



State Water Resources Control Board
Division of Financial Assistance
Drinking Water Operator Certification Program
(DWOCP)

ACH Online Payments User Guide

You may now send your payment for DWOCP Examination Applications, Certification Applications, Renewal Forms, Reciprocity Applications and Duplicate Certificate requests through the California State Agency EFT program. This is an Automated Clearing House (ACH) payment that allows you to make a payment directly from your checking or savings account to the State Water Resources Control Board.

Credit Cards or Debit Cards **ARE NOT** accepted.

In order to make and complete an ACH payment for your application or form, you must:

- Complete and email the Online Payment Form
- Make a payment through the California EFT program
- Mail your completed application to the DWOCP. **All paper applications and forms must have original signatures in order to be processed.**

Please complete all of the steps on the following pages to assure the proper processing of your payment and paperwork.

- Examinations **Refer to A in Illustration Below**
 - If this is the first time you are taking an exam *for this grade level*- checkmark **Examination**
 - If you are retaking an examination *of the same grade level*- checkmark **Re-Examination**
- Certifications **Refer to B in Illustration Below**
 - If you are only certified in treatment or distribution, but not the other- checkmark **Certification (initial certification)**
 - If you are certified in two or more disciplines, drinking water treatment, distribution, or wastewater treatment- checkmark **Certification (dual certification discount)**
- Renewals **Refer to C in Illustration Below**
 - If you are only certified in treatment or distribution, but not the other- checkmark **Renewal**.
 - If you are certified in two or more disciplines, drinking water treatment, distribution, or wastewater treatment- checkmark **Renewal (dual certification discount)**.
 - If the date your payment is posted is after the due date on your renewal form- you must also checkmark **Renewal Late Fee – First**.
 - If the date your payment is posted is less than 45 days prior to your expiration date- checkmark **Renewal Late Fee- First** and **Renewal Late Fee– Second**. Please refer to your renewal form for your due date and late fees dates.
Please Note: if your renewal payment is late and you do not include the appropriate late fee(s) with your ACH payment, your renewal will not be processed until all fees have been paid.
- Reciprocity **Refer to D in Illustration Below**
 - If you are applying for Reciprocity- checkmark **Reciprocity**.
- Replacement Certificate **Refer to E in Illustration Below**
 - If you are requesting a replacement of the 8½ x 11 wall certificate- checkmark

E-mail Address: _____		Date of Birth: _____	
If Applicable: Operator Number: _____		Grade: _____	Please check: Treatment <input type="checkbox"/> Distribution <input type="checkbox"/>
Part C	Checkmark which application or form this payment is to be applied	Checkmark which grade this payment is to be applied. For renewals paid late, a first or second late fee will be added.	
A B C D E	<input type="checkbox"/> Examination	<input type="checkbox"/> Grade 1 \$50	<input type="checkbox"/> Grade 2 \$65 <input type="checkbox"/> Grade 3 \$100 <input type="checkbox"/> Grade 4 \$130 <input type="checkbox"/> Grade 5 \$155
	<input type="checkbox"/> Re-Examination (same grade)	<input type="checkbox"/> Grade 1 \$30	<input type="checkbox"/> Grade 2 \$45 <input type="checkbox"/> Grade 3 \$70 <input type="checkbox"/> Grade 4 \$95 <input type="checkbox"/> Grade 5 \$120
	<input type="checkbox"/> Certification (first certification)	<input type="checkbox"/> Grade 1 \$70	<input type="checkbox"/> Grade 2 \$80 <input type="checkbox"/> Grade 3 \$120 <input type="checkbox"/> Grade 4 \$140 <input type="checkbox"/> Grade 5 \$140
	<input type="checkbox"/> Certification (dual certification discount)	<input type="checkbox"/> Grade 1 \$55	<input type="checkbox"/> Grade 2 \$60 <input type="checkbox"/> Grade 3 \$90 <input type="checkbox"/> Grade 4 \$105 <input type="checkbox"/> Grade 5 \$105
	<input type="checkbox"/> Renewal	<input type="checkbox"/> Grade 1 \$70	<input type="checkbox"/> Grade 2 \$80 <input type="checkbox"/> Grade 3 \$120 <input type="checkbox"/> Grade 4 \$140 <input type="checkbox"/> Grade 5 \$140
	<input type="checkbox"/> Renewal (dual certification discount)	<input type="checkbox"/> Grade 1 \$55	<input type="checkbox"/> Grade 2 \$60 <input type="checkbox"/> Grade 3 \$90 <input type="checkbox"/> Grade 4 \$105 <input type="checkbox"/> Grade 5 \$105
	<input type="checkbox"/> Renewal Late Fee - First	<input type="checkbox"/> Late fee of \$50 is added if renewal payment has a Posted Date after the due date	
	<input type="checkbox"/> Renewal Late Fee - Second	<input type="checkbox"/> A second late fee of \$50 is added if renewal payment has a Posted Date less than 45 days prior to the expiration date. (Please refer to your renewal form for exact date)	
	<input type="checkbox"/> Reciprocity	<input type="checkbox"/> Grade 1 \$70	<input type="checkbox"/> Grade 2 \$80 <input type="checkbox"/> Grade 3 \$120
	<input type="checkbox"/> Replacement Certificate	<input type="checkbox"/> \$25	
Part D Amount of Payment: _____		Date of Scheduled Payment: _____	Confirmation Number: _____

On the right side of Part C, checkmark the appropriate grade box or fees box(es) to calculate the amount of payment. **Refer to F in Illustration above**

5. Under Part D, type in the Amount of Payment that was checked in Part C. Type in the date that payment will be scheduled to be paid. **Please note:** that the earliest date a payment can be scheduled is the next business day as long as the ACH payment is posted by 3:00

pm PST. If the payment is posted after 3:00 pm PST, it will be scheduled for the following business day. Payments cannot be scheduled for weekends or Federal Reserve holidays.

<input type="checkbox"/> Reciprocity	<input type="checkbox"/> Grade 1 \$70	<input type="checkbox"/> Grade 2 \$80	<input type="checkbox"/> Grade 3 \$120
<input type="checkbox"/> Replacement Certificate	<input type="checkbox"/> \$25		
Part D	Amount of Payment: <input type="text"/>	Date of Scheduled Payment: <input type="text"/>	Confirmation Number:

Application and Renewal Forms can be found at:

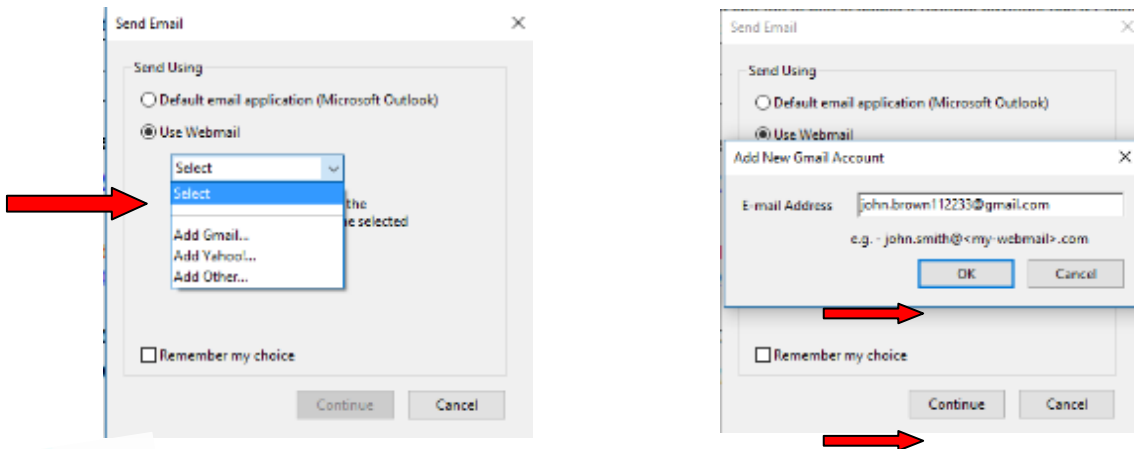
- In the lower right corner of the form, type in the date that your application is to be mailed or submitted Online.
- Once the form is completed, click on the "Submit Payment Button" in the lower left corner of the form. If any required boxes were not completed, you will receive an error message to fill in the required fields.

<p>MAILING ADDRESS State Water Resources Control Board Drinking Water Operator Certification Program PO Box 944212 Sacramento, CA 94244-2120</p>	<p>PHYSICAL ADDRESS/OVERNIGHT MAIL State Water Resources Control Board Drinking Water Operator Certification Program 1001 "P" Street, 17th Floor Sacramento, CA 95814</p>
Submit Payment Form	Date Application was mailed: <input type="text"/>

Clicking this button will email this form to dwopecertprogram@waterboards.ca.gov.

- If your primary email software is Outlook, it will create an email and attach the Online Payment Form to it.
- If you use a webmail service such as Gmail, a dialog box will open up. Click on Use Webmail and then click on the arrow to select which service. Type in your webmail email account (such as john.brown112233@gmail.com) and click ok and then continue. The webmail service will then open on your computer. Sign into the service with email address and password. The service may ask for your permission for Adobe Acrobat to access your contacts. Click yes to give your permission.

Please note: only Gmail is able to send the online payment form in this manner. Yahoo gives an error when trying to upload the form. If you receive an error, you will need to save the pdf form to your computer and manually attach the form to an email. Please email the form to dwopecertprogram@waterboards.ca.gov.



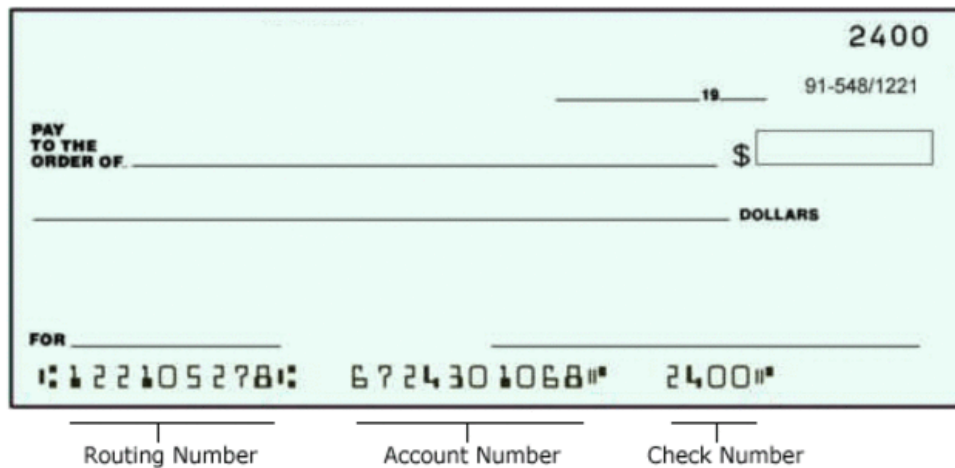
Important Information

The Online Payment Form must be completed and emailed to dwopecertprogram@waterboards.ca.gov prior to making the ACH payment

Step Two: Online Payment

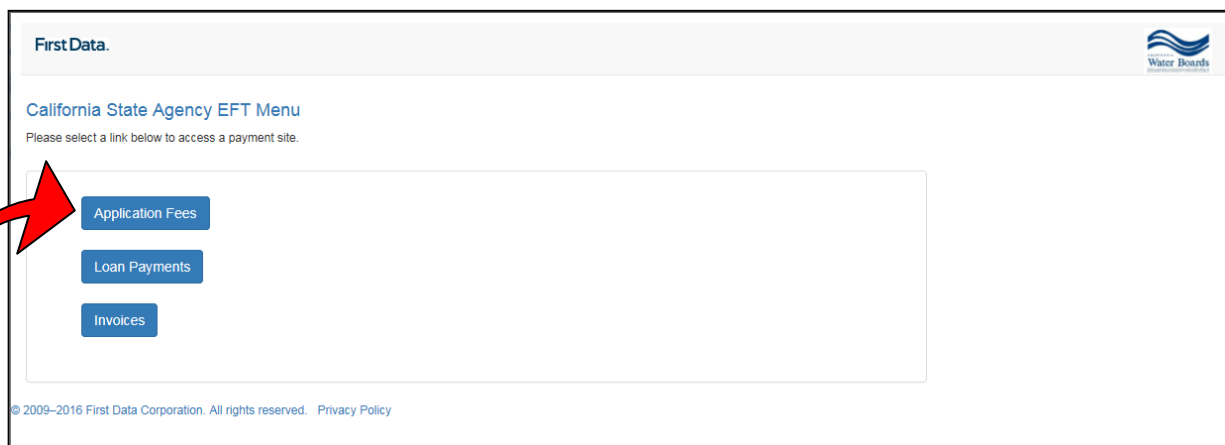
- Before you begin making the ACH payment, make sure you have the following items:
 - Your bank's routing number
 - Your checking account or savings account number
 - The DWOCP Application Number you created in Part A of the Online Payment Form
 - The dollar amount you entered in Part D of the Online Payment Form

You can find your routing number and checking account number on your check. Please refer to the following illustration for the locations of these numbers.



- Under "Drinking Water Operator Online Payments" on the DWOCP website, click on **"Step Two: Online Payment"**

This will take you to the California State Agency EFT Menu



- Click on **"Application Fees"**

- On the **"Make a Payment"** menu, scroll down to the bottom of the page. In the **"SWRC Application Number"** field, type in the DWOCP Application number that starts with ZA that you created in Part A of the Online Payment Form. Type in the amount to be paid (from Part D) in the **"Invoice Amount"** field. The "Debit Date" will show the earliest date that the

payment can be made. Please note that the earliest date is the following business day. When all is completed, click **“Continue”**.

FirstData. Access the SWRCB website Return to the California EFT System Menu One Time Payment FAQ

Make a Payment

This payment option is for payers who would like to make payments to Water Resources Control Boards (SWRCB) online. Payments made before 3:00 p.m. Pacific Time (PT) will settle on the next banking day. To make a payment using this option you will need the following:

1. SWRCB Account Info
2. Your Bank Routing Number
3. Your Checking or Savings Account Numbers

***Quick Guide to finding your Application number**

SWRCB Application Fee Type	Sample Number
401 Certification Application	CABROW0101
Cannabis Cultivation Waste Discharge Application	BAJOHN0525
Confined Animal Application	AAGOOF0125
Drinking Water Application	DATOON0115
Drinking Water Operator Certification Application	ZABROW6789
Environmental Laboratory Accreditation Program (ELAP) Application	EASMITD415
Irrigated Land Application	IAGOOF0125
Land Disposal (Sub-15) Application	LATAYL01021
NPDES Application	NAJONE0515
Storm Water Application	SA1234567
Tank Tester Application	TATHOM0215
Waste Discharge Requirement (Non-15) Application	WAMICK0815
Wastewater Operator Certification Application	OABROW6789
Water Devices Application	VAPURE1121
Water Rights Application	RAHAMMD413

Payment Info Contact Info Payment Method Confirm Payment Payment Complete

Payment Type : Application Fees

SWRC Application Number	Invoice Amount	Other Amount	Total Amount	Debit Date (MM/DD/YYYY)
ZA1234566	\$ 1.00	\$ 0.00	\$ 1.00	06/08/2017

+ Add Row

Cancel Continue

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Please Note: DO NOT USE the Sample Number ZABROW6789 that appears on this page. This is only an example number. You must use the ZA number you created on the Online Payment Form.

12. **Contact Info** – Complete all boxes. If the payer is not a business, then type in the payer’s first and last name in the Business Name and Contact Name fields. When all is completed, click **“Continue”**.

FirstData. Access the SWRCB website Return to the California EFT System Menu One Time Payment FAQ

Contact Information

Please enter your contact information and click Continue.

Payment Info Contact Info Payment Method Confirm Payment Payment Complete

Business Name: Joe Brown

Contact Name: Joe Brown

Address: 1234 Main Street

City: Sacramento

State/Province: CA

Zip/Postal Code: 95814

Country: UNITED STATES

Daytime Phone Number: 9165551212 (10 characters minimum)

Email Address: joe.brown112233@gmail.com

Re-type Email Address: joe.brown112233@gmail.com

Back Continue

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13. Payment Method – Complete the fields for Account Holder name, account and routing numbers. Verify that the information is correct and click “Continue”.

First Data. Access the SWRCB website Return to the California EFT System Menu One Time Payment FAQ

Water Rights

Payment Method-Bank Account

Please enter your payment method information and click Continue. You will be asked to confirm your payment before submitting it.

Payment Info Contact Info **Payment Method** Confirm Payment Payment Complete

2400
91-548/1221
PAY TO THE ORDER OF \$
DOLLARS
FOR:
⑆ 22105278⑆ 6724301068⑆ 2400⑆
Routing Number Account Number Check Number

Account Holder Name: Joe Brown

Account Type: Checking

Account Number: 12345678

Re-Enter Account Number: 12345678

Routing Number: 121000358

Back Cancel Continue

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14. Confirm Payment – Verify that all the information is correct. If not, click on “Edit Payment” to go back. If it is correct, click on “**Submit Payment**”.

First Data. Access the SWRCB website Return to the California EFT System Menu One Time Payment FAQ

Water Rights

Payment Verification

Please confirm the following payment information.

Payment Info Contact Info Payment Method **Confirm Payment** Payment Complete

Payment Type : Application Fees

Bank Account : ****5678

SWRC Application Number	Invoice Amount	Other Amount	Total Amount	Debit Date
ZA1234569	\$1.00	\$0.00	\$1.00	06/08/2017

ACH Debit Authorization: I hereby authorize designated Financial Agents of the SWRCB to initiate debit entries to the financial institution account indicated above. For payments owed to the SWRCB upon request by taxpayer for his/her representative using the ACH Debit method.

Edit Payment Submit Payment

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15. In the bottom right corner of the screen is your Confirmation Number. Please make note of this number as you will need it to complete your payment package. You may also click on “Print this page” to print the page for your records.

FirstData. Access the SWRCB website Return to the California EFT System Menu One Time Payment FAQ

Payment Acknowledgement

Please take note of the confirmation number or print this page for your records.

Date: 4/11/2016 Time: 9:49:38 AM Print this page

Payment Info Contact Info Payment Method Confirm Payment **Payment Complete**

Payment Type : Application Fees

SWRC Application Number	Invoice Amount	Other Amount	Total Amount	Debit Date	Confirmation number
ZA1234566	\$1.00	\$0.00	\$1.00	04/12/2016	1473

Step Three: After the Payment

16. On your paper application write “**PAID ONLINE**” and your **confirmation number** in or near the upper right corner of the application or form. It is very important that this information is on your paperwork to assure your application/form and payment are processed correctly.
17. Mail the completed paper application or renewal form *including the operator’s **original signature** on the form(not applicable to Online application submittal)* to:

State Water Resources Control Board
Drinking Water Operator Certification Program
PO Box 944212
Sacramento, CA 94244-2120

18. If you have any questions regarding this process, please contact the Drinking Water Operator Certification Program at (916) 449-5611, or e-mail us at: dwopcrtprogram@waterboards.ca.gov.