Work Sharing Employer: Create an Account

If you already have an active Work Sharing account, log in to your account or refer to *Work Sharing Employer: Log in to Your Account* (PDF).

Go to the Website

Using a Chrome, Edge, Firefox, or Safari browser, go to the **Log in to Work Sharing** page at worksharing.edd.ca.gov/employer.

Select the New Account Link

Select the **Create new Work Sharing account** link to continue to the registration page.

Enter Your Registration Information

On the **Register for a Work Sharing Account** page, fill in all the form fields and select **Register.**

Correct Any Errors

Skip this section if you did not receive any errors.

Error 1

"The Employer already registered with the email provided."

Return to the **Log in to Work Sharing** page and log in to your account with the email you used to create the account.
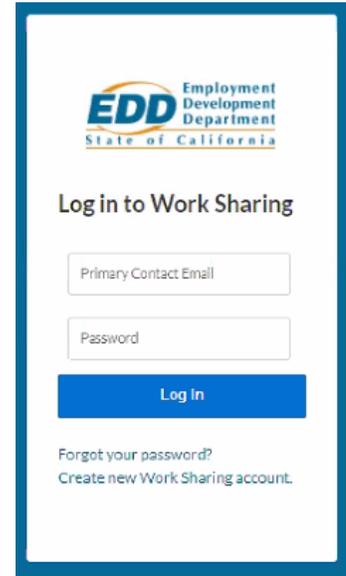
Error 2

"An account with this EAN already exists. Log in to Work Sharing with the primary contact email and password."

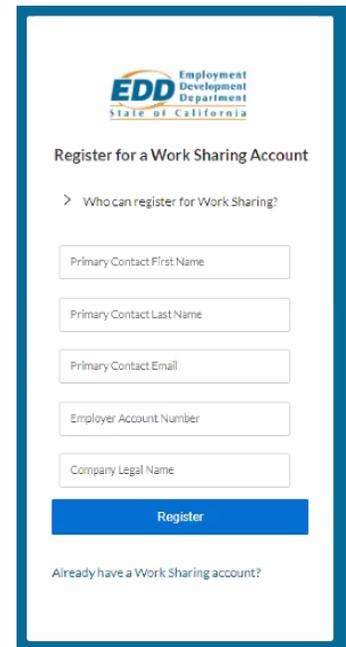Verify you entered the correct Employer Account Number (EAN).

If you entered the correct EAN and do not have a Work Sharing account, notify the primary contact for your Work Sharing plan or call the EDD Special Claims office at 916-464-3343 to update your information.

If you already have a Work Sharing account, select **Already have a Work Sharing account?** and log in to your account.

The Work Sharing login page.

The Work Sharing registration page.

Error 3

“Email address must be valid.”

The email address entered was not in a valid format (email@domain.com). Enter a valid email address to continue.

Error 4

“Employer Account Number must only include numbers and hyphens, and be in the format XXX-XXXX or XXX-XXXX-X.”

The EAN was entered incorrectly. Verify you have the right EAN and that it is entered correctly to continue.

Error 5

“Employer Account Number must be valid.”

The EAN entered was not valid. Verify you have the right EAN and that it is entered correctly to continue.

Check Your Email

An email with the subject line **Verify Your Work Sharing Email** will be sent to the email address you provided. Select the **create your password** link in the email to finish creating your account.
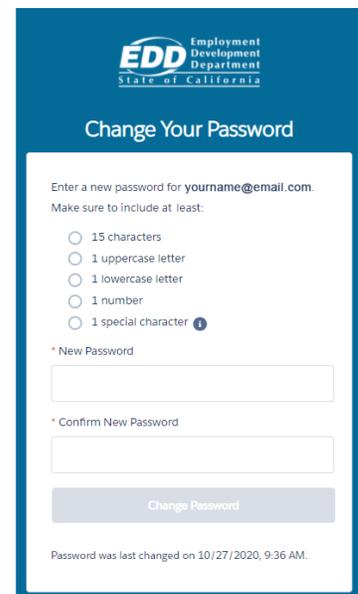
Don't See the Email?

If you don't see the email in your inbox:

1. Check your junk or spam folder.

2. Add noreply@edd.ca.gov to your email address book so Work Sharing emails are not mistaken for junk or spam.

3. If you are using your work email, ask your company's email administrator to allow emails from noreply@edd.ca.gov.

Create Your Password

The email link opens the **Change Your Password** page. Enter the same password in both the **New Password** and **Confirm New Password** fields. Once your password is entered into both fields and meets all of the requirements, select **Change Password**. You will automatically be logged in and taken to the **Work Sharing Employer Home** page.

The Change Your Password page.