



WDO Activities are no longer being accepted by disk or flat (paper WDO Activity Report Form). Reports must be filed using the online system.

HOW TO FILE WDO ACTIVITIES ONLINE

Ensure that there are funds in your account. The online system is setup on a prepayment basis. Funds received will be credited to the PR account balance. Prepayment can be accomplished by mailing a check or money order, along with a WDO Account Deposit Form to the Board.

Go to the website: www.wdopestboard.ca.gov

1. On the left side of the screen, it says “Pest Control Company Log On”. Enter your User ID and password. If it says that your User ID or password is incorrect, please email wdo@dca.ca.gov or call (916) 561-8750 for the password to be reset.
2. Follow the below directions depending on whether or not you have a termite program by which you write and export your reports. Then proceed to number 3.
 - a. **IF YOU HAVE A TERMITE PROGRAM:**
 - Export the text file from your termite program and save it to your computer. (If you do not know how to export from your program, please contact your program provider.)
 - Click on “Upload Activity File”
 - Click “Choose File”
 - Select the file that you saved from your termite program
 - Click “Submit”
 - b. **IF YOU DO NOT HAVE A TERMITE PROGRAM:**
 - On the left side of the screen, click “Add New Activity”
 - Enter the information from the report that you wish to file. Once all fields are completed, click “save”
 - Continue to use this screen to add all of your activities. Be sure to click “save” after each activity.
3. Click on “View Pending Activities”
4. The pending activities screen will show you all of the activities that you entered and are pending submission. Click the blue “Select All” box at the top of the list or individually select which activities from your pending queue that you wish to submit.
5. Last, click “Submit Selected Activities”
6. The next screen will show you what you submitted and give you an option to view or print your confirmation.

If you need help filing or have any questions, please call (916) 561-8750 or email wdo@dca.ca.gov.