

Online Quick Payment Instruction Steps

1. "Step One" - Complete the Online Payment Form and then click on the bottom left button to email the form to wwopcertprogram@waterboards.ca.gov Note: depending on the email provider used, some additional steps may be required in order to send the completed Online Payment Form.
2. Go back to the WWOCP home page to complete "Step Two" – Link to Payments. Step Two- Will direct users to the California State Agency Online Menu.
3. Click on 'State Water Resources Control Board'.
4. Click on 'SWRCB – Application Fees'.
5. On the "Just Pay It" Payment Option screen, complete the SWRCB Application Number starting with "OA". In the remaining field enter the operator's first four letters of the applicant's last name followed by the last four digits of the applicant's Social Security Number (SSN). Use 0 as space holders for last names with less than 4 letters.

For example: If the non-certified operator's last name is Jones and the last four numbers of his SSN is 9999 then his SWRCB Application Number is O A J O N E 9 9 9 9.

6. Enter bank and routing account information. Verify information is correct and "click" continue.
7. Write the payment reference number provided to you on the top left corner of the application.
8. Mail the completed application(s) including original signatures to: State Water Resources Control Board, Wastewater Operator Certification, PO Box 944212, Sacramento, CA 94244.
9. If you have any questions regarding this process, please contact the Wastewater Operator Certification Program at (916) 341-5819, select option 7 or e-mail us at: wwopcertprogram@waterboards.ca.gov.