

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.

WELCOME TO THE
Electronic Annual Reporting System

HOME LOGOUT MY PROFILE MY EAR REPORTS MY CCR UPLOADS MY WQENP UPLOADS MY LSLR UPLOADS **MY DAC UPLOADS**

Home >>> PWS Home
Home Page
Welcome test test...
IMPORTANT NOTE:
Mandatory Response

STEP 1. Click on the tab labeled “MY DAC UPLOADS”

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.

YOUR DAC CERTIFICATION FILES

Year	PwsName
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STEP 2. Click “Upload new DAC Certification file”

Upload new DAC Certification file

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.”

NEW DAC CERTIFICATION FILE

Please highlight the water system for which you wish to upload a new DAC Certification file that you will not be able to upload a new file until your addition has been reviewed and approved.

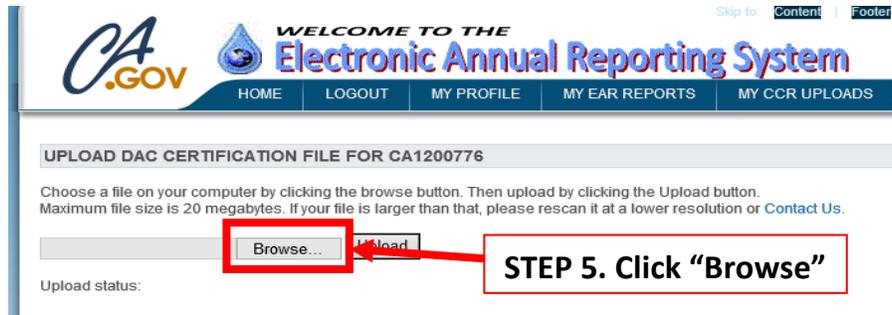
CA1200776 - A W WAY - HUMBOLDT CO. PARKS
CA0010004 - CITY OF CRESCENT CITY
CA1200733 - FISH LAKE CG - SRNF

STEP 3. Click on the water system you will upload a document for

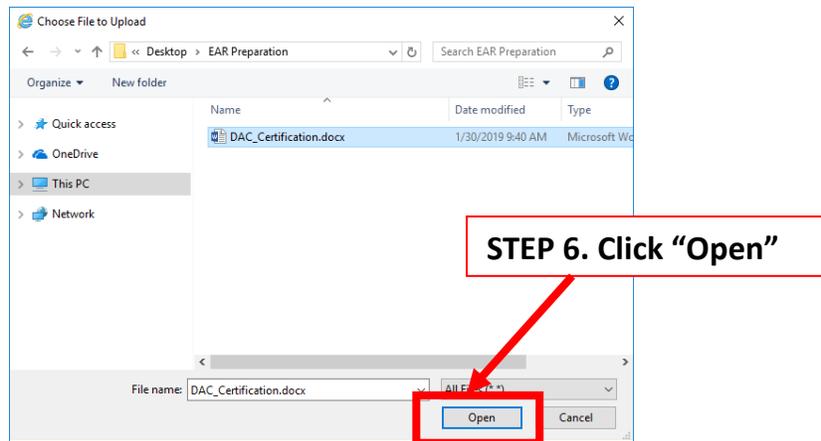
STEP 4. Click “Upload new DAC Certification for the selected Water system”

Upload DAC Certification for the selected Water system

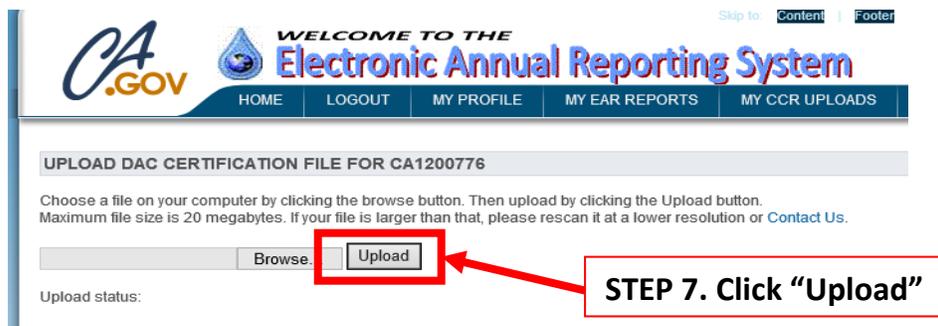
5. Click on the "Browse Button" to find the document you want to upload.



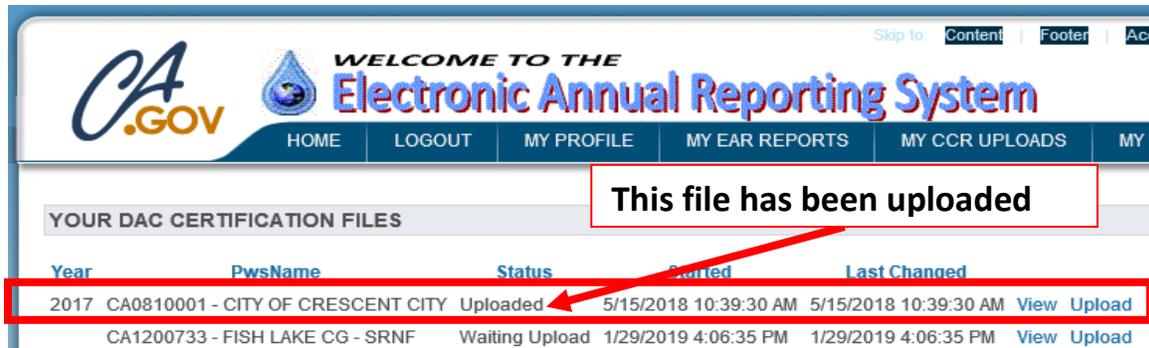
6. Choose the document you want to upload and click "Open."



7. 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.

Year	PwsName	Status	Started	Last Changed	View	Upload
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.