right, there are two buttons: "OK" and "Cancel".



Contact us with any questions!

Email: PestBoard@dca.ca.gov

Admin Unit: (916) 561-8700

Website: pestboard.ca.gov