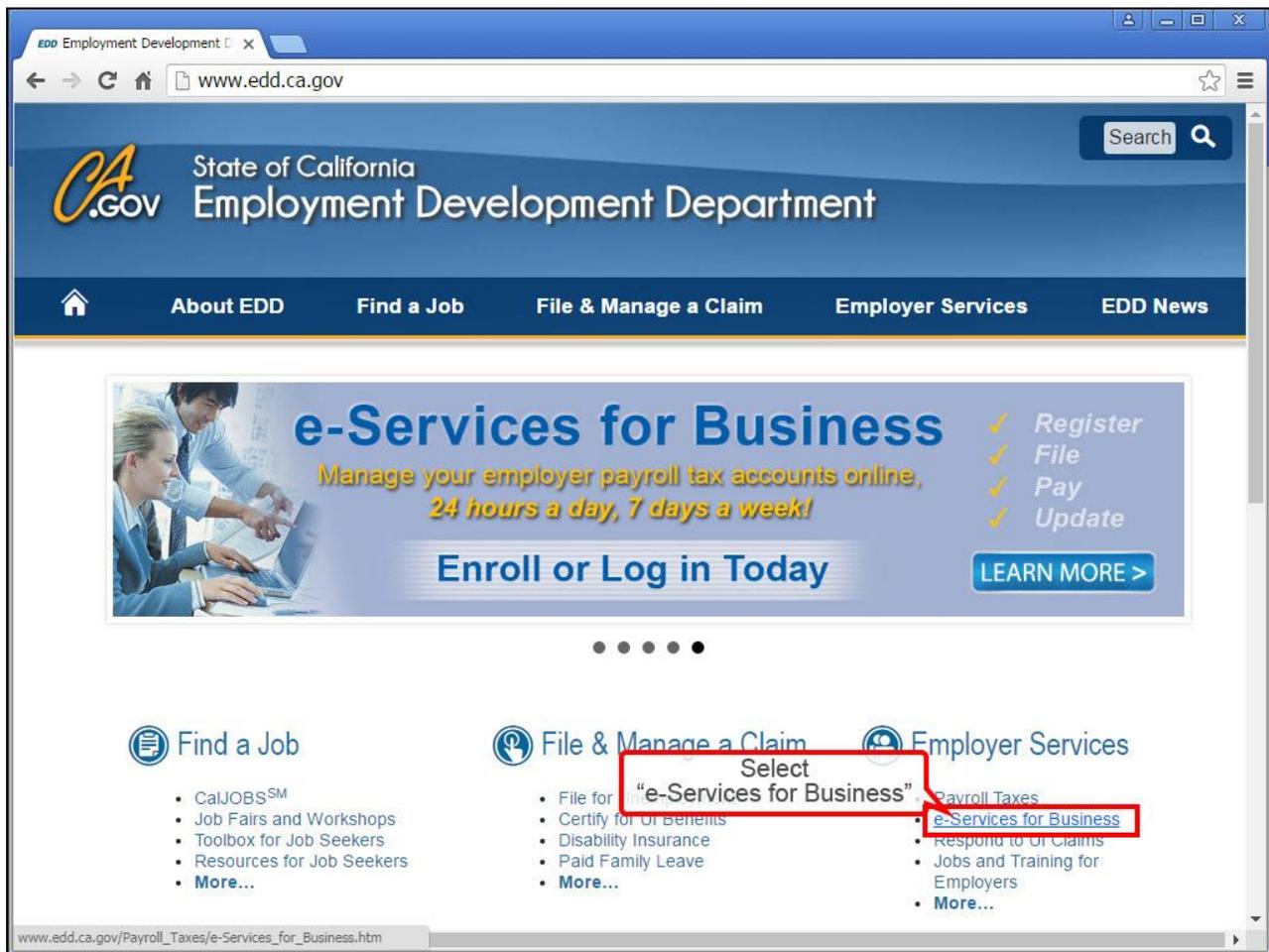



I Want to Enroll as an Employer in e-Services for Business

Slide notes

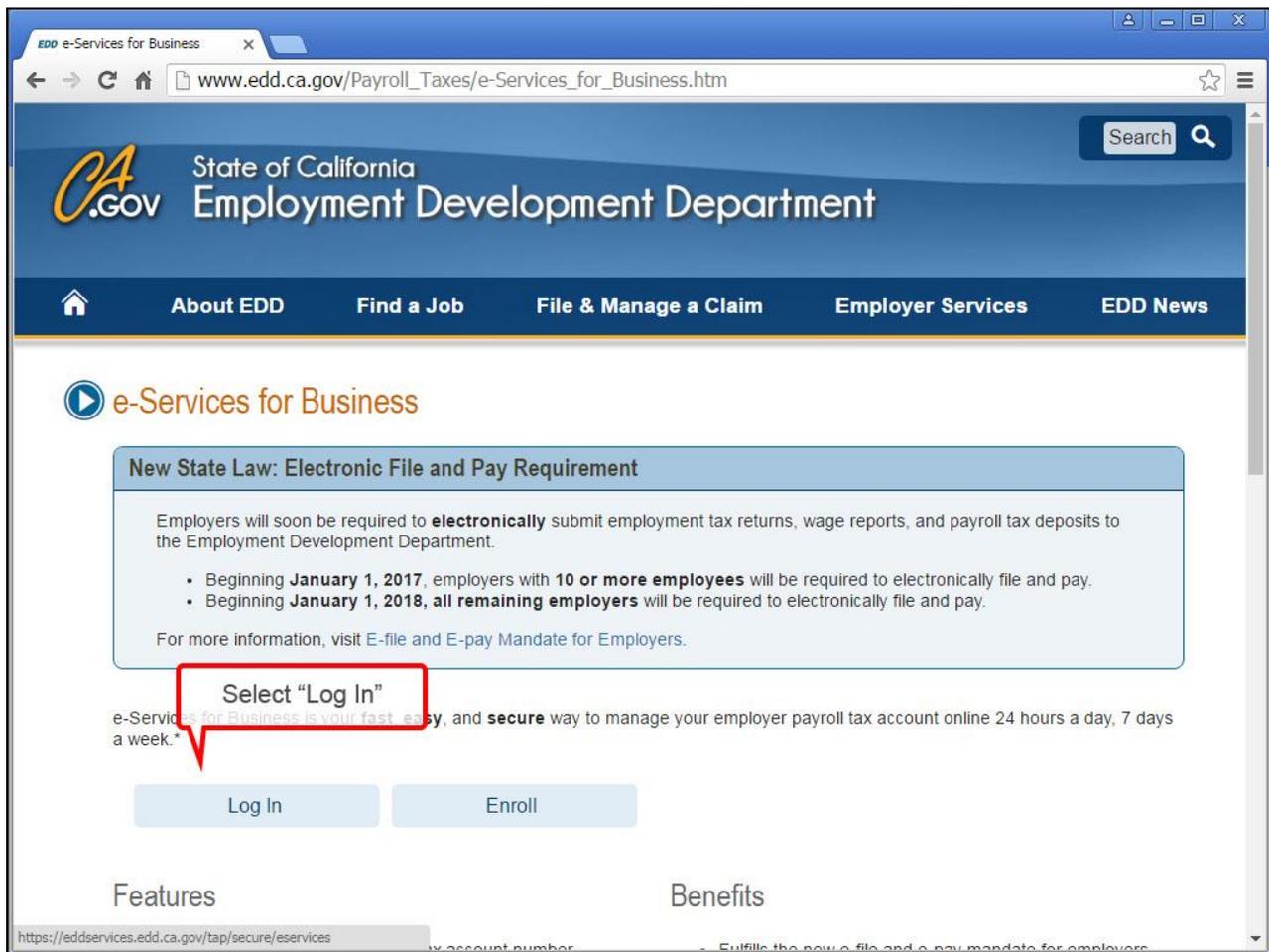
The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial will show you how to complete this enrollment process to log in and use e-Services for Business.



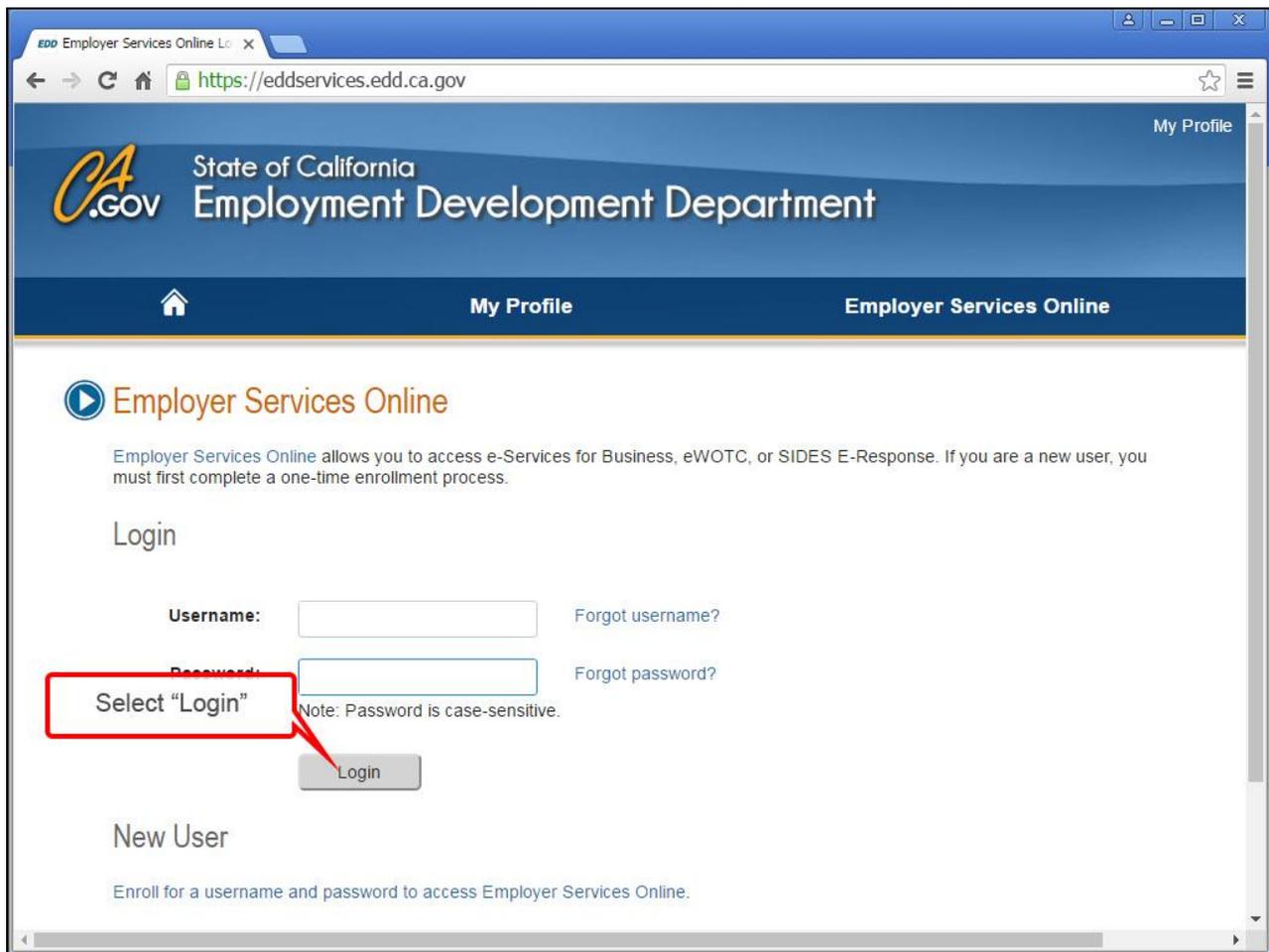
Slide notes

Welcome to the Employment Development Department home page. Notice the “e-Services for Business” link in the Employer Services column. Select the “e-Services for Business” link.



Slide notes

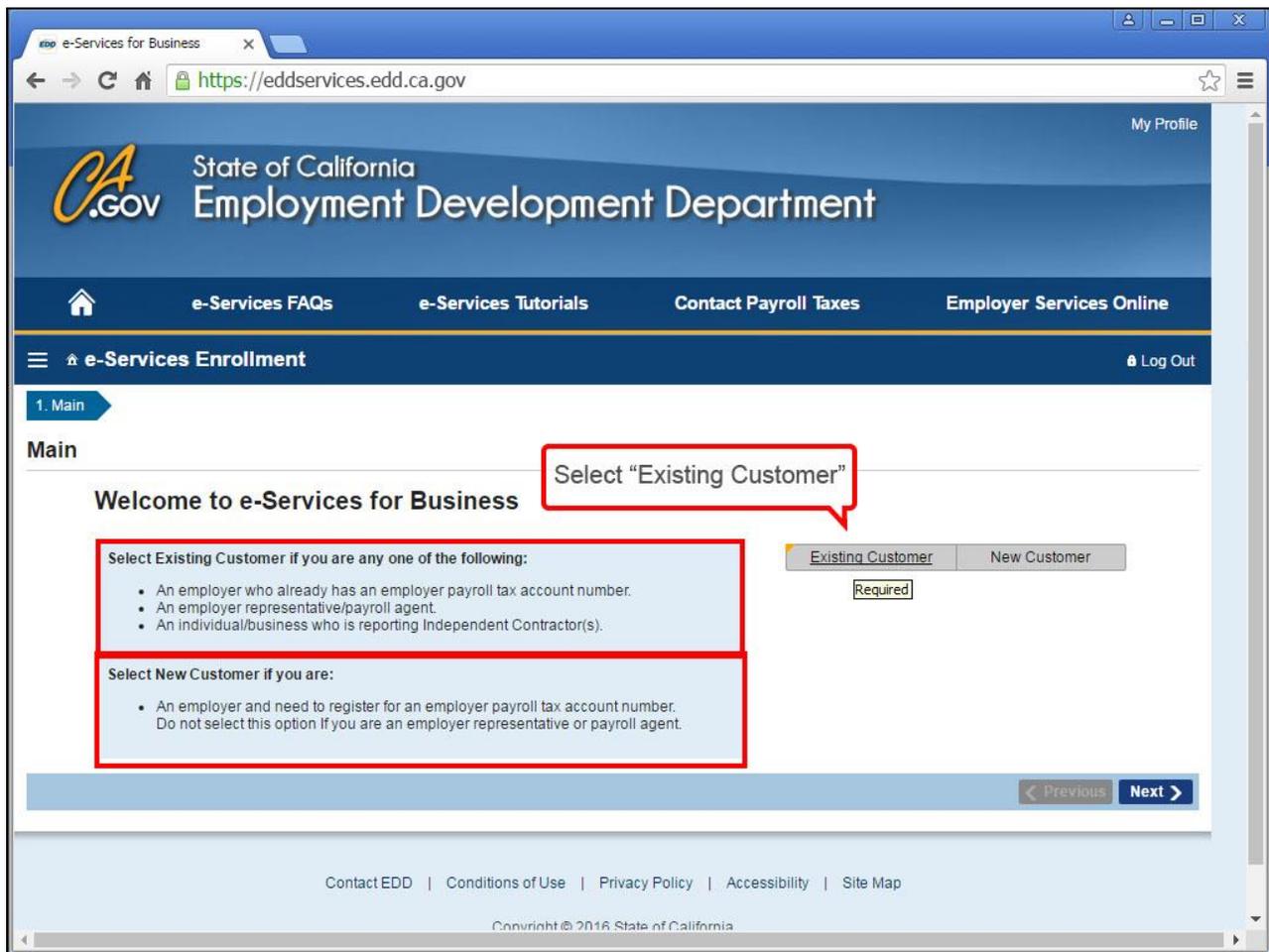
To begin, select the "Log In" button.



Slide notes

You should already have a username and password established. Enter your username and password.

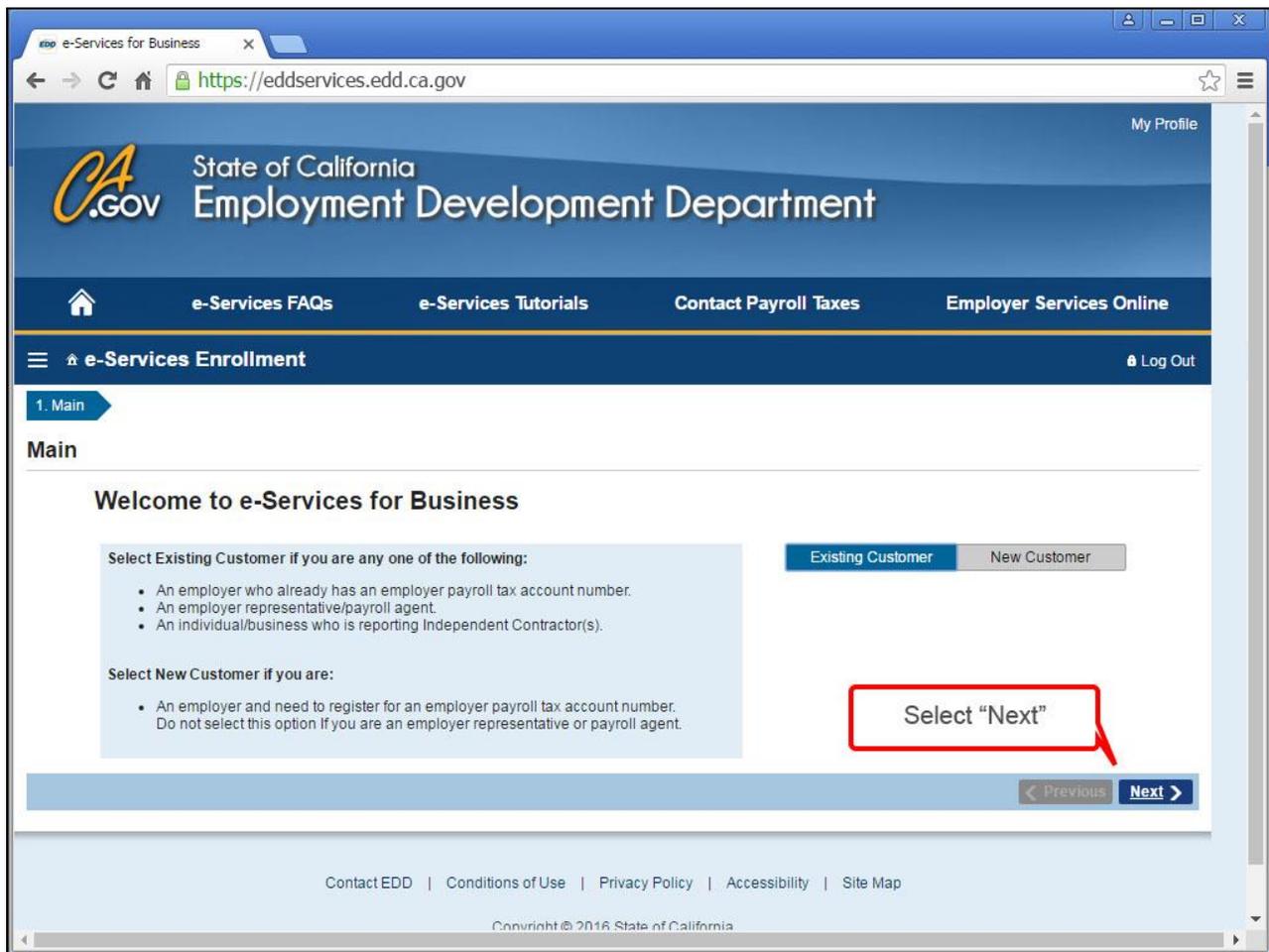
Select "Login" to begin using e-Services for Business.



Slide notes

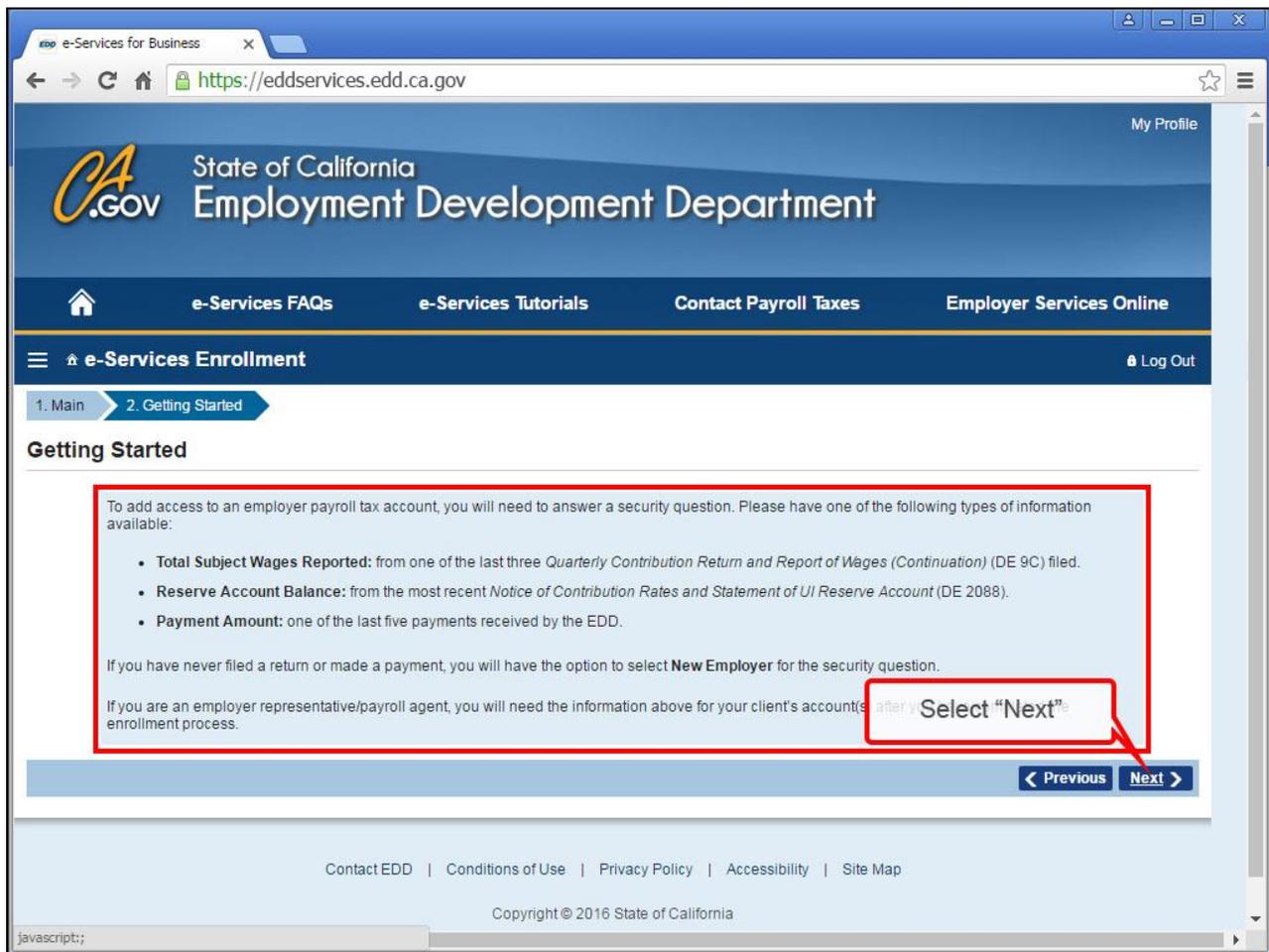
To begin this enrollment, select whether you are an “Existing Customer” or “New Customer.” An “Existing Customer” is an employer who already has an Employer Payroll Tax Account Number or is an employer representative/payroll agent.

Select “New Customer” if you are an employer and would like to apply for an Employer Payroll Tax Account Number. If you are an employer representative or a payroll agent, do not select this option. For this tutorial, we are going to select “Existing Customer.”



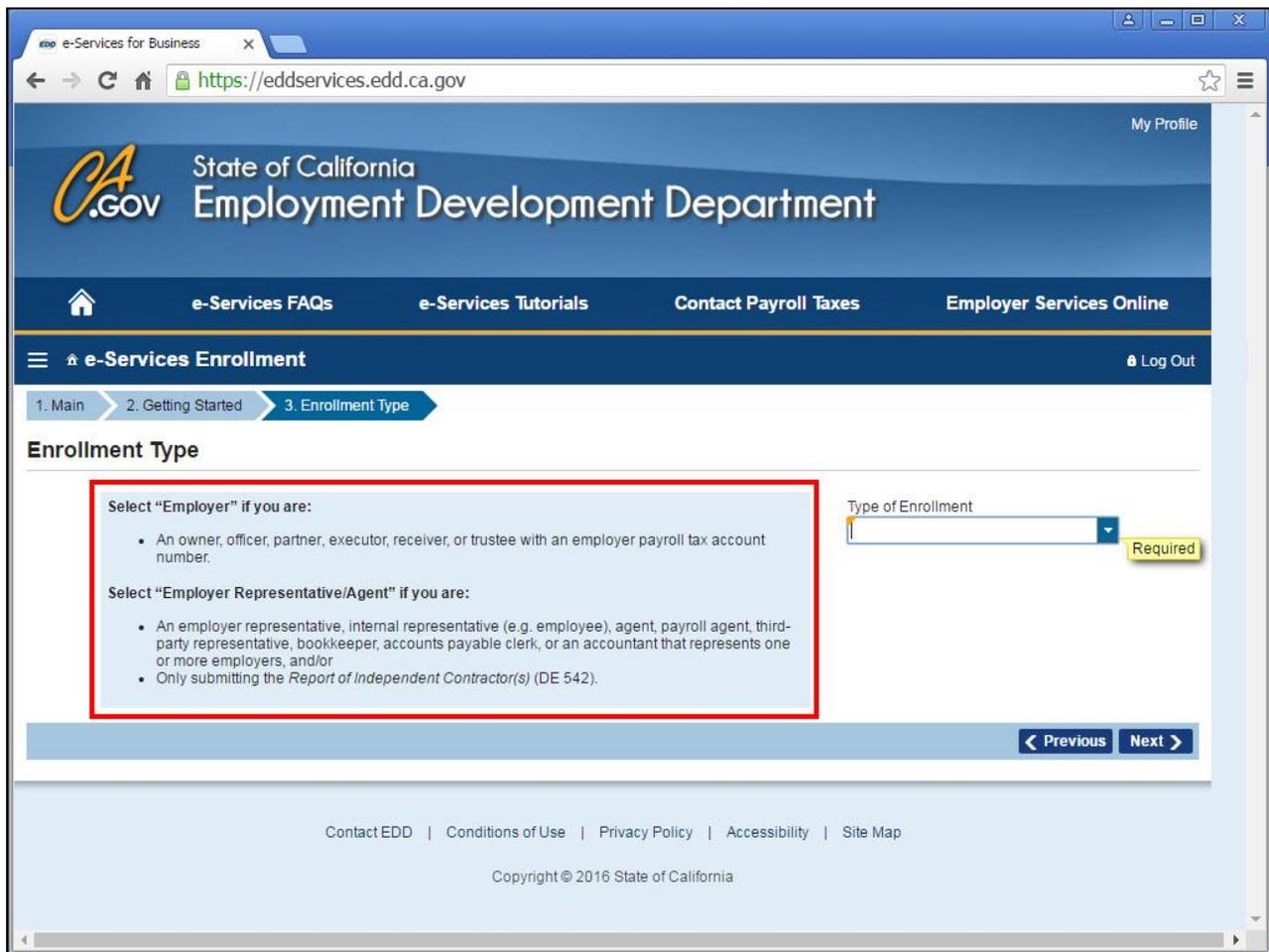
Slide notes

Select "Next" to continue.



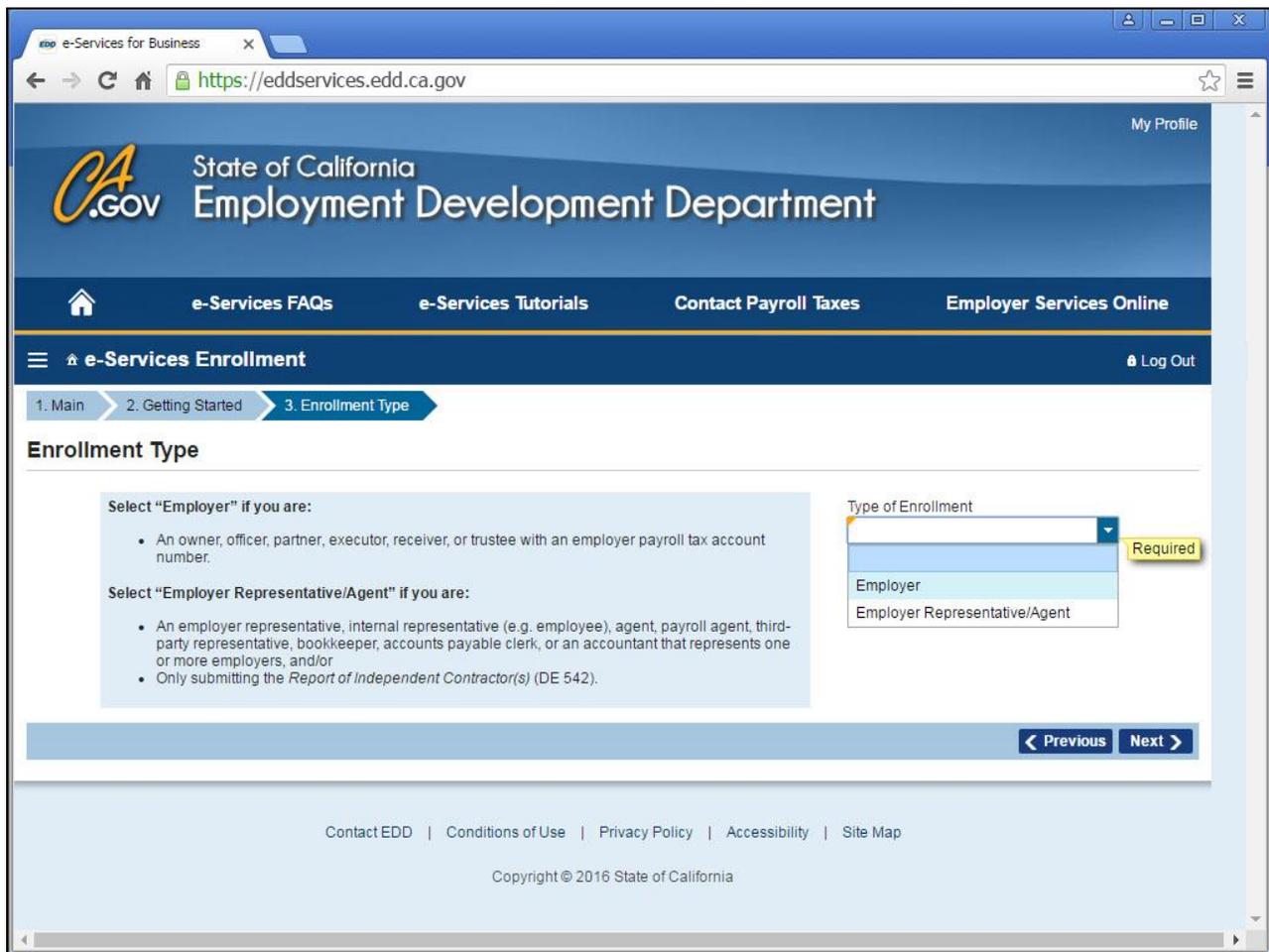
Slide notes

To add access to an employer payroll tax account, you will need to answer a security question. Be prepared to answer one of the questions listed here. Select "Next" to continue.



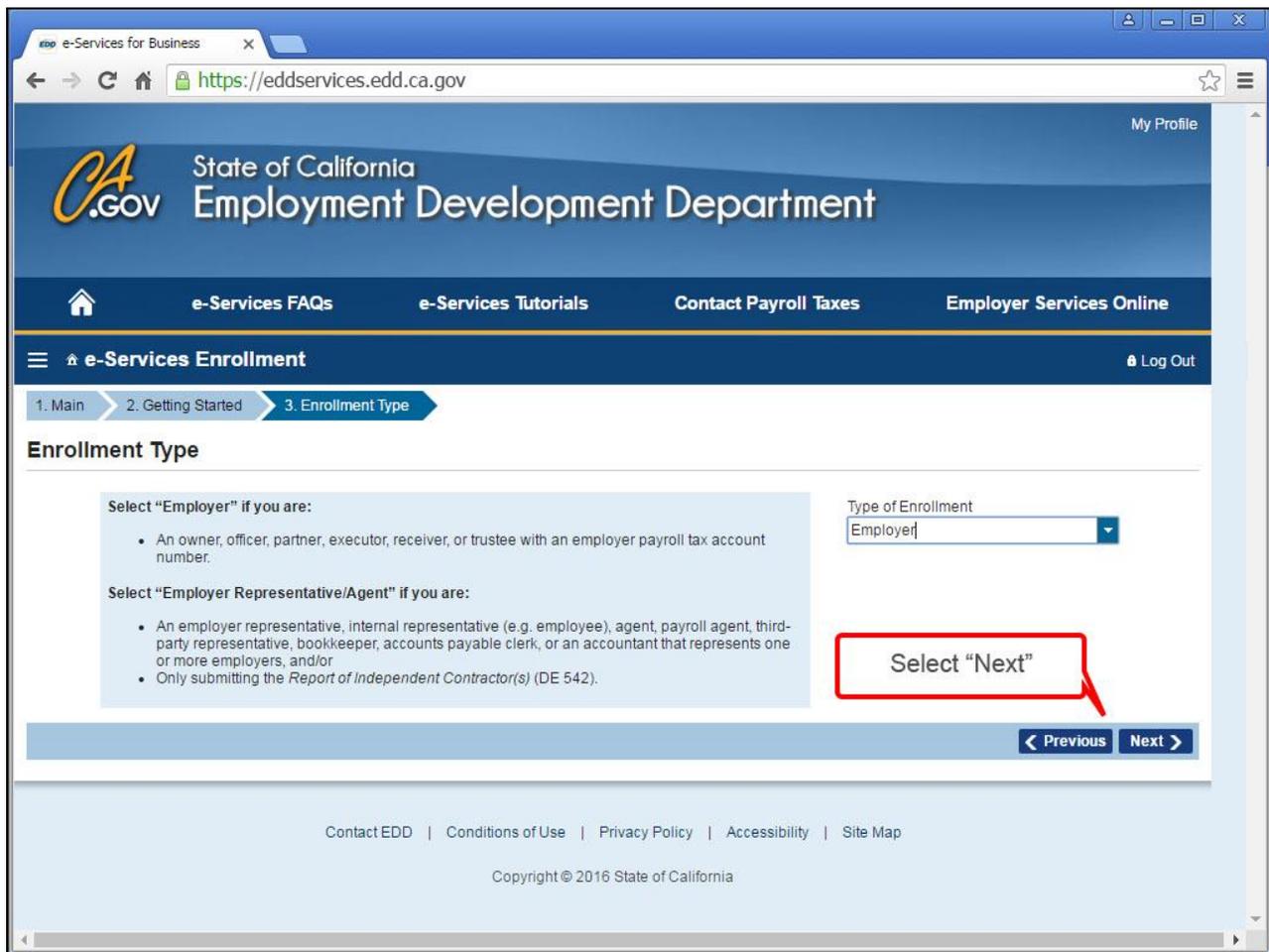
Slide notes

The two types of enrollment are "Employer" or "Employer Representative/Agent." Please take a moment to read this important message and find out what type of enrollment you want to utilize. This is a detailed explanation of the two choices.



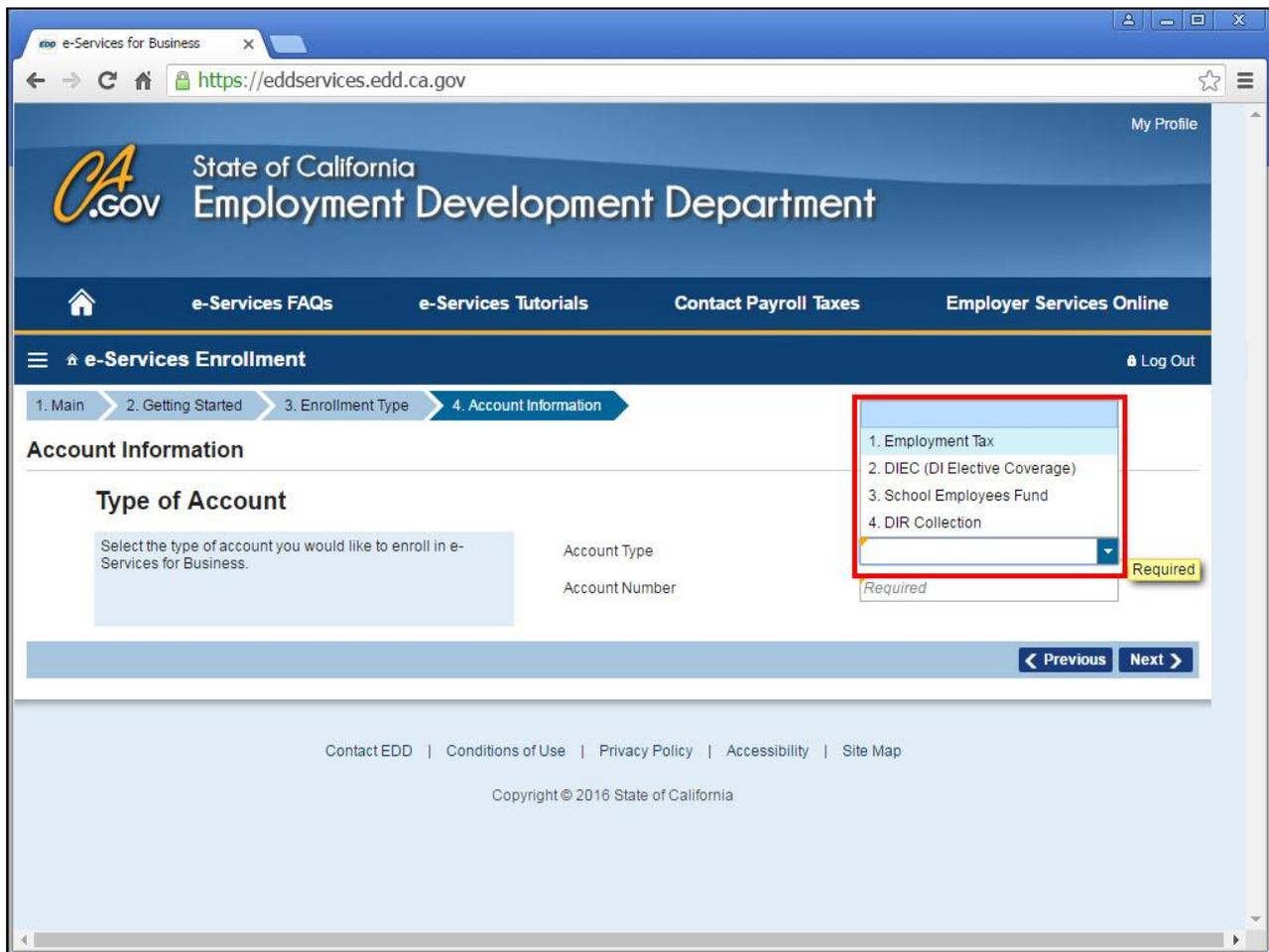
Slide notes

For this example, we will choose "Employer."



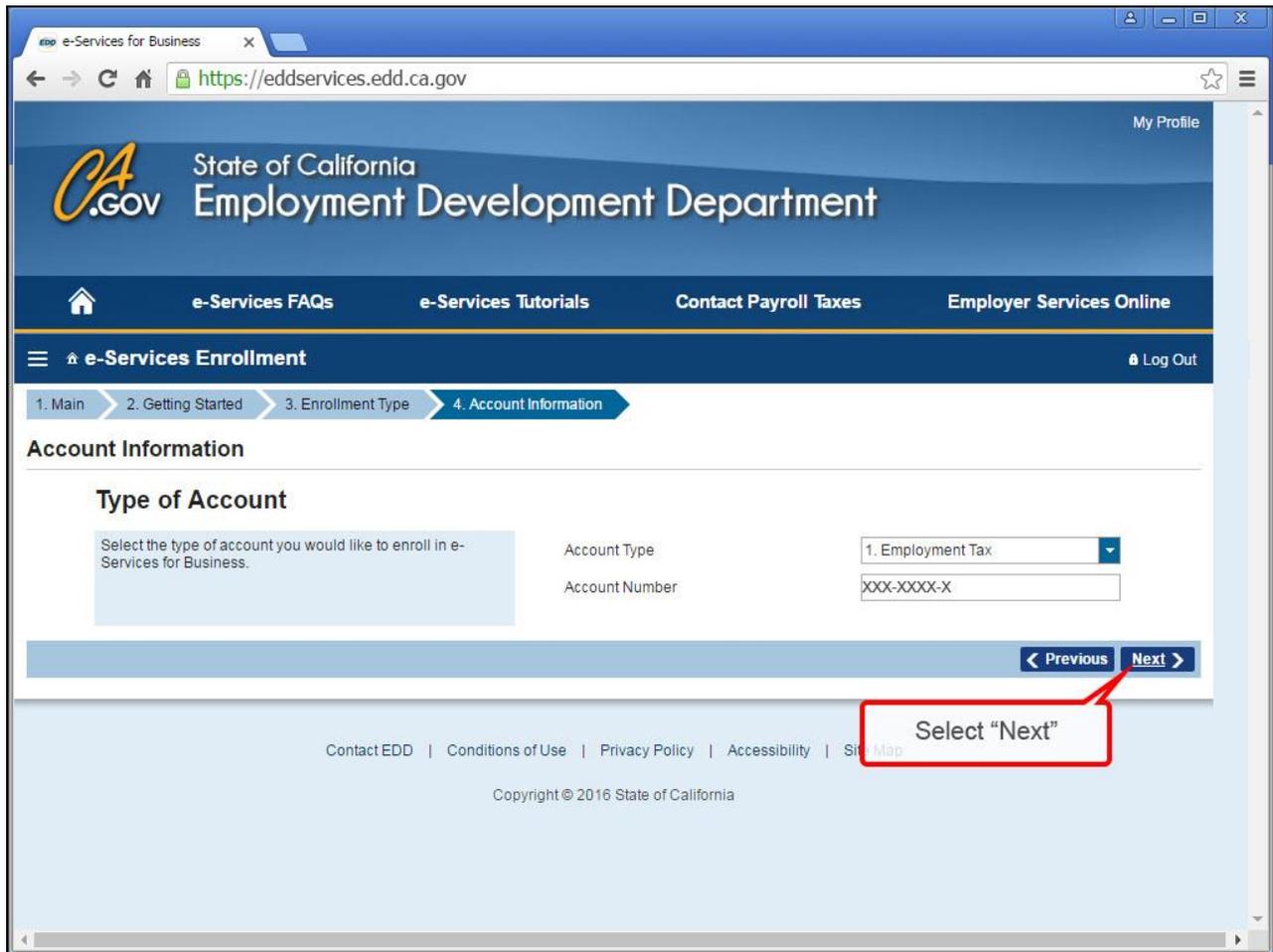
Slide notes

Then select "Next."



Slide notes

The "Account Type" has four choices. This depends on what type of employer you are. Most employers will select "Employment Tax."



Slide notes

Select "Next" after entering the "Account Type" and "Account Number."

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page header includes the CA.gov logo and the text "State of California Employment Development Department". Navigation links include "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". A secondary navigation bar shows "e-Services Enrollment" and "Log Out". A progress bar indicates the current step is "5. Security Questions".

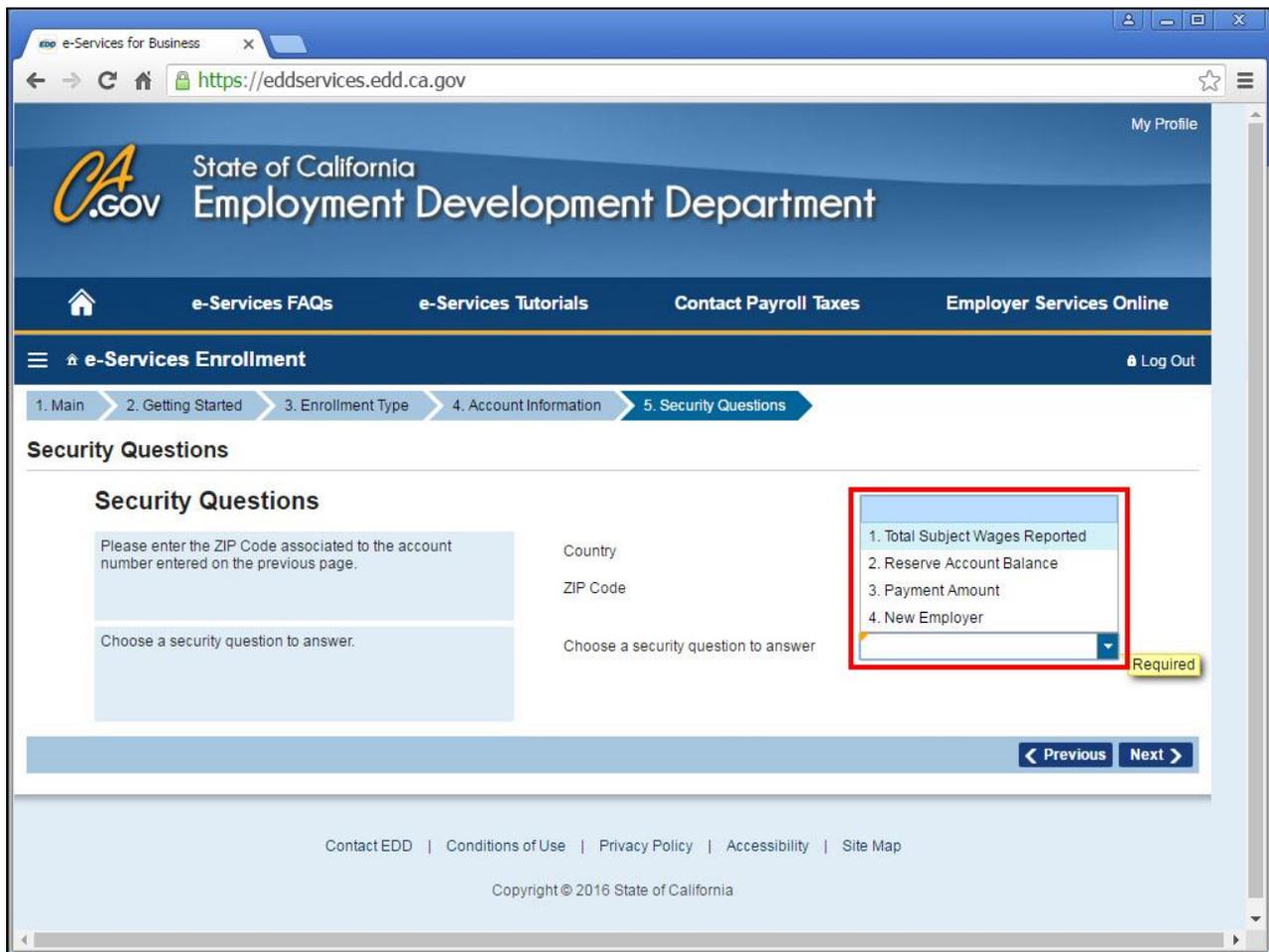
The main content area is titled "Security Questions" and contains two columns of input fields:

- Left Column:**
 - Text: "Please enter the ZIP Code associated to the account number entered on the previous page." followed by a text input field.
 - Text: "Choose a security question to answer." followed by a dropdown menu.
- Right Column:**
 - Text: "Country" followed by a dropdown menu showing "USA".
 - Text: "ZIP Code" followed by a text input field with a "Required" label.
 - Text: "Choose a security question to answer" followed by a dropdown menu with a "Required" label and a tooltip that says "Required" and "Format: 99999".

At the bottom of the form area, there are "Previous" and "Next" buttons. The footer contains links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", along with the copyright notice "Copyright © 2016 State of California".

Slide notes

Enter your ZIP Code then, choose a security question to answer.



Slide notes

These are the four options available. For this example, we will select "Total Subject Wages Reported."

State of California
Employment Development Department

e-Service Enrollment

1. Main > 2. Getting Started > 3. Enrollment Type > 4. Account Information > 5. Security Questions

Security Questions

Please enter the ZIP Code associated to the account number entered on the previous page.

Country: USA

ZIP Code: 95814

Choose a security question to answer.

Choose a security question to answer

Total Subject Wages Reported

Total Subject Wages from one of the last three Wage Reports.

0.00

< Previous Next >

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

Copyright © 2016 State of California

Slide notes

When you choose "Total Subject Wages Reported," you must enter the total subject wages from one of the last three Wage Reports received by the EDD.

State of California
Employment Development Department

e-Service Enrollment

1. Main > 2. Getting Started > 3. Enrollment Type > 4. Account Information > 5. Security Questions

Security Questions

Please enter the ZIP Code associated to the account number entered on the previous page.

Country: USA

ZIP Code: 95816

Choose a security question to answer.

Choose a security question to answer: 1. Total Subject Wages Reported

Enter the Total Subject Wages from one of the last three Wage Reports: 1000.00

Select "Next"

Previous Next

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

Copyright © 2016 State of California

Slide notes

Select "Next" to continue.

State of California
Employment Development Department

e-Services Enrollment

1. Main > 2. Getting Started > 3. Enrollment Type > 4. Account Information > 5. Security Questions > 6. Enrollment Summary

Enrollment Summary

Review Enrollment Request

Type of Enrollment	Employer
Account Type	1. Employment Tax
Account Number	XXX-XXXX-X
Country	USA
ZIP Code	95814
Security question answered	1. Total Subject Wages Reported
Enter the Total Subject Wages from one of the last three Wage Reports	1000.00

Select "Submit"

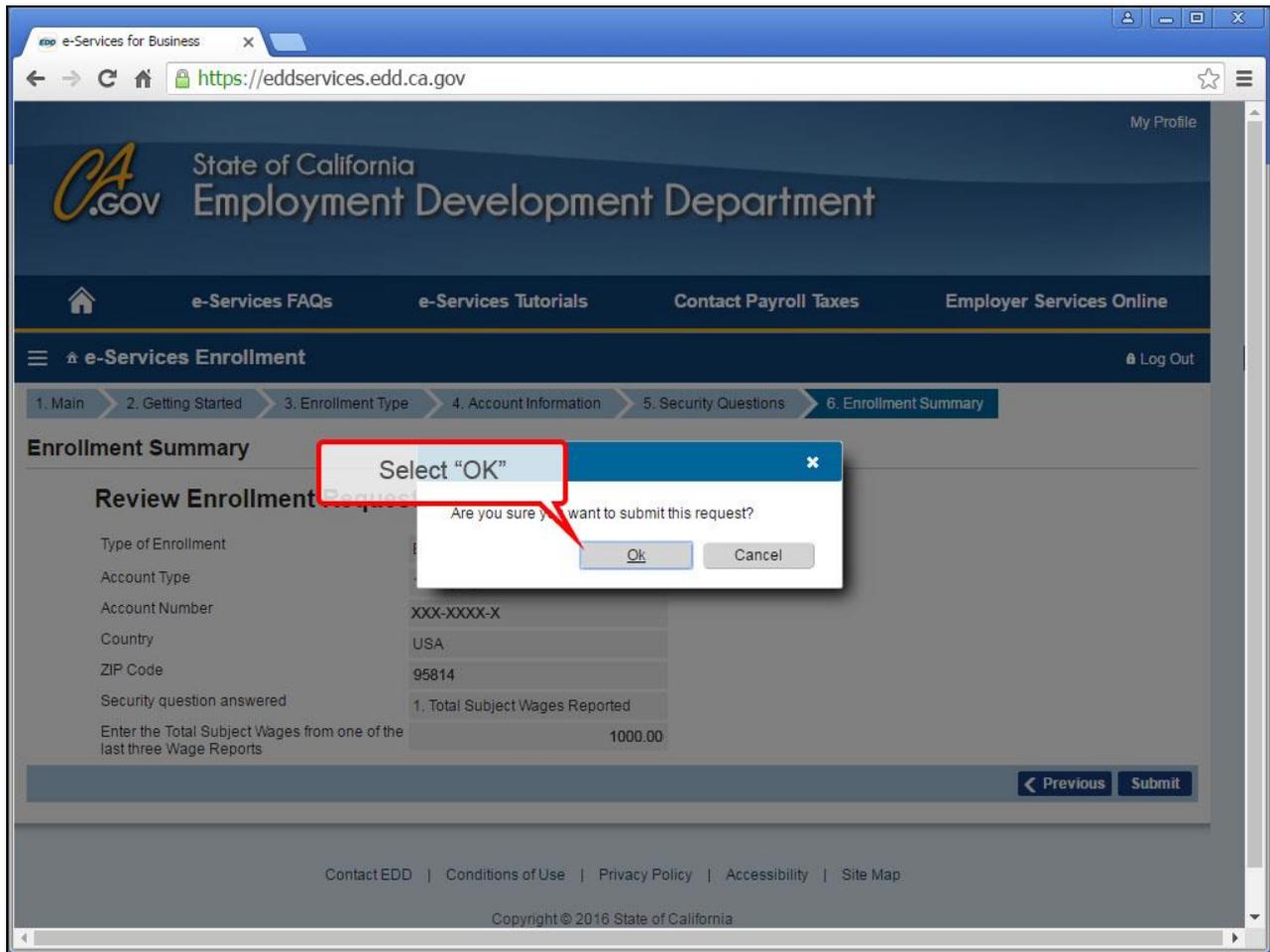
< Previous Submit

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

Copyright © 2016 State of California

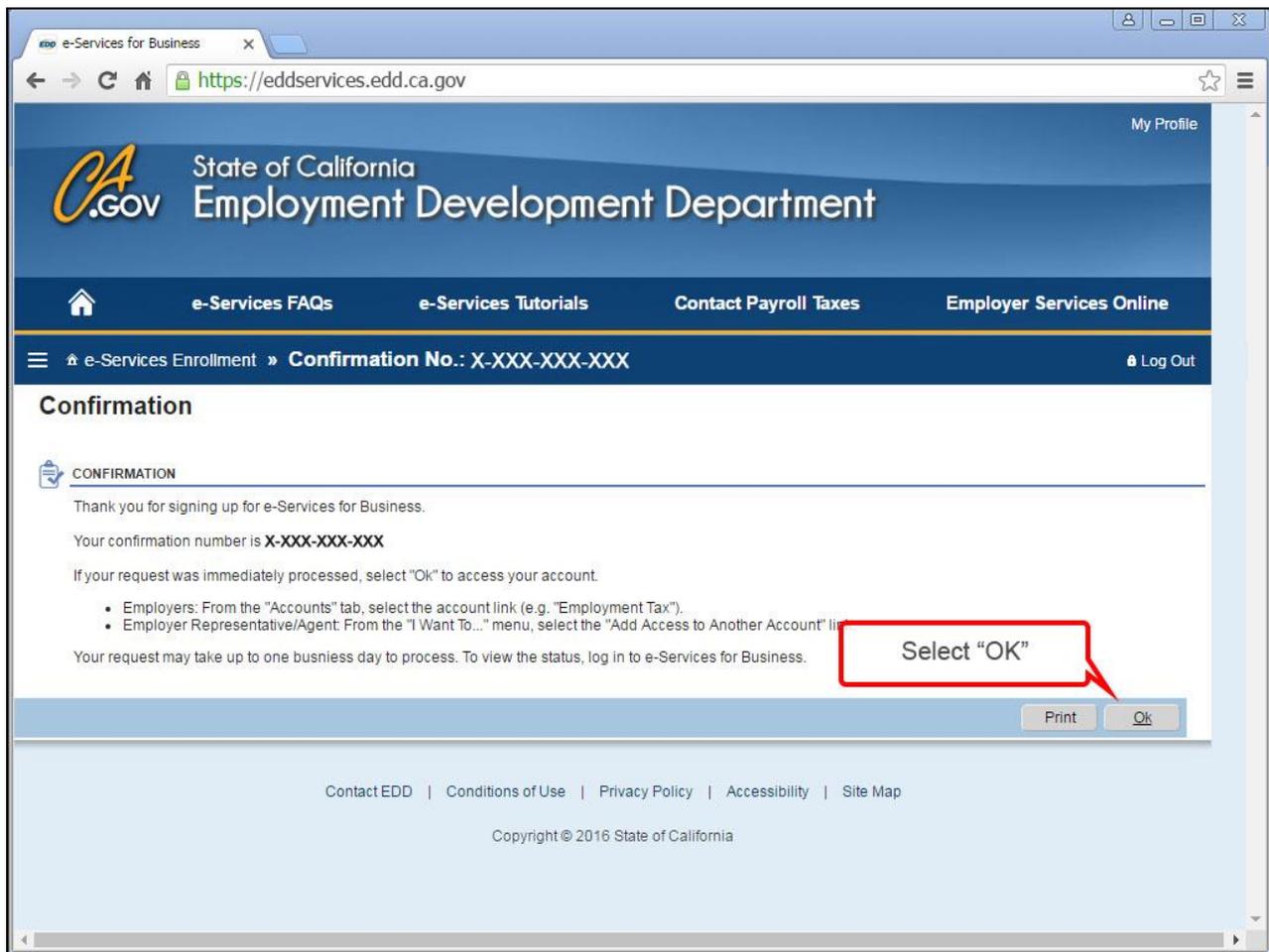
Slide notes

A summary of the enrollment information you provided is displayed. Select "Submit" to send this request.



Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is your confirmation number for the enrollment request you completed. You can print a copy for your records, and then select "OK" to continue.

The screenshot shows the e-Services for Business website for the State of California Employment Development Department. The page is titled "My Accounts" and displays a user profile summary. The profile information is highlighted with a red box and includes:

- XXXX-XXXXXX
- SMALL BUSINESS
- 456 ANY ST
- SACRAMENTO CA 95814-0000

Below the profile information, there is a section titled "MY ACCOUNTS" with a "Filter" dropdown. A red box highlights the "Employment Tax" link in the table below. A callout bubble points to this link with the text "Select 'Employment Tax'".

Account Type	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	SMALL BUSINESS	0.00

Below the table, there are instructions for employers and agent/employer representatives. At the bottom of the page, there are links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map". The copyright notice at the bottom reads "Copyright © 2016 State of California".

Slide notes

Here we are at the e-Services for Business home page. This screen shows you a summary of your taxpayer information. The summary section displays your profile details including taxpayer names and addresses.

Select the "Employment Tax" link under "Summary" to be taken to the "Account" home page.

State of California
Employment Development Department

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

My Accounts » Account: XXX-XXXX-X Log Out

EMPLOYMENT TAX Settings **ACCOUNT ALERTS** I WANT TO More...

XXX-XXXX-X
SMALL BUSINESS
456 ANY ST
SACRAMENTO CA 95814-0000

There are no alerts

Make a Payment
View My Payments
Update Account
Close Account
Get My UI Rate

LAST 12 PERIODS ALL PERIODS RECENT ITEMS NAMES AND ADDRESSES LOGONS

LAST 12 PERIODS More...

Period	Balance	Last Activity		
30-Sep-2016	0.00			
30-Jun-2016	0.00	01-Jul-2016	Processed	Tax Return
31-Mar-2016	0.00	02-Aug-2016	Processed	Wage Report
31-Dec-2015	0.00	04-Jan-2016	Processed	Tax Return
30-Sep-2015	0.00	01-Oct-2015	Processed	Wage Report
30-Jun-2015	0.00	16-Jul-2015	Processed	Wage Report
31-Mar-2015	0.00	22-Apr-2015	Processed	Wage Report
31-Dec-2014	0.00	17-Jan-2015	Processed	Wage Report
30-Sep-2014	0.00	20-Oct-2014	Processed	Tax Return

Slide notes

This is the “Account” home page. This screen displays a summary of the account information you selected on the previous screen.

From the Account home page, you are able to make a payment, file a return, update your address, and complete many other useful actions that are explained in other tutorials.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to enroll and navigate through e-Services for Business.

Be sure to view our other tutorials demonstrating how to make a payment, file a return, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.