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

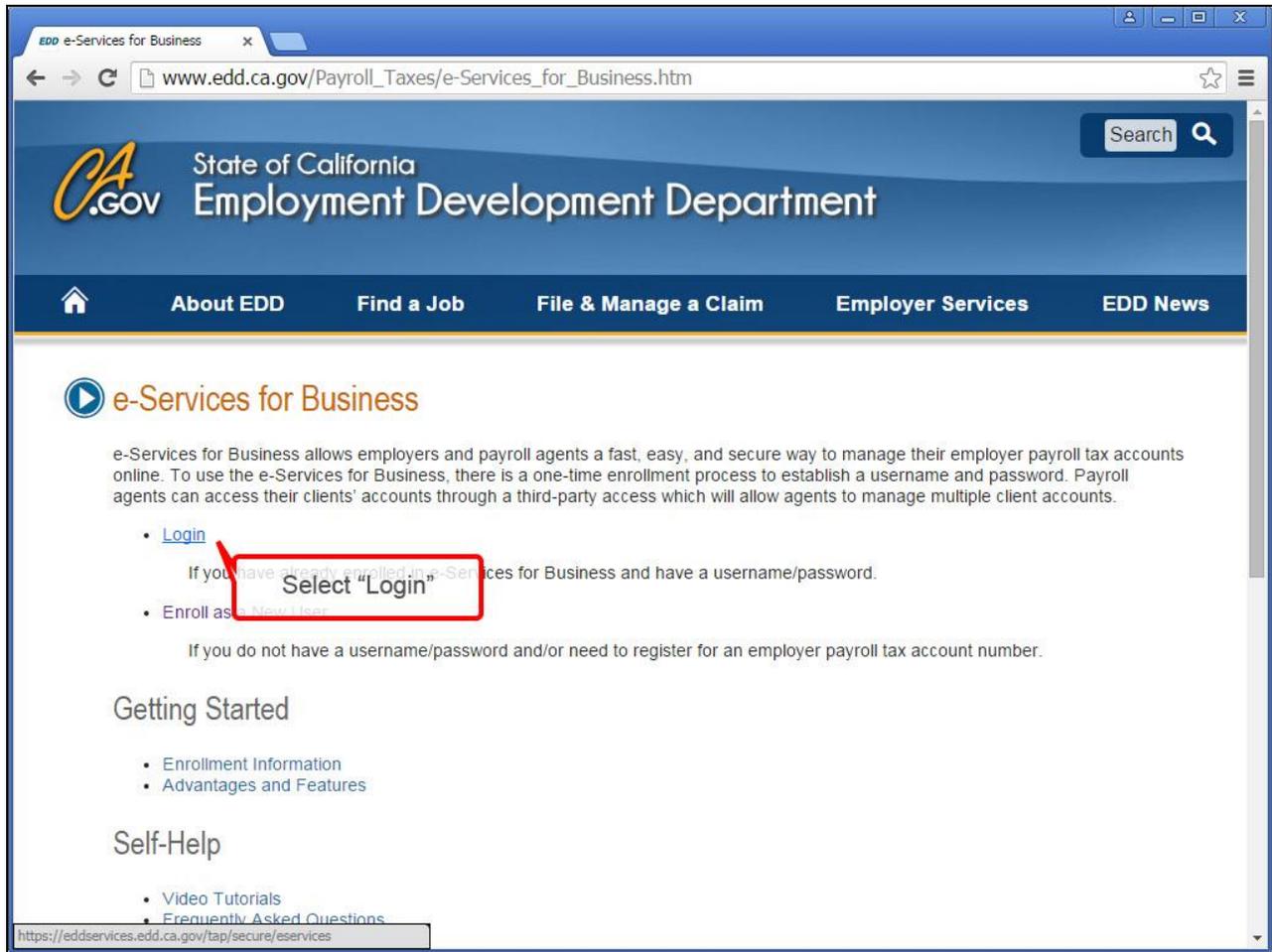
This tutorial was developed by the California Employment Development Department (EDD) to assist you with navigating through e-Services for Business. This tutorial will show you how to complete a one-time authorization process to log in and use e-Services for Business.



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

The screenshot shows the homepage of the Employment Development Department (EDD) website. At the top, there is a navigation bar with the URL [www.edd.ca.gov](http://www.edd.ca.gov). Below the navigation bar is a banner image with the text "What Can You Do" and a "LEARN MORE" button. A prominent announcement box titled "EDD Assistance for Victims of Northern California Wildfires" provides information about services for wildfire victims. The main content area is organized into three columns: "Find a Job", "File & Manage a Claim", and "Employer Services". Under "Employer Services", the link "e-Services for Business" is highlighted with a red box and a callout bubble that says "Select 'e-Services for Business'". Other services listed include "Payroll Taxes", "Respond to UI Claims", and "Jobs and Training for Employers". At the bottom, there are sections for "EDD Resources", "Translate" (powered by Google Translate), and profiles for Governor Edmund G. Brown, Jr. and LWDA Secretary David M. Lanier. The footer shows the URL <https://eddservices.edd.ca.gov/index.html>.

Select the "e-Services for Business" hyperlink.



To begin, select "e-Services for Business Login."

EDD e-Services for Business Login x

← → ↻ <https://eddservices.edd.ca.gov/tap/secure/eservices/> ☆ ☰

 State of California  
Employment Development Department

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 **e-Services for Business Login**

Employers and/or agents using e-Services for Business or eWOTC will only need to enroll once, and will use the same username and password to access e-Services for Business or eWOTC.

**e-Services for Business**

Payroll agents are advised to only enroll once, and use e-Services for Business to establish multiple client accounts.

**Work Opportunity Tax Credit Online (eWOTC)**

Work Opportunity Tax Credit (WOTC) employers and agents will potentially have multiple staff enrolling, each with their own username and password.

**New User:** [Enroll for a username and password](#)

 **Important Links**

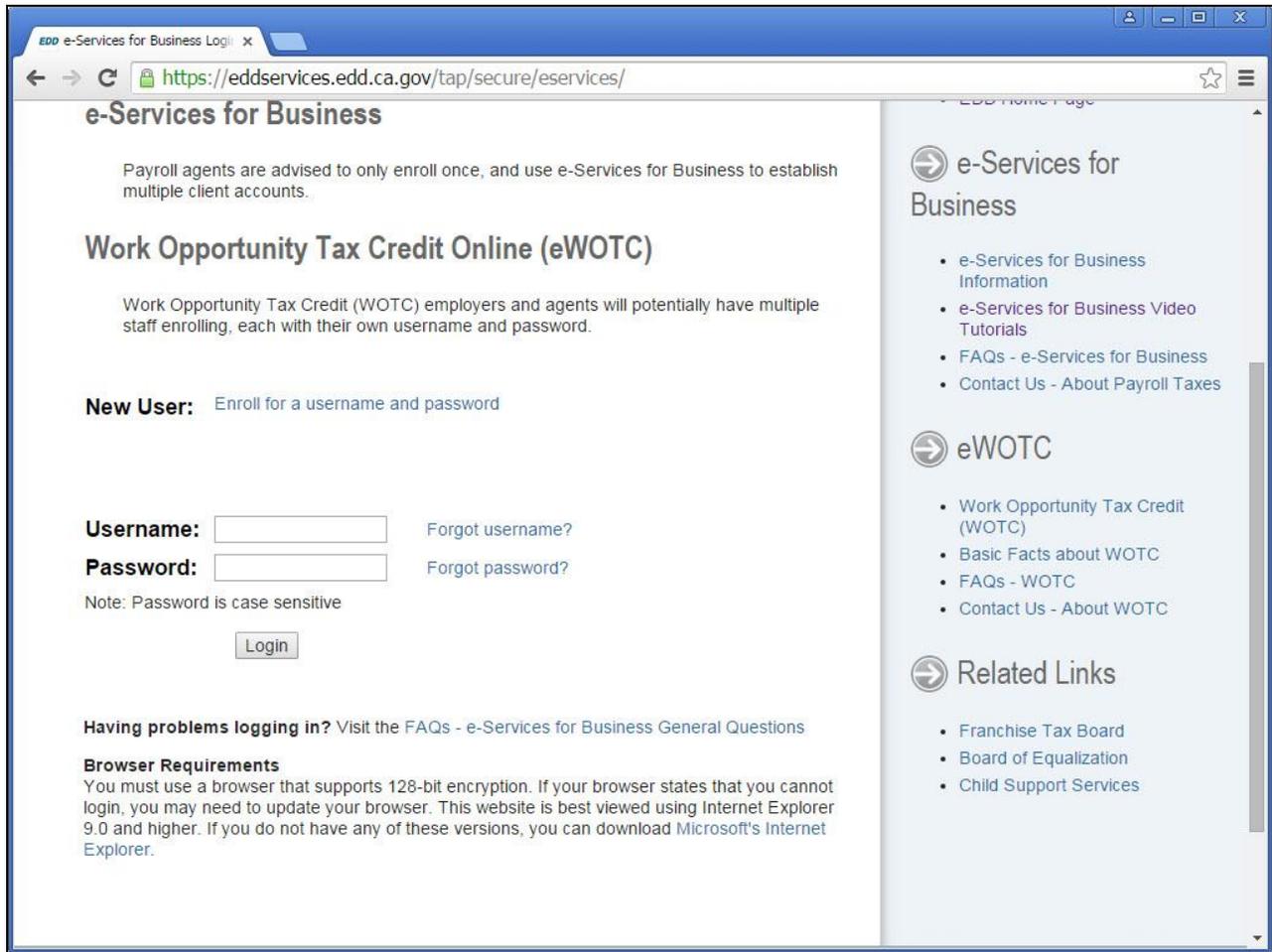
- [e-Services for Business](#)
- [Browser Requirements](#)
- [EDD Home Page](#)

 **e-Services for Business**

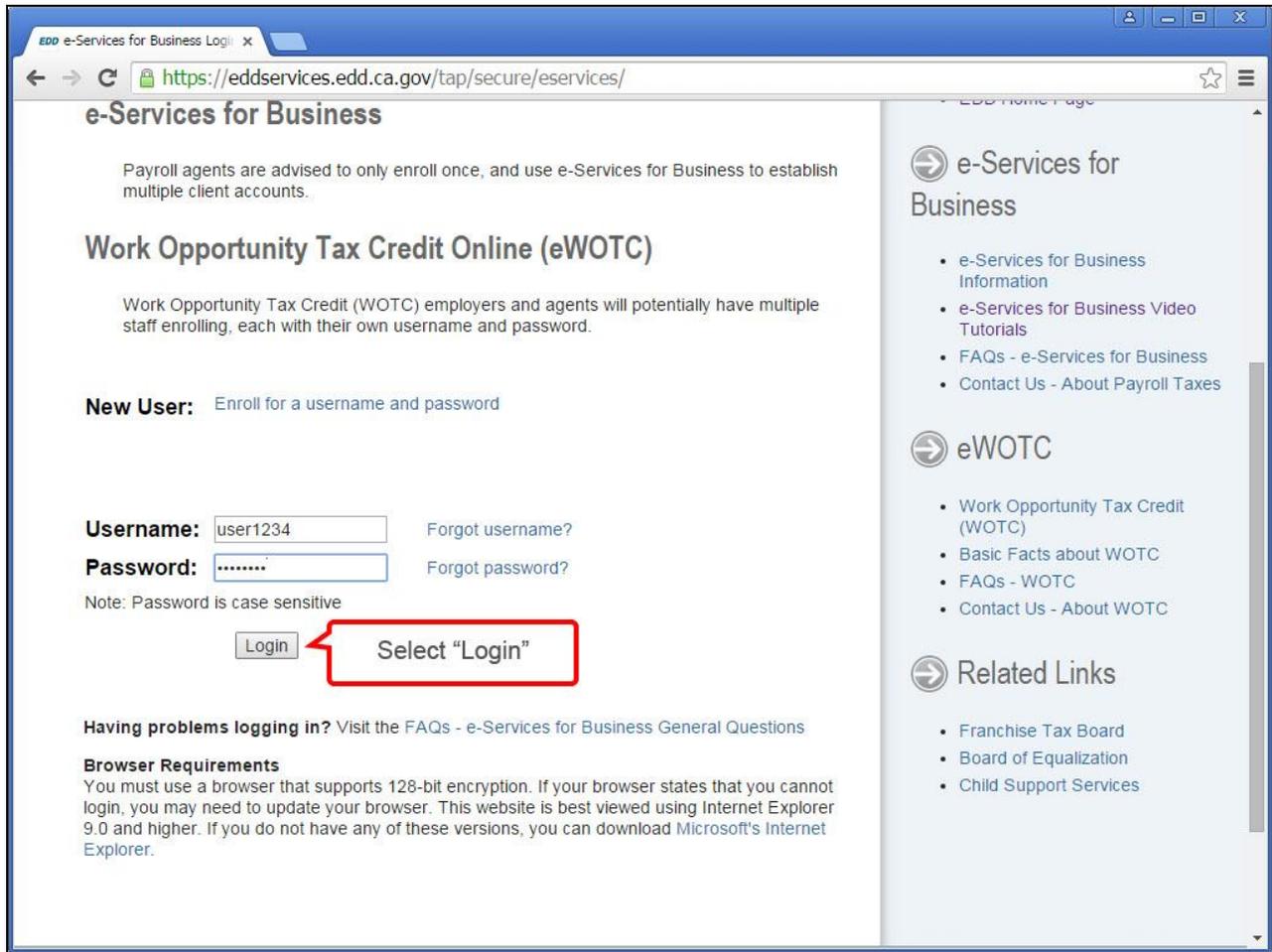
- [e-Services for Business Information](#)
- [e-Services for Business Video Tutorials](#)
- [FAQs - e-Services for Business](#)
- [Contact Us - About Payroll Taxes](#)

 **eWOTC**

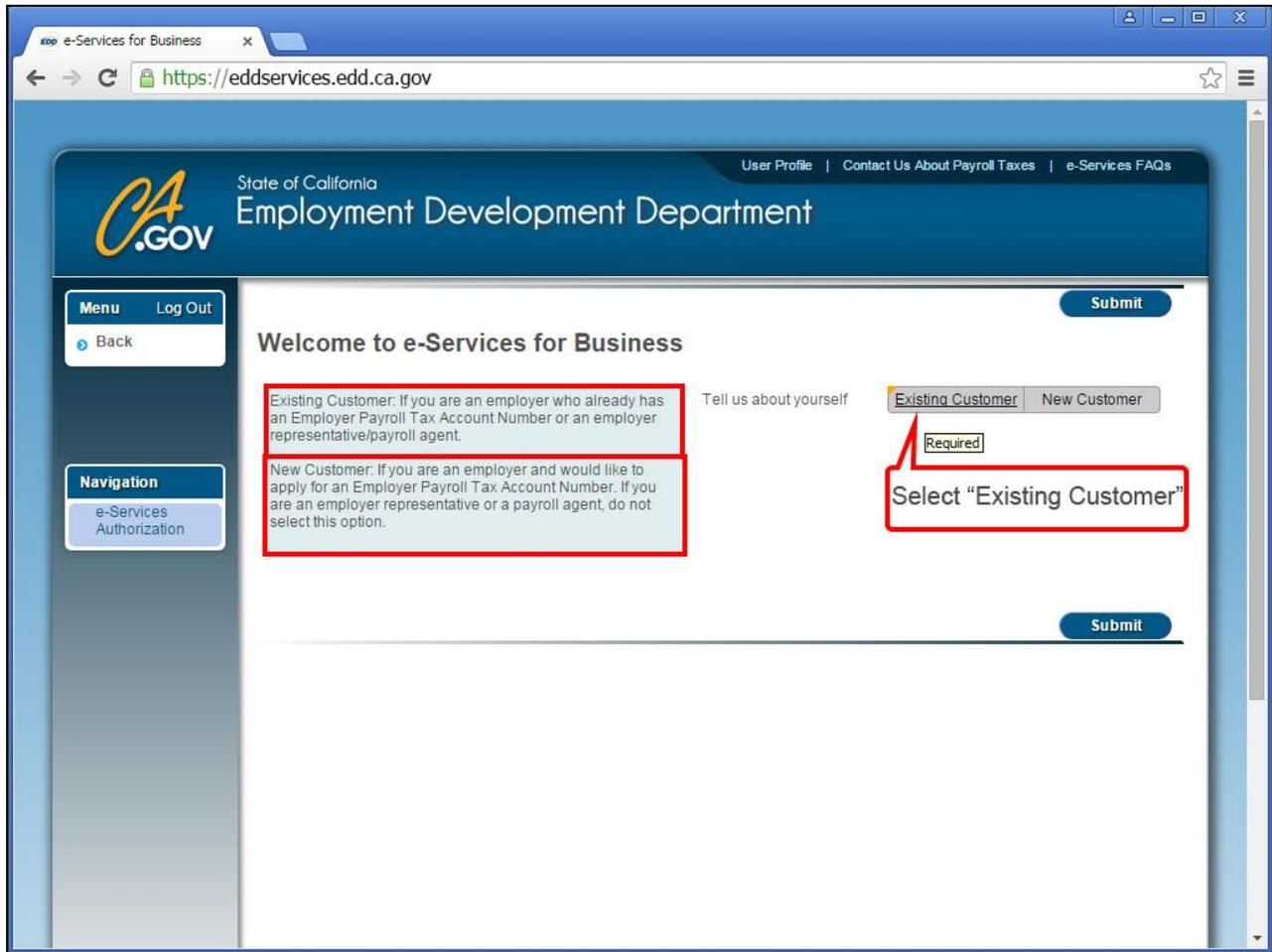
- [Work Opportunity Tax Credit](#)



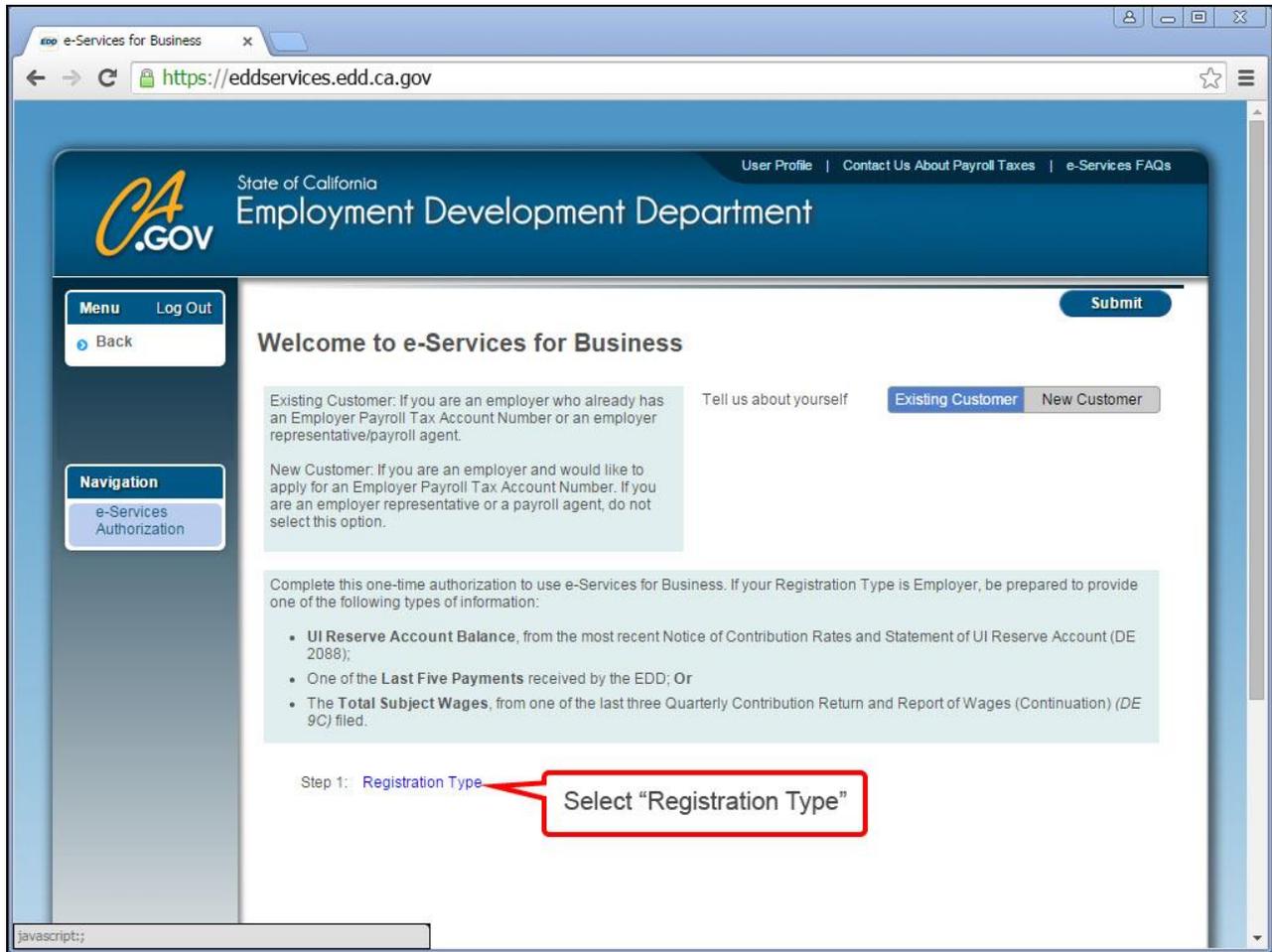
You should already have a username and password established. Enter your username and password.



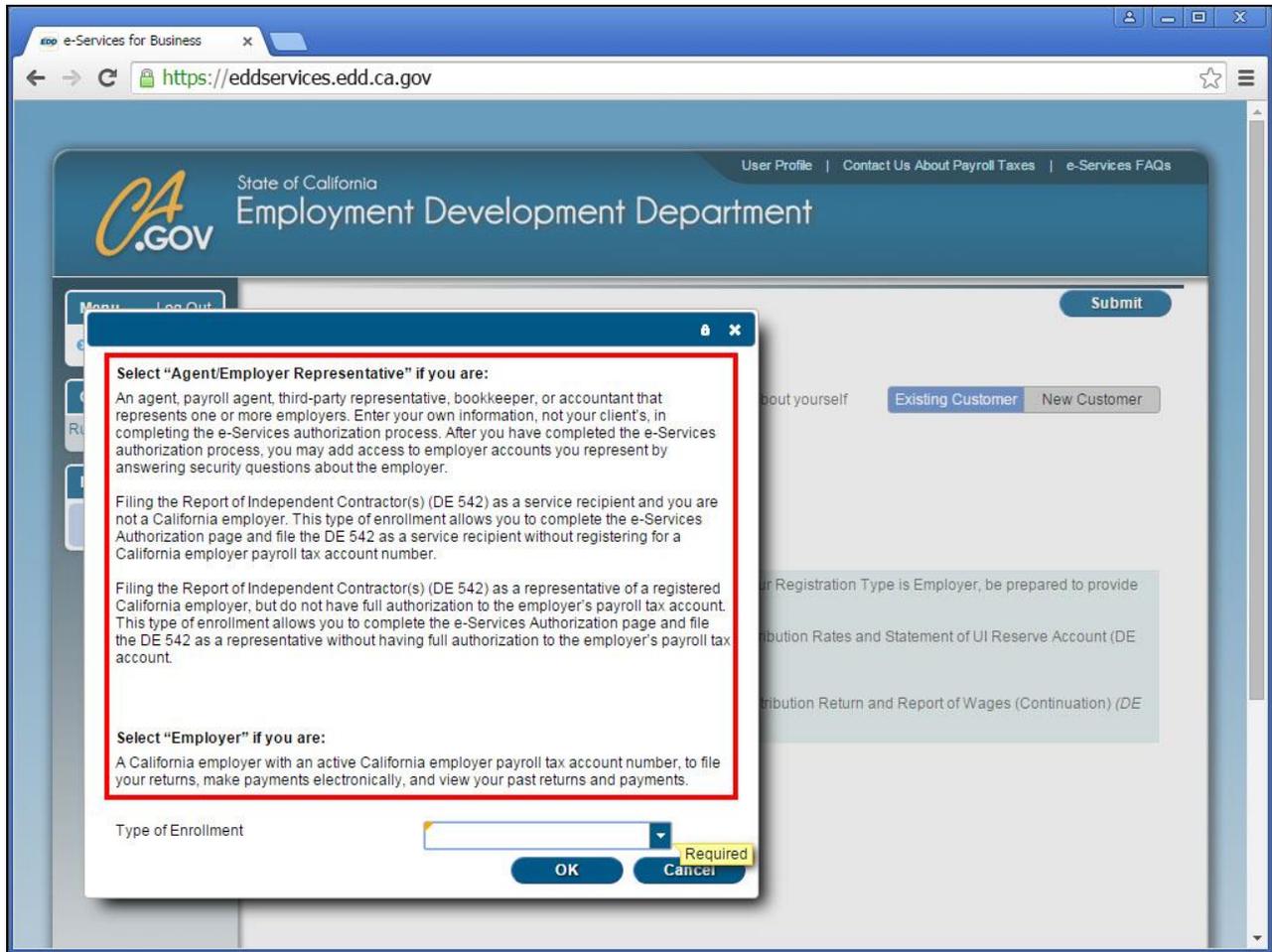
Select "Login" to begin using e-Services for Business.



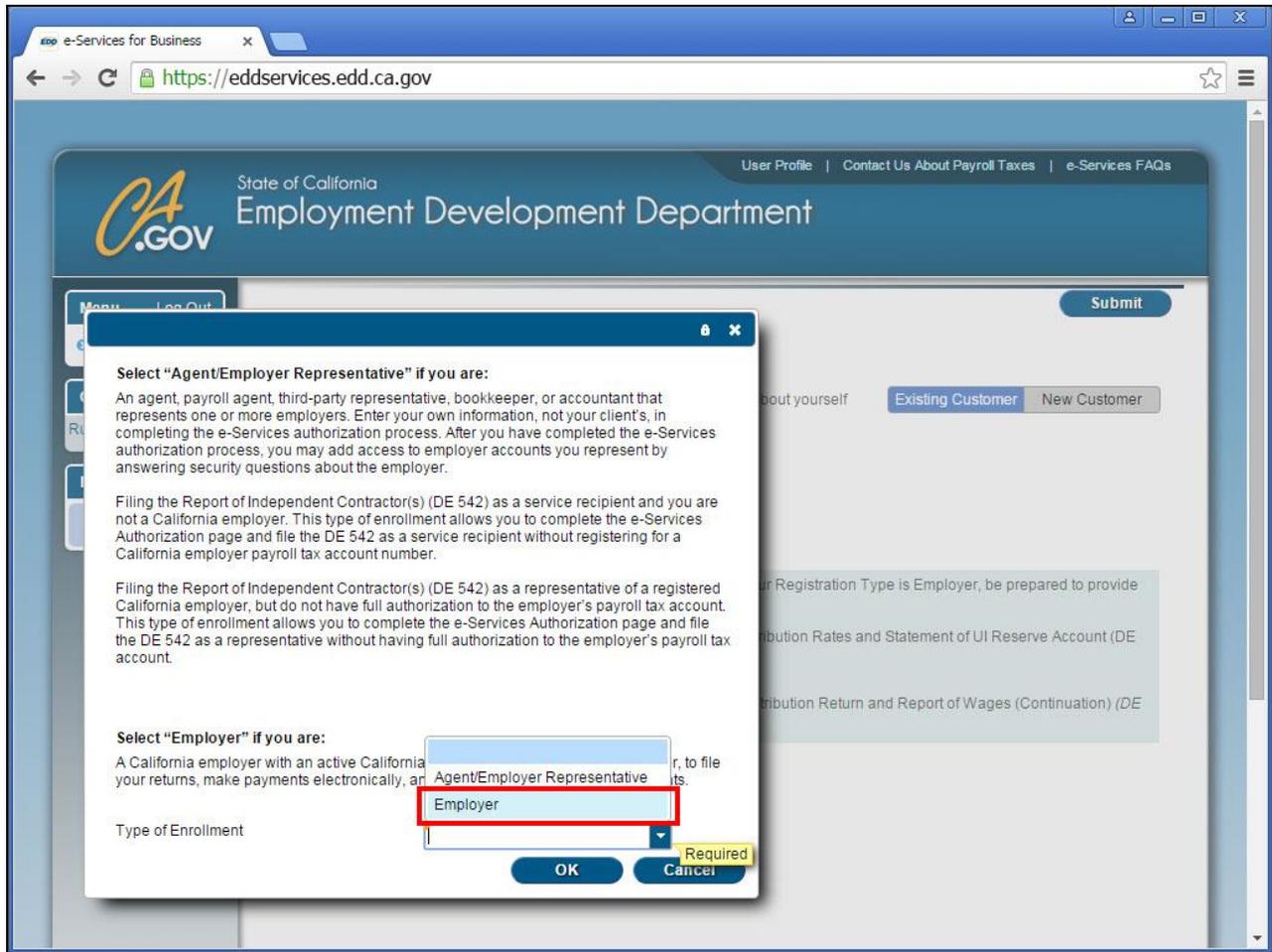
To begin this one-time authorization, select whether you are an “Existing Customer” or “New Customer.” An “Existing Customer” is an employer who already has an Employer Payroll Tax Account Number or is an employer representative/payroll agent. Select New Customer if you are an employer and would like 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.”



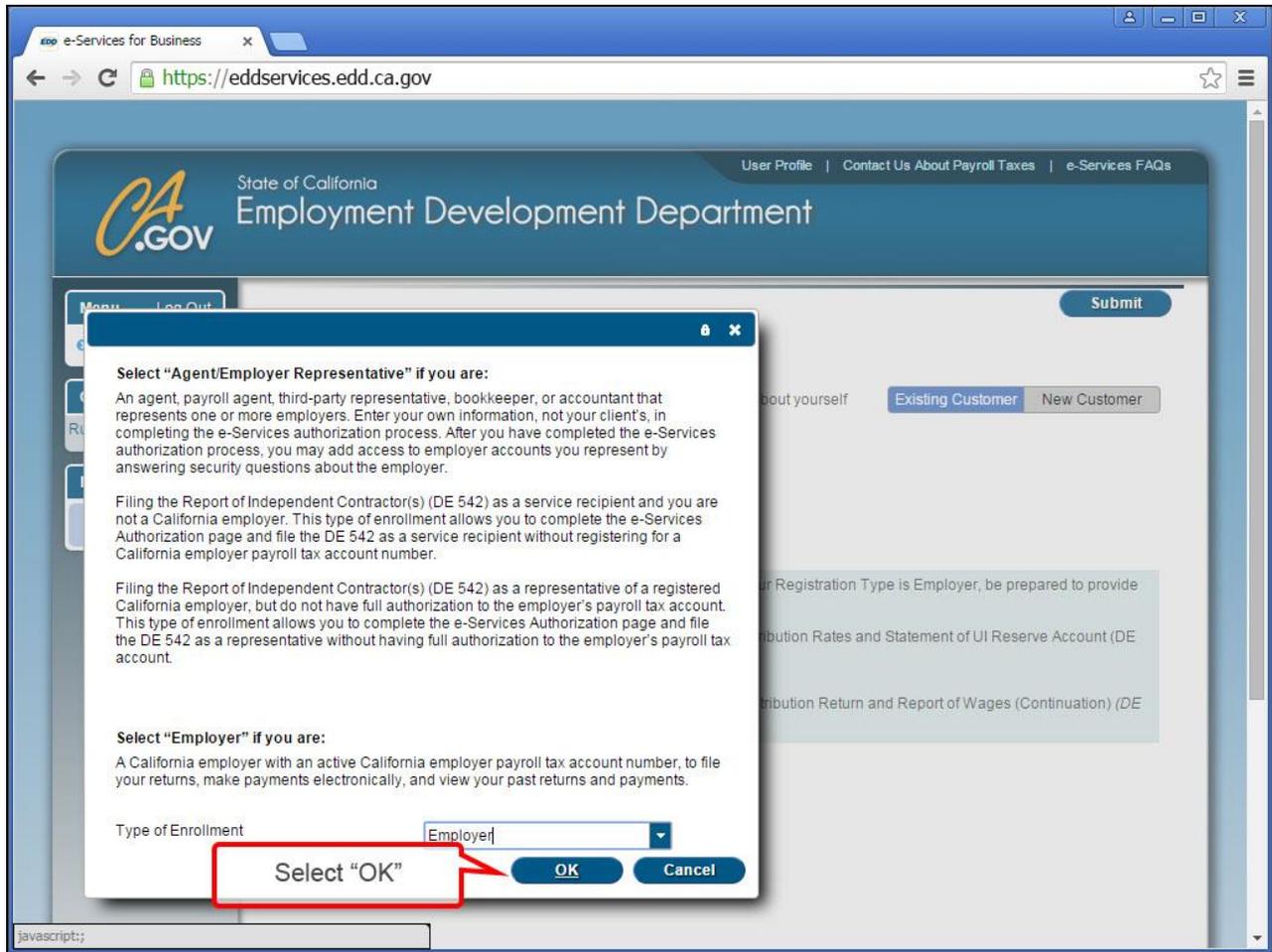
Select the "Registration Type" hyperlink.



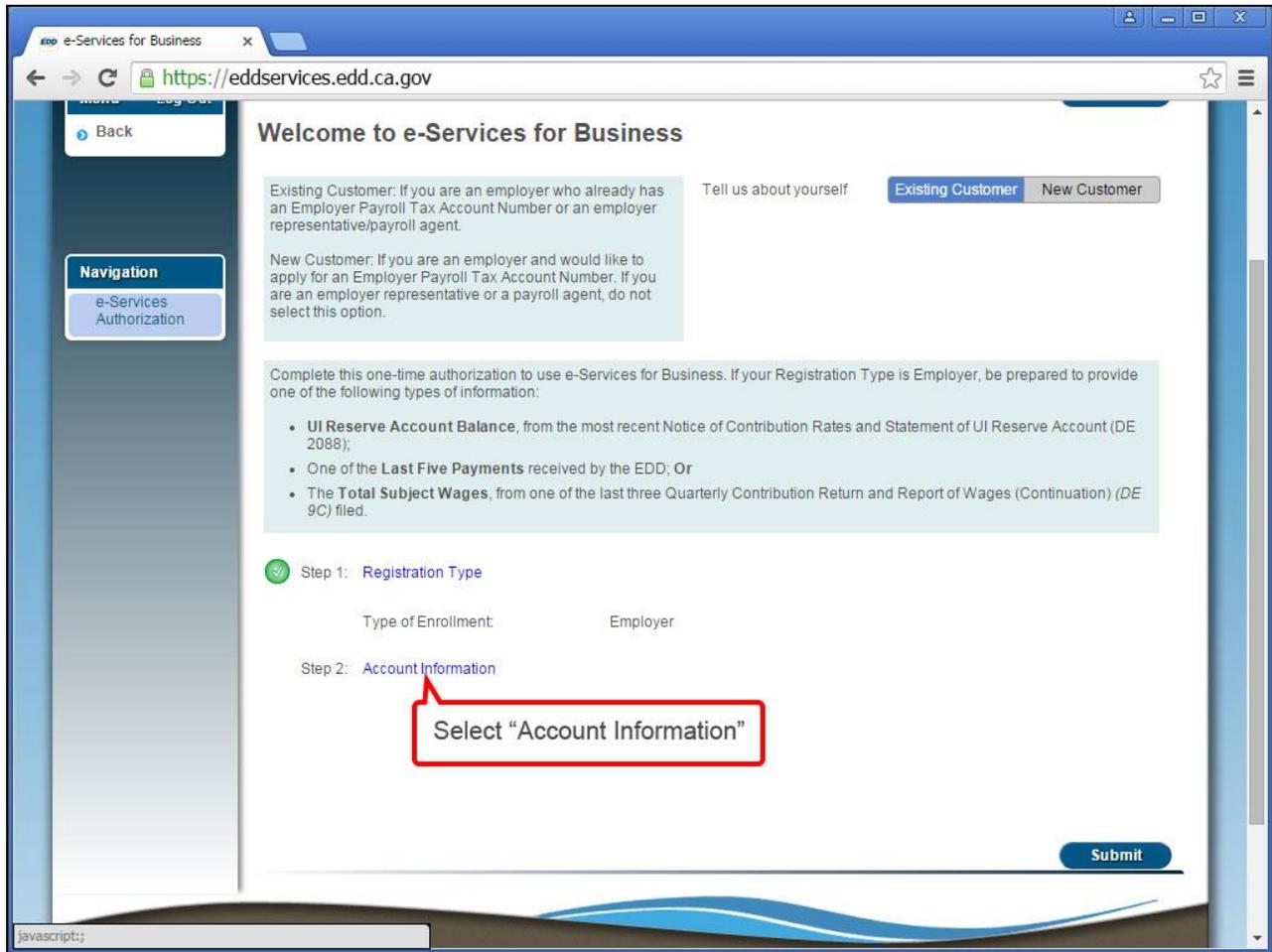
The two types of enrollment are either an "Agent/Employer Representative" or "Employer." Please take a moment and read this important message. Take time and find out what type of enrollment you want to utilize. This is a detailed explanation of the two choices.



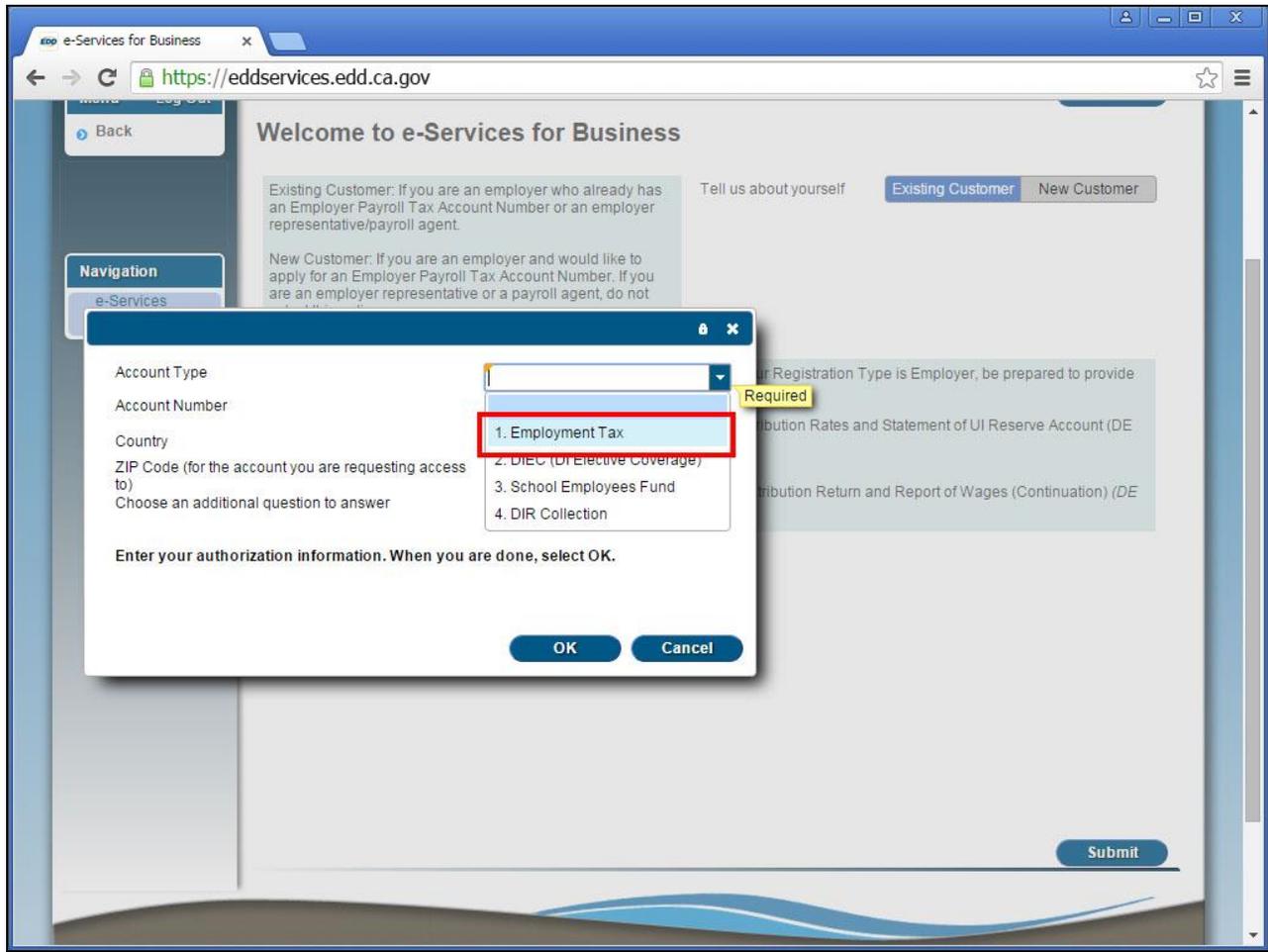
In this example, we are going to choose "Employer."



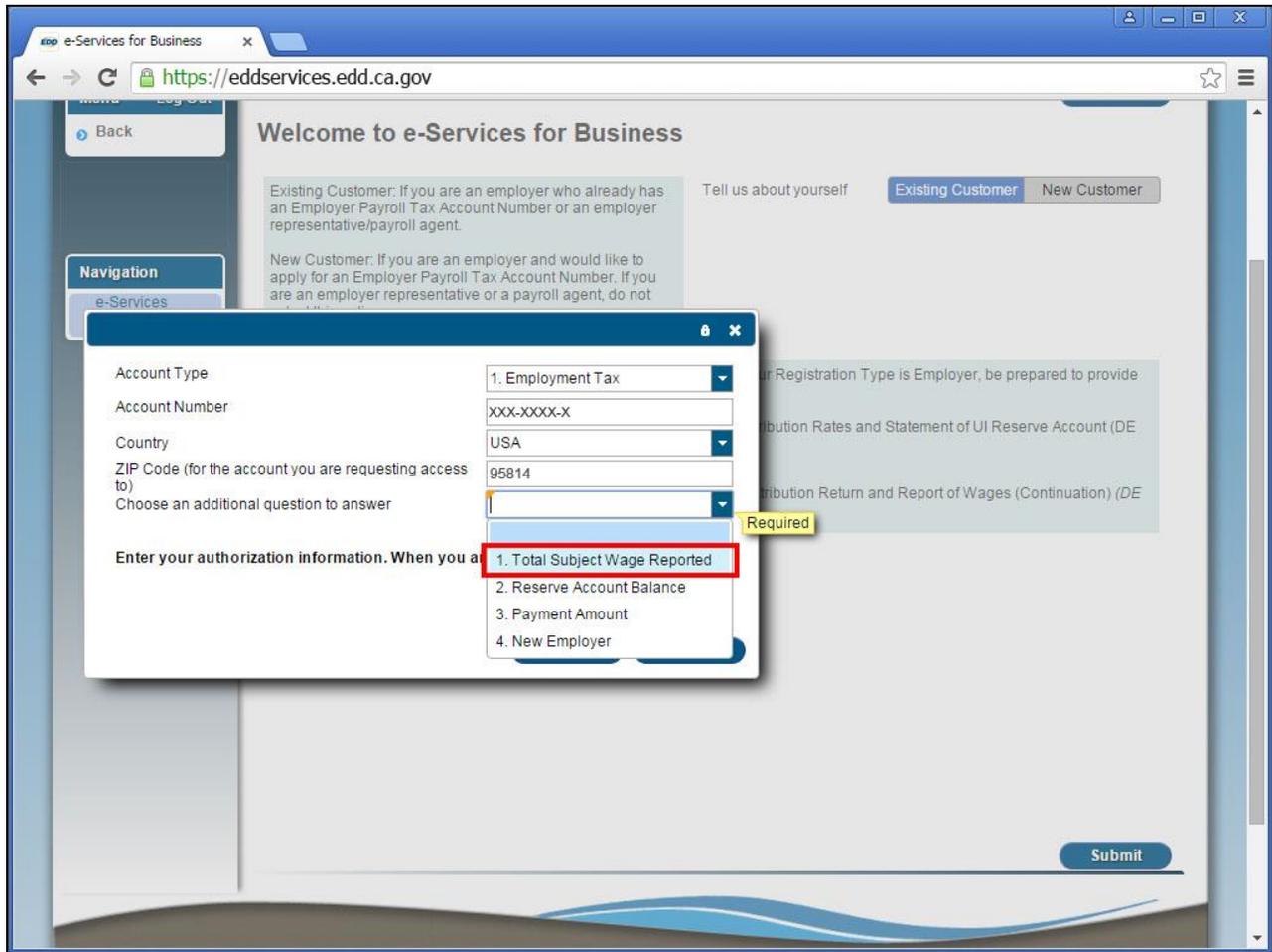
Then select "OK."



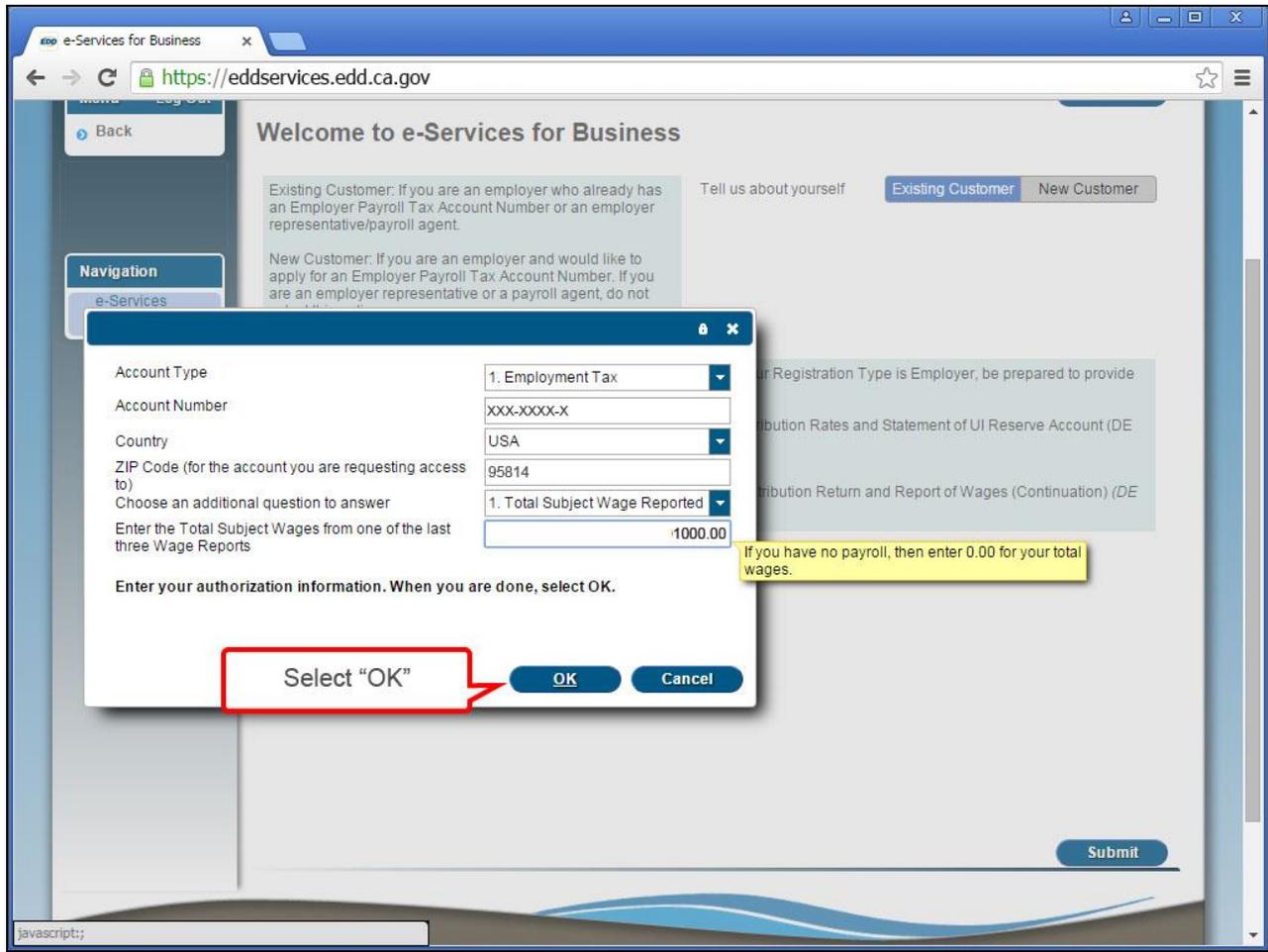
Step 2. Select "Account Information."



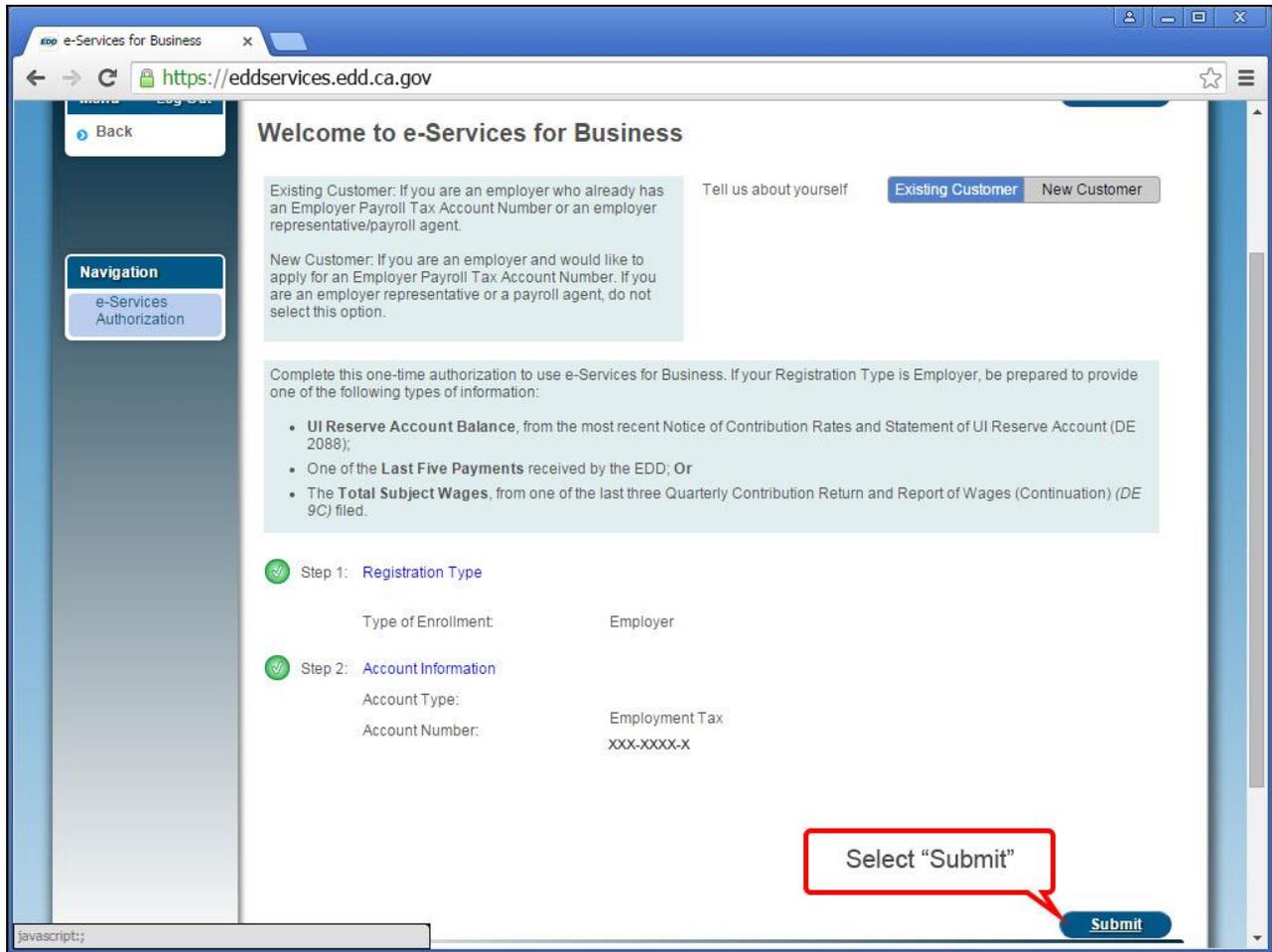
The "Account Type" has four choices. This depends on what type of employer you are. Most employers will select "Employment Tax."



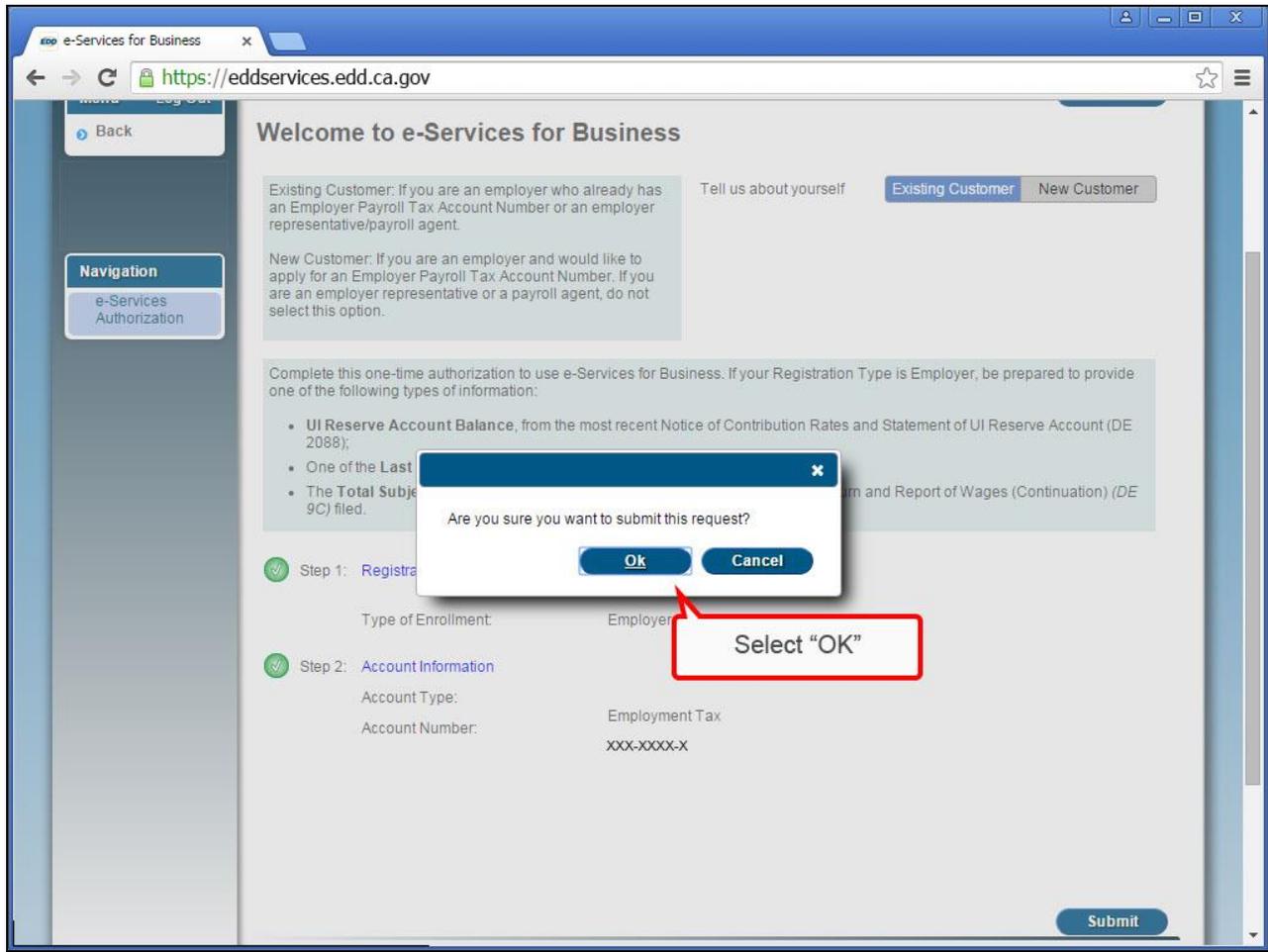
Choose an additional question to answer. These are the four choices available. For this example, we select "Total Subject Wage Reported." If you choose "Total Subject Wage Reported" as your additional question, you must enter the total subject wages from one of the last three Wage Reports received by the EDD.



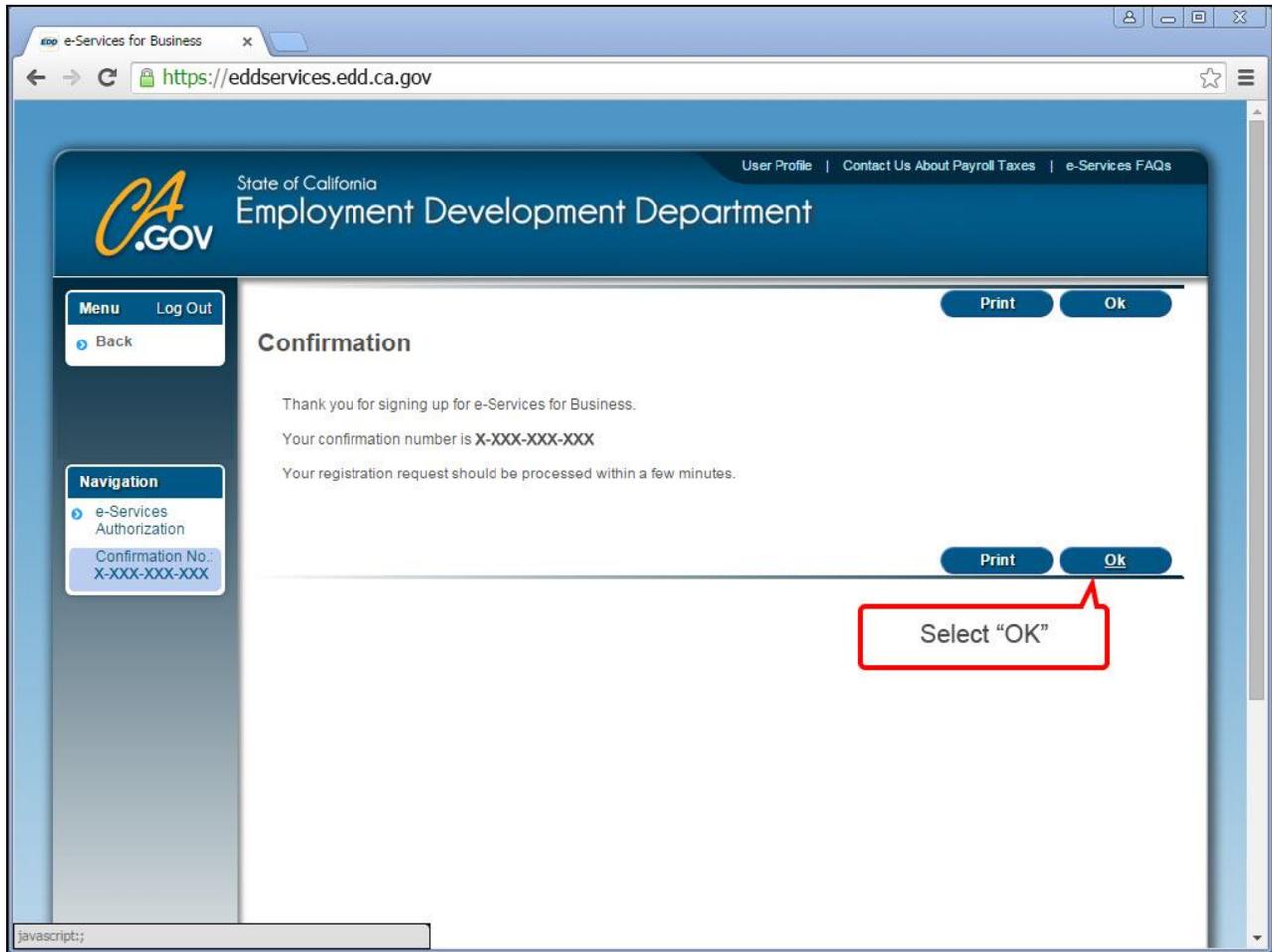
When the information is completed, select "OK."



Select "Submit" and send this request.



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



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

State of California  
Employment Development Department

JOHN Q PUBLIC

Taxpayer ID	XXXX-XXXXXX	DBA Name	
Balance	\$0.00	Legal Name	JOHN Q PUBLIC
		Residence Address	Add
		Location Address	123 ANY ST SACRAMENTO CA 95814-0000

I WANT TO... Profile

- Register a New Account (DE 1)
- Add Access to Another Account
- File Rpt. Of Ind. Contractors
- Manage Multiple Accounts

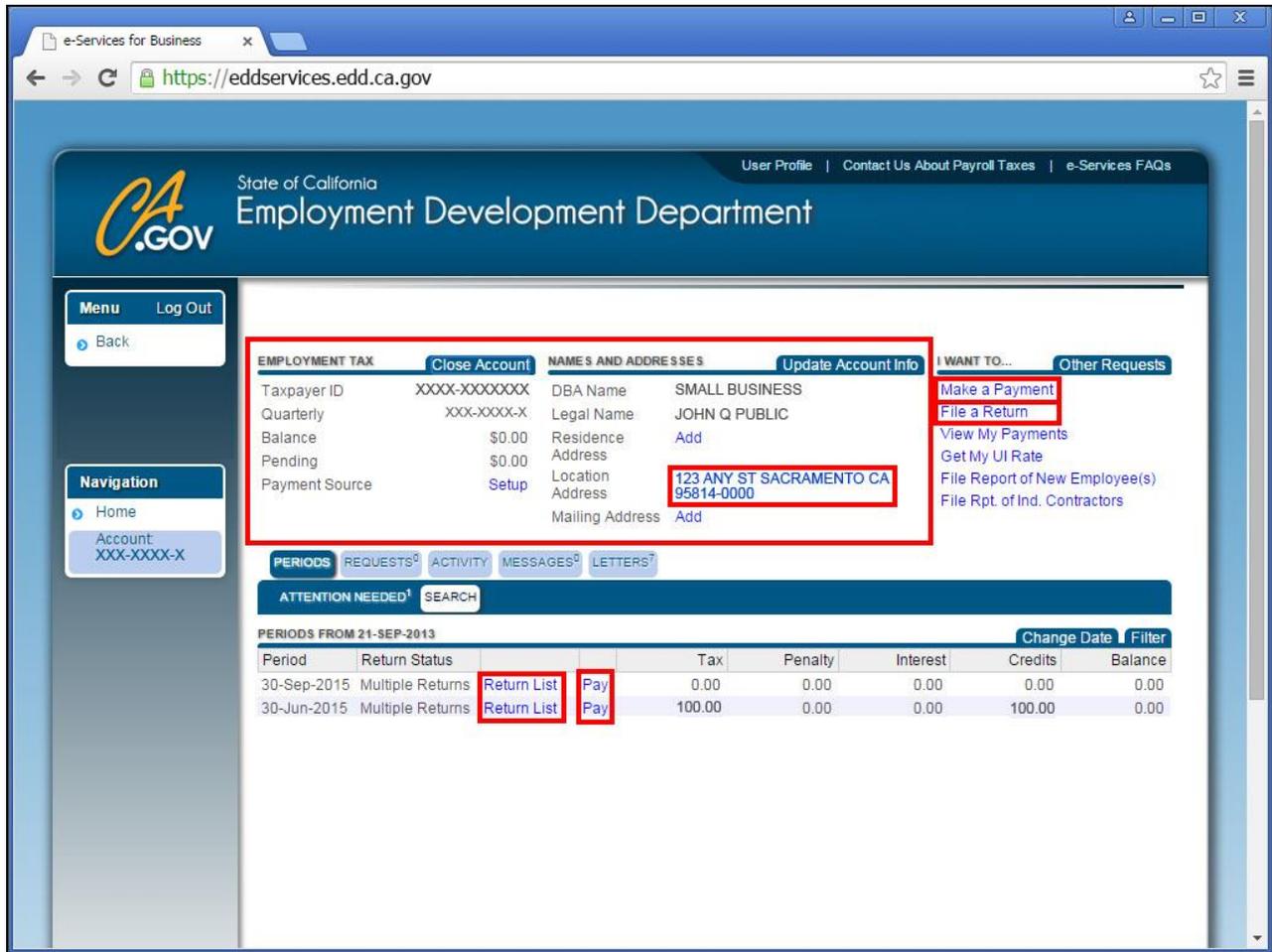
ACCOUNTS<sup>1</sup> REQUESTS<sup>0</sup> MESSAGES<sup>0</sup>

MY ACCOUNTS<sup>1</sup>

Account ID	Account Type	Name	Frequency	Address	Balance
<a href="#">XXX-XXXX-X</a>	Employment Tax	SMALL BUSINESS	Quarterly	3720 J ST SACRAMENTO CA 95816-5519	0.00

Select the Account ID

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 hyperlinks in this section to navigate to windows that allow you to perform the stated action. Select your "Account ID" hyperlink under "My Accounts" to be taken to the Account home page.



This is the Account home page. This screen shows you 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 many other useful actions covered in our other tutorials.

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Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

Thank you for taking the time to watch this tutorial on how to authorize 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](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.