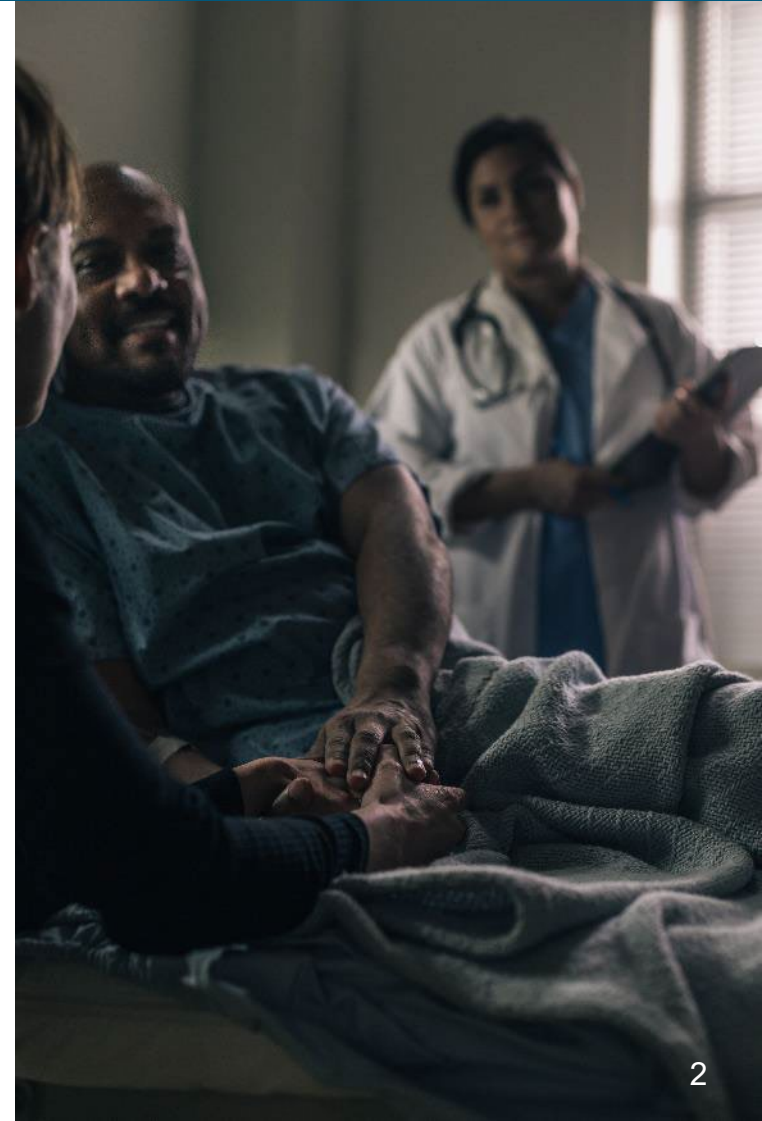


SDI ONLINE TUTORIAL

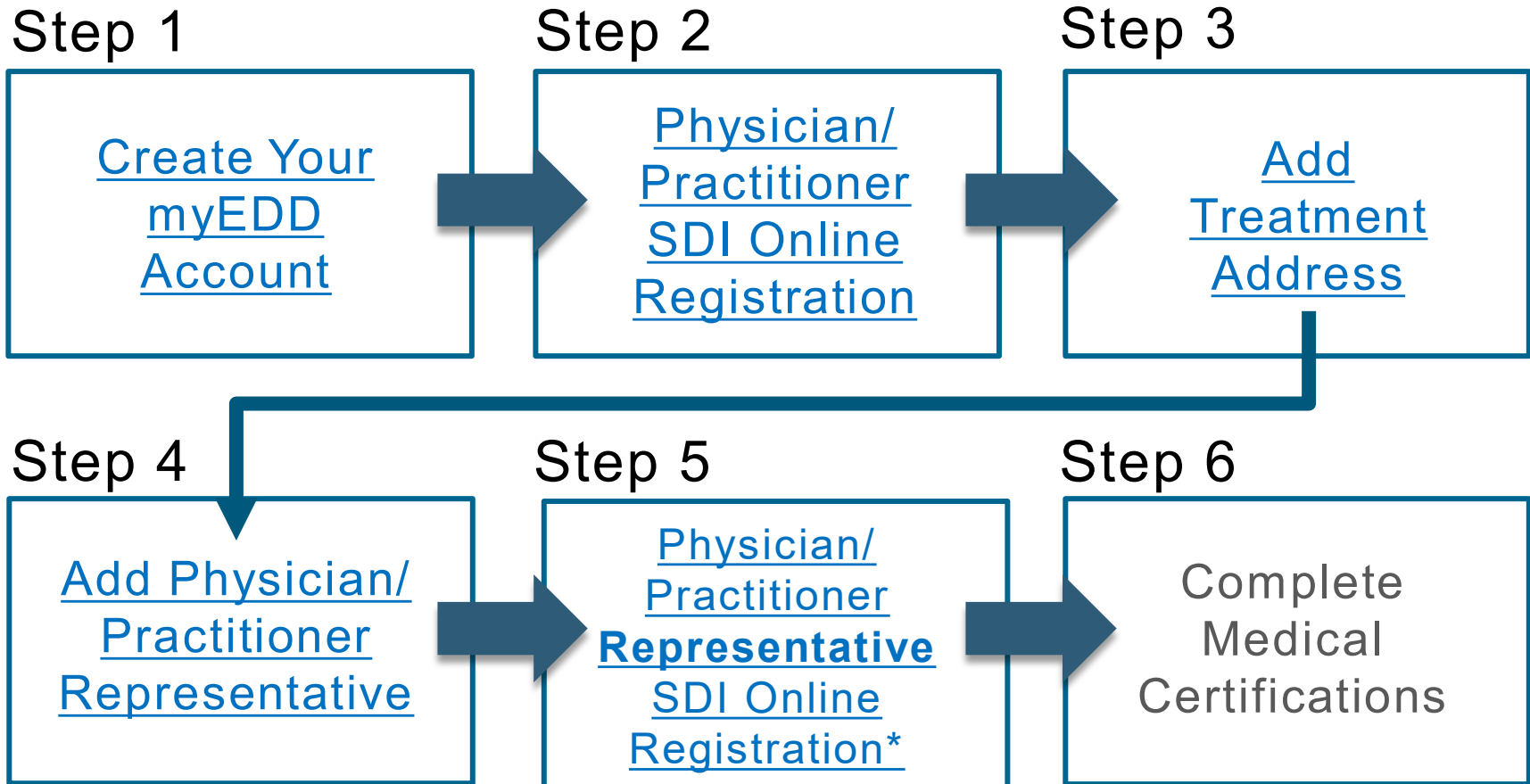
Licensed Health Professional and Representative Registration, Online Access, and Forms Submission

Licensed health professionals can use SDI Online to:

- Complete medical certifications for disability and paid family leave benefits.
- Assign medical representatives to complete medical certifications for benefits on behalf of the licensed health professional.
 - A medical representative can create an account after the licensed health professional has added them to their SDI Online profile.
 - A licensed health professional may have an unlimited number of authorized medical representatives.
 - An individual can be an authorized medical representative for an unlimited number of licensed health professionals.
- Complete our electronic requests for additional medical information.
- Update contact information.



Steps to Register an Authorized Representative:



*The authorized medical **representative** must also complete Step 1.

CONTENTS

REGISTER AND UPDATE YOUR ACCOUNT

Create Your myEDD Account.....	<u>5</u>
Register as a Physician/Practitioner in SDI Online.....	<u>9</u>
Access Your SDI Online Account.....	<u>21</u>
Add a Treatment Address.....	<u>29</u>
Assign a Medical Representative.....	<u>35</u>
Register as a Medical Representative in SDI Online.....	<u>41</u>

COMPLETE MEDICAL CERTIFICATIONS

Submit a <i>Claim for Disability Insurance (DI) Benefits</i> (DE 2501) Part B.....	<u>57</u>
Submit a <i>Physician/Practitioner's Supplementary Certificate</i> (DE 2525XX).....	<u>72</u>
Submit a <i>Claim for Paid Family Leave (PFL) Benefits</i> (DE 2501F) Part D.....	<u>82</u>
Complete Paper Claim Forms.....	<u>90</u>

Create Your myEDD Account

Learn more about how to create your
myEDD account.



[Get Started](#)

What is myEDD?

To access Employment Development Department (EDD) benefits services you must complete a one-time registration in myEDD.

myEDD uses a single login to access:

- Unemployment benefits
- Disability benefits
- Paid Family Leave benefits
- Benefit Overpayments

We offer [step-by-step instructions](#) on how to create a new myEDD account.

If you already created a myEDD account, you may skip to:

- [Register as a Physician/Practitioner in SDI Online](#)
- [Register as a Medical Representative in SDI Online](#)

Create Your myEDD Account

1. Visit [myEDD](#) to create your account.
2. Select **Create Account**. To view the screens in Spanish, select **Español**.
3. Enter a company email that is used only by you.
4. Set up a password that is 10 or more characters. The password is case sensitive and must contain:
 - Uppercase and lowercase letters
 - Numbers
 - Symbols such as !@#\$
5. Select your preferred language, accept our terms and conditions, and select **Submit**.
6. Next, check your email to confirm your account. Select **Confirm Email** within 48 hours or you will need to start over.
7. Login to your myEDD account. When you log in for the first time, we will email you a verification code to verify your identity. Select, **Send Email**.

Create Your myEDD Account

8. Enter the verification code and select **Submit**. This code expires in 5 minutes. If you do not receive the verification code email, check your junk or spam folder or **select resend the email**.

9. Next, set up your security question. Select a question, enter the answer, and select **Continue** to save.

10. Now you can select your Login Verification method. You can receive the verification code by text message or phone call. To continue using email, select **Use my email instead**.

11. Enter your phone number then select **Text Code** or **Call My Phone**. Then enter the verification code. This code expires in 5 minutes. A screen will let you know you have successfully set up your login verification method.

12. Select **myEDD Home**, then select **SDI Online**. On the next screen, select the SDI Online registration account type.

Use myEDD to access SDI Online and submit disability or paid family leave medical certifications.

Register as a Physician/Practitioner in SDI Online

Learn more about how licensed health
professionals register in SDI Online.



[Get Started](#)

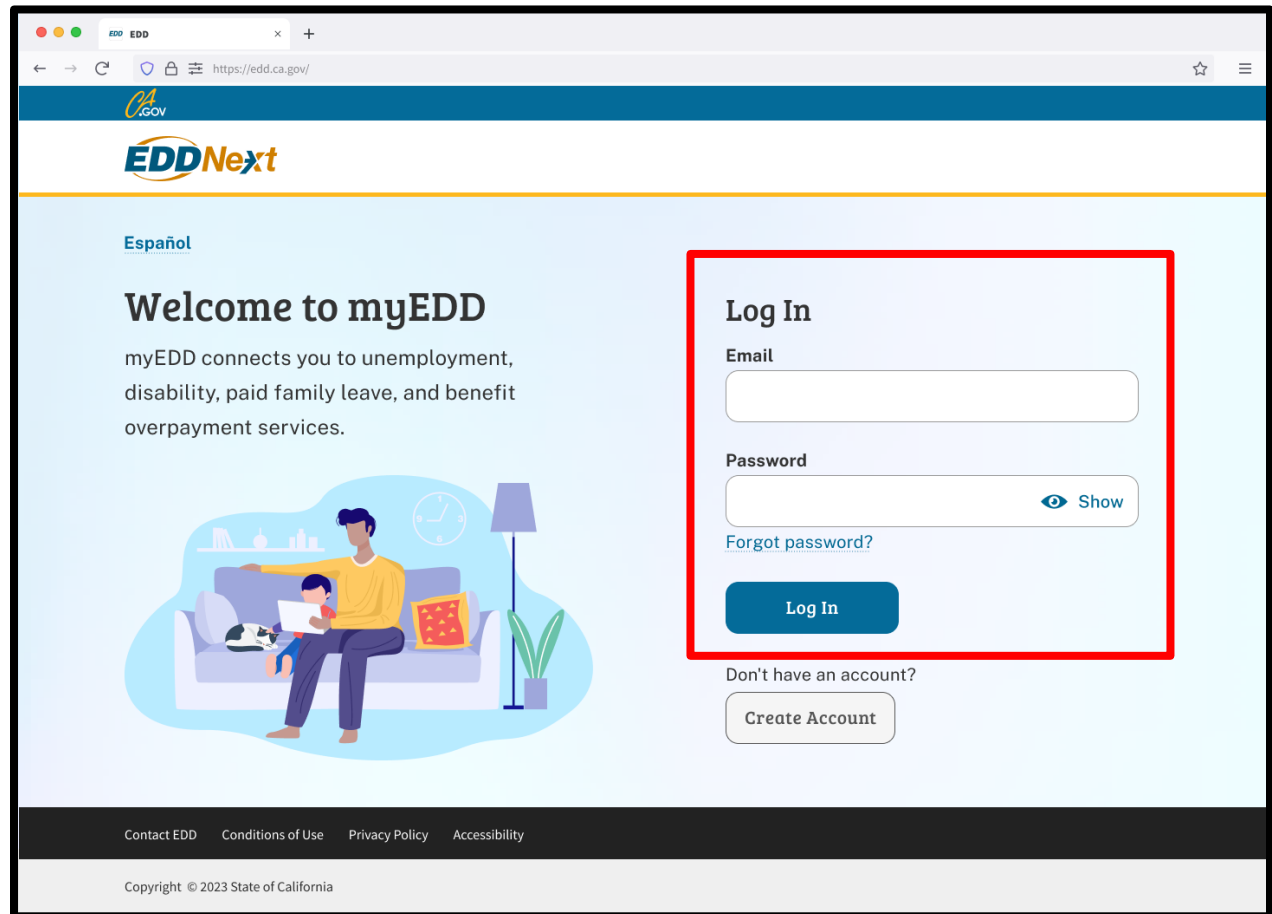
Step 1: Log in

Log in to myEDD to access SDI Online, update your email, password, security question, or verification option:

1. Visit [myEDD](#).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.

Note

For Spanish, select **Español**.



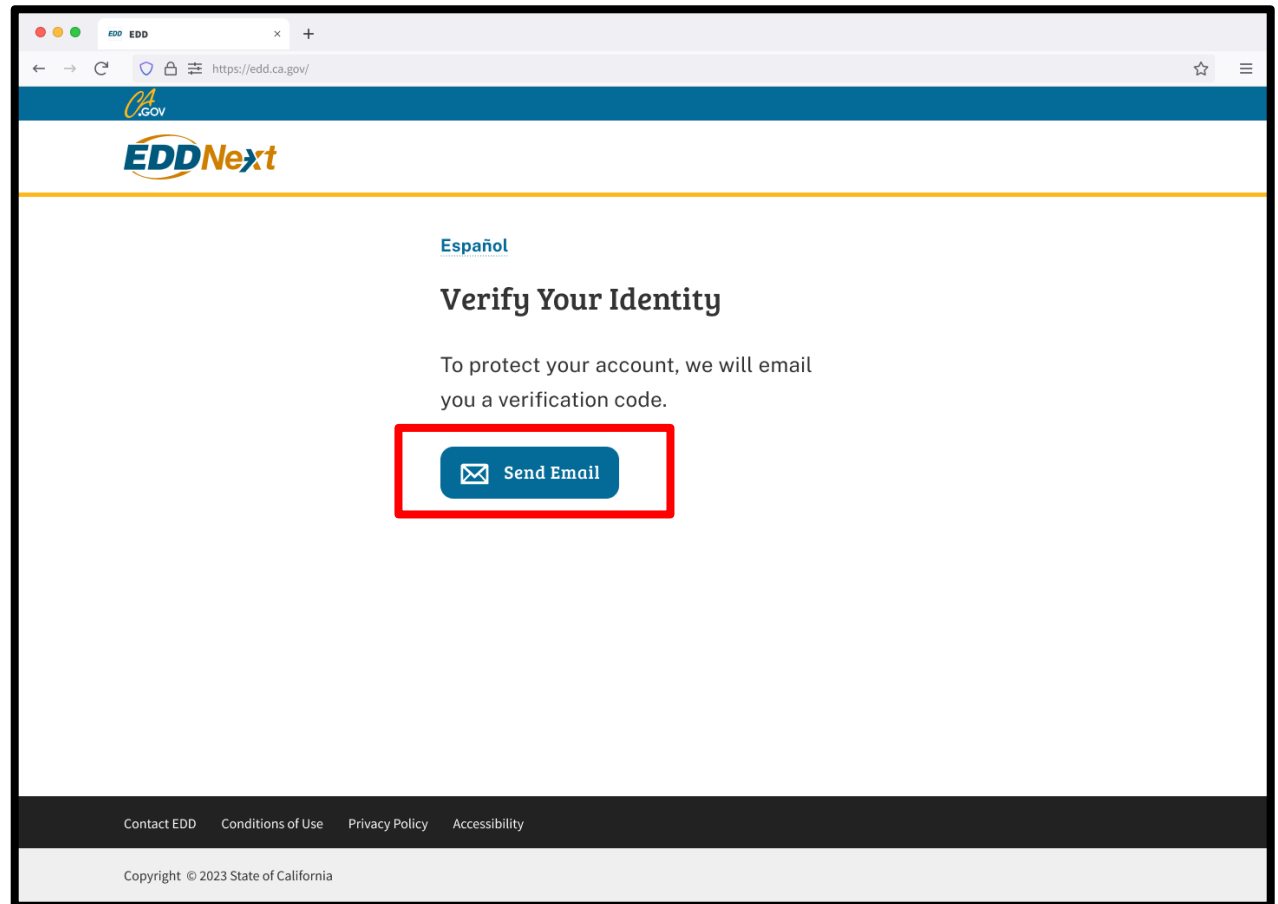
The screenshot shows the myEDD login page. The browser address bar displays "https://edd.ca.gov/". The page features the "CA.GOV" logo and the "EDDNext" logo. A "Español" link is visible. The main heading is "Welcome to myEDD", followed by a description: "myEDD connects you to unemployment, disability, paid family leave, and benefit overpayment services." Below this is an illustration of a person sitting on a couch with a laptop. On the right side, there is a "Log In" section highlighted with a red border. This section contains an "Email" input field, a "Password" input field with a "Show" toggle, a "Forgot password?" link, and a "Log In" button. Below the "Log In" button is a "Don't have an account?" link and a "Create Account" button. The footer contains links for "Contact EDD", "Conditions of Use", "Privacy Policy", and "Accessibility", along with the copyright notice "Copyright © 2023 State of California".

Step 2: Verify Your Identity

To protect your account, we ask you to verify your identity every time you log in. In this example, the identity verification option is by email.

Select **Send Email**.

If you set up the login verification option as text message or phone call, follow the instructions based on that option.



Step 3: Enter Verification Code

Check your email for your verification code. This code expires in five minutes. Check your spam or junk folder if you do not get this email in your inbox.

- Enter your verification code and select **Submit**.
- Select **resend the email** if you do not get a code.

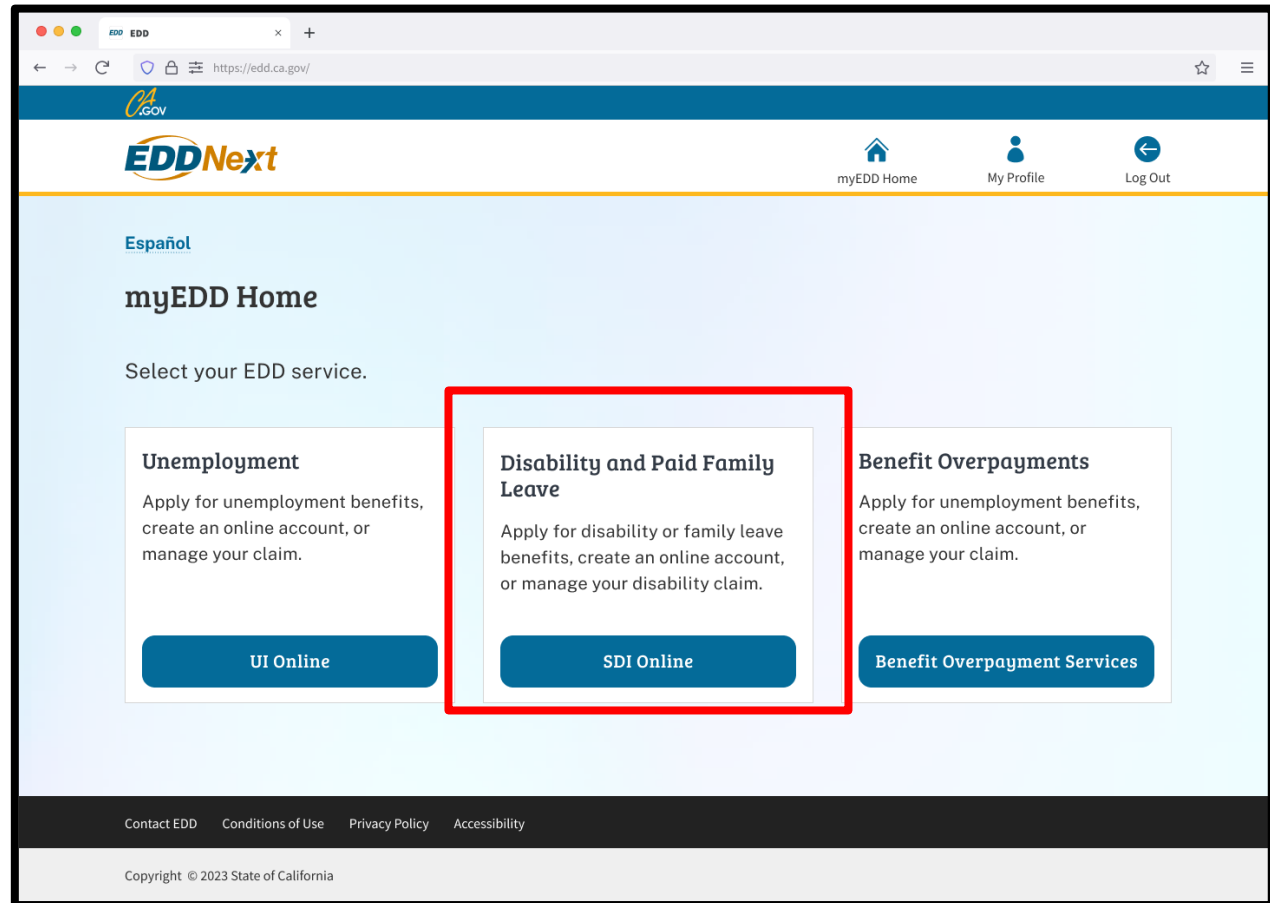
The image shows two overlapping screenshots. The left screenshot is a web browser window displaying the EDDNext website. The page title is "Enter Verification Code". Below the title, it says "Enter the verification code you received at {J*****@gmail.com}. This code expires in 5 minutes." There is a text input field labeled "*Verification Code" which is highlighted with a red box. Below the input field is a blue "Submit" button. At the bottom of the form area, there is a link that says "Didn't get the email? Check your spam folder or resend the email." The right screenshot is a Gmail inbox showing an email from the California Employment Development Department. The email subject is "myEDD Verification Code". The email body contains the text "Hello," followed by a redacted area, and then the verification code "012345" which is also highlighted with a red box. A red arrow points from the "012345" code in the email to the "Verification Code" input field in the web browser.

Step 4: Select SDI Online

From the myEDD homepage, select **SDI Online** to begin your SDI Online registration.

Note

Select **Log Out** in the top right corner of any screen to exit your account.



Step 5: Start Registration

You are sent to the SDI Online Registration Account Type screen.

Read the instructions.

Select **Register as a Physician/Practitioner** link.

EDD Employment Development Department State of California

Home myEDD Utilities

SDI Online Registration

Select your account type.

Claimant

Select **Register as a Claimant** to:

- File a Disability Insurance (DI) or Paid Family Leave (PFL) claim.
- Access your claim information.
- View your benefit payment history.

You will need:

- Social Security number
- California driver license (CDL) or identification (ID) card

Note: if you do not have a CDL or ID, you will need to file DI by mail or file PFL by mail.

Claimant registration is available from Monday to Saturday 6 a.m. to 6 p.m. and Sunday 6 a.m. to 5:30 p.m.

[Register as a Claimant](#)

Employer

Select **Register as an Employer** if you represent an employer.

You will need:

- Employer Account Number (EAN)
- Employer ZIP Code (as filed with the EDD Tax Branch)
- Total Subject Wages from the most recent DE 9C

[Register as an Employer](#)

Physician/Practitioner

Select **Register as a Physician/Practitioner** to certify disability or Paid Family Leave claims for your patients.

For California providers, you will need medical license information (as filed with the California Department of Consumer Affairs).

For out-of-state providers, call 1-855-342-3645 before you complete your registration.

Registration is available from Monday to Saturday 4 a.m. to 12 midnight and Sunday 4 a.m. to 9 p.m.

[Register as a Physician/Practitioner](#)

Physician/Practitioner Representative

Select **Register as a Representative** if a physician/practitioner designated you as their representative to certify Disability Insurance (DI) or Paid Family Leave (PFL) claims for their patients through SDI Online.

Note: You must match the information entered by the physician/practitioner.

[Register as a Representative](#)

Step 6: Terms and Conditions

Next, review the terms and conditions. Select **I Agree**.

You must agree to these terms and conditions to create an online account.

EDD Employment Development Department
State of California

Online By Location By Phone

Physician/Practitioner: Terms and Conditions

Terms and Conditions

Please read through the entire Terms and Conditions before proceeding. The information you provide may be used to verify your identity with federal and/or state agencies. If “I Do Not Agree” is selected, you will not be able to establish an online account.

These Terms and Conditions, which include the Conditions of Use and Privacy Statements, govern the use of and access to: (i) this website (www.edd.ca.gov/); and (ii) the information on or provided through this website.

If you establish an online account you are responsible for maintaining the confidentiality of your username and password, and you are responsible for all activities which you authorize under your username and password. You agree to: (i) immediately notify the Employment Development Department (EDD) of any unauthorized use of your username and password or any other breach of security; and (ii) log out from your account at the end of each session.

By registering for an online account, you agree to check your account regularly and frequently for messages from the EDD. Please note that e-mails will only be used to send notifications to log in to your account or when you request to reset your username or password. No confidential claim information will be sent via e-mail.

The information submitted by any party will be used by the Employment Development Department to carry out its responsibilities under the California Unemployment Insurance Code, which may include the sharing of the information with other entities as required by law.

These Terms and Conditions may change from time to time and it is your responsibility to check for updates. The last revision date for these Terms and Conditions is February 1, 2012.

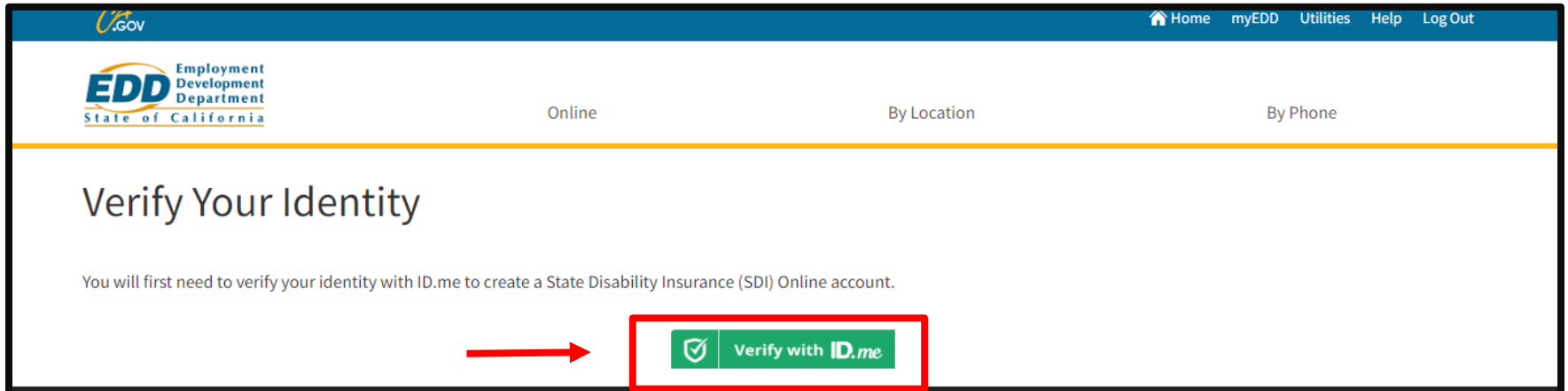
I have read and understand all the above information and wish to continue with establishing an account in the State Disability Insurance (SDI) Online.

Step 7: ID.me

We are partnered with ID.me to verify the identity of licensed health professionals.

You must verify your identity with ID.me to create an SDI Online account. Select **Verify with ID.me** to start the ID.me registration and verification process.

For help with ID.me, visit [California Disability Insurance and ID.me](#).



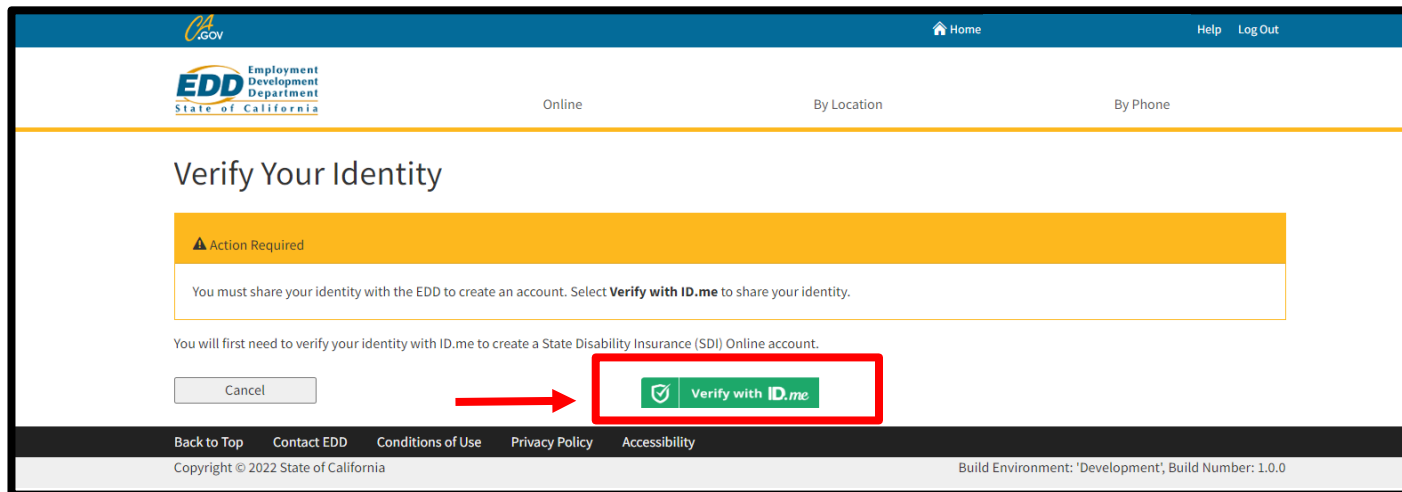
Step 8: Allow Sharing

Once you complete the ID.me verification process, ID.me will have the option to **Allow** or **Deny** sharing your ID.me identity information with us.

If you deny sharing your ID.me information with us, you will be redirected to SDI Online and the following message will display, “You must share your identity with the EDD to create an account.”

If you select deny by mistake, select **Verify with ID.me** to try again.

If you allow sharing your ID.me information with us, you will be redirected to SDI Online to complete the SDI Online registration.



Step 9: Enter Your Information

The system automatically fills certain information from ID.me and are read-only fields:

- Your full legal name.
- Date of birth.
- Last four digits of your Social Security number.
- National Provider Identifier or NPI number.

You must enter the following personal and professional information:

- License type, number, and expiration date.
- Medical school name and graduation year.
- Address and phone number as provided to the Department of Consumer Affairs.

You must complete the fields marked with a red asterisk (*).

Select **Next** to proceed.

The screenshot shows the 'Physician/Practitioner: Account Verification Information' page. The page is titled 'Physician/Practitioner: Account Verification Information' and includes a sub-header '*Indicates Required Field'. Below this, there is a section for 'Personal Information' with fields for First Name (Jonathan), Middle Name (Jonathan), Last Name (Ramakanthreddypamireddy), Suffix (blank), E-mail Address (SDIO_Integration_2547@SDIOT2.com), Date of Birth (10-15-1985), and Last four digits of Social Security Number (XXX-XX-5555). The 'Have you used any other last names?' field has radio buttons for 'Yes' and 'No', with 'No' selected. Below this is the 'Physician/Practitioner Information' section with fields for NPI Number (5000011655), License Type (Physician Assistant (PA)), Physician/Practitioner License Number (PA54554544), License Expiration Date (06152025), Medical School Name (School), and Medical School Year Graduated (1985). The 'Address and Phone Number' section includes a radio button for 'US' (selected) and 'International', and fields for Address Line 1 (10833 Folsom Blvd), Address Line 2 (blank), City (Rancho Corodova), State (CA), ZIP Code (95670), Phone Number (6306306302), and Ext (100). A checkbox for 'Check here if the phone number is international' is present. At the bottom, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box.

Step 10: Communication Preference

On the Personal Profile Information screen, select how you want to get notifications.

If you select to get notifications by email, you must log in to your account to access your messages.

Some documents are required to be sent by mail.

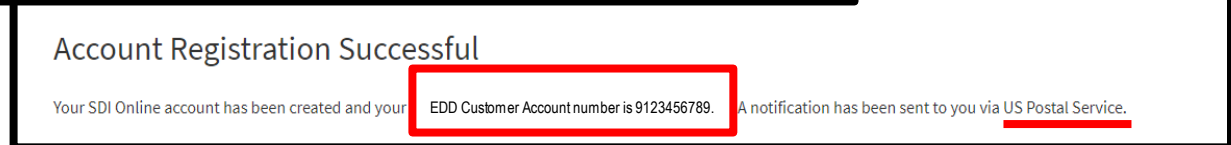
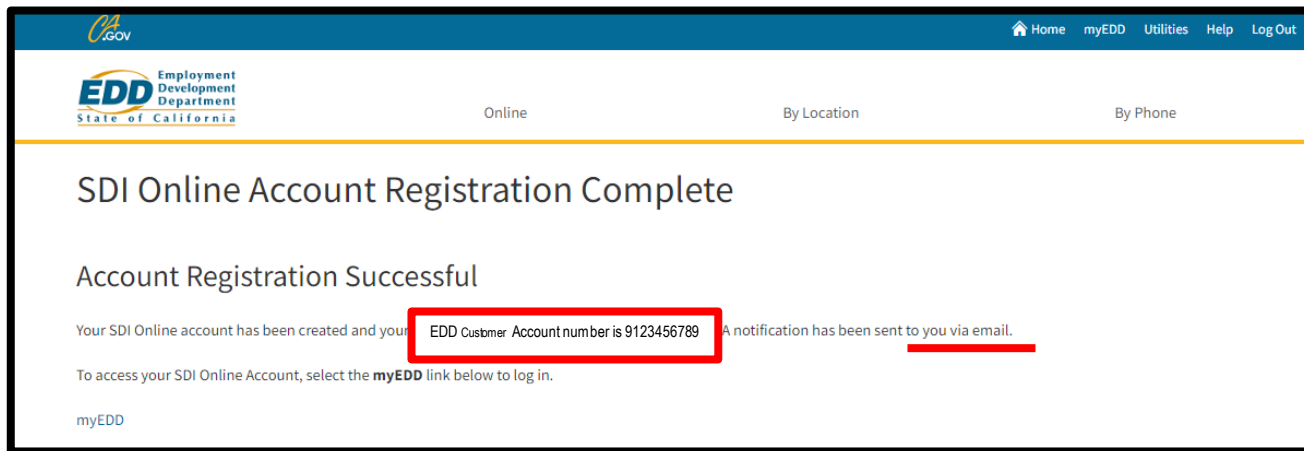
The screenshot shows the EDD State of California website interface. At the top, there is a navigation bar with links for Home, myEDD, Utilities, Help, and Log Out. Below this is the EDD logo and the text 'Employment Development Department State of California'. The main heading is 'Physician/Practitioner: Personal Profile Information'. Underneath, there are three tabs: 'Online', 'By Location', and 'By Phone'. The 'Online' tab is selected. The main content area is titled 'Communication Preferences'. A note indicates that an asterisk (*) denotes a required field. The question is '*How do you want to receive notifications?'. There are three radio button options: 'Email' (which is selected), 'Paper mail', and 'I do not want to receive notifications. I will be checking SDI Online regularly.'. A note at the bottom left states: '*Note: We are required to send some documents by paper mail.'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

Step 11: Registration Complete

Be sure to save your EDD Customer Account Number (EDDCAN).

- If you selected electronic communication, a notification confirming your new account is sent to your email.
- If you selected paper communication, a letter confirming your new account is mailed to your address.

You may now log in to myEDD to access your new SDI Online account.

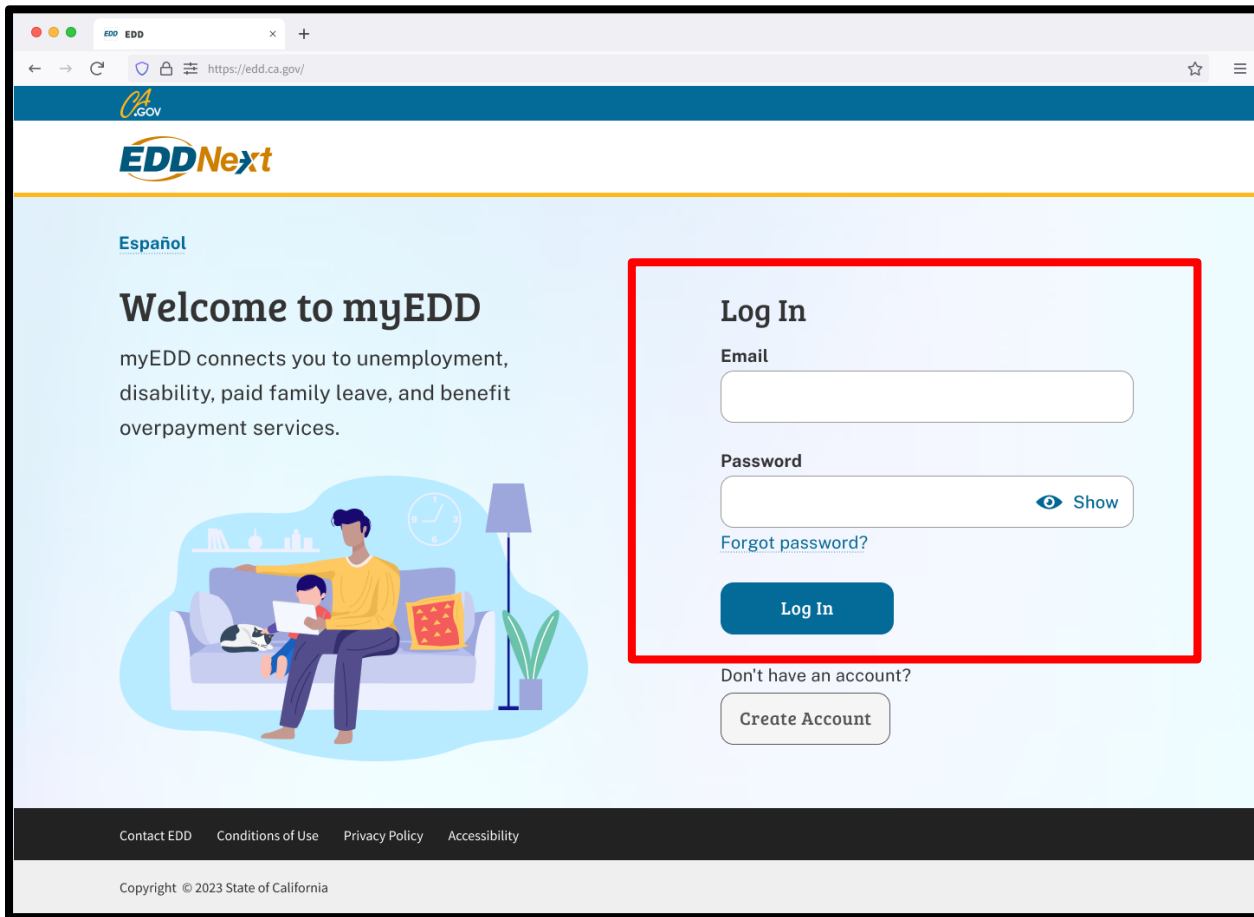


Access Your SDI Online Account

Learn more about how to access your online account and update personal information.



[Get Started](#)

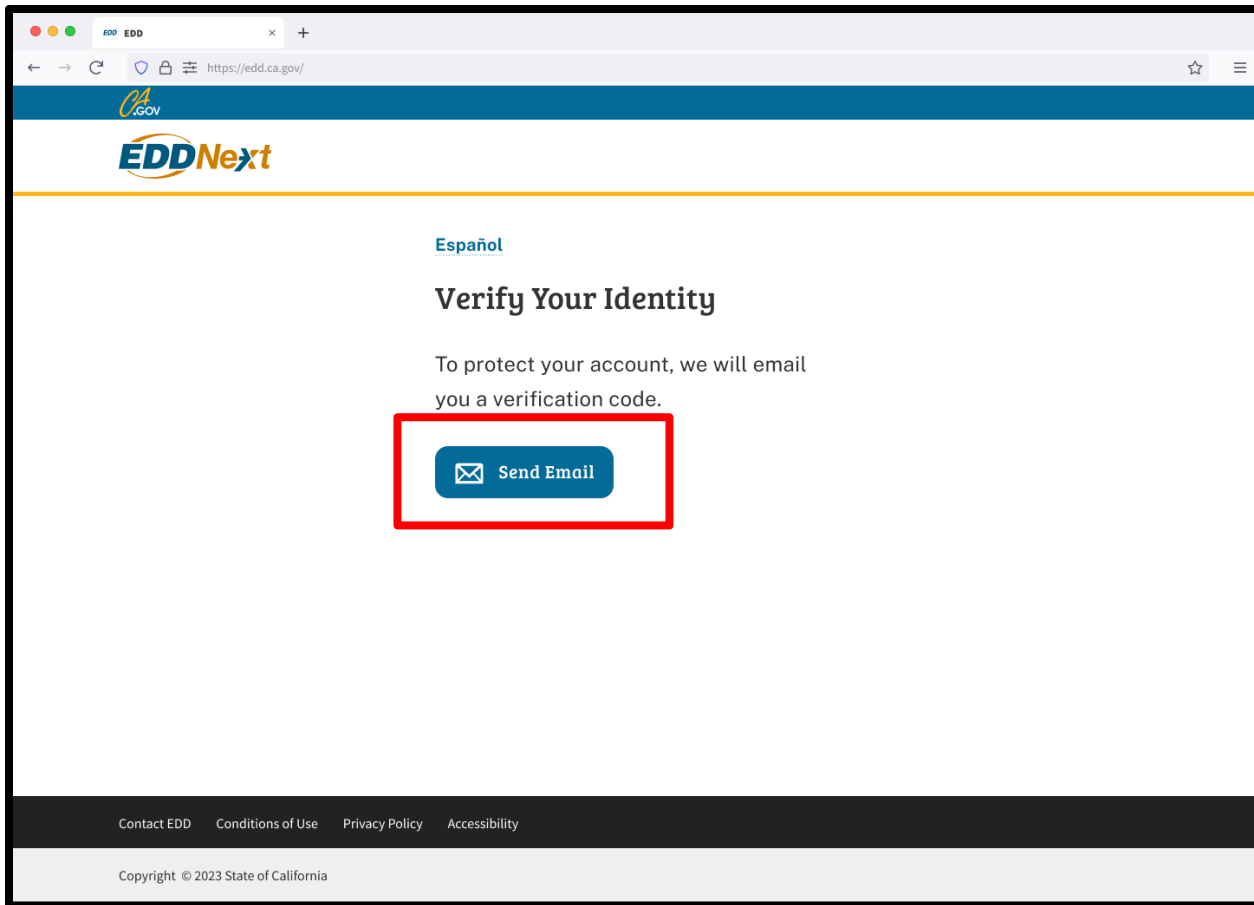


Note

For Spanish, select **Español**.

Log in to myEDD to access your SDI Online account and update your email, password, security question, or verification option:

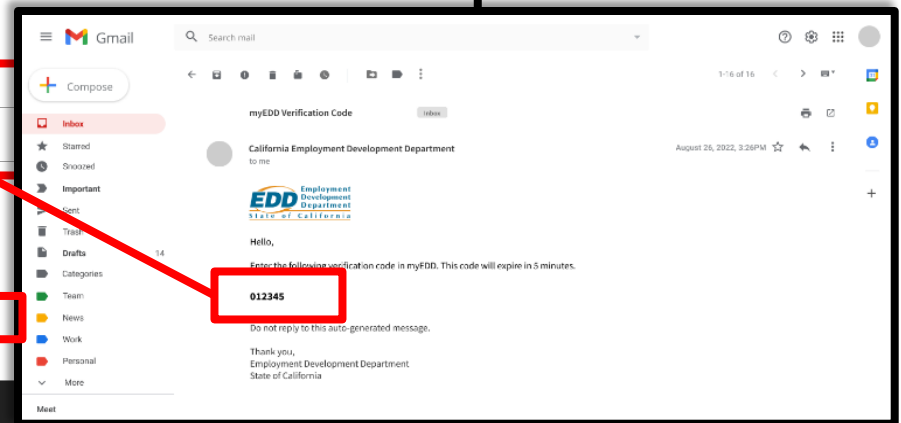
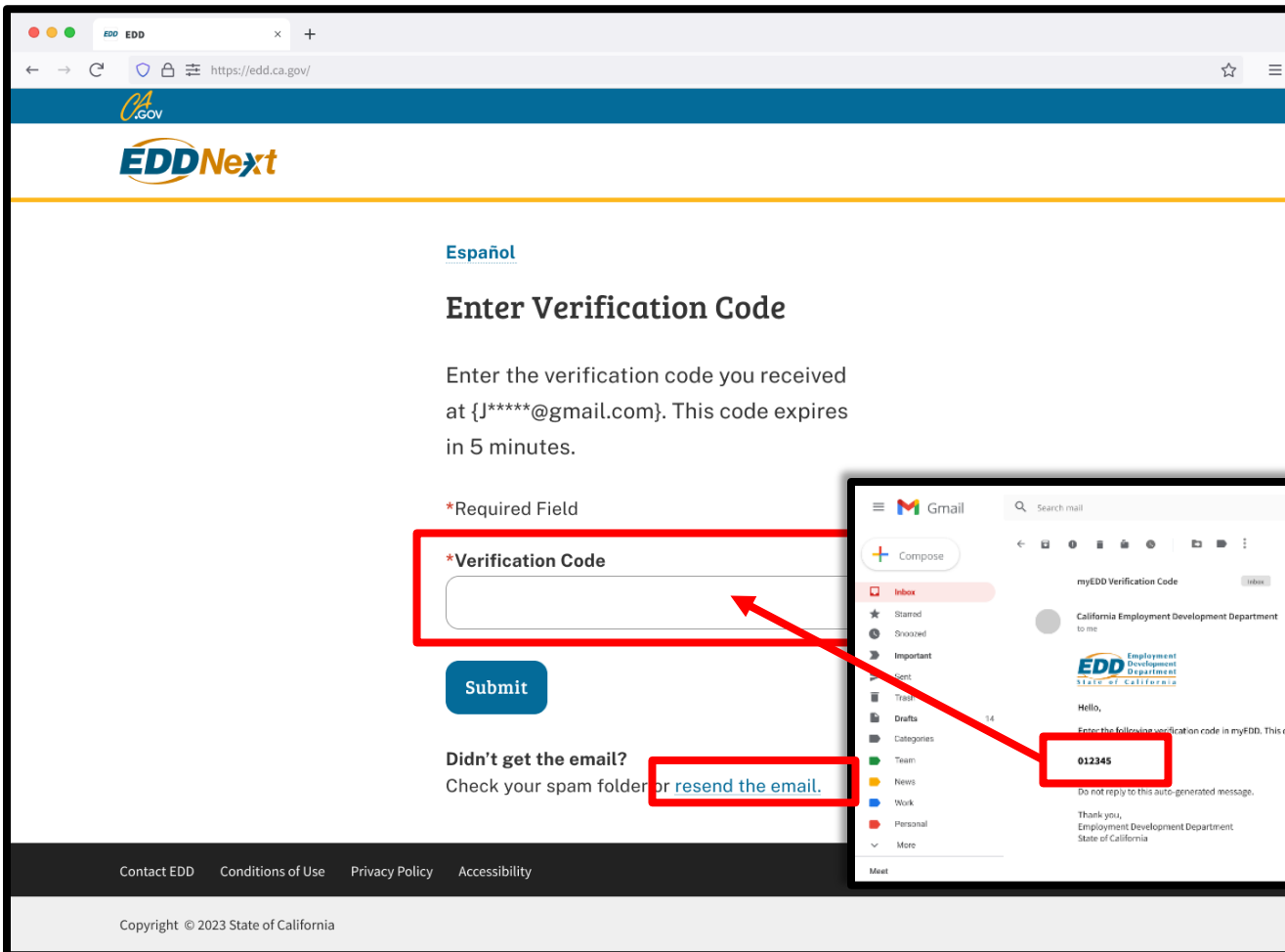
1. Visit [myEDD](#).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



To protect your account, we ask you to verify your identity every time you log in. In this example, the identity verification option is by email.

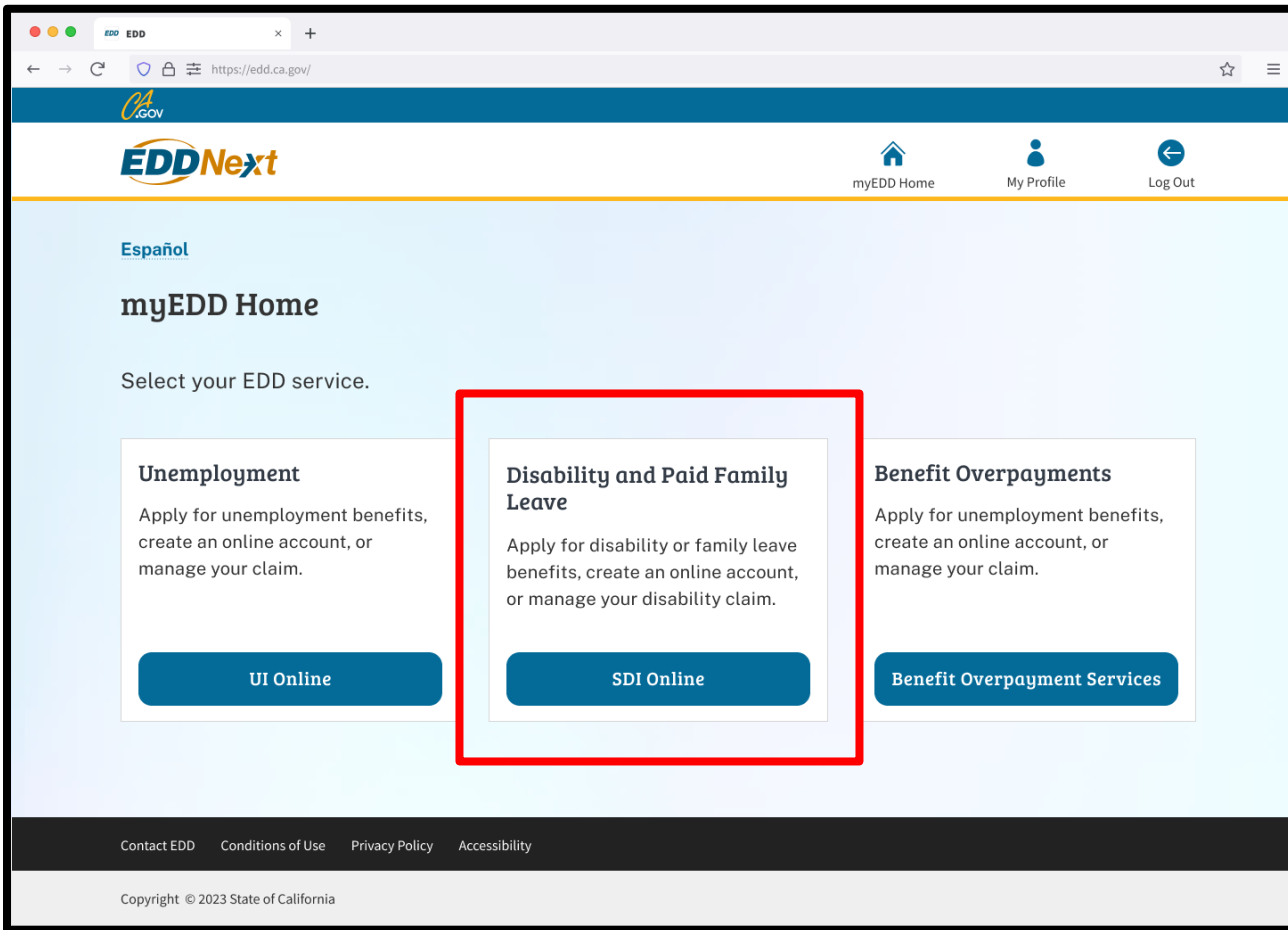
Select **Send Email**.

If you set up the login verification option as text message or phone call, follow the instructions based on that option.



Check your email for your verification code. This code expires in five minutes. Check your spam or junk folder if you do not get this email.

- Enter your verification code and select **Submit**.
- Select **resend the email** if you do not get a code.



Note

Select **Log Out** in the top right corner of any screen to exit your account.

From the myEDD homepage, select **SDI Online** to begin your SDI Online certification.

On your SDI Online homepage, under the Search section, there are four ways to search for forms.

Search by the patient's last name and one of the following:

- The **Last four digits of SSN** or **Patient Receipt Number** and patient's date of birth.
- The **Claim ID** to submit additional medical.
- The **My Receipt Number** to review forms you have submitted.
- The **Patient/PFL Receipt Number** to submit Paid Family Leave forms.

The screenshot shows the EDD (Employment Development Department) State of California homepage. The top navigation bar includes 'SDI Home', 'Inbox', 'Draft', and 'Profile'. The main content area is titled 'Home' and includes a 'License Information' table with columns for 'Licensee Name' and 'License Number'. Below this is a 'Message Center' section with 'Inbox [New: 0, Total: 0]' and 'Saved Drafts [Total: 0]'. The 'Search' section contains instructions and a search form. The search form has a red border and includes the following fields: '*Search By:' with a dropdown menu set to 'Claim ID', '*Patient/PFL Last Name:', and 'Date of Birth:' with a placeholder '(MMDDYYYY)'. There are 'Cancel' and 'Search' buttons at the bottom of the form.

Licensee Name	License Number
John Feelgood	CA00000

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) - Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

*Search By:

*Patient/PFL Last Name:

Date of Birth:

EDD Employment Development Department State of California

SDI Home **Inbox** Draft Profile

Home

*Indicates Required Field

License Information

Licensee Name	License Number
John Feelgood	CA00000

Message Center

Inbox [New: 0, Total: 0]

Saved Drafts [Total: 0]

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) - Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

*Search By:

The main menu appears on most screens and has additional options.

- **Inbox:** Access the Message Center for messages from the EDD.
- **Draft:** Locate drafts of forms previously started, but not completed. Saved Drafts are deleted after 30 days.
- **Profile:** Update your phone number and communication preferences.

You can only update your phone number and communication preference in your SDI Online profile.

Address updates must be sent to the Medical Board with the Department of Consumer Affairs (DCA). We get this information after the DCA updates your address and we complete a license validation. Contact the DCA if you have trouble updating your address.

Go to your myEDD homepage to update your:

- Email address
- Password
- Security question
- Verification options

For instructions on adding treatment addresses, continue to the next section.

CA
EDD Employment Development Department State of California

Home Help Log Out

SDI Home Inbox Draft Profile **Change:**

Physician/Practitioner Update Personal Profile Information

*Indicates Required Field

Select the Benefit Programs Online link above to update:

- Email Address
- Password
- Security Questions
- Personal Image/Caption

Physician/ Practitioner Information

Address updates must be submitted in writing to the Medical Board with the Department of Consumer Affairs (DCA). DCA will provide EDD with your updated address when the next license validation is done.

Licensee Name: John Feelgood
License Type: Physician or Surgeon (MD)
Physician/Practitioner License Number: CA00000
License Expiration Date: 08-31-2019
Address: 101010 7th Street
Los Angeles, CA
90101
Phone Number: **Ext:**
 Check here if the phone number is international
Medical School Name: Test ABC
Medical School Year Graduated: 2008
E-mail Address: sample@test.com
NPI Number: 1780999999

Communication Preferences

*How do you want to receive notifications? Email
 Paper mail
 I do not want to receive notifications. I will be checking SDI Online regularly.

Note: We are required to send some documents by paper mail.

Back to Top Contact EDD Conditions of Use Privacy Policy Accessibility

Add a Treatment Address

Learn more about how to add treatment addresses to your account.



[Get Started](#)

Home

*Indicates Required Field

License Information

Licensee Name	License Number
John Feelgood	CA00000

Message Center

[Inbox](#) [New: 0 , Total: 0]

[Saved Drafts](#) [Total: 0]

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) – Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

To add a treatment address, select the **Profile** link on your SDI Online homepage.

Employment Development Department
State of California

SDI Home Inbox Draft Profile **Change:**

- Manage Treatment Address
- Manage Medical Representative

Physician/Practitioner Update Personal Profile Information

*Indicates Required Field

Select the Benefit Programs Online link above to update:

- Email Address
- Password
- Security Questions
- Personal image/Caption

Physician/ Practitioner Information

Address updates must be submitted in writing to the Medical Board with the Department of Consumer Affairs (DCA). DCA will provide EDD with your updated address when the next license validation is done.

Licensee Name: John Feelgood

License Type: Physician or Surgeon (MD)

Physician/Practitioner License Number: CA00000

License Expiration Date: 03-01-2020

Address: 6600 BRUCEVILLE
SACRAMENTO, CA 95823
United States

Phone Number: 9161234567 Ext:

Check here if the phone number is international

Medical School Name:

Medical School Year Graduated:

From the menu:

- Hover your cursor over **Change** (this option is only available after selecting **Profile**).
- Select **Manage Treatment Address** from the Physician/Practitioner Update Personal Profile Information screen.
- You will be sent to the Treatment Address screen.

Treatment Address

Treatment Address

You may have multiple treatment addresses associated with your account. The treatment addresses below will appear as selection options when completing online forms and will allow you to quickly provide your address without having to re-type it.

No Results Found

Add

Select the **Add** button to be sent to the Add Modify Treatment Address screen.

Add Modify Treatment Address

*Indicates Required Field

Add/Modify Treatment Address

US International

*Address Line 1:

Address Line 2:

*City:

*State:

*ZIP Code:

*Phone Number: Ext:

Check here if the phone number is international

Complete the open fields on the Add Modify Treatment Address screen.

You must complete the fields marked with a red asterisk (*).

Select **Save**.

Note

If you practice at multiple locations, repeat this process to add more treatment addresses.

Treatment Address

Treatment Address

You may have multiple treatment addresses associated with your account. The treatment addresses below will appear as selection options when completing online forms and will allow you to quickly provide your address without having to re-type it.

Address	Phone Number	Action
123 Main Street Folsom, CA 95630-7325 United States	916-444-5555	Modify Delete

Add

All treatment addresses you enter are displayed on the Treatment Address screen.

- Select **Modify** or **Delete** to manage each treatment address.
- To add additional treatment addresses, select **Add**.

Note

Treatment addresses will appear as selection options when you or your authorized representatives complete online medical forms.

Assign a Medical Representative

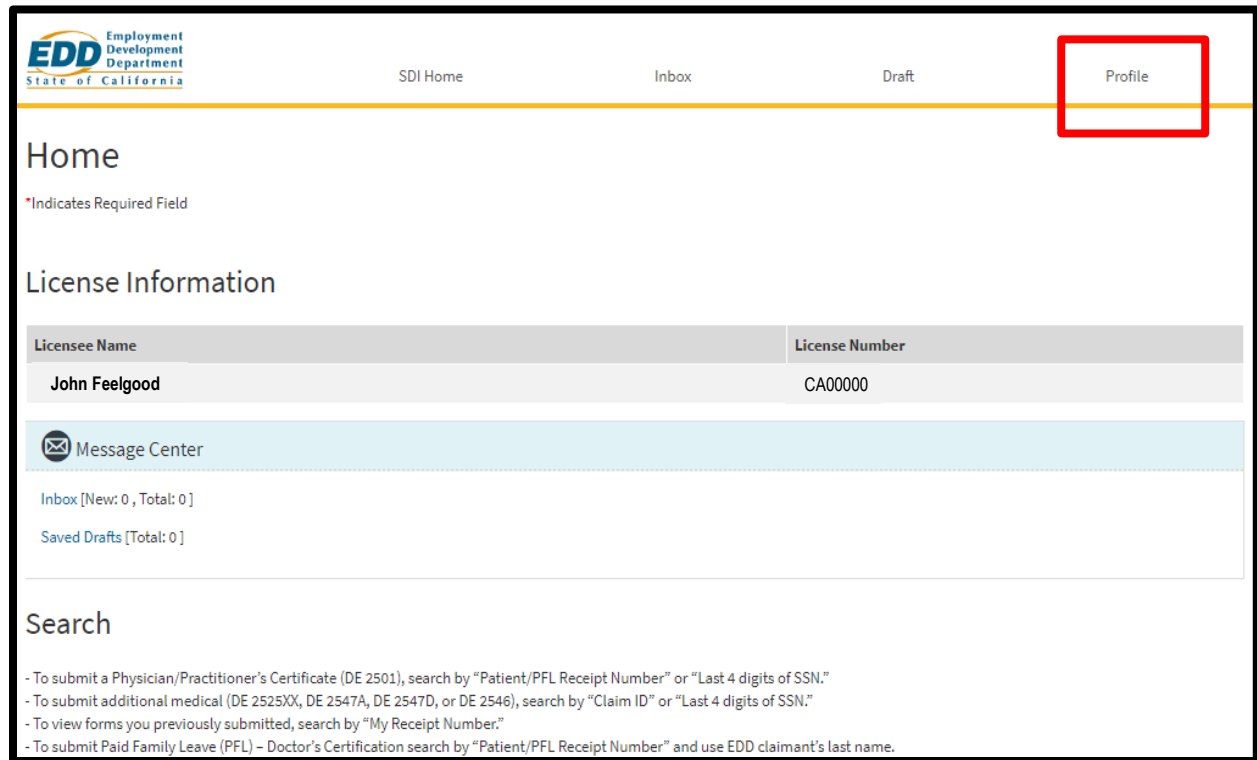
Learn more about how to add your
medical representatives to your account.



[Get Started](#)

Licensed health professionals may assign an unlimited number of representatives to complete and submit medical forms on their behalf.

It is the licensed health professional's responsibility to remove representatives that no longer work in their medical offices.



The screenshot shows the SDI Online interface for the Employment Development Department of the State of California. The top navigation bar includes links for 'SDI Home', 'Inbox', 'Draft', and 'Profile'. The 'Profile' link is highlighted with a red box. Below the navigation bar, the page displays the user's 'Home' page with a 'License Information' section. This section contains a table with the following data:

Licensee Name	License Number
John Feelgood	CA00000

Below the license information, there is a 'Message Center' section with 'Inbox [New: 0, Total: 0]' and 'Saved Drafts [Total: 0]'. At the bottom, there is a 'Search' section with instructions for finding records.

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) – Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

Before the medical representative can register for an SDI Online account, the licensed health professional must add the medical representative's personal information and treatment address in their SDI Online profile.

To add a physician/practitioner representative:

- Select **Profile** from the main menu.

Physician/Practitioner Update Personal Profile Information

*Indicates Required Field

Select the Benefit Programs Online link above to update:

- Email Address
- Password
- Security Questions
- Personal Image/Caption

Physician/ Practitioner Information

Address updates must be submitted in writing to the Medical Board with the Department of Consumer Affairs (DCA). DCA will provide CDD with your updated address when the next license validation is done.

Licensee Name: **John Feelgood**

License Type: Chiropractor (DC)

Physician/Practitioner License Number: CA00000

License Expiration Date: 12-31-2020

Address: 123 Main St Suite 1
Anytown, CA 95814
United States

Phone Number: 9161234567 Ext:

Check here if the phone number is international

Medical School Name:

Medical School Year Graduated:

Manage Treatment Address

Manage Medical
Representative

From the Physician/Practitioner Update Personal Profile Information screen:

- Hover over **Change** on the main menu (this option is only available after selecting **Profile**).
- Select **Manage Medical Representative**.

Add Delete Medical Representative

Medical Representative Information

Please select the Add button to enter a new Medical Representative. To modify or delete a Medical Representative, select the appropriate action. You are still responsible for certifying the medical forms.

No Results Found

Add

On the Add Delete Medical Representative screen:

- Select **Add**.

Add Modify Medical Representative

*Indicates Required Field

Add Representative

*First Name:

Middle Name:

*Last Name:

Suffix:

*Last 4 Digits of Social Security Number:

*E-mail Address:

*Re-Type E-mail Address:

*Date of Birth:

*Treatment Address:

*Account Status:

On the Add Modify Medical Representative screen:

- Complete all open fields. You must complete the fields marked with a red asterisk (*).
- Select a treatment address.
- Select **Save** to add your representative.

Note

If the treatment address for your medical representative is not listed, you must select **Cancel** and add the treatment address to your profile.

Your medical representative must enter the same personal information you enter here when registering for their representative SDI Online account or they will get an error.

Add Delete Medical Representative

Medical Representative Information

Please select the Add button to enter a new Medical Representative. To modify or delete a Medical Representative, select the appropriate action. You are still responsible for certifying the medical forms.

Name	Last 4 Digits of Social Security Number	E-mail Address	Date of Birth	Treatment Address	Account Status	Action
Jane Smith	4564	Jane@gmail.com	05-05-1985	800 d st sacramento CA 95814-0716	Active	Modify Delete

Add

Added medical representatives are displayed on the Add Delete Medical Representative screen.

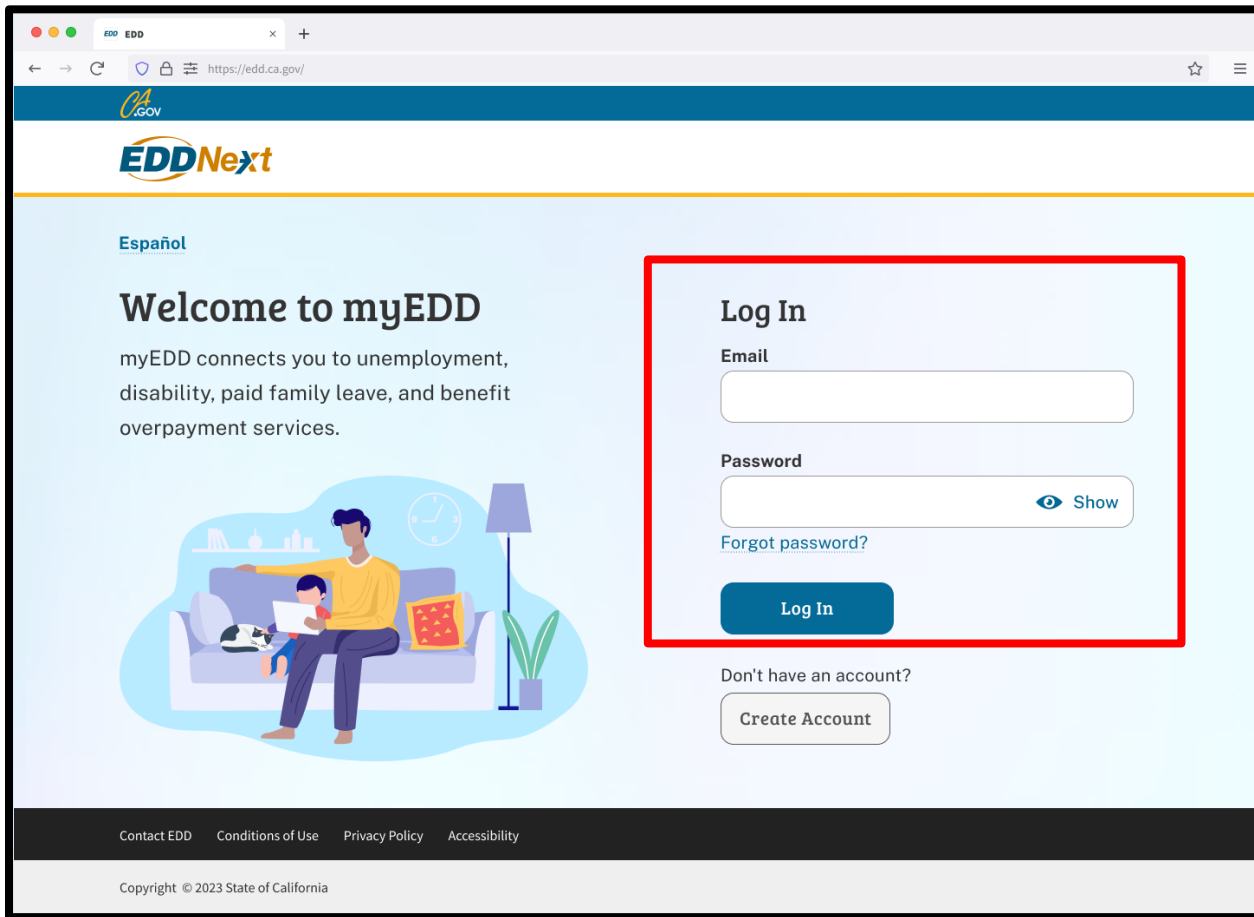
- Select **Modify** to update information for a specific medical representative.
- Select **Delete** to delete a specific medical representative.
- Select **Add** to add additional representatives.

Register as a Medical Representative in SDI Online

Learn more about how representatives of licensed health professionals register in SDI Online.



[Get Started](#)



To register for a new SDI Online account type (Claimant, employer, physician, representative, etc.) you must first complete a one-time registration in myEDD.

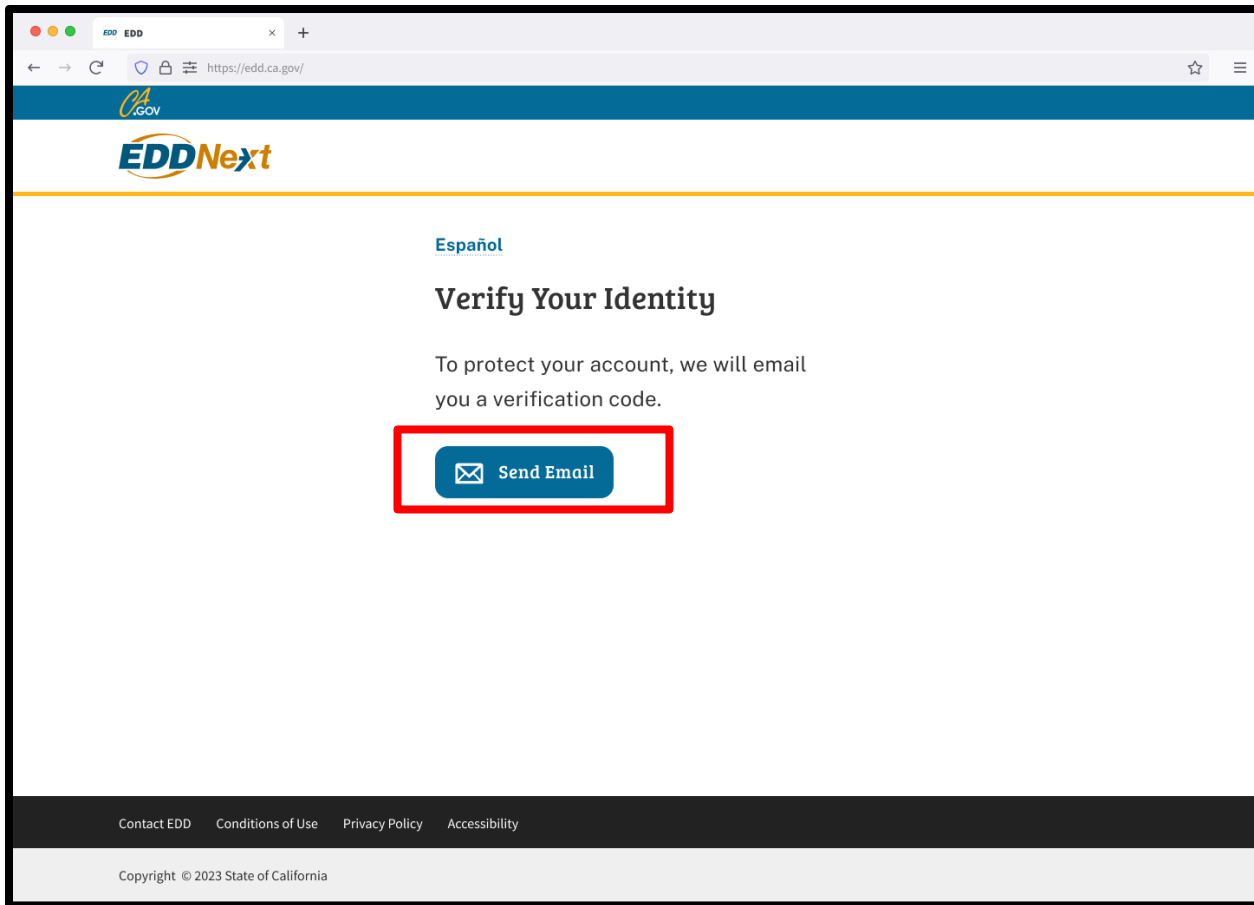
Use the [Create Your myEDD Account](#) section of this tutorial for instructions.

Note

For Spanish, select **Español**.

Log in to myEDD to register as a physician/practitioner representative in SDI Online:

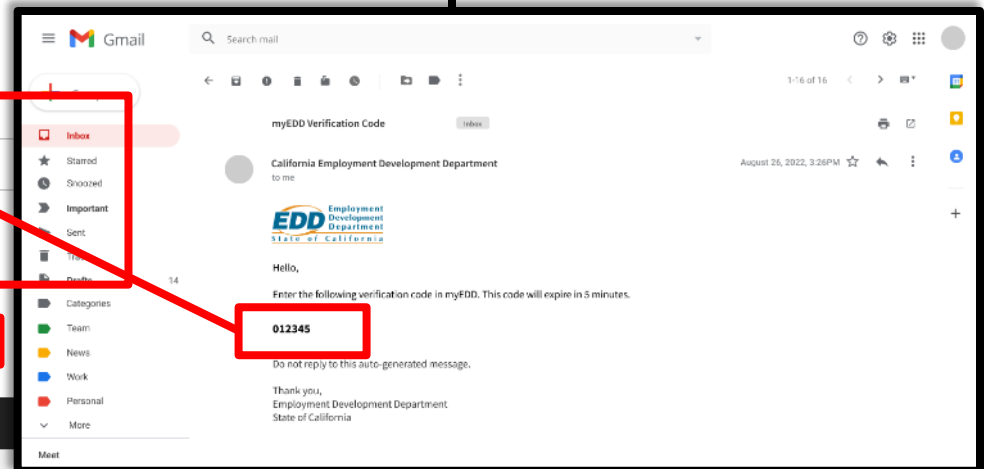
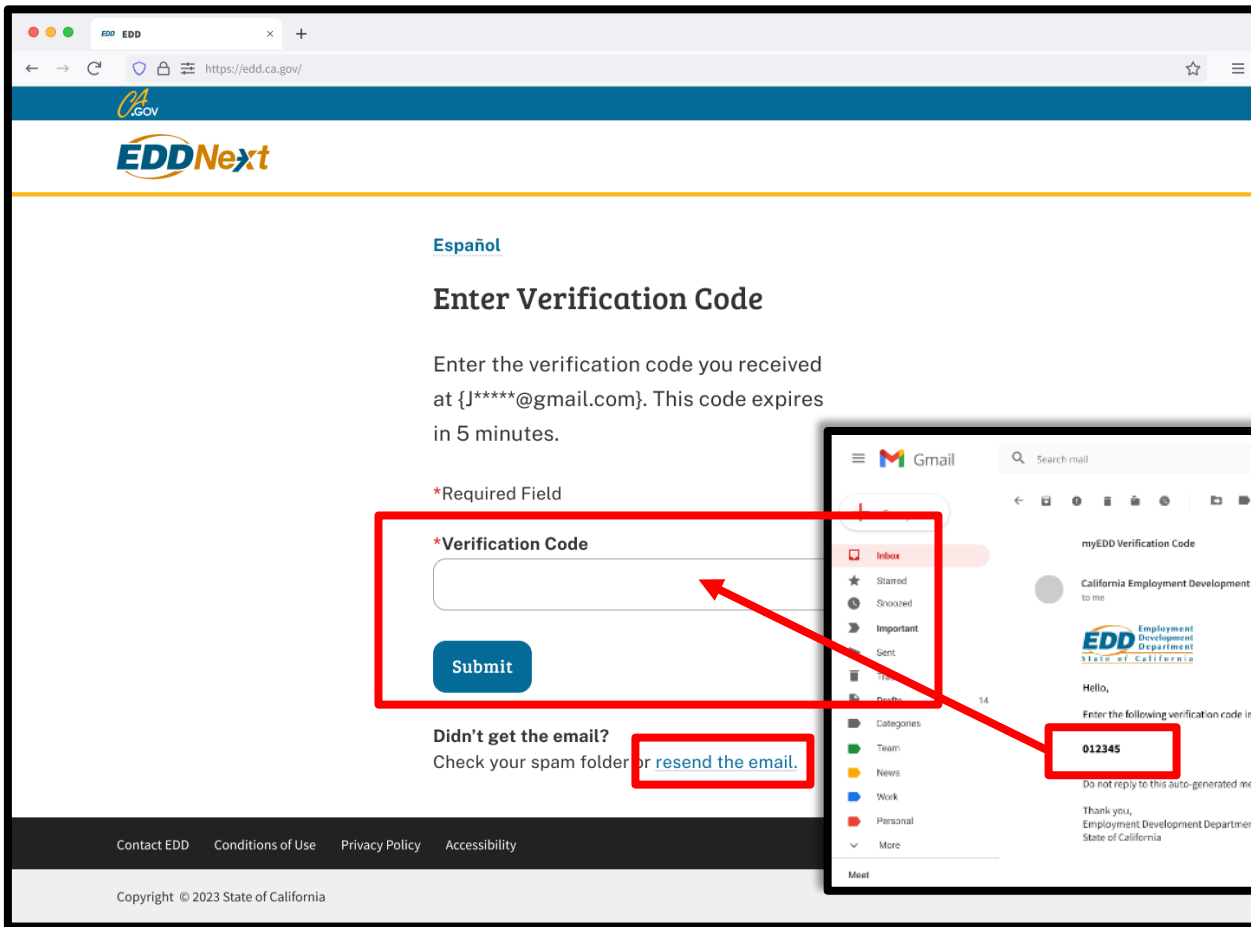
1. Visit [myEDD](#).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



To protect your account, we ask you to verify your identity every time you log in. In this example, the identity verification option is by email.

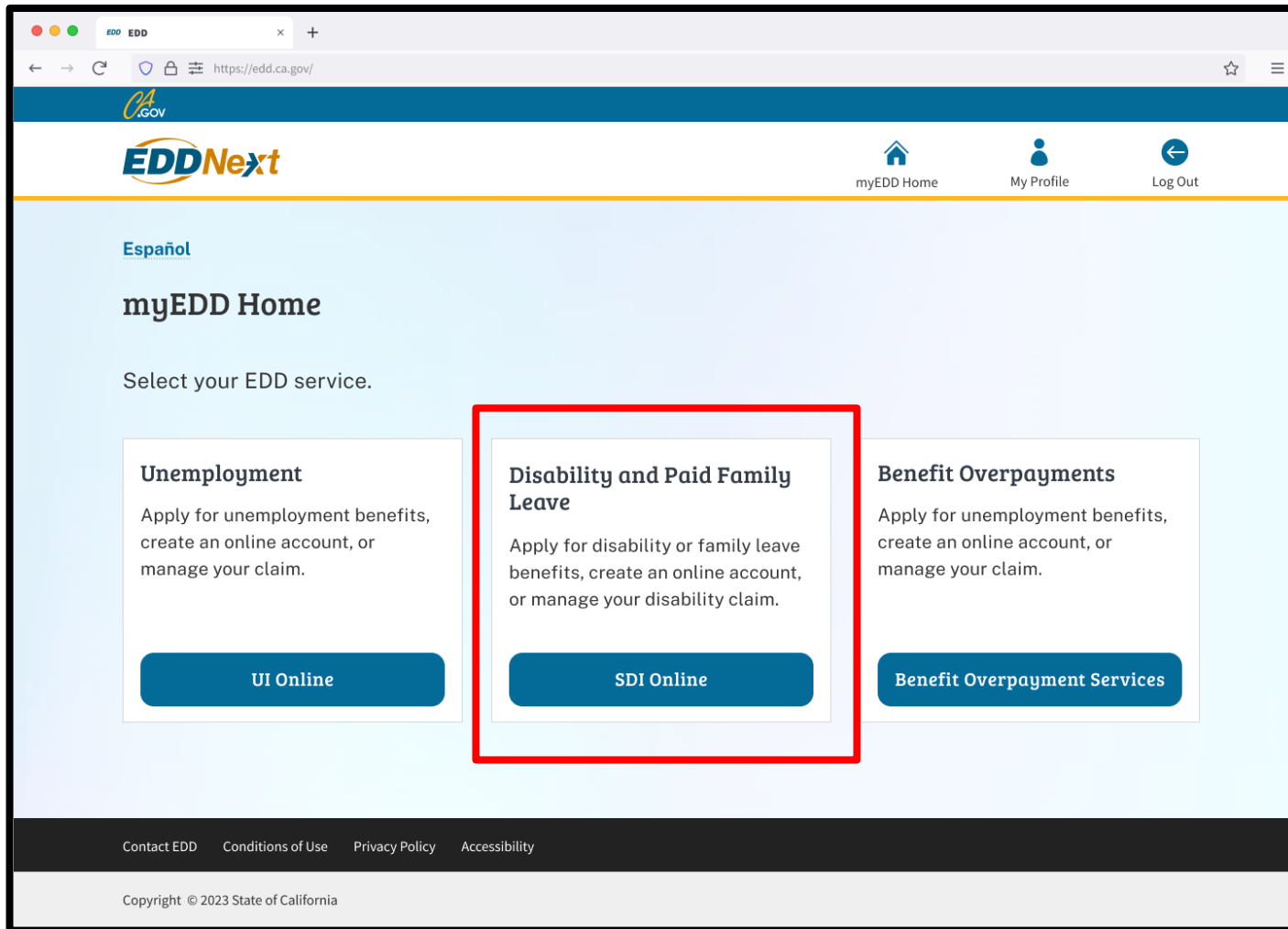
Select **Send Email**.

If you set up the login verification option as text message or phone call, follow the instructions based on that option.



Check your email for your verification code. This code expires in five minutes. Check your spam or junk folder if you do not get this email in your inbox.

- Enter your verification code and select **Submit**.
- Select **resend the email** if you do not get a code.



Note

Select **Log Out** in the top right corner of any screen to exit your account.

From the myEDD homepage, select **SDI Online** to begin your SDI Online registration.

SDI Online Registration

Select your account type.

Claimant

Select **Register as a Claimant** to:

- File a Disability Insurance (DI) or Paid Family Leave (PFL) claim.
- Access your claim information.
- View your benefit payment history.

You will need:

- Social Security number
- California driver license (CDL) or identification (ID) card

Note: If you do not have a CDL or ID, you will need to file DI by mail or file PFL by mail.

Claimant registration is available from Monday to Saturday 6 a.m. to 6 p.m. and Sunday 6 a.m. to 5:30 p.m.

Register as a Claimant

Employer

Select **Register as an Employer** if you represent an employer.

You will need:

- Employer Account Number (EAN)
- Employer ZIP Code (as filed with the EDD Tax Branch)
- Total Subject Wages from the most recent DE 9C

Register as an Employer

Physician/Practitioner

Select **Register as a Physician/Practitioner** to certify Disability Insurance (DI) or Paid Family Leave (PFL) claims for your patients.

You will need:

- Medical license information (as filed with the California Department of Consumer Affairs)
- California driver license (CDL) or identification (ID) card

Physician/practitioner registration is available from Monday to Saturday 4 a.m. to 12 midnight and Sunday 4 a.m. to 9 p.m.

Register as a Physician/Practitioner

Physician/Practitioner Representative

Select **Register as a Representative** if a physician/practitioner designated you as their representative to certify Disability Insurance (DI) or Paid Family Leave (PFL) claims for their patients through SDI Online.

Note: You must match the information entered by the physician/practitioner.

Register as a Representative



You will be sent to the SDI Online Registration Account Type screen.

Select the **Register as a Representative** link.

Note

You will not be able to register as a representative until the licensed health professional authorizing your account has added your information to their SDI Online profile.

Physician/Practitioner Representative: Terms and Conditions

Terms and Conditions

Please read through the entire Terms and Conditions before proceeding. The information you provide may be used to verify your identity with federal and/or state agencies. If “I Do Not Agree” is selected, you will not be able to establish an online account.

These Terms and Conditions, which include the Conditions of Use and Privacy Statements, govern the use of and access to: (i) this website (www.edd.ca.gov/); and (ii) the information on or provided through this website.

If you establish an online account you are responsible for maintaining the confidentiality of your username and password, and you are responsible for all activities which you authorize under your username and password. You agree to: (i) immediately notify the Employment Development Department (EDD) of any unauthorized use of your username and password or any other breach of security; and (ii) log out from your account at the end of each session.

By registering for an online account, you agree to check your account regularly and frequently for messages from the EDD. Please note that e-mails will only be used to send notifications to log in to your account or when you request to reset your username or password. No confidential claim information will be sent via e-mail.

The information submitted by any party will be used by the Employment Development Department to carry out its responsibilities under the California Unemployment Insurance Code, which may include the sharing of the information with other entities as required by law.

These Terms and Conditions may change from time to time and it is your responsibility to check for updates. The last revision date for these Terms and Conditions is February 1, 2012.

I have read and understand all the above information and wish to continue with establishing an account in the State Disability Insurance (SDI) Online.

Next, review our terms and conditions.

Select **I Agree**.

You must agree to these terms and conditions to create an account.

Physician/Practitioner Representative: Account Verification Information

*Indicates Required Field

To register for a new SDI Online account, provide the following information.

Physician/Practitioner Representative Information

Please enter your name as provided to the EDD by the medical provider authorizing your account.

*First Name:

Middle Name: (If you have no middle name, leave blank.)

*Last Name:

Suffix: (If you have no suffix, leave blank.)

E-mail Address: JohnSmith@gmail.com

*Date of Birth: (MMDDYYYY)

*Last four digits of Social Security Number:

Cancel

Next

Enter the following personal information. You must complete the fields marked with a red asterisk (*).

- Your full legal name.
- Date of birth.
- Last four digits of your Social Security number.

If you get an error after entering your information, contact the licensed health professional authorizing your account to make sure your entries match.

Select **Next**.

Physician/Practitioner Representative: Personal Profile Information

*Indicates Required Field

Physician/Practitioner Representative Information

Treatment Address: 10833 Folsom Blvd
Rancho Cordova, CA 95670-5000
United States

***Phone Number:** **Ext:**

Check here if the phone number is international

Communication Preferences

Indicate below how you prefer to be notified.

Note: It may be necessary to send some documents via US Postal Service.

***Preferred Communication:** I prefer to be notified by e-mail.
 I prefer to be notified by paper mail
 I do not want to receive notifications. I will be reviewing the items in my message center regularly

Cancel

Submit

Note

If you select to get notifications by email, we send you emails to notify you that messages are available in your account. However, it may be necessary to send some documents by mail.

On the Personal Profile Information screen:

- Verify the treatment address.

If an incorrect treatment address is listed, the licensed health professional authorizing your account must update the address from their SDI Online account profile.

- Enter a phone number so we can contact you during business hours, if needed.
- Select your communication preference.
- Select **Submit**.

SDI Online Account Registration Complete

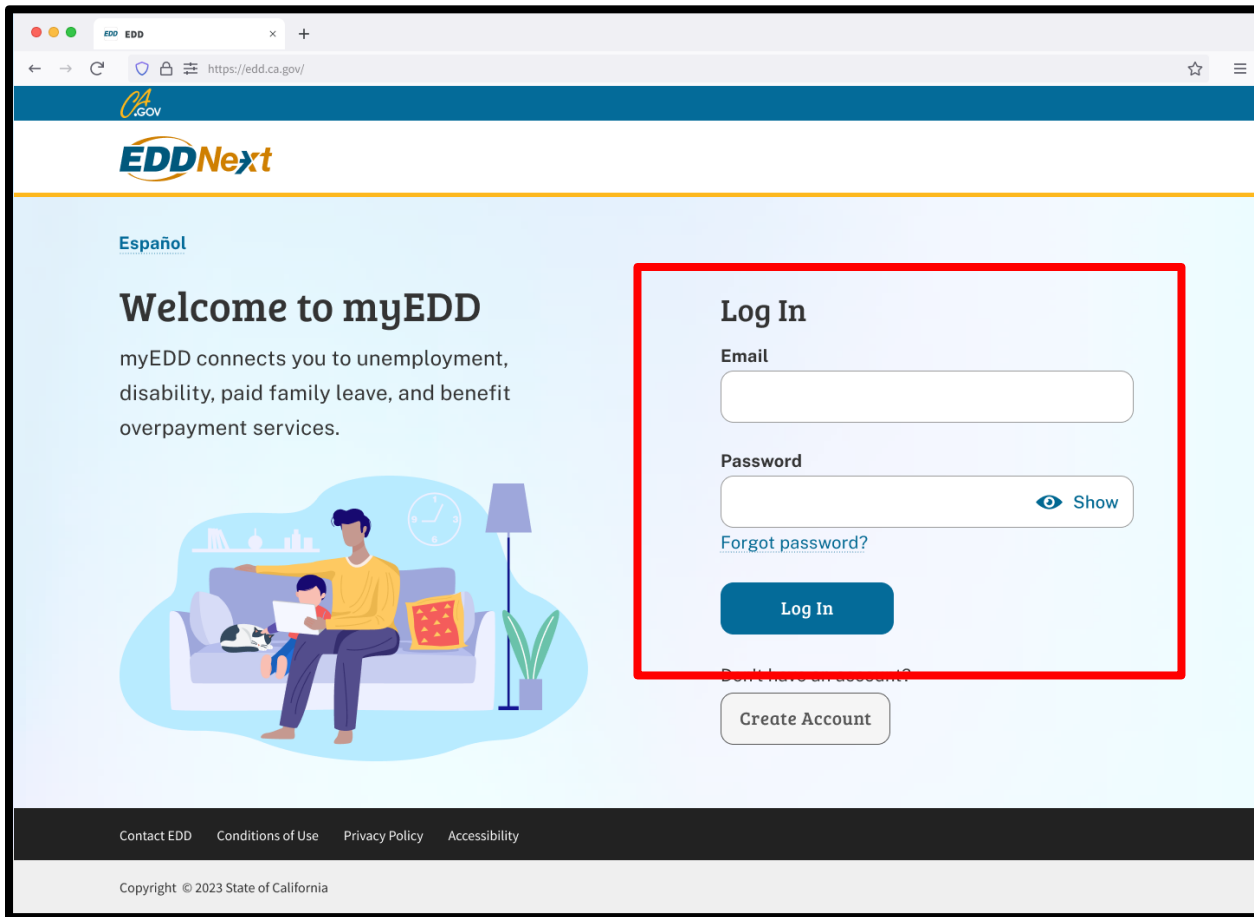
Account Registration Successful

Your SDI Online account has been created and a notification has been sent to you via email.

Your registration is now complete.

- If you selected electronic communication, a notification confirming your new account is sent to your email.
- If you selected paper communication, a letter confirming your new account is mailed to your address.

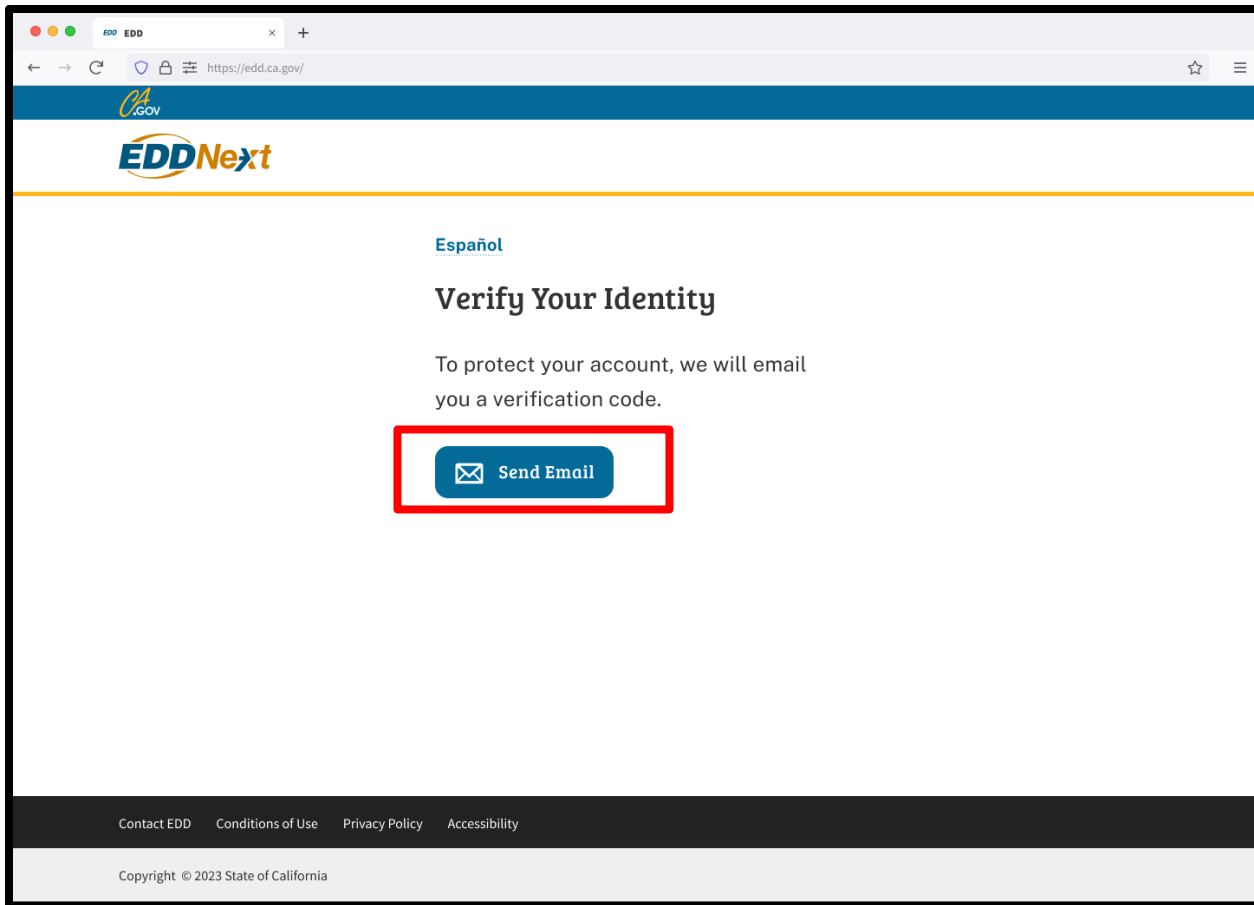
You may now log in to myEDD to access your new SDI Online account.



Note
For Spanish, select **Español**.

Log in to myEDD to access SDI Online:

1. Visit [myEDD](#).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



To protect your account, we ask you to verify your identity every time you log in. In this example, the identity verification option is by email.

Select **Send Email**.

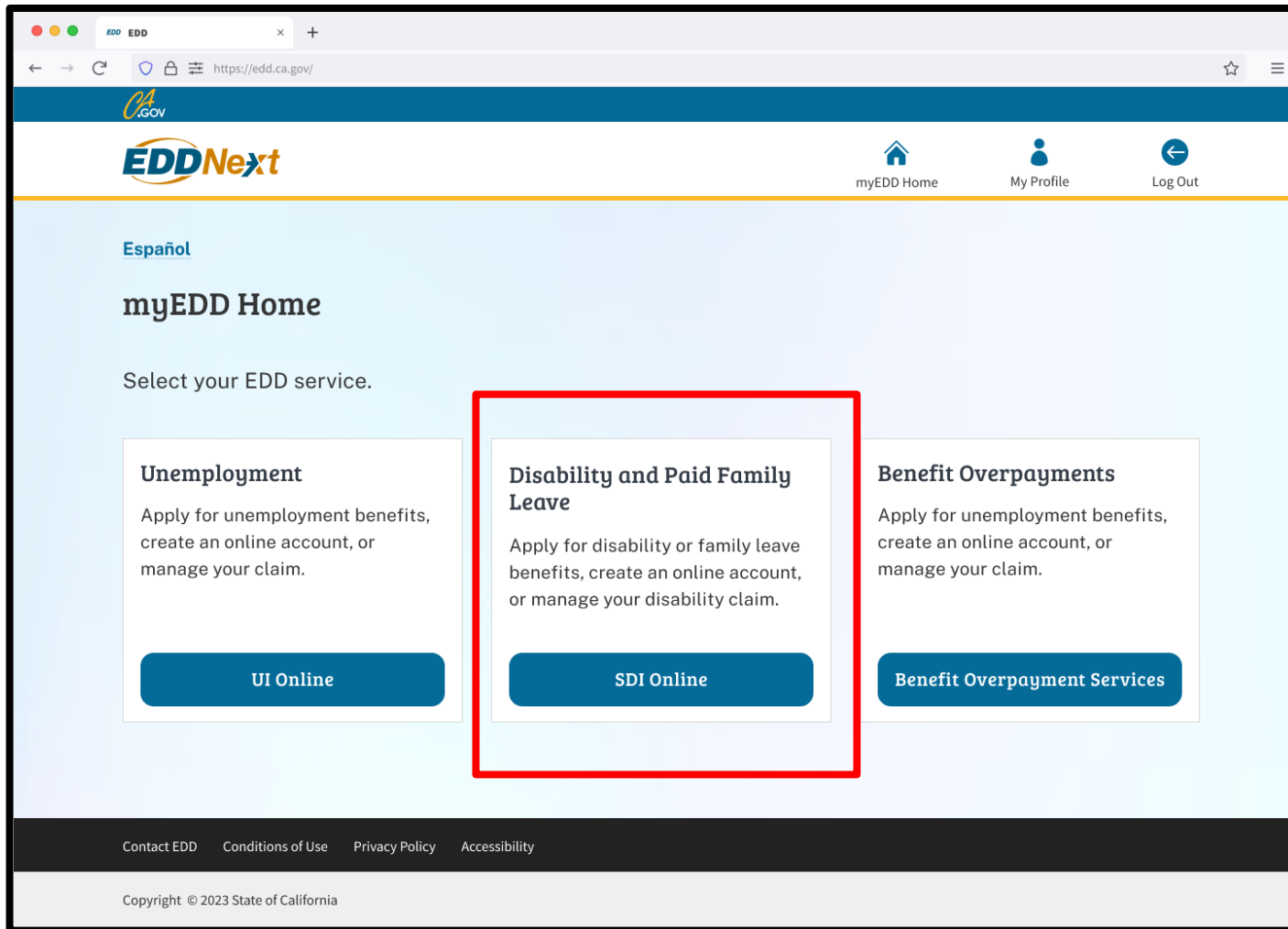
If you set up the login verification option as text message or phone call, follow the instructions based on that option.

The screenshot shows the EDDNext website interface. At the top, there is a navigation bar with the EDD logo and the text "EDDNext". Below the navigation bar, there is a link for "Español". The main heading is "Enter Verification Code". Below the heading, there is a paragraph of text: "Enter the verification code you received at {J*****@gmail.com}. This code expires in 5 minutes." Below this text, there is a form with a label "*Required Field" and a sub-label "*Verification Code". The form contains a text input field and a "Submit" button. Below the form, there is a link for "Didn't get the email" and a text prompt "Check your spam folder or [resend the email.](#)". At the bottom of the page, there are links for "Contact EDD", "Conditions of Use", "Privacy Policy", and "Accessibility". The footer contains the text "Copyright © 2023 State of California".

The screenshot shows a Gmail inbox. The selected email is titled "myEDD Verification Code" and is from the "California Employment Development Department". The email content includes the EDD logo, a greeting "Hello,", and the text "Enter the following verification code in myEDD. This code will expire in 5 minutes." Below this text, the verification code "012345" is displayed in a red box. At the bottom of the email, there is a note "Do not reply to this auto-generated message." and a signature "Thank you, Employment Development Department, State of California".

Check your email for your verification code. This code expires in five minutes. Check your spam or junk folder if you do not get this email.

- Enter your verification code and select **Submit**.
- Select **resend the email** if you do not get a code.



Note

Select **Log Out** in the top right corner of any screen to exit your account.

From the myEDD homepage, select **SDI Online**.

Choose Physician/Practitioner

Physician/Practitioner Representative Choose Physician/Practitioner

You are authorized to perform work in the State Disability Insurance (SDI) Online system for the physician/practitioner(s) listed below. Please select the physician/practitioner for which you wish to perform work. You may only perform work for one physician/practitioner per log in. You will need to log out to select a different physician/practitioner.

Physician/Practitioner	New Action Required	Total Action Required	Saved Drafts
John Feelgood	19	20	0
Bob Smith	18	20	0
Jane Doe	20	20	0

If you are an authorized medical representative for multiple licensed health professionals, you have the option to choose from a list of physicians/practitioners.

Select the licensed health professional's name under the Physician/Practitioner column to complete medical certifications on behalf of that licensed health professional.


You can only complete medical certifications for one licensed health professional per log in. You must log out to select a different licensed health professional.

Home

*Indicates Required Field

License Information

Licensee Name	License Number
John Feelgood	CA00000

 Message Center

Inbox [New: 19 , Total: 20]

Saved Drafts [Total: 0]

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
 - To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
 - To view forms you previously submitted, search by "My Receipt Number."
 - To submit Paid Family Leave (PFL) – Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

*Search By:

*Patient/PFL Last Name:

Date of Birth:

You will be sent to the Physician/Practitioner homepage.

Review the following sections of this tutorial for instructions on submitting medical forms:

- [Submit a Claim for Disability Insurance \(DI\) Benefits \(DE 2501\) Part B](#)
- [Submit a Physician/Practitioner's Supplementary Certificate \(DE 2525XX\)](#)
- [Submit a Claim for Paid Family Leave \(PFL\) Benefits \(DE 2501F\) Part D](#)

Submit a *Claim for Disability Insurance (DI) Benefits (DE 2501) – Part B*

Learn more about how to submit the DE 2501
Part B – Physician/Practitioner’s Certificate



[Get Started](#)

Choose Physician/Practitioner

Physician/Practitioner Representative Choose Physician/Practitioner

You are authorized to perform work in the State Disability Insurance (SDI) Online system for the physician/practitioner(s) listed below. Please select the physician/practitioner for which you wish to perform work. You may only perform work for one physician/practitioner per log in. You will need to log out to select a different physician/practitioner.

Physician/Practitioner	New Action Required	Total Action Required	Saved Drafts
John Feelgood	19	20	0
Bob Smith	18	20	0
Jane Doe	20	20	0

The Choose Physician/Practitioner screen only displays for medical representatives completing medical certifications on behalf of a licensed health professional. Licensed health professionals should skip to the next page.

- On this screen, select the licensed health professional which you are submitting the *Claim for Disability Insurance (DI) Benefits* (DE 2501), Part B on behalf.
- You can only select one licensed health professional at a time.
- You can switch to a different licensed health professional account by selecting **Log Out** and logging back into myEDD.

On the homepage, under the Search section, there are two ways to search for your patient's claim. Search by the patient's last name and one of the following:

- The patient's Receipt Number.
- The last four digits of the patient's Social Security number and date of birth.

To submit the Physician/Practitioner Certificate of the DE 2501 online, your patient must have already submitted Part A – Claimant's Statement of the DE 2501.

The screenshot displays the 'Home' page of a web application. At the top, there is a 'Home' header and a note: '*Indicates Required Field'. Below this is the 'License Information' section, which contains a table with two columns: 'Licensee Name' and 'License Number'. The table shows 'John Feelgood' with license number 'CA00000'. Underneath the table is a 'Message Center' section with an envelope icon, showing 'Inbox [New: 19, Total: 20]' and 'Saved Drafts [Total: 0]'. The 'Search' section is highlighted with a red border and contains a search form with the following fields: '*Search By:' with a dropdown menu set to 'Claim ID', a text input field, '*Patient/PFL Last Name:' with a text input field, and 'Date of Birth:' with a text input field containing '(MMDDYYYY)'. At the bottom of the search form are 'Cancel' and 'Search' buttons. Below the search form, there are four lines of instructions: '- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."' '- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."' '- To view forms you previously submitted, search by "My Receipt Number:"' '- To submit Paid Family Leave (PFL) - Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.'

Licensee Name	License Number
John Feelgood	CA00000

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number:"
- To submit Paid Family Leave (PFL) - Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

*Search By: Claim ID [v] []

*Patient/PFL Last Name: []

Date of Birth: (MMDDYYYY) []

Cancel Search

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) – Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

*Search By:

*Patient/PFL Last Name:

Date of Birth:

Search Results

Receipt Number	Patient/PFL Name	Date of Birth	Action
R100000000033667	Jane Doe	01-01-1990	Submit Physician/Practitioner Certificate

Verify the information in the Search Results section matches the patient's records.

- The **Receipt Number** link allows you to review the information your patient submitted on the DE 2501, Part A – Claimant's Statement.
- Select **Submit Physician/Practitioner Certificate** under the Action column to proceed.

Note

The Submit Physician/Practitioner Certificate link is not available if the certificate was submitted by another user (e.g., your representative or another doctor). Review the [Submit a Physician/Practitioner's Supplementary Certificate \(DE 2525XX\)](#) section to extend a disability period for your patient.

EDD Employment Development Department State of California

SDI Home Inbox Draft Profile

View Claimant Portion

View Claimant DE 2501

Refer to the *Claim for Disability Insurance (DI) Benefits (DE 2501) Claimant's Statement* while completing this form. To open the Claimant's Statement, select the hyperlink below and it will open in a new window.

[View the Claim for Disability Insurance \(DI\) Benefits Claimant \(DE 2501\)](#)

Cancel Next

On the View Claimant Portion screen, you can select the link to review the information your patient submitted to us.

Select **Next** to complete the medical certificate.

Note

Selecting **Cancel** at any time cancels the medical certificate and returns you to your homepage.

EDD Employment Development Department State of California

SDI Home Inbox Draft Profile

Treatment Address

1 Treatment Address 2 Patient Information 3 Claim Information 4 Declaration

You are currently on Step 1: Treatment Address

Section 2B - Treatment Address

Select the address where the patient was treated. If the patient was treated at an address other than those shown below, select 'Not Found' and you will be prompted to enter a new treatment address.

Address	Action
6600 BRUCEVILLE RD Sacramento, CA 95823-4671 United States	Select

Previous Cancel Not Found

On the Treatment Address screen, select the address where the patient is being treated.

Note

If the patient was treated at an address other than those shown, select **Not Found**.

Important

Do not use the Back button on your browser. If you need to go to a previous screen, select **Previous**.

EDD Employment Development Department State of California

SR Home Home Draft Profile

Initial Questions

1 Treatment Address 2 Patient Information 3 Claim Information 4 Declaration

You are currently on Step 2 Patient Information

* Indicates Required Field

Section 1 - Patient Information

Patient's Name:

 Receipt Number: ELO000000013657

 Social Security Number:

 Date of Birth: (MM/DD/YYYY)

 File Number:

Section 2A - Physician/Practitioner Information

Name: John Feelgood

 Treatment Address: 7500 Hospital Dr. Sacramento, CA 95823 United States

 License Number: CA00000

 State of Licensure: CA

 Country of Licensure: United States

 *Phone Number: (No dashes or spaces) Ext:

 Check here if the phone number is international

 Type: Physician or Surgeon (MD)

 Specialty (if any):

Section 3 - Treatment Information

This patient has been under my care and treatment for this medical problem:

*From: (MM/DD/YYYY)

To: (MM/DD/YYYY)

*Are you presently treating the patient for this medical condition? Yes No

Treatment Interval: Select

*Was the patient seen previously by another physician/practitioner or medical facility for the current disability/illness/injury? Select

If "Yes," enter date of first treatment: (MM/DD/YYYY)

*At any time during your attendance for this medical problem, has the patient been incapable of performing his/her regular or customary work? Yes No

Complete the following sections:

- Section 1 - Patient Information
- Section 2A – Physician/Practitioner Information
- Section 3 – Treatment Information

You must complete the fields marked with a red asterisk (*).

Select **Next** to continue.

Note

Select **Save as Draft** at any time to complete the form later.

Tip: Selecting **No** to “Are you presently treating the patient for this medical certificate?” ends your submission and makes your patient ineligible for benefits.

Claim Information



You are currently on Step 3 Claim Information

*Indicates Required Field

Section 4A - Claim Information

*Date Disability Began:

Indicate if the disability was caused by accident or trauma; and if so, indicate the date the accident or trauma occurred below:

*Accident or trauma? Yes No

Date occurred:

For non-pregnancy related claims, you must provide the following date or indicate the disability is permanent.

Date you released or anticipate releasing patient to return to his/her regular or customary work:

Check here to indicate patient's disability is permanent and you never anticipate releasing patient to return to his/her regular or customary work:

Enter the ICD Diagnosis Code and version for the primary disabling condition that prevents the patient from performing his/her regular or customary work below:

*ICD Diagnosis Code:

*Diagnosis Code Version:

ICD Diagnosis Code(s) for Secondary Disabling Condition(s):

ICD Diagnosis Code:

Diagnosis Code Version:

ICD Diagnosis Code:

Diagnosis Code Version:

ICD Diagnosis Code:

Diagnosis Code Version:

*Diagnosis - If no diagnosis has been determined, enter a detailed statement of symptoms:

Findings - State nature, severity, and extent of the incapacitating disease or injury, include any other disabling conditions:

Type of treatment/medication rendered to patient:

If the patient was hospitalized, enter the date of entry, date of discharge and whether the patient is still hospitalized below:

Date of entry:

Date of discharge:

Complete Section 4A - Claim Information.

You must complete the fields marked with a red asterisk (*).

You must provide the following information:

- Date disability began.
- Estimated return to work date (this may not be required for pregnancy or permanent disabilities).
- ICD codes and version.
- Diagnosis or detailed list of symptoms.

Claim Information



You are currently on Step 3 Claim Information

*Indicates Required Field

Section 4A - Claim Information

*Date Disability Began: (MMDDYYYY)

For non-pregnancy related claims, you must provide the following date or indicate the disability is permanent.

Date you released or anticipate releasing patient to return to his/her regular or customary work: (MMDDYYYY)

Check here to indicate patient's disability is permanent and you never anticipate releasing patient to return to his/her regular or customary work:

Enter the ICD Diagnosis Code and version for the primary disabling condition that prevents the patient from performing his/her regular or customary work below:

*ICD Diagnosis Code: ()

*Diagnosis Code Version: Select

ICD Diagnosis Code(s) for Secondary Disabling Condition(s):

ICD Diagnosis Code: ()

Diagnosis Code Version: Select

ICD Diagnosis Code: ()

Diagnosis Code Version: Select

ICD Diagnosis Code: ()

Diagnosis Code Version: Select

*Diagnosis - If no diagnosis has been determined, enter a detailed statement of symptoms: ()

Findings - State nature, severity, and extent of the incapacitating disease or injury, include any other disabling conditions: ()

Type of treatment/medication rendered to patient: ()

If the patient was hospitalized, enter the date of entry, date of discharge and whether the patient is still hospitalized below:

Date of entry: (MMDDYYYY)

Date of discharge: (MMDDYYYY)

Section 4A Tip: Permanent Disability

If the patient's disability is diagnosed as permanent and you have selected the **permanent disability** box, you do **not** need to provide an estimated return to work date.

In the Findings field, enter a detailed description of why you consider the disability to be permanent.

Patient is still hospitalized? Yes No

Check here if the patient is deceased:

Date of death:

City:

Country:

State:

Enter type and date of surgery/procedure most recently performed or to be performed below:

Type:

Date:

Enter the ICD Procedure Code and version for surgery/procedure(s) planned or performed below:

ICD Procedure Code:

Procedure Code Version:

Enter the CPT code for surgery/procedure(s) planned or performed below:

CPT Code:

CPT Code:

CPT Code:

CPT Code:

Was the patient unable to work immediately prior to the surgery or procedure? Yes No

If "Yes," please provide the first date the patient was unable to work prior to the surgery or procedure:

*Was this disabling condition caused and/or aggravated by the patient's regular or customary work? Yes No

*Are you completing this form for the sole purpose of referral/recommendation to an alcoholic recovery home or drug-free facility (as indicated by the patient on the DE 2501 Claim for Disability Insurance (DI) Benefits Claimant's Statement)? Yes No

Date your patient became a resident of a drug or alcohol facility (if known):

*Would disclosure of the information on this form to your patient be medically or psychologically detrimental? Yes No

*Is this a pregnancy related claim? Yes No

Continue completing Section 4A - Claim Information.

You must complete the fields marked with a red asterisk (*).

Tip: Providing as much information as possible prevents claim processing delays and the need for us to reach out to you for additional details.

Section 5 - Pregnancy

Estimated Delivery Date:

Pregnancy End Date (if applicable):

If this patient has not delivered and you do not anticipate releasing the patient to return to regular or customary work prior to the estimated delivery date, provide estimates for the number of days you anticipate the patient will be disabled after delivery for both of the following delivery types:

Vaginal delivery:

Cesarean delivery:

If this patient has delivered, indicate type of delivery and any complications as applicable.

Type of delivery:

If pregnancy is/was abnormal, state the complication(s) causing maternal disability:

Previous

Cancel

Save as Draft

Next

Complete Section 5 – Pregnancy, if applicable.

Tip: Pregnancy-related disability claims

If the patient has not delivered, enter the number of days you expect the patient to be disabled postpartum for each delivery type (six weeks for vaginal delivery and eight weeks for cesarean delivery), instead of entering an estimated return to work date.

- Enter the Estimated Delivery Date.
- Enter the number 42 in the Vaginal Delivery field.
- Enter the number 56 in the Cesarean Delivery field.

Select **Next**.

ICD Code Summary



You are currently on Step 3 Claim Information

Section 4B - ICD Code Summary

Type	ICD Code	Version	Diagnosis	Action
Primary Diagnosis Code	847	ICD-9	Sprains and Strains of Other and Unspecified Parts of Back	Delete

Previous Cancel Save as Draft Next

Verify the ICD codes are correct.

If an ICD code is incorrect:

- Select **Delete**.
- Re-enter the correct code in the Claim Information section.

Select **Next** to continue.

Additional Information



You are currently on Step 3 Claim Information

*Indicates Required Field

Section 6 - Prognosis Information

*What complications make your patient disabled longer than normally expected?

Previous

Cancel

Save as Draft

Next

Complete Section 6 – Prognosis Information and select **Next**.

Tip: Entering as much information as possible prevents claim processing delays and the need for us to contact you for additional details.

Certification



You are currently on Step 4 Declaration

*Indicates Required Field

Section 7 - Certification

I certify under penalty of perjury that the patient is unable to perform his/her regular or customary work because of the listed disabling condition(s). I have performed a physical examination and/or treated the patient within my scope of practice as an authorized physician or practitioner pursuant to California Unemployment Insurance Code Section 2708.

To review your information before you submit, select the hyperlink below. Your information will display below the Claimant's Statement.

[View the *Claim for Disability Insurance \(DI\) Benefits Physician/Practitioner Certification \(DE 2501\)*](#)

Previous

Cancel

Save as Draft

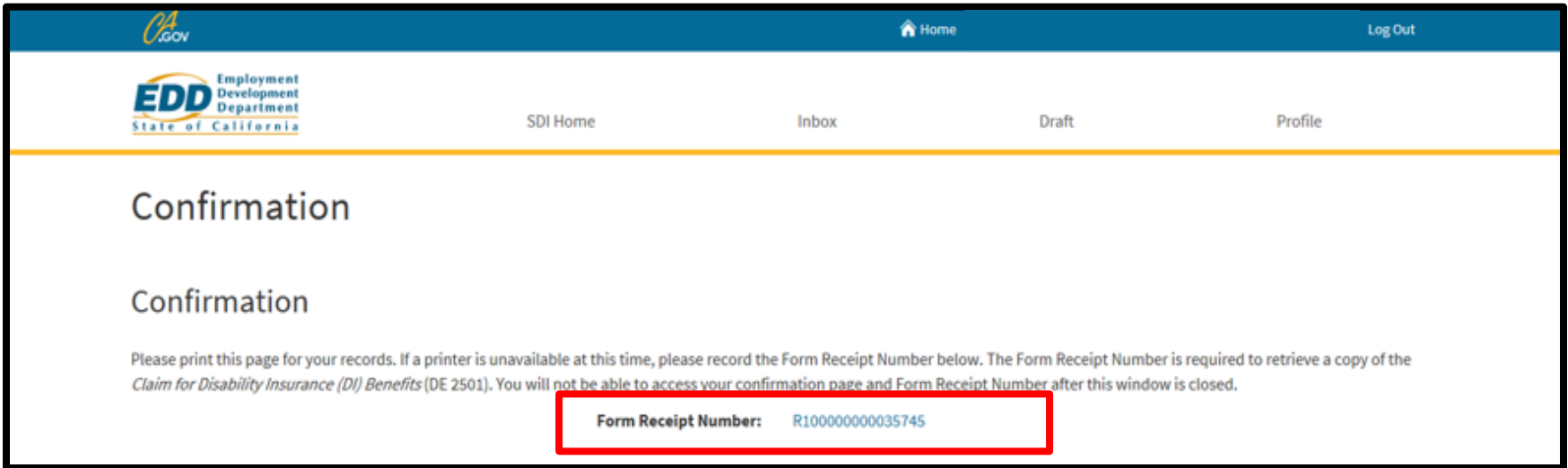
Submit

Select the check box in Section 7 - Certification to confirm the information you entered.

Review the information before you submit by selecting the **View the *Claim for Disability Insurance (DI) Benefits Physician/Practitioner Certification (DE 2501)*** link.

Note: You cannot modify the form after you select Submit.

Select **Submit**.



On the Confirmation screen, your submission is assigned a Form Receipt Number.

- Save this Form Receipt Number. Your patient can request this number to prove the medical certificate was sent to us.
- Select the **Form Receipt Number** link to open a PDF printer-friendly version of the information you sent.

You have now completed Part B – Physician/Practitioner’s Certificate of your patient’s *Claim for Disability Insurance (DI) Benefits* (DE 2501) form. It can take up to 14 days to process your patient’s claim.

Submit a *Physician/Practitioner's Supplementary Certificate (DE 2525XX)*

Learn more about how to submit the DE 2525XX
and extend the disability period for your patient.



[Get Started](#)

The screenshot shows the EDD State of California SDI Online homepage. At the top, there is a navigation bar with links for "SDI Home", "Inbox", "Draft", and "Profile". Below this is the "Home" section with a note: "*Indicates Required Field".

The "License Information" section contains a table:

License Name	License Number
John Feelgood	CA00000

Below the table is a "Message Center" section with an envelope icon and the text "Message Center". It shows "Inbox [New: 0, Total: 0]" and "Saved Drafts [Total: 0]".

The "Search" section contains instructions:

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) - Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

The search form is highlighted with a red box and contains the following fields:

- *Search By: Last 4 digits of SSN (selected in a dropdown menu)
- *Patient/PFL Last Name: Doe
- Date of Birth: MMDDYYYY

At the bottom of the form are "Cancel" and "Search" buttons. The "Search" button is also highlighted with a red box.

To submit a Physician/Practitioner's Supplemental Certificate from your SDI Online homepage:

- Select **Claim ID** or **Last four digits of SSN** from the Search By drop down menu.
- Enter the Claim ID or last four of the SSN for the patient.
- Enter the patient's last name.
- Enter the patient's date of birth (no dashes).

Select **Search** to continue.

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 2525XX, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) - Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

*Search By:

*Patient/PFL Last Name:

Date of Birth:

Claim(s) Pending Physician/Practitioner's Certificate (DE 2501 or DE 2501F)

No Results Found

Claim(s) Available to Submit Additional Medical Information (DE 2525XX, DE 2547A, DE 2547D, or DE 2546)

Claim ID	Patient/PFL Name	Claim Effective Date	Action
DI-XXXX-XXX-XXX	Jane Doe	11-01-2018	Submit Additional Medical Information

Note

Claims must be approved to allow submission of additional medical information.

Verify the patient's information under the Claim(s) Available to Submit Additional Medical Information search results matches the patient's records.

- If they match, select the **Claim ID** link or the link provided in the Action column.
- If they do not match, return to the Search section, and try again.

Claim Summary

Claim Summary

Claimant Name: **Jane Doe**
Claim Effective Date: 11-01-2018

Claim ID: **DI-XXXX-XXX-XXX**

My Message Center Regarding **Jane Doe**

Inbox [New: 0, Total: 0]

Saved Drafts [Total: 0]

My Forms Available to Submit for **Jane Doe**

Below is a list of forms available for submission. Please note that not all forms will be available at all times. If a form for the same dates has already been submitted or mailed, do not submit duplicate forms. Please allow 5-7 business days for the form to be processed.

2525XX Supplemental Medical Cert

My Forms Submitted for **Jane Doe**

No Results Found

Under the My Forms Available to Submit section:

- Select the **2525XX Supplemental Medical Cert** form link.

Physician/Practitioner Supplementary Certificate (Part 1)

*Indicates Required Field

Section 1 - Physician/Practitioner Information

Name: **John Feelgood**

License Number: CA00000

Section 2 - Patient Information

Patient Name: **Jane Doe**

Date of Birth: **MM-DD-YYYY**

Social Security Number: XXX-XX-XXXX

Claim ID: DI-XXXX-XXX-XXX

Claim Effective Date: 11-01-2018

Section 3 - Form Information

Please complete and submit this information by the due date.

Issue Date:

Due Date:

The SDI Online system automatically populates certain portions of the application.

Review the following sections:

- Section 1 – Physician/Practitioner Information
- Section 2 – Patient Information
- Section 3 – Form Information

Section 4A - Physician/Practitioner's Supplementary Certificate

Patient File Number:

Specialty, if any:

*Are you still treating the patient? Yes No ←

*Date of last treatment:

Next Appointment Date:

What present condition continues to make the patient disabled?

Enter the ICD Diagnosis Code and version for the primary disabling condition that prevents the patient from performing his/her regular or customary work below:

ICD Diagnosis Code:

Diagnosis Code Version:

Enter the ICD Diagnosis Code and version for secondary disabling condition (s) that prevents the patient from performing his/her regular or customary work below:

ICD Diagnosis Code:

Diagnosis Code Version:

ICD Diagnosis Code:

Diagnosis Code Version:

ICD Diagnosis Code:

Diagnosis Code Version:

Describe how the patient's present condition/impairment prevents him/her from returning to his/her regular or customary work:

What factors or complications are disabling the patient longer than previously estimated for this type of illness or injury?

Note

Selecting **No** to “Are you still treating this patient?” ends your submission and makes your patient ineligible for further benefits.

Complete Section 4A - Physician/Practitioner’s Supplementary Certificate (Part 1).

You must complete the fields marked with a red asterisk (*).

Select **Next** to continue.

Physician/Practitioner Supplementary Certificate (Part 2)

*Indicates Required Field

Section 4B - Physician/Practitioner's Supplementary Certificate

*Was the patient hospitalized? Yes No

If "Yes", provide the following:

Date of Entry:

Date of Discharge:

Check here if patient is still hospitalized

*Was surgery/procedure performed, or will a surgery/procedure be performed? Yes No

If "Yes", type of surgery/procedure:

Date of surgery/procedure:

Enter the ICD Procedure Code and version for the surgery/procedure(s) planned or performed below:

ICD Procedure Code:

Procedure Code Version:

ICD Procedure Code:

Procedure Code Version:

ICD Procedure Code:

Procedure Code Version:

ICD Procedure Code:

Procedure Code Version:

Enter the CPT Code for the surgery/procedure(s) planned or performed below:

CPT Code:

CPT Code:

CPT Code:

CPT Code:

Present estimated date patient will be able to perform his/her regular or customary work:

Check here to indicate patient's disability is permanent and you never anticipate releasing patient to return to his/her regular or customary work:

*Would the disclosure of this information to your patient be medically or psychologically detrimental? Yes No

Previous

Cancel

Save as Draft

Next

Complete Section 4B - Physician/Practitioner Supplementary Certificate (Part 2).

You must complete the fields marked with a red asterisk (*).

Select **Next** to continue.

Treatment Address

Treatment Address

Select the address where the patient was treated. If the patient was treated at an address other than those shown below, select 'Not Found' and you will be prompted to enter a new treatment address.

Address	Action
7500 Hospital Dr. Sacramento, CA 95823 United States	Select

Previous

Cancel

Not Found

On the Treatment Address screen:

- Select the patient's treatment address from the Action column.
- If the patient was treated at an address other than those listed, select **Not Found**.

Submit Form

*Indicates Required Field

Section 5 - Certification

Submitted by: John Feelgood

I certify under penalty of perjury that the patient is unable to perform his/her regular or customary work because of the listed disabling condition(s). I have performed a physical examination and/or treated the patient within my scope of practice as an authorized physician or practitioner pursuant to California Unemployment Insurance Code Section 2708.

Previous

Cancel

Save as Draft

Submit

Select the check box in Section 5 – Certification.

Note: You cannot modify the form after you select Submit.

Select **Submit** to complete your form.

Confirmation

Form Successfully Submitted

Please print this page for your records. If a printer is unavailable at this time, please record the Form Receipt Number below. The Form Receipt Number is required to retrieve a copy of the *Physician/Practitioner's Supplementary Certificate* (DE 2525XX). You will not be able to access your confirmation page and Form Receipt Number after this window is closed.

Form Receipt Number: R100000000035792

On the Confirmation screen:

- Save the Form Receipt Number for your records. Your patient can request this number to prove the medical certificate was sent to us.
- Select the **Form Receipt Number** link to open a PDF printer-friendly version of the information you sent.

You have now completed the *Physician/Practitioner's Supplementary Certificate* (DE 2525XX) to extend your patient's disability benefits. Allow up to 10 days for the EDD to process this form.

Submit a *Claim for Paid Family Leave (PFL) Benefits (DE 2501F) – Part D*

Learn more about how to submit the DE 2501F
Part D – Physician/Practitioner’s Certification



[Get Started](#)

Home

*Indicates Required Field

License Information

Licensee Name	License Number
John Feelgood	CA12345

Message Center

Inbox [New: 0, Total: 0]

Saved Drafts [Total: 0]

Search

- To submit a Physician/Practitioner's Certificate (DE 2501), search by "Patient/PFL Receipt Number" or "Last 4 digits of SSN."
- To submit additional medical (DE 25250X, DE 2547A, DE 2547D, or DE 2546), search by "Claim ID" or "Last 4 digits of SSN."
- To view forms you previously submitted, search by "My Receipt Number."
- To submit Paid Family Leave (PFL) - Doctor's Certification search by "Patient/PFL Receipt Number" and use EDD claimant's last name.

*Search By: Patient/PFL Receipt Number

*Patient/PFL Last Name:

Date of Birth:

Search Results

Receipt Number	Patient/PFL Name	Date of Birth	Action
R10000000012345	Johnny Johnson	01-01-1990	Submit Physician/Practitioner Certificate

From your homepage, use the Search section to look up Part D - Physician/Practitioner's Certification of the DE 2510F form.

Search by:

- The **Patient/PFL Receipt Number**.
- Enter the Receipt Number (provided by the individual filing for benefits) and their last name.
- Select **Search**.

Note

To submit Part D of the *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) online, your patient's caregiver must have submitted Part A of the DE 2501F online.

View Claimant Portion

*Indicates Required Field

View Claimant DE 2501F

If the person identified below (care recipient) is NOT your patient, do not complete or submit this form. To view the form information submitted by your patient's care provider, please select the hyperlink below.

[View Claim for Paid Family Leave \(PFL\) Benefits \(DE 2501F\) for Care](#)

Claimant (Care Provider) Name: Sue Johnson

Claimant Social Security Number: XXX-XX-XXXX

Patient (Care Recipient) Name: Johnny Johnson

Patient Date of Birth: 01-01-1969

*Do you have the patient's (care recipient's) Health Insurance

Yes No

Portability and Accountability Act (HIPAA) authorization to submit their medical information to EDD?

Cancel

Next

Note

Select **Cancel** at any time to cancel the claim and return to your homepage.

In the View Claimant DE 2501F section:

- Select the **View Claim for Paid Family Leave (PFL) Benefits (DE 2501F) for Care** link to review the claimant's section of the form.
- Select **Next** to complete the certificate.

Treatment Address



You are currently on Step 1 Treatment Address

Treatment Address

Select the address where the patient (care recipient) was treated. If the patient (care recipient) was treated at an address other than those shown below, select 'Not Found' and you will be prompted to enter a new treatment address.

You should only submit this form online if you have used your California medical license to treat the patient (care recipient).

Address	Action
1000 Main St San Francisco, CA 94115 United States	Select

Previous

Cancel

Not Found

On the Treatment Address screen:

- Select your patient's treatment address from the Action column.
- If the patient was treated at an address other than those listed, select **Not Found**.

Initial Questions



You are currently on Step 2 Initial Questions

*Indicates Required Field

Physician/ Practitioner Information

Name: John Feelgood

State License Number: CA12345

Treatment Address: 1000 Main St
San Francisco, CA 94115
United States

State of Licensure: CA

*Phone Number: Ext:

Check here if the phone number is international

Type of Physician/Practitioner: Physician or Surgeon (MD)

Specialty (if any):

Care Required Information

Claimant (Care Provider) Name: Sue Johnson Claimant Social Security Number: XXX-XX-XXXX

Patient (Care Recipient) Name: John Johnson Patient Date of Birth: 01-01-1969

*Does your patient (care recipient) require care by the Paid Family Leave claimant (care provider) entered above? Yes No

The SDI Online system automatically populates certain sections of the application.

Complete the Physician/Practitioner Information section.

You must complete the fields marked with a red asterisk (*).

Select **Next** to proceed.

Note

Select **Save as Draft** at any time to complete the form later.

Select **Previous** to return to the previous screen.

Medical Information



You are currently on Step 3 Medical Information

*Indicates Required Field

Medical Information

Enter the ICD Diagnosis Code and version for the primary serious health condition for which the patient (care recipient) requires care from the claimant (care provider)

*ICD Diagnosis Code:

*Diagnosis Code Version:

Secondary ICD Code(s) and Version(s)

ICD Code:

Code Version:

ICD Code:

Code Version:

ICD Code:

Code Version:

*Diagnosis, or if not determined, a detailed statement of symptoms:

Date patient's condition commenced:

*First date care needed:

Date you estimate patient will no longer require care by the claimant:

Permanent Care Required

Date you expect recovery:

Never

Approximately how many total hours per day will patient (care recipient) require care by a Paid Family Leave claimant (care provider)

*Hours:

Comments:

Previous

Cancel

Save as Draft

Next

Complete the Medical Information section.

You must provide the following information:

- Valid ICD codes.
- Diagnosis or detailed list of symptoms.
- First date care is needed.
- Estimated date care is no longer needed.
- Hours your patient will require care each day.

You must complete the fields marked with a red asterisk (*).

Select **Next**.

Certification

✓ Treatment Address ✓ Initial Questions ✓ Medical Information 4 Certification

You are currently on Step 4 Certification

*Indicates Required Field

Detrimental Medical

*Would disclosure of the medical information on this certificate be medically or psychologically detrimental to your patient? Yes No

Certification

I certify under penalty of perjury that this patient has a serious health condition and requires a care provider. I have performed a physical examination and/or treated the patient. I am authorized to certify a patient disability or serious health condition pursuant to California Unemployment Insurance Code Section 2708.

To review the information you have entered, right click on the hyperlink and select "Open in New Window." Then select Save.

[View Claim for Paid Family Leave \(PFL\) Benefits \(DE 2501F\) for Care](#)

Previous

Cancel

Save as Draft

Submit

In the Certification section:

- Select the check box to confirm the information you entered.
- Select **View Claim for Paid Family Leave (PFL) Benefits (DE 2501F) for Care** to review the information you entered.
- **Note:** You cannot modify the form after you select Submit.
- Select **Submit**.

Confirmation

Confirmation

The form has been successfully submitted. Please record the receipt number for your records. You may access this form from your home page by searching with the receipt number.

Form Receipt Number: R1000000012345

On the Confirmation screen:

- Save the Form Receipt Number for your records. The individual filing for benefits can request this number to prove the medical certificate was submitted to us.
- Select the **Form Receipt Number** link to open a PDF printer-friendly version of the information you submitted.

You have now completed Part D - Physician/Practitioner's Certificate of the *Claim for Paid Family Leave (PFL) Benefits* (DE 2501F) for the caregiver's Paid Family Leave care claim. Allow up to 14 days to process this form.

Complete Paper Claim Forms

Learn more about how to complete and submit a paper claim form for disability or family leave benefits.



[Get Started](#)

Common situations that require individuals to apply by paper form:

It is strongly recommended that you complete a paper *Claim for Disability Insurance (DI) Benefits* (DE 2501), Part B form when your patient applies by paper form. Submitting all forms together helps prevent errors and reduces processing time.

Patients/Claimants:

- Who are undocumented workers
- Without a valid California Driver's license or California identification card
- Name exceeds SDI Online character limitation

Health Professionals:

- Licensed out of state
- Licensed out of country
- Working in facilities
- Who are religious practitioners
- Name exceeds SDI Online character limitation

To avoid processing delays when completing a paper claim form:

Do

- Use black ink only.
- Type or write clearly **within** the boxes provided.
- Mail the completed form in the pre-addressed envelope provided.

Don't

- Do not send photocopied or faxed forms.
- Do not mail the paper form if you previously submitted it online.

SAMPLE, this page for reference only



Claim for Disability Insurance (DI) Benefits

Health Insurance Portability and Accountability Act (HIPAA) Authorization

Claimant Social Security Number 0000000000

Claimant Name (First) (MI) (Last) Sample Claimant

I authorize Geoff Bookner

(Person/Organization providing the information) to furnish and disclose all my health information and to allow inspection of and provide copies of any medical, vocational rehabilitation, and billing records concerning my disability for which this claim is filed that are within their knowledge to the following employees of the California Employment Development Department (EDD): Disability Insurance Branch examiners, their direct supervisors/managers and any other EDD employee who may have a need to access this information in order to process my claim and/or determine eligibility for State Disability Insurance benefits.

I understand that EDD is not a health plan or health care provider, so the information released to EDD may no longer be protected by federal privacy regulations. (45 CFR Section 164.508(c)(2)(iii)). EDD may disclose information as authorized by the California Unemployment Insurance Code.

I agree that photocopies of this authorization shall be as valid as the original.

I understand I have the right to revoke this authorization by sending written notification stopping this authorization to EDD, DI Branch MIC 29, PO Box 826880, Sacramento, CA 94280. The authorization will stop on the date my request is received. I understand that the consequences for my revoking this authorization may result in denial of further State Disability Insurance benefits.

I understand that, unless revoked by me in writing, this authorization is valid for fifteen years from the date received by EDD or the effective date of the claim, whichever is later. I understand that I may not revoke this authorization to avoid prosecution or to prevent EDD's recovery of monies to which it is legally entitled.

I understand that I am signing this authorization voluntarily and that payment or eligibility for my benefits will be affected if I do not sign this authorization. The consequences for my refusal to sign this authorization may result in an incomplete claim form that cannot be processed for payment of State Disability Insurance benefits.

I understand I have the right to receive a copy of this authorization.

Claimant Signature (Do Not Print) Sample Claimant Date Signed 12252015

Claim for Disability Insurance (DI) Benefits (DE 2501)

The Health Insurance Portability and Accountability (HIPAA) Authorization must be completed and signed by the individual filing for disability benefits (page 1).

Part A - Claimant's Statement is completed by the individual filing for disability benefits (pages 2-4).

SAMPLE, this page for reference only

**Claim for Disability Insurance (DI) Benefits -
Physician/Practitioner's Certificate**
PLEASE PRINT WITH BLACK INK.

PART B - PHYSICIAN/PRACTITIONER'S CERTIFICATE

B1. PATIENT'S SOCIAL SECURITY NUMBER 0000000000 B2. PATIENT'S FILE NUMBER 69-642-38

B3. IF YOU KNOW THE PATIENT'S ELECTRONIC RECEIPT NUMBER, ENTER IT HERE: R B4. PATIENT'S DATE OF BIRTH 01011900

B5. PATIENT'S NAME (FIRST) (MIDDLE) (LAST)
Sample Claimant

B6. PHYSICIAN/PRACTITIONER'S LICENSE NUMBER 634-027930 B7. STATE OR COUNTRY (IF NOT U.S.A.) THAT ISSUED LICENSE NUMBER ENTERED IN B6
STATE CA COUNTRY

B8. PHYSICIAN/PRACTITIONER LICENSE TYPE MD B9. SPECIALTY (IF ANY)

B10. PHYSICIAN/PRACTITIONER'S NAME AS SHOWN ON LICENSE (FIRST) (MIDDLE) (LAST) SUFFIX
Geoff Booker

B11. PHYSICIAN/PRACTITIONER'S ADDRESS
MAILING ADDRESS, PO BOX OR NUMBER/STREET/SUITE#
269 Commerce
CITY STATE ZIP OR POSTAL CODE COUNTRY (IF NOT U.S.A.)
Anywhere CA 72694
COUNTY HOSPITAL/GOVERNMENT FACILITY ADDRESS
FACILITY NAME (IF APPLICABLE)
FACILITY ADDRESS, NUMBER/STREET/SUITE#
CITY STATE ZIP OR POSTAL CODE COUNTRY (IF NOT U.S.A.)

B12. THIS PATIENT HAS BEEN UNDER MY CARE AND TREATMENT FOR THIS MEDICAL PROBLEM
FROM 12162015 TO CHECK HERE TO INDICATE YOU ARE STILL TREATING THE PATIENT
AT INTERVALS OF: DAILY WEEKLY MONTHLY AS NEEDED OTHER

B13. AT ANY TIME DURING YOUR ATTENDANCE FOR THIS MEDICAL PROBLEM, HAS THE PATIENT BEEN INCAPABLE OF PERFORMING HIS/HER REGULAR OR CUSTOMARY WORK?
 YES - ENTER DATE DISABILITY BEGAN 12162015 NO - SKIP TO B33
WAS THE DISABILITY CAUSED BY AN ACCIDENT OR TRAUMA? YES NO
IF YES, INDICATE THE DATE THE ACCIDENT OR TRAUMA OCCURRED

B14. DATE YOU RELEASED OR ANTICIPATE RELEASING PATIENT TO RETURN TO HIS/HER REGULAR OR CUSTOMARY WORK
(UNKNOWN, INDEFINITE, ETC., NOT ACCEPTABLE)
 CHECK HERE TO INDICATE PATIENT'S DISABILITY IS PERMANENT AND YOU NEVER ANTICIPATE RELEASING PATIENT TO RETURN TO HIS/HER REGULAR OR CUSTOMARY WORK

B15. IF PATIENT IS NOW PREGNANT OR HAS BEEN PREGNANT, PLEASE CHECK THE APPROPRIATE BOX AND ENTER THE FOLLOWING:
ESTIMATED DELIVERY DATE: DATE PREGNANCY ENDED:
TYPE OF DELIVERY, IF PATIENT HAS DELIVERED: VAGINAL CESAREAN

DE 2501 Rev. 81 (3-20) (INTRANET)

Part B - Physician's/Practitioner's Certificate (pages 5-7).

As the licensed health professional, you must complete all applicable information, including:

- Care and treatment dates.
- Date disability began.
- Estimated return to work date.
- Diagnosis or a list of symptoms.
- ICD codes.
- In the case of pregnancy, the estimated delivery date and number of days for recovery per delivery type (42/56) or the pregnancy end date and delivery type.
- License and personal information.
- Your signature.

Note

Provide only one medical license number. If licensed in multiple scopes of practice, use the license for the type of disability you are certifying for.



2501F12202

PART B – BONDING CERTIFICATION (TO BE COMPLETED BY PERSON CLAIMING PFL BENEFITS TO BOND WITH A CHILD)

B1. YOUR SOCIAL SECURITY NUMBER

B2. DATE OF FOSTER CARE OR ADOPTION PLACEMENT

B3. CHILD NAMED IN B2 IS MY

B4. YOUR LEGAL LAST NAME (INCLUDE IN CASE PAGES OF THIS CLAIM BECOME SEPARATED)

B5. CHILD'S SOCIAL SECURITY NUMBER (IF AVAILABLE)

B6. CHILD'S DATE OF BIRTH

B7. CHILD'S GENDER

B8. LEGAL NAME OF CHILD (FIRST MIDDLE INITIAL LAST)

B9. CHILD'S RESIDENCE ADDRESS (IF DIFFERENT FROM CLAIMANT'S)

B10. AS EVIDENCE OF THE RELATIONSHIP IN B3, CHECK ONE OF THE FOLLOWING AND ATTACH A COPY OF THE DOCUMENT CHECKED. (DO NOT SEND ORIGINAL DOCUMENT, IT WILL NOT BE RETURNED.)

B11. Declaration and Signature. By my signature on this bonding certification, I authorize the medical provider, adoption agency, adoption party(ies), or foster care placement agency to disclose to the Employment Development Department all facts concerning the birth, adoption, or foster care placement of the above-named child. I understand that willfully making a false statement or concealing a material fact in order to obtain payment of benefits is a violation of California law punishable by imprisonment or fine or both. I declare under penalty of perjury that the foregoing statement, including any accompanying statements or documents, is to the best of my knowledge and belief true, correct, and complete. I agree that photocopies of this authorization shall be as valid as the original, and I understand that authorizations contained in this claim statement are granted for a period of fifteen years from the date of my signature or the effective date of the claim, whichever is later.

Original Signature of Bonding Claimant – RUBBER STAMP IS NOT ACCEPTABLE

Date Signed (MM | DD | YYYY)

PART C – STATEMENT OF CARE RECIPIENT (MAY BE COMPLETED BY CLAIMANT IF CARE RECIPIENT IS MENTALLY OR PHYSICALLY UNABLE TO DO SO. MUST BE SIGNED BY CARE RECIPIENT OR CARE RECIPIENT'S AUTHORIZED REPRESENTATIVE)

C1. RECIPIENT'S DATE OF BIRTH

C2. RECIPIENT'S TELEPHONE NUMBER

C3. RECIPIENT'S GENDER

C4. LEGAL NAME OF CARE RECIPIENT (FIRST MIDDLE INITIAL LAST)

C5. CARE RECIPIENT'S RESIDENCE ADDRESS

C6. CONFIRMATION OF MEDICAL DISCLOSURE AUTHORIZATION. I authorize my physician/practitioner to disclose my current personal health information to my care provider and to the California Employment Development Department (EDD). I further understand that copies of my signature below are as valid as the original.

Care Recipient's Signature (DO NOT PRINT)

Date Signed (MM | DD | YYYY)

C7. Authorized Representative signing on behalf of care recipients must complete the following: _____, represents the care or bonding recipient in this matter as authorized by parental rights power of attorney (attach copy) court order (attach copy). (For spouse or domestic partner, contact EDD.)

Authorized Representative's Signature (DO NOT PRINT)

Date Signed (MM | DD | YYYY)

DE 2501F Rev. 5 (12-20) FOR INTERNAL REVIEW USE ONLY

Page 2:

Part B – Bonding Certification:

- For bonding claims only. The individual filing for benefits must complete all bonding information and sign the form.

Part C – Statement of Care Recipient:

- For care claims only. Your patient/care recipient or the individual filing for benefits must fill out the appropriate care information. The care recipient or their authorized representative must sign the form.

The individual filing for benefits completes either Part B or Part C – **but never both.**

Note: Part B and Part C are not needed for military assist claims.

Medical certifications must be completed by a licensed physician or practitioner authorized to certify to a patient's disability/serious health condition pursuant to California Unemployment Insurance Code Section 2708.



2501F12203

INSTRUCTIONS FOR COMPLETING THIS FORM:

Please complete the information in the spaces provided in UPPER CASE using black ink. Do not use special characters (-, /, *). If handwritten, print each letter or number in a separate box. Ignore the boxes provided if using a typewriter or printer.

PART D – PHYSICIAN/PRACTITIONER'S CERTIFICATION (DO NOT COMPLETE THIS PART IF YOU ARE BONDING OR PARTICIPATING IN A QUALIFYING EVENT)

D1. PFL CLAIMANT'S (CARE PROVIDER'S) SOCIAL SECURITY NUMBER

D2. PFL CLAIMANT'S NAME (FIRST, MIDDLE INITIAL, LAST)

D3. PATIENT'S DATE OF BIRTH

D4. DOES YOUR PATIENT REQUIRE CARE BY THE CLAIMANT?
 NO (RMP TO D10) YES

D5. PATIENT'S NAME (FIRST, MIDDLE INITIAL, LAST)

D6. DIAGNOSIS OR, IF NOT YET DETERMINED, A DETAILED STATEMENT OF SYMPTOMS

D7. PRIMARY ICD CODE

D8. SECONDARY ICD CODES

D9. DATE PATIENT'S CONDITION COMMENCED

D10. FIRST DATE CARE NEEDED

D11. DATE YOU EXPECT RECOVERY

D12. DATE YOU ESTIMATE PATIENT WILL NO LONGER REQUIRE CARE BY THE CLAIMANT

D13. APPROXIMATELY HOW MANY TOTAL HOURS PER DAY WILL PATIENT REQUIRE CLAIMANT?

D14. WOULD DISCLOSURE OF THIS CERTIFICATE TO YOUR PATIENT BE MEDICALLY OR PSYCHOLOGICALLY DETRIMENTAL?

D15. PHYSICIAN/PRACTITIONER'S LICENSE NUMBER

D16. STATE OR COUNTRY PHYSICIAN/PRACTITIONER IS LICENSED.

D17. PHYSICIAN/PRACTITIONER'S NAME (FIRST, MIDDLE INITIAL, LAST)

D18. PHYSICIAN/PRACTITIONER'S ADDRESS (POST OFFICE BOX IS NOT ACCEPTABLE AS THE SOLE ADDRESS)

D19. TYPE OF PHYSICIAN/PRACTITIONER

D20. SPECIALTY (IF ANY)

D21. PHYSICIAN/PRACTITIONER'S Certification and Signature: I certify under penalty of perjury that this patient has a serious health condition and requires a care provider. I have performed a physical examination and/or treated the patient. I am authorized to certify a patient disability or serious health condition pursuant to California Unemployment Insurance Code Section 2708.

Original Signature of Attending Physician/Practitioner – RUBBER STAMP IS NOT ACCEPTABLE

PHYSICIAN/PRACTITIONER'S PHONE NO. Date Signed (M M | D D | Y Y Y Y)

Under sections 2116 and 2122 of the California Unemployment Insurance Code, it is a violation for any individual who, with intent to defraud, falsely certifies the medical condition of any person in order to obtain disability insurance benefits, whether for the maker or for any other person, and is punishable by imprisonment and/or a fine not exceeding \$20,000. Sections 1143 and 1305 require additional administrative penalties.

Page 3: Part D – Physician/Practitioner's Certification

As the licensed health professional, you must complete all applicable information for care claims, including:

- Date disability began.
- First date care was needed.
- Date you expect recovery.
- Number of hours per day care is required.
- Diagnosis or a list of symptoms.
- ICD codes.
- Your information and license.
- Signature.

Note

Part D is not needed for bonding or military assist claims.

Page 4 is left blank intentionally and not shown in this tutorial. Do not remove this page.



2501P12204

PART E – MILITARY ASSIST CERTIFICATION (TO BE COMPLETED BY THE CLAIMANT)

13. YOUR SOCIAL SECURITY NUMBER	14. YOUR LEGAL NAME (FIRST / MIDDLE / INITIAL / LAST)
---------------------------------	---

15. NAME OF MILITARY MEMBER ON COVERED ACTIVE DUTY OR IMPENDING CALL TO COVERED ACTIVE DUTY STATUS (FIRST / MIDDLE / INITIAL / LAST)

16. MILITARY MEMBER'S DATE OF BIRTH	17. MILITARY MEMBER'S GENDER
M M D D Y Y T T	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

18. MILITARY MEMBER'S MAILING ADDRESS

CITY STATE/PROV. ZIP OR POSTAL CODE COUNTRY OF RESIDENCE

19. LAST FOUR DIGITS OF MILITARY MEMBER'S SOCIAL SECURITY NUMBER

20. PERIOD OF MILITARY MEMBER'S COVERED ACTIVE DUTY	21. DATE MILITARY MEMBER WAS NOTIFIED OF COVERED ACTIVE DUTY
M M D D Y Y T T T T TO M M D D Y Y T T	M M D D Y Y T T

22. PLEASE SELECT ONE OF THE FOLLOWING AND ATTACH THE INDICATED DOCUMENT TO SUPPORT THAT THE MILITARY MEMBER IS ON COVERED ACTIVE DUTY OR IMPENDING CALL OR ORDER TO COVERED ACTIVE DUTY STATUS

COVERED ACTIVE DUTY ORDERS LETTER OF IMPENDING CALL OR ORDER TO COVERED DUTY

DOCUMENTATION OF MILITARY LEAVE SIGNED BY THE APPROVING AUTHORITY FOR MILITARY MEMBER'S REST AND RECREATION

23. THE QUALIFYING EVENT FOR THE PFL CLAIM IS TO: (One or more reasons may be selected)

<input type="checkbox"/> PROVIDE/ARRANGE CHILD CARE FOR MILITARY MEMBER'S CHILD	<input type="checkbox"/> PROVIDE/ARRANGE CARE FOR MILITARY MEMBER'S PARENT
<input type="checkbox"/> ATTEND COUNSELING	<input type="checkbox"/> MAKE FINANCIAL/LEGAL ARRANGEMENTS
<input type="checkbox"/> ASSIST MILITARY MEMBER DURING REST AND RECREATION LEAVE	<input type="checkbox"/> ATTEND MILITARY EVENT
<input type="checkbox"/> REPRESENT MILITARY MEMBER AT FEDERAL, STATE, OR LOCAL AGENCIES	<input type="checkbox"/> ADDRESS ISSUES DUE TO MILITARY MEMBER'S DEATH
<input type="checkbox"/> OTHER: _____	

24. WRITTEN DOCUMENTATION SUPPORTING THIS REQUEST FOR LEAVE IS AVAILABLE AND ATTACHED?

YES NO NONE AVAILABLE

NOTE: A complete and sufficient certification to support a request for PFL leave due to a qualifying event includes any available written documentation that supports the need for leave. Documentation may include a copy of a meeting or memorandum for informational briefing sponsored by the military, a document certifying the military member's leave and recuperation status, an appointment with a third party (i.e., a counselor, medical official, or staff at a care facility), or a copy of a bill for services for the handling of legal or financial affairs. If leave is requested in favor of a third party, the employee must provide the supporting documentation of the meeting that includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either phone number, fax number, or email address of the individual or entity).

25. Declaration and Signature. By my signature on this military assist certification, I understand that by fully making a true statement or controlling it to avoid physical or financial injury to a witness of California, I am liable for prosecution or civil or criminal penalties of perjury that for foregoing statements, including any accompanying statements or documents, to the best of my knowledge and belief true, correct, and complete. I agree that photographs of this document may be used by the employer, and I understand that false statements could result in the claimant being subject to a period of three years from the date of my signature on the effective date of the claim, whichever is later.

Original Signature of Military Assist Claimant (DO NOT PRINT) _____ Date Signed (M M | D D | Y Y Y Y)

Page 5: Part E – Military Assist Certification

The individual filing for benefits must complete all information for military assist claims, including:

- The military member’s personal information.
- Dates of covered duty.
- Qualifying event information.
- Signature.

Note

Part E is not needed for bonding or care claims. It is only for military assist claims.



2501F12205

QUALIFYING EVENT FOR LEAVE - DOCUMENTATION

If leave is requested to meet with a third party, the employee must provide supporting documentation of the meeting that includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the phone number, fax number or email address of the individual or entity). The reason for a meeting can include arranging for child or parental care, counseling, making financial or legal arrangements, acting as the military member's representative before a federal, state or local agency for purposes of obtaining, arranging or appealing military service benefits, or attending any event sponsored by the military or military service organizations.

PLEASE SUBMIT SUPPORTING DOCUMENTATION, IF APPLICABLE
(Attach an additional sheet if more space is required)

YOUR SOCIAL SECURITY NUMBER	YOUR LEGAL NAME (FIRST MIDDLE INITIAL LAST)

NAME OF INDIVIDUAL WITH WHOM CLAIMANT IS MEETING: _____

TITLE: _____

ORGANIZATION: _____

PHONE NUMBER (provide area or country code): _____

FAX NUMBER (provide area or country code): _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

City: _____ State/Prov: _____ ZIP or Postal Code: _____ Country (if not U.S.A.): _____

DESCRIBE NATURE OF MEETING, INCLUDE DATES, IF KNOWN:

Page 6: Qualifying Event for Leave Documentation

Military assist claims to meet with a third party must have supporting documentation that includes contact information for the third party and a description of the event with dates.

Individuals should make sure all pages are completed and all signatures are obtained before the claim is mailed to us for processing.

Note

The Qualifying Event for Leave Documentation is not needed for bonding or care claims.

CONTACT US

1-855-342-3645

This number is for licensed health professionals only.

– Helpful Links –



[Order Forms](#)



[Schedule a Webinar](#)



[Help Fight Fraud](#)



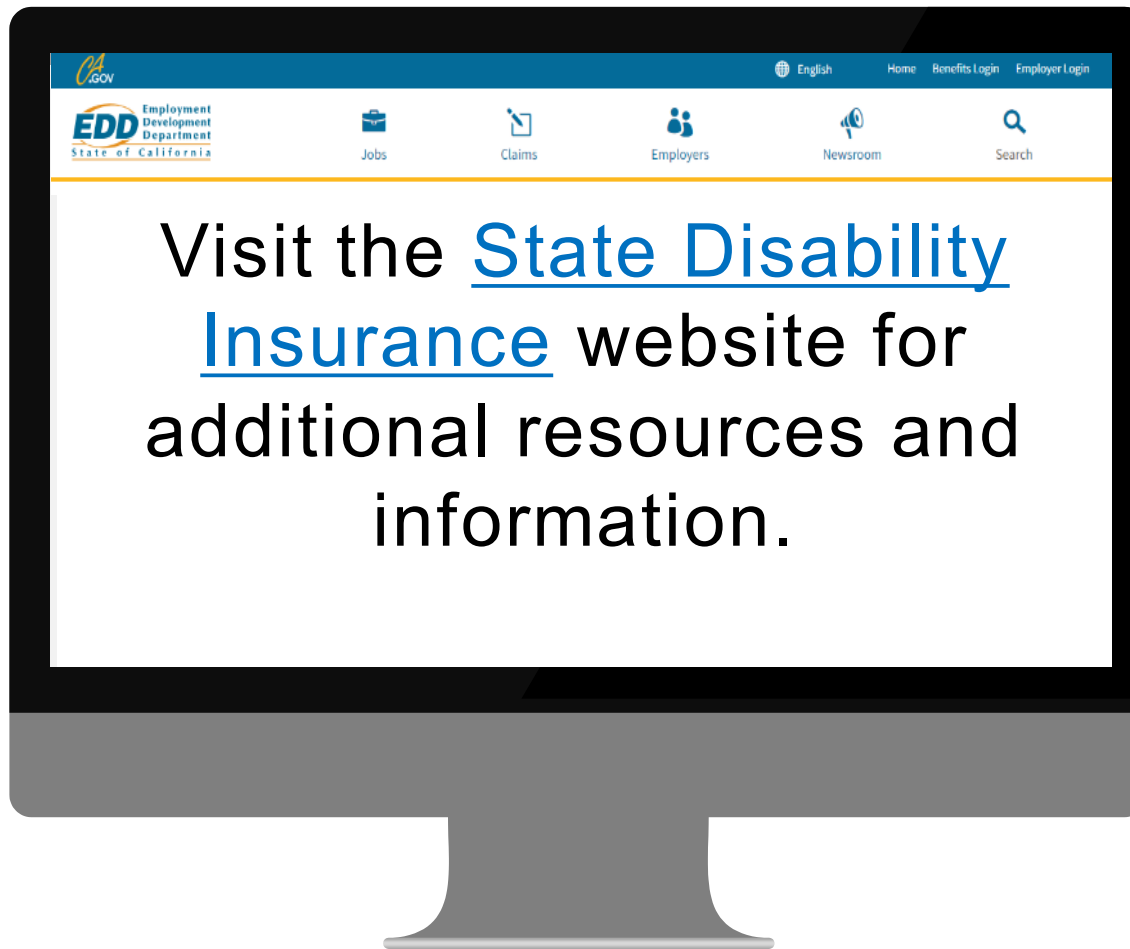
[Contact Us](#)

[Accessibility](#)

[Language Resources](#)

– Follow us –





The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and alternate formats need to be made by calling 1-866-490-8879 (voice), or through the California Relay Service at 711.