

To add a DAC certification document to your EAR, follow these instructions:

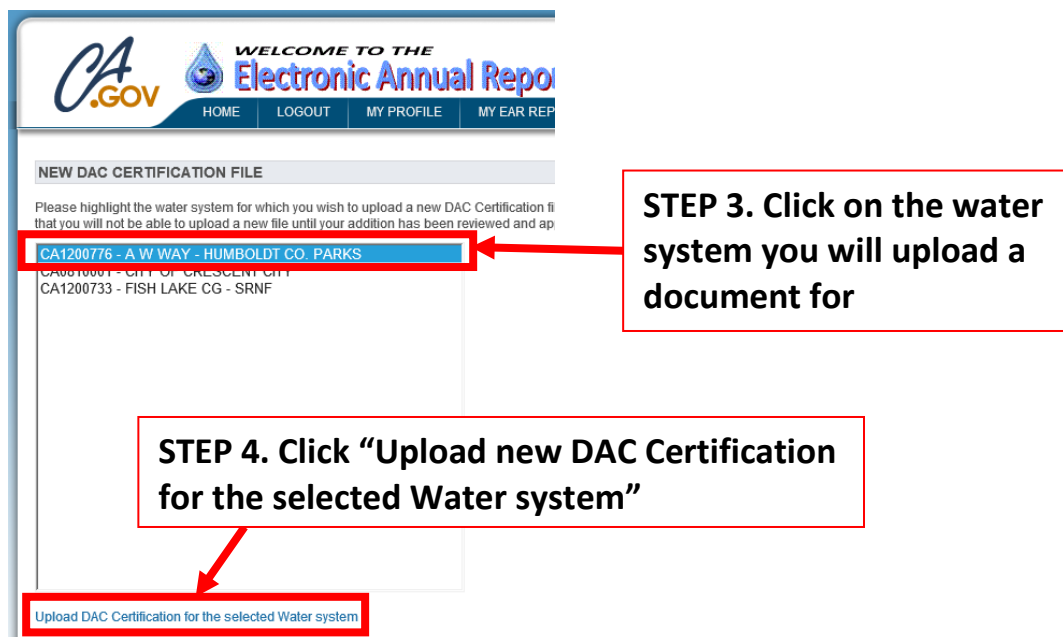
1. Go to the Electronic Annual Reporting System site- <http://drinc.ca.gov/ear/>. Login using your EAR credentials. Click on the “My DAC Uploads” tab, which is on the far right.



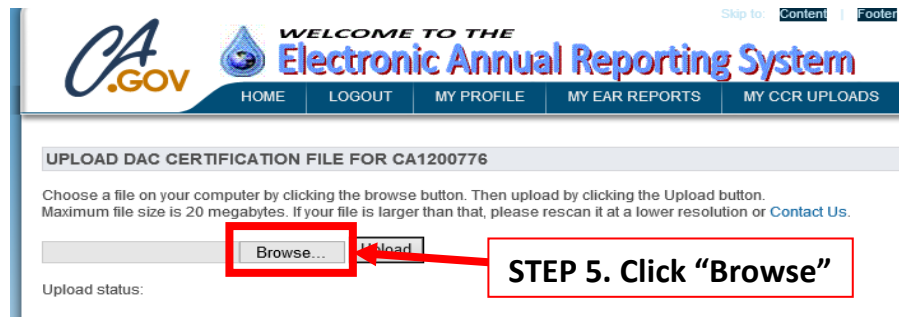
2. Click on the link “Upload new DAC Certification file” on the bottom left. If you have already uploaded DAC files for other systems, a list will appear on this page.



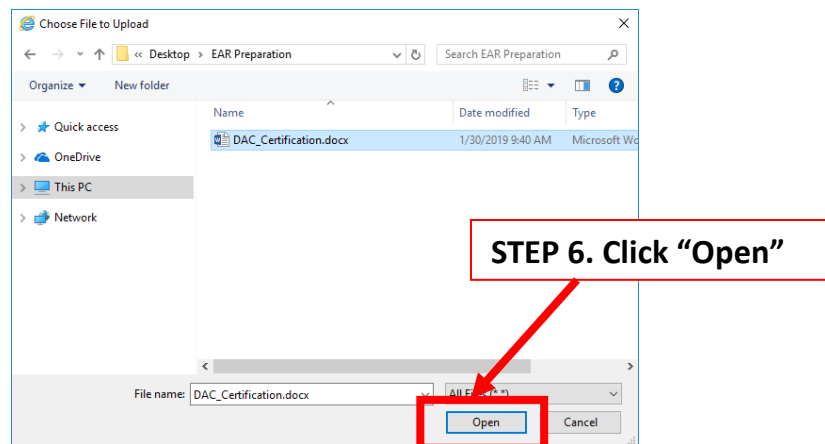
3. Click on the water system that you want to add a document for. It will be highlighted.
4. Then Click the bottom link that says “Upload DAC Certification for the selected Water system.”



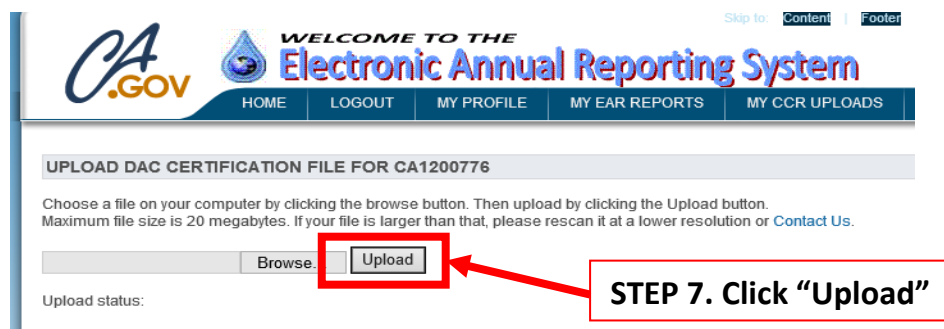
- Click on the "Browse Button" to find the document you want to upload.



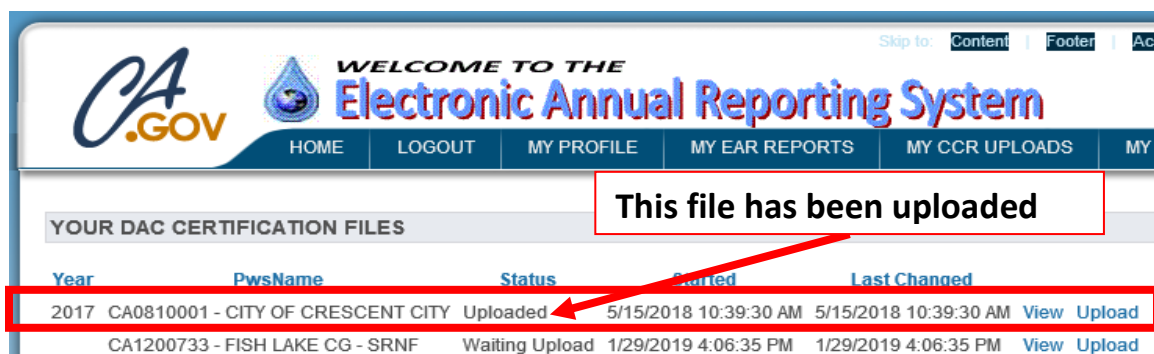
- Choose the document you want to upload and click "Open."



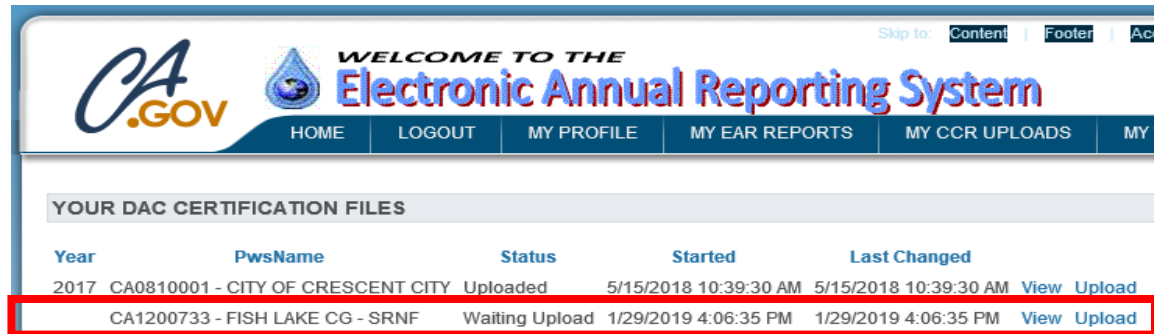
- Click Upload



Once you have uploaded your document, you will be able to see the document listed in your account.



If the Status says "Waiting Upload," then your file HAS NOT been uploaded. Please try again.



YOUR DAC CERTIFICATION FILES					
Year	PwsName	Status	Started	Last Changed	
2017	CA0810001 - CITY OF CRESCENT CITY	Uploaded	5/15/2018 10:39:30 AM	5/15/2018 10:39:30 AM	View Upload
	CA1200733 - FISH LAKE CG - SRNF	Waiting Upload	1/29/2019 4:06:35 PM	1/29/2019 4:06:35 PM	View Upload

This file has NOT been uploaded

To qualify for a DAC fee reduction:

California Code of Regulations, Title 22, Section 64300(a) defines a disadvantaged community as, "the entire service area of the public water system has a median annual household income of less than eighty percent (80%) of the statewide median annual household income." The statewide median annual household income may be found at the [United States Census Bureau website](#).

If you have any issues on uploading your document, please email us at DDW-PLU@waterboards.ca.gov.