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

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

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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."

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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."

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

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

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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 <u>United States Census Bureau</u> website.

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