Welcome to the Employment Development Department’s (EDD) video designed to help you register as an employer through e-Services for Business. It is important to note that before you can use e-Services for Business to register, you must obtain a username and password. Before proceeding with this video, please view the tutorial “I want to enroll for a username and password to use e-Services for Business”
This tutorial can be viewed by selecting your “Back” button. Once you have your username and password you can use this tutorial to assist you in registering with the EDD.
Welcome to the Employment Development Department Homepage, this will be our starting point. On the homepage under the heading “Employer Services” you will find a link to “Payroll Taxes” and “e-Services for Business”, today we are going to select “Payroll Taxes” to start this process, after you have registered and are using e-Services for Business to manage your account, you may wish to use the “e-Services for Business” link directly.

PLEASE NOTE: In order to use the online registration application, you must enroll for a user name and password.
Here on the “Payroll Taxes” page you will find access to a lot of helpful information to assist you; we are going to select the link “Register as an Employer” under the “Getting Started” heading.
As you can see by the links at the top of the page, there is great information to help you if you aren’t sure if you have to register or what your responsibilities are as an employer. Now we are going to select the “What Information do I Need to Register with the EDD?” link. You may then select the type of entity/business which most closely represents your business. This page will provide you with types of information that will be required to register. Gathering information prior to starting the registration process will save you time later.
While identifying the information you may need to register, if you would like additional information about what to expect as a new user with e-Services for Business, select the “Enrollment Information” under the heading “e-Services for Business”.
Here you can view this step by step information to provide additional clarification.
When you have all of your information available you can start the log in process. You can access the e-Services for Business login screen from multiple locations on the website. For this tutorial you will access it from the “Payroll Taxes” page. Please select the “Enroll or Login” link.
Enter your username and password that you obtained previously and select “Login”. If you haven’t obtained one, before proceeding with this video, please view the tutorial “I want to enroll for a username and password to use e-Services for Business” you can access the tutorial by selecting your “Back” button. Once you have your username and password you can use this tutorial to assist you in registering with the EDD.
Let’s begin the registration process. When you log into e-Services for Business for the first time you will select “New Customer” and “Submit”. Please note as you move through the registration process there are blue boxes on the left side of the page with helpful information. Select “Submit” to continue.
Select the “Register For Employer Payroll Tax Account Number “ link.
Select the button that best describes why you are applying for an Employer Payroll Tax Account Number. In this example we will choose “New Business.” When the information is completed, select “Next” to continue.
Next select the “Employer Type” and “Organization Type” that best describes your business. Use the drop down menu and select from the available choices.
In this example we will select “Commercial” for the employer type and “Corporation” for the organization type. When the information is completed, select “Next” to continue.
It is important that you identify which quarter you first paid wages in excess of $100. In the blue box it will show what time period is covered in the prior or current quarter. Select the appropriate quarter and select “Next” to continue. If you don’t have that information available you can select “Save & Finish Later” to save your application until you can provide that information. Once you have everything you need, sign in again and continue to complete your registration.
Next we need to know if your employees work in California or not, select the appropriate answer and “Next” to continue.
Enter the “Responsible Party” information for your business. In our example we selected “President” and entered information about that party. If you have additional responsible parties, select “Add Responsible Party” and enter additional individuals. When you register it is important to read information shown on the page such as the statement below about private corporations to ensure you understand what is being asked for. When the information is complete, select “Next” to continue.
Please continue to enter information about your business. The blue boxes, as well as the drop down boxes and calendar icon are available to assist you.
Here is an example of our calendar function.
The “Industry Activity” is a drop down menu. Select the appropriate option. Describe your product/service in detail. If applicable, enter your name exactly as it appears on your organizing documents. It is very important that the EDD establishes your employer payroll tax account with the correct Legal Name. Do not omit any words or use any abbreviations. If your business is registered with the California Secretary of State (SOS) enter the ID number here. If you have a Federal Tax ID number enter it here.

When the information is completed, Select “Next” to continue.
Now we are going to move on to your “Business Location Address". If your mailing address is different for your location address, select “No” to the question “My Mailing Address is the same as my Location Address”. A new section will appear to enter your mailing address. When the information is completed, select “Next” to continue.
Enter your “Business Contact Information” here.
You may add a Taxpayer Representative Contact to your account. If you choose this option, enter the name, phone number and e-mail address, of the person authorized to provide the EDD with information needed to maintain your employer account. If the contact person is an outside accountant, agent or tax representative, also complete and submit a Power of Attorney Declaration (DE 48)
If the address of your representative is different from your business address and you want to provide it to EDD, select “yes” to the question “Add Taxpayer Representative Address”? If you do not wish to provide the address, select No.
When the information is completed, select “Next” to continue.
Finally you will complete the “Declaration Page”. The declaration page is very important. This is where you certify under penalty of perjury that the information provided is true, correct and complete, and that these actions are not being taken to receive a more favorable Unemployment Insurance rate. You further certify that you have the authority to sign on behalf of this business.

After you enter your first and last name, title and phone number, you will answer questions about the use of a payroll reporting agent. Next, if you do not use professional assistance with payroll reporting, answer the question “Do you want to suppress the mailing of payroll tax forms?” If you plan to file electronically and do not wish to receive preprinted forms via the US Postal Service select “Yes.” If you wish to receive these forms select “No.”

Notice that the “Submit” button is now available at the bottom right hand side of the page. When the information is completed, you may review all the information you entered using the “Previous” and “Next” buttons.

Now that all the questions have been completed, we are ready to select “Submit” and send this request.
If you are sure you want to submit this request select “Ok.”
Congratulations, You have successfully applied for an Employer Payroll Tax Account Number. Please print this screen with your Confirmation Number for your records. Once your request has been processed, you will receive an email at the email address you used to enroll in e-Services for Business. Most requests are processed within a few minutes but may take up to three business days.
Once you have received your account number, e-Services for Business is available to help you manage your account, file returns and make deposits when it is convenient for you. Thank you for viewing this tutorial, we appreciate your time.
Other resources are available at www.edd.ca.gov, or the Taxpayer Assistance Center at 888-745-3886. Thank you for watching this tutorial on how to login and use e-Services for Business as an employer.

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/or alternate formats need to be made by calling 888-745-3886 (voice) or TTY 800-547-9565.

Other resources are available at www.edd.ca.gov, or the Taxpayer Assistance Center at 888-745-3886 Thank you for watching this tutorial on how to login and use e-Services for Business as an employer.