



SDI ONLINE TUTORIAL

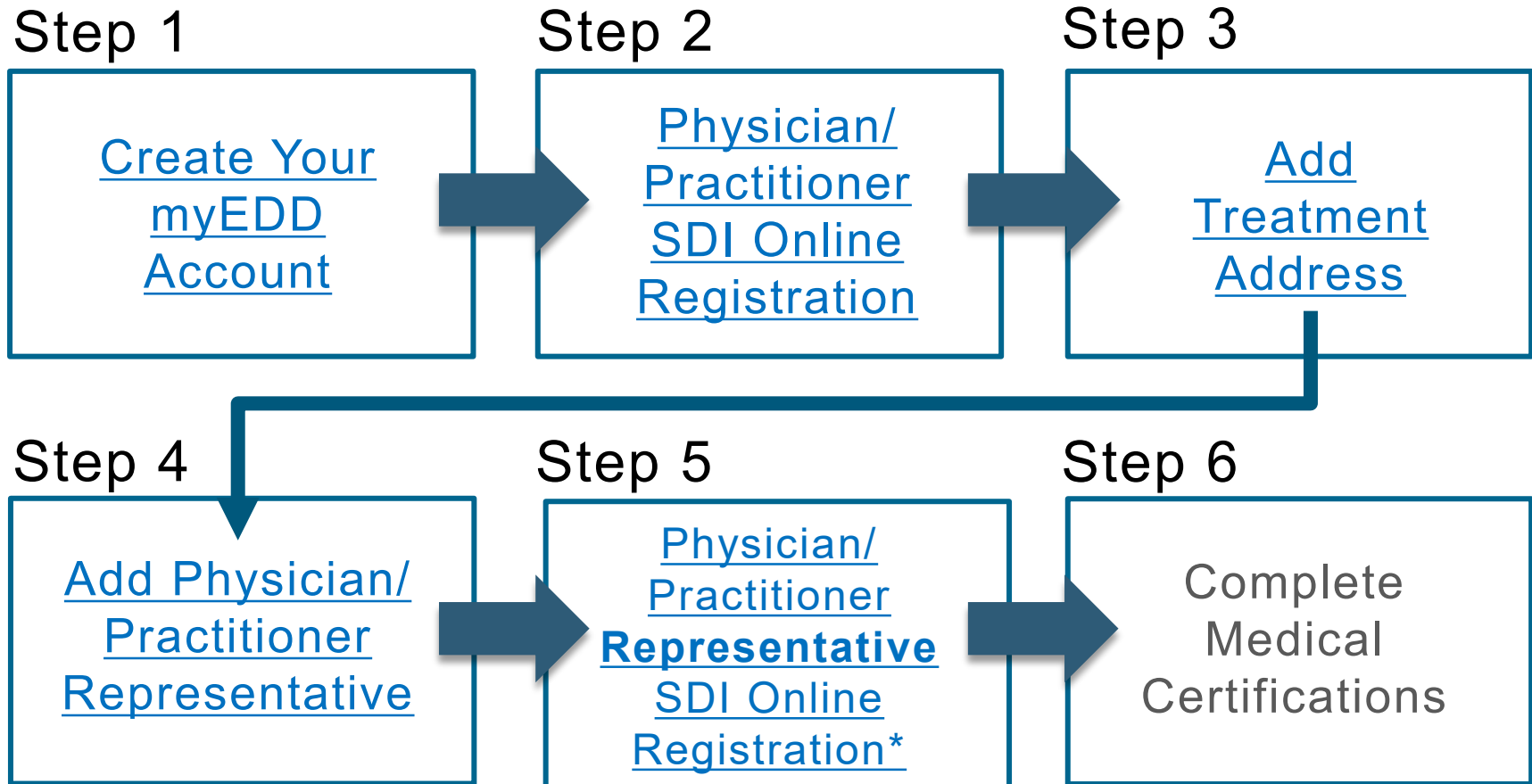
Physician/practitioner and Representative Registration, Online Access, and Forms Submission

Physicians/practitioners 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 physician/practitioner.
 - A medical representative can create an account after the physician/practitioner has added them to their SDI Online profile.
 - A physician/practitioner may have an unlimited number of authorized medical representatives.
 - An individual can be an authorized medical representative for an unlimited number of physicians or practitioners.
- 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.

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Create Your myEDD Account

Learn 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](#)

How to 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**.

How to Create Your myEDD Account cont.

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 how to register as a physician/practitioner
in SDI Online.



[Get Started](#)

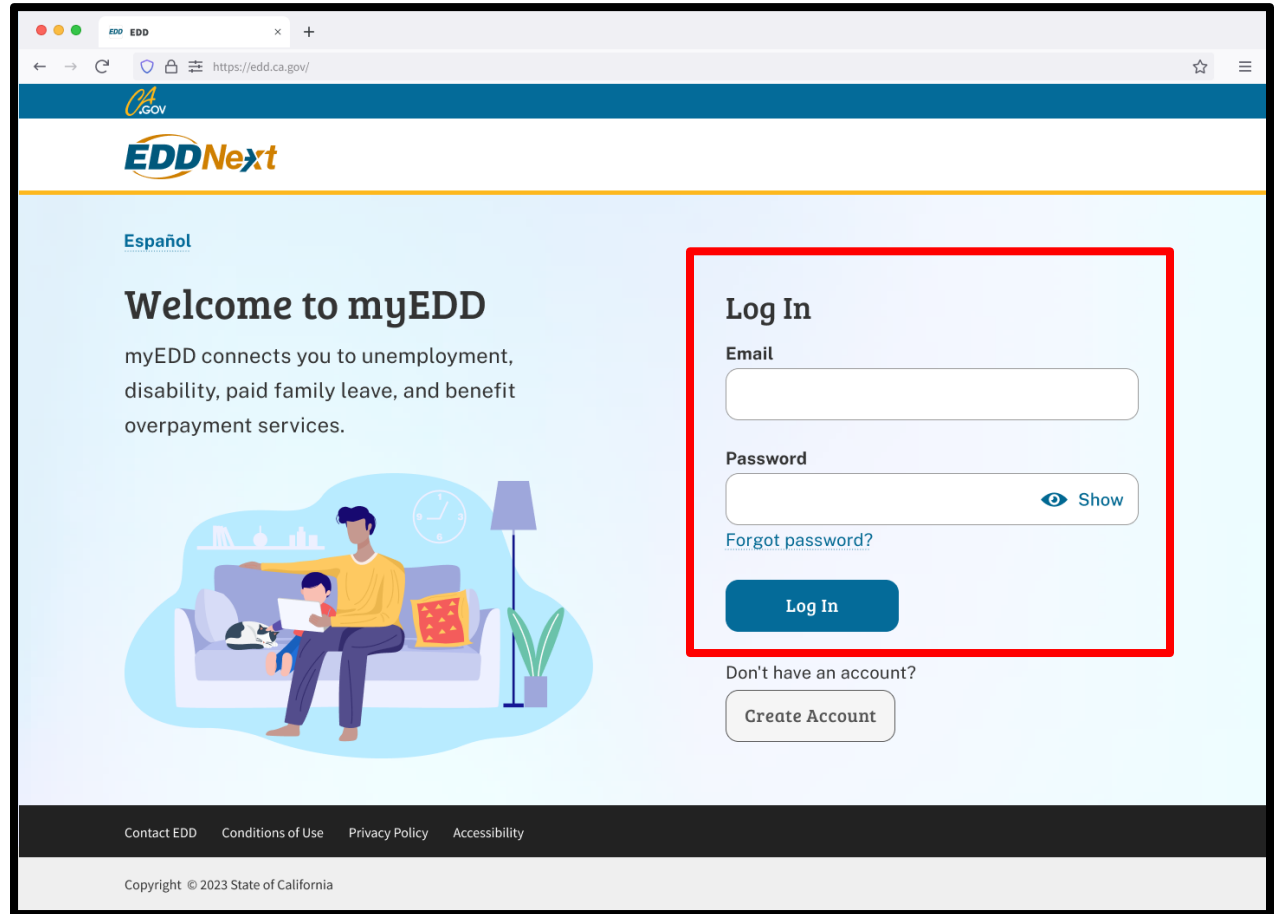
Step 1: Log in

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

1. Visit [myEDD](https://myedd.ca.gov/).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.

Note

For Spanish, select **Español**.



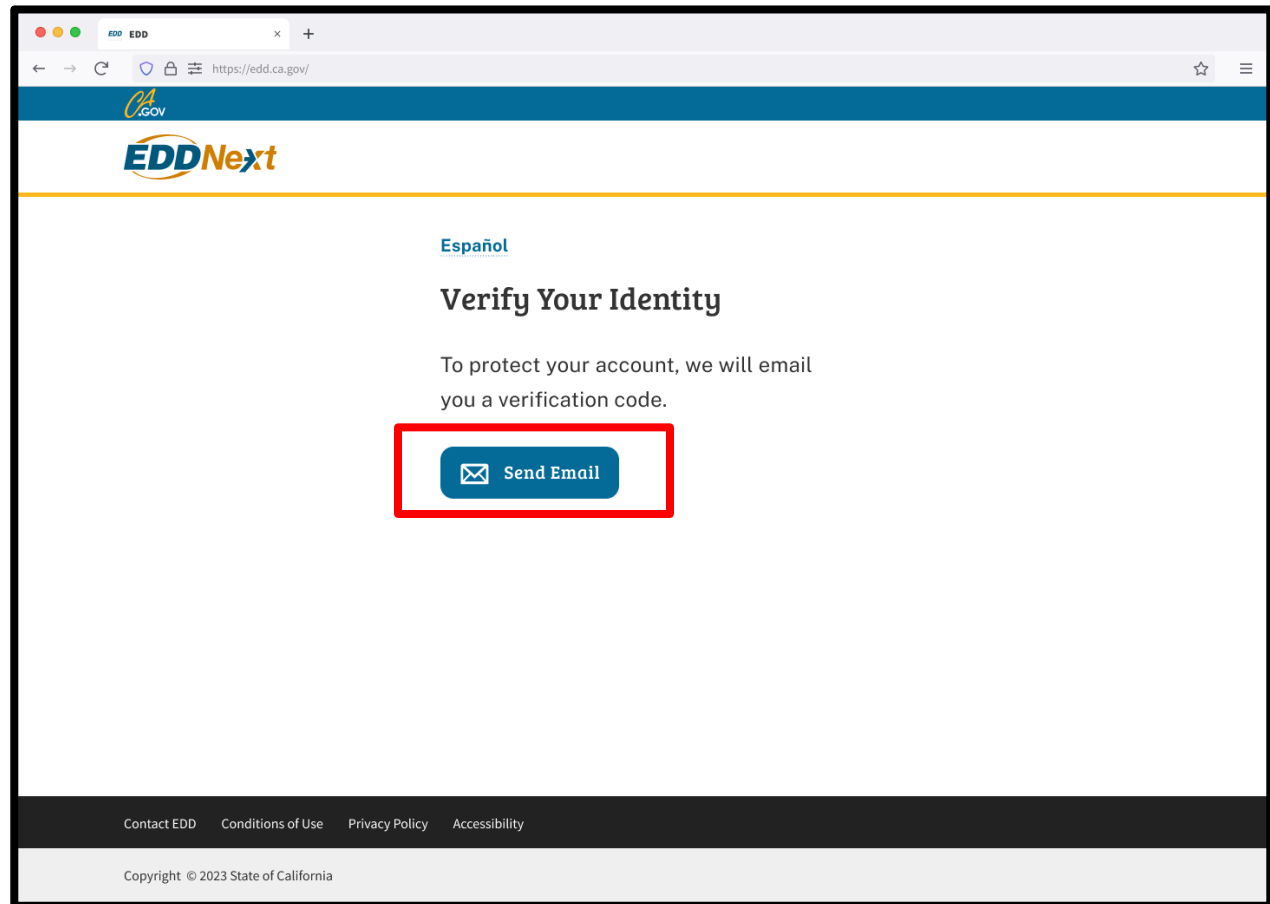
The screenshot shows the myEDD login page in a web browser. The browser's address bar displays "https://edd.ca.gov/". The page features the "CA.GOV" logo and the "EDDNext" logo. A link for "Español" is visible. The main heading is "Welcome to myEDD", followed by a description: "myEDD connects you to 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, the "Log In" section is highlighted with a red rectangle. It contains fields for "Email" and "Password", a "Show" button next to the password field, a "Forgot password?" link, and a "Log In" button. Below the login section is a "Don't have an account?" link and a "Create Account" button. The footer includes links for "Contact EDD", "Conditions of Use", "Privacy Policy", and "Accessibility", along with a 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.

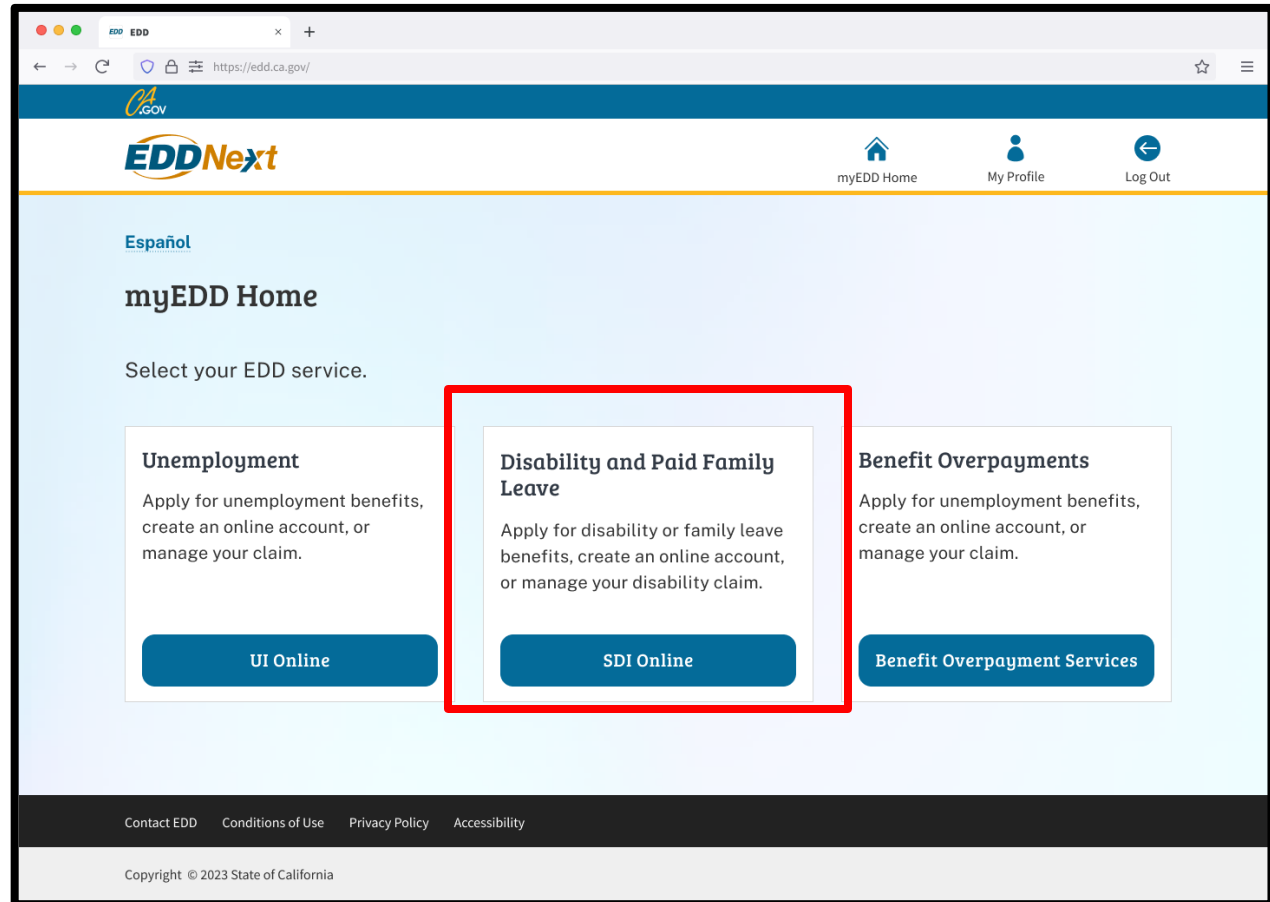
The image displays two overlapping screenshots. The background screenshot shows the EDDNext website's 'Enter Verification Code' page. It includes a language toggle for 'Español', a title 'Enter Verification Code', and instructions: 'Enter the verification code you received at {J*****@gmail.com}. This code expires in 5 minutes.' Below this is a red-bordered box containing a text input field labeled '*Verification Code' and a blue 'Submit' button. A link for 'Didn't get the email?' with the text 'Check your spam folder or resend the email.' is also visible. The foreground screenshot shows a Gmail inbox. The selected email is titled 'myEDD Verification Code' from the 'California Employment Development Department'. The email body contains the text: 'Hello, [redacted] verification code in myEDD. This code will expire in 5 minutes.' Below this text, the verification code '012345' is displayed and highlighted with a red box. A red arrow points from the '012345' code in the email to the 'Verification Code' input field on the website.

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 Create Your SDI Online Profile screen.

Read the instructions.

Select **Create Physician/Practitioner Profile** link.

The screenshot shows the 'Create Your SDI Online Profile' page from the EDD State of California website. The page is divided into four main sections: Claimants, Employers, Physician/Practitioners, and Voluntary Plan. The 'Physician/Practitioners' section is highlighted with a red rectangular box. Within this section, the 'Create Physician/Practitioner Profile' button is pointed to by a red arrow. The 'Claimants' section includes a 'Create Claimant Profile' button. The 'Employers' section includes a 'Create Employer Profile' button. The 'Voluntary Plan' section includes a link to 'send a request via email for a Voluntary Plan SDI Online registration form' and a link to 'Manage Your Voluntary Plan'.

Create Your SDI Online Profile

Claimants
Apply for disability or Paid Family Leave (PFL) or manage your claim.
You will need your:
• Social Security number
• California driver's license or ID card
If you do not have a driver's license or ID card, you must [apply for disability or PFL by mail](#).
[Create Claimant Profile](#)

Employers
Respond to notices about claims filed by your employees.
You will need the Quarterly Contribution Return and Report of Wages ([DE 9C](#)) for:
• Employer Account Number (EAN) or payroll tax account number
• Employer ZIP Code
• Grand Total subject wages (L)
[Create Employer Profile](#)

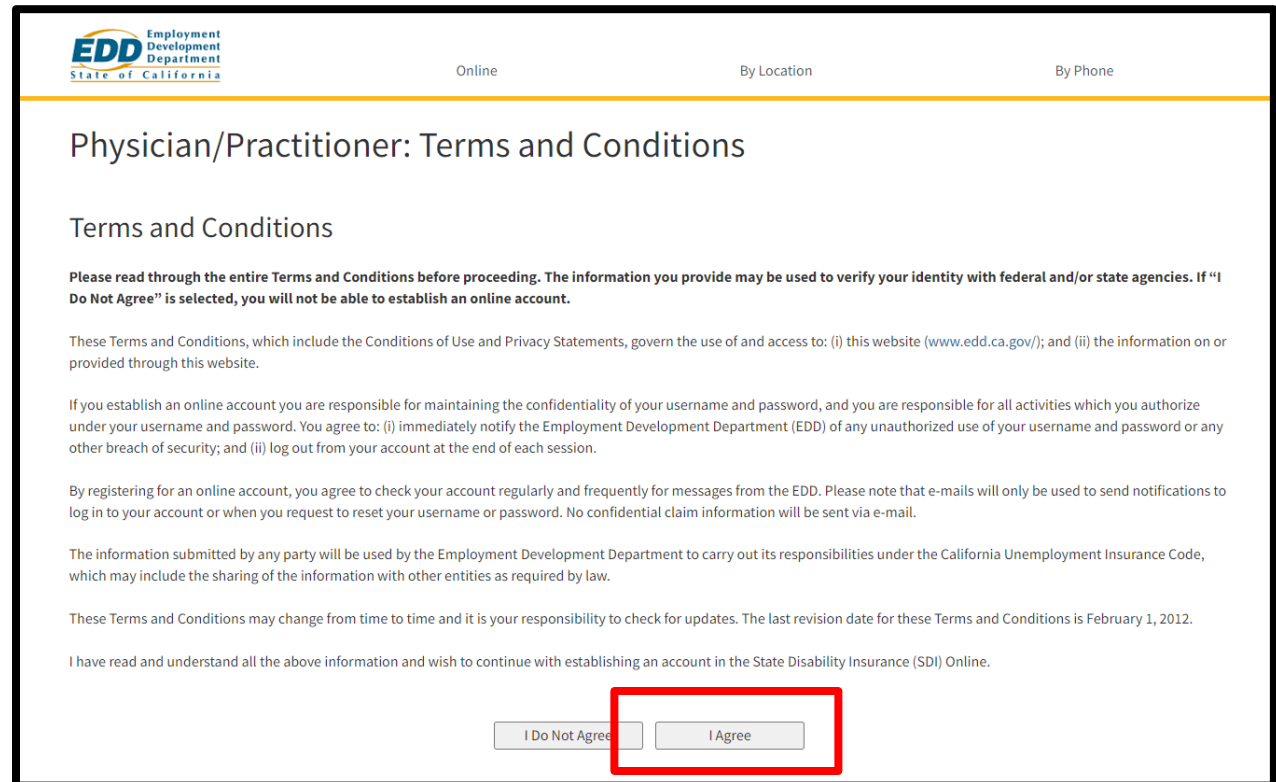
Physician/Practitioners
Complete medical certifications for disability and Paid Family Leave claims as a licensed physician/practitioner or their representative.
You will need:
• The physician/practitioner's medical license
• Your California driver's license or ID card
[Create Physician/Practitioner Profile](#)
[Create Representative Profile](#)

Voluntary Plan
If you represent an employer with a Voluntary Plan, [send a request via email for a Voluntary Plan SDI Online registration form](#).
For more information, visit [Manage Your Voluntary Plan](#).

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.

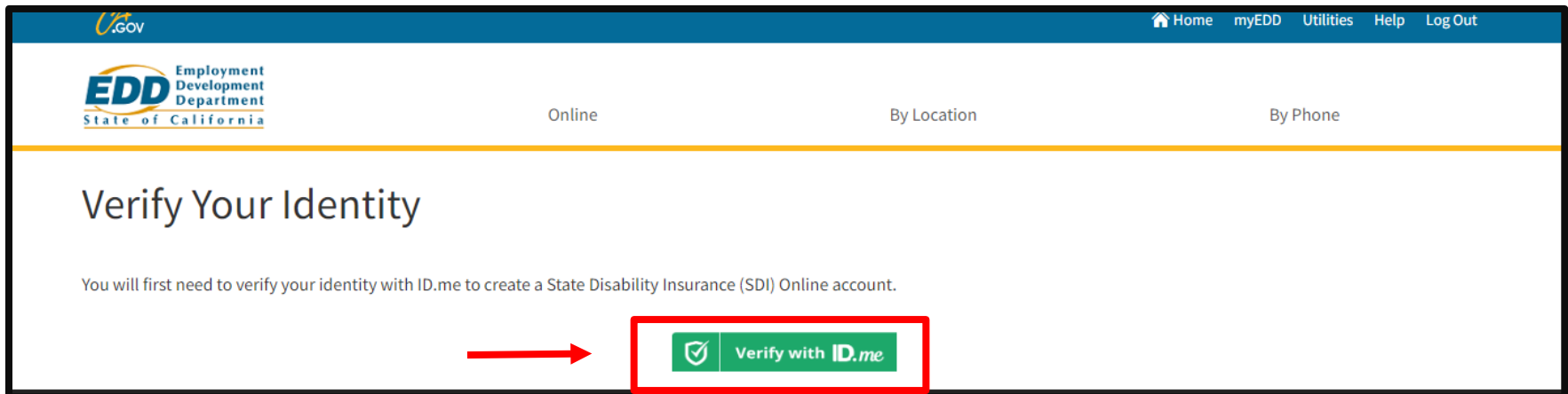
The information submitted by any party will be used by the Employment Development Department to carry out its responsibilities under the California Unemployment Insurance Code, which may include the sharing of the information with other entities as required by law.

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 the physician/practitioner. 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.

The screenshot displays the 'Verify Your Identity' page on the EDD State of California website. At the top, there is a blue header with the 'CA GOV' logo and navigation links for 'Home', 'Help', and 'Log Out'. Below the header, the EDD logo is visible, along with navigation options: 'Online', 'By Location', and 'By Phone'. The main content area is titled 'Verify Your Identity'. A yellow banner with a warning icon and the text 'Action Required' is present. Below this, a message states: 'You must share your identity with the EDD to create an account. Select **Verify with ID.me** to share your identity.' Further down, it says: 'You will first need to verify your identity with ID.me to create a State Disability Insurance (SDI) Online account.' At the bottom of the main content area, there are two buttons: 'Cancel' and 'Verify with ID.me'. A red arrow points to the 'Verify with ID.me' button, which is highlighted with a red box. The footer contains links for 'Back to Top', 'Contact EDD', 'Conditions of Use', 'Privacy Policy', and 'Accessibility'. It also includes copyright information: 'Copyright © 2022 State of California' and build information: 'Build Environment: 'Development', Build Number: 1.0.0'.

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' form. The form is divided into three main sections: Personal Information, Physician/Practitioner Information, and Address and Phone Number. The Personal Information section includes fields for First Name, Middle Name, Last Name, a checkbox for 'Have you used any other last names?', a Suffix field, E-mail Address, Date of Birth, and Last four digits of Social Security Number. The Physician/Practitioner Information section includes NPI Number, License Type (a dropdown menu), Physician/Practitioner License Number, License Expiration Date, Medical School Name, and Medical School Year Graduated. The Address and Phone Number section includes a radio button for 'US' or 'International', Address Line 1, Address Line 2, City, State (a dropdown menu), ZIP Code, Phone Number (with a separate field for the extension), and a checkbox for 'Check here if the phone number is international'. At the bottom of the form, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red rectangle.

Physician/Practitioner: Account Verification Information

*Indicates Required Field

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

Personal Information

First Name: Jonathan Jonatha
Middle Name:
Last Name: Ramakanthreddypamireddy
*Have you used any other last names? ☐ Yes ☒ No
Suffix: (If you have no suffix, leave blank.)
E-mail Address: SDIO_Integration_2547@SDIOT2.com
Date of Birth: 10-15-1985
Last four digits of Social Security Number: XXX-XX-5555

Physician/Practitioner Information

NPI Number: 5000011655
*License Type: Physician Assistant (PA)
*Physician/Practitioner License Number: PAS4554544
*License Expiration Date: 06152025
*Medical School Name: School
*Medical School Year Graduated: 1985

Address and Phone Number

Please enter the address and phone number as provided to the Department of Consumer Affairs.

☒ US ☐ International

*Address Line 1: 10833 Folsom blvd
Address Line 2:
*City: Rancho Cordova
*State: CA
*ZIP Code: 95670
*Phone Number: 6306306302 Ext: 100
☐ Check here if the phone number is international

Cancel Next

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.

CA.GOV Home myEDD Utilities Help Log Out

EDD Employment Development Department State of California

Online By Location By Phone

Physician/Practitioner: Personal Profile Information

*Indicates Required Field

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.

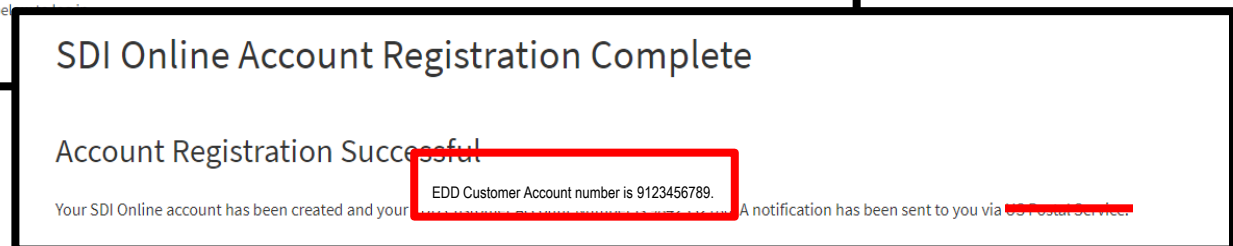
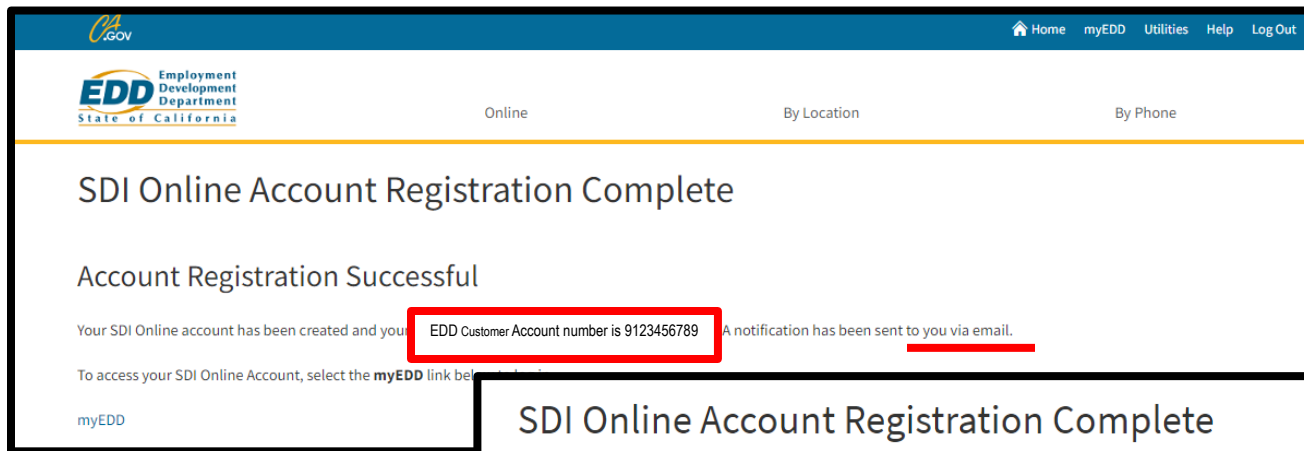
Cancel Submit

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 how to access your online account and
update personal information.



Get Started

EDD EDD

https://edd.ca.gov/

CA.gov

EDDNext

Español

Welcome to myEDD

myEDD connects you to unemployment, disability, paid family leave, and benefit overpayment services.

Log In

Email

Password

[Show](#)

[Forgot password?](#)

Log In

Don't have an account?

Create Account

Contact EDD Conditions of Use Privacy Policy Accessibility

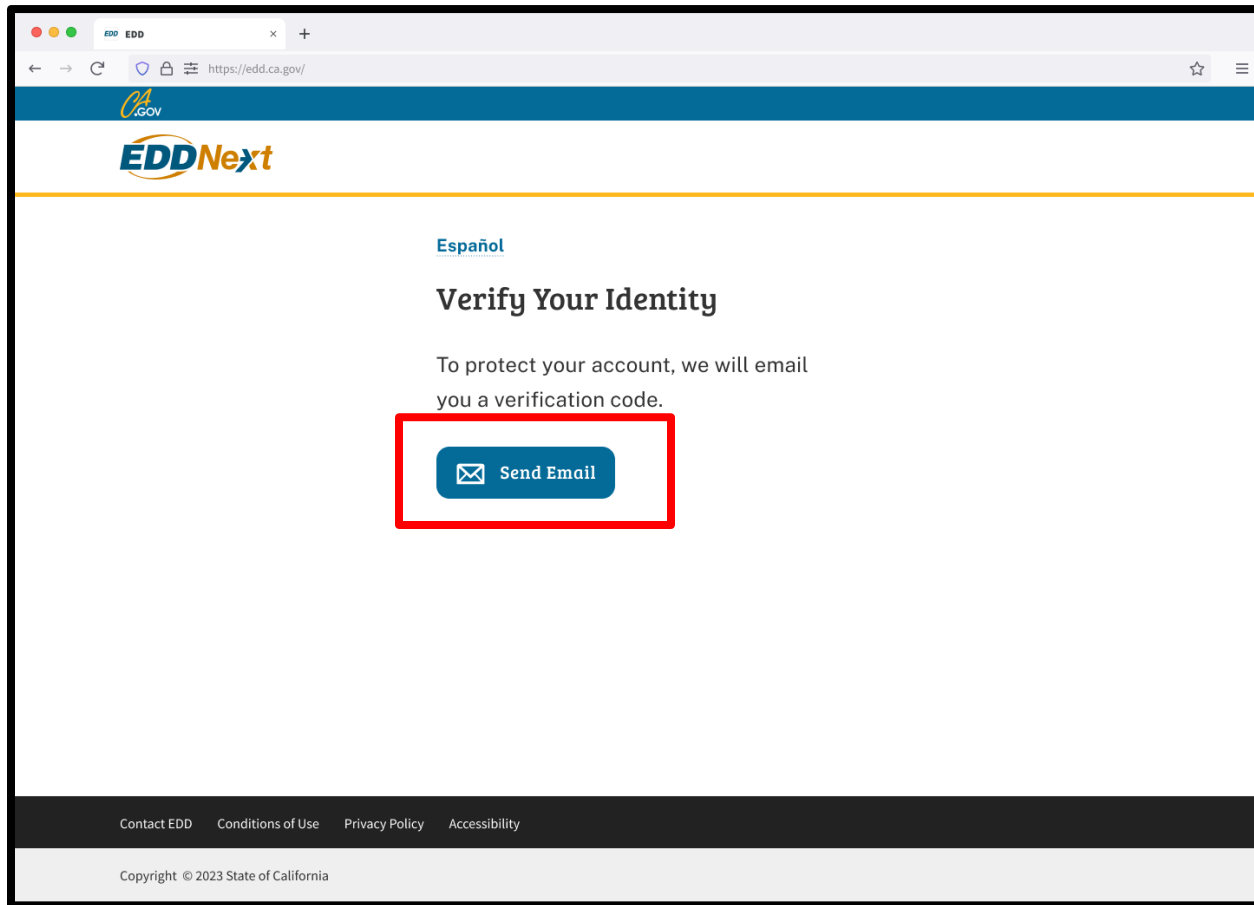
Copyright © 2023 State of California

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:

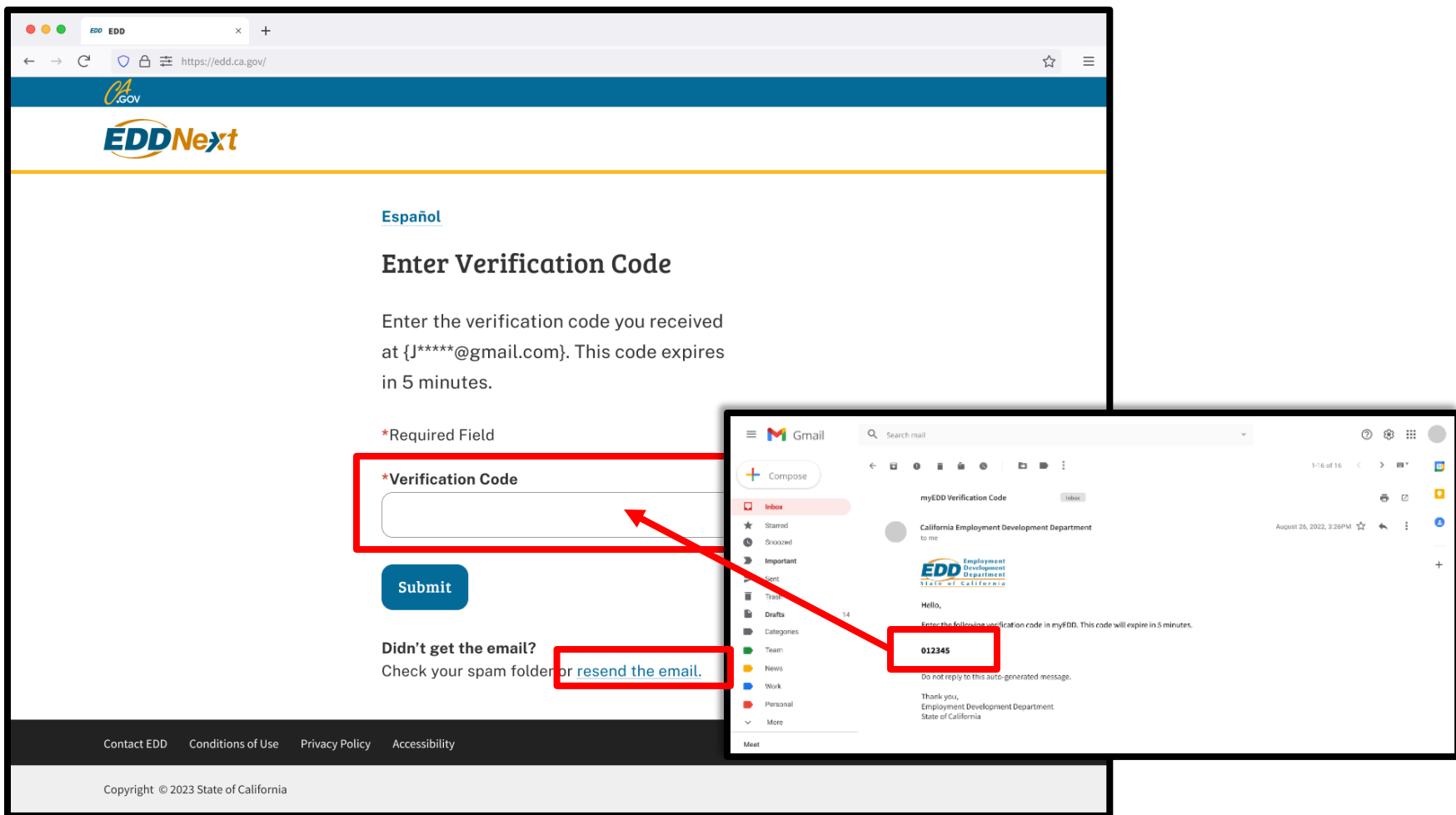
1. Visit [myEDD](#).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



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.

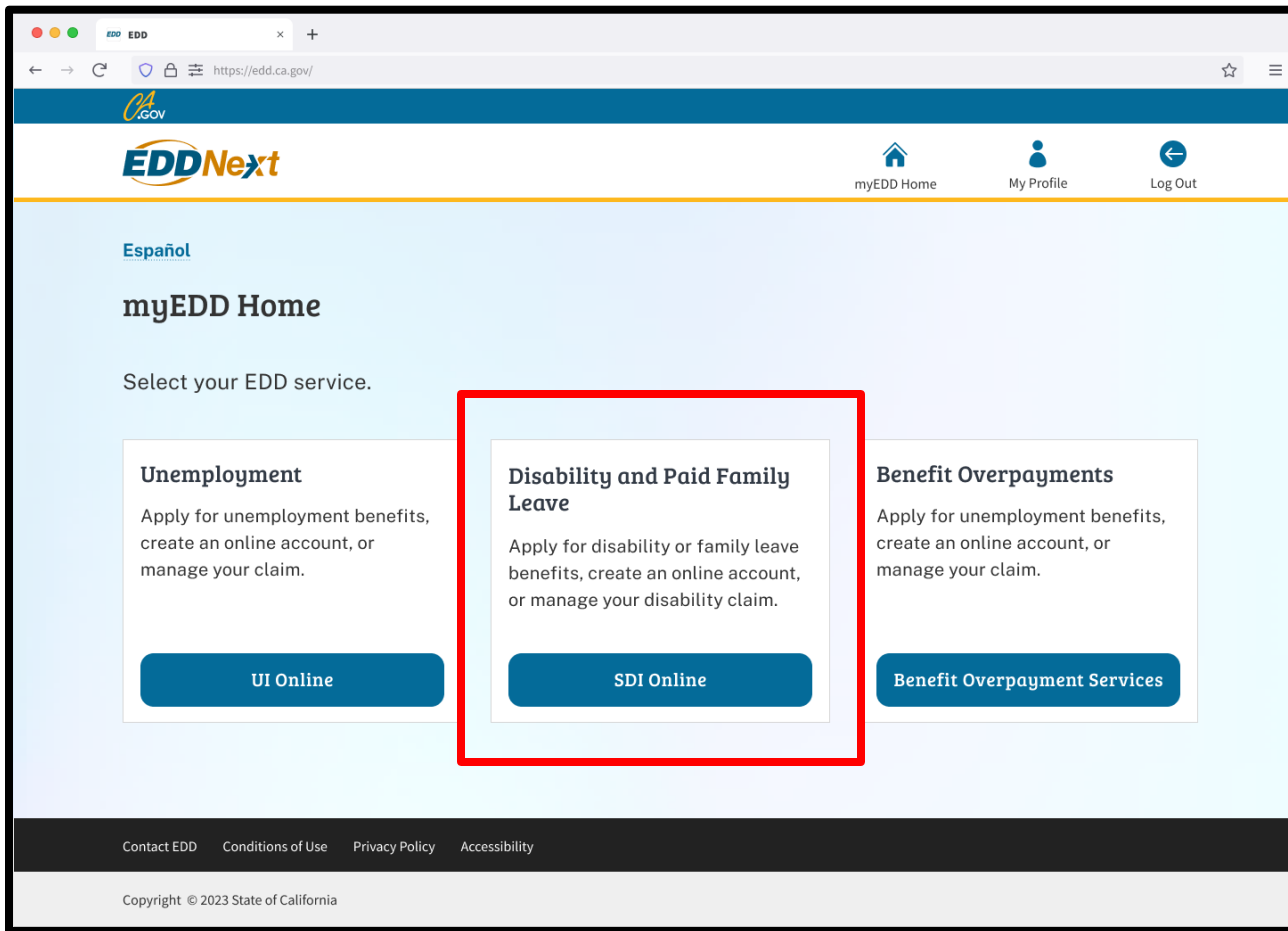
Select **Send Email**.

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 displays the EDD (Employment Development Department) SDI Online homepage. At the top, there is a navigation bar with links for 'SDI Home', 'Inbox', 'Draft', and 'Profile'. Below this, the 'Home' section includes a note '*Indicates Required Field' and a 'License Information' table. The table has two columns: 'Licensee Name' (John Feelgood) and 'License Number' (CA00000). Below the table is a 'Message Center' section with 'Inbox [New: 0, Total: 0]' and 'Saved Drafts [Total: 0]'. The 'Search' section is highlighted with a red box and contains the following 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 2525X, 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."', and '- 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 includes a '*Search By:' dropdown menu set to 'Claim ID', a '*Patient/PFL Last Name:' text field, a 'Date of Birth:' text field with a '(MMDD/YYYY)' placeholder, and 'Cancel' and 'Search' buttons.

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 2525X, 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: 8963025741 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.

Cancel

Back to Top Contact EDD Conditions of Use Privacy Policy Accessibility



Add a Treatment Address

Learn 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.

The screenshot shows the EDD (Employment Development Department) website for the State of California. The page title is "Physician/Practitioner Update Personal Profile Information". A red box highlights the "Change:" dropdown menu in the top right corner, with a red arrow pointing to the "Manage Treatment Address" option. The page also displays the user's profile information, including Licensee Name, License Type, License Number, License Expiration Date, Address, Phone Number, and Medical School Name.

Employment Development Department
State of California

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: 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

Cancel **Save**

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

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 how to add your medical representatives to your account.



[Get Started](#)

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.

Physicians /practitioners may assign an unlimited number of representatives to complete and submit medical forms on their behalf.

To add a physician/practitioner representative select **Profile** from the main menu.

It is the physician/practitioner's responsibility to remove representatives that no longer work in their medical offices.

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

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: 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 how to register as a representative of your physicians/practitioners in SDI Online.



[Get Started](#)

EDD EDD

https://edd.ca.gov/

CA.gov

EDDNext

[Español](#)

Welcome to myEDD

myEDD connects you to unemployment, disability, paid family leave, and benefit overpayment services.

Log In

Email

Password

 [Show](#)

[Forgot password?](#)

Log In

Don't have an account?

Create Account

Contact EDD Conditions of Use Privacy Policy Accessibility

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

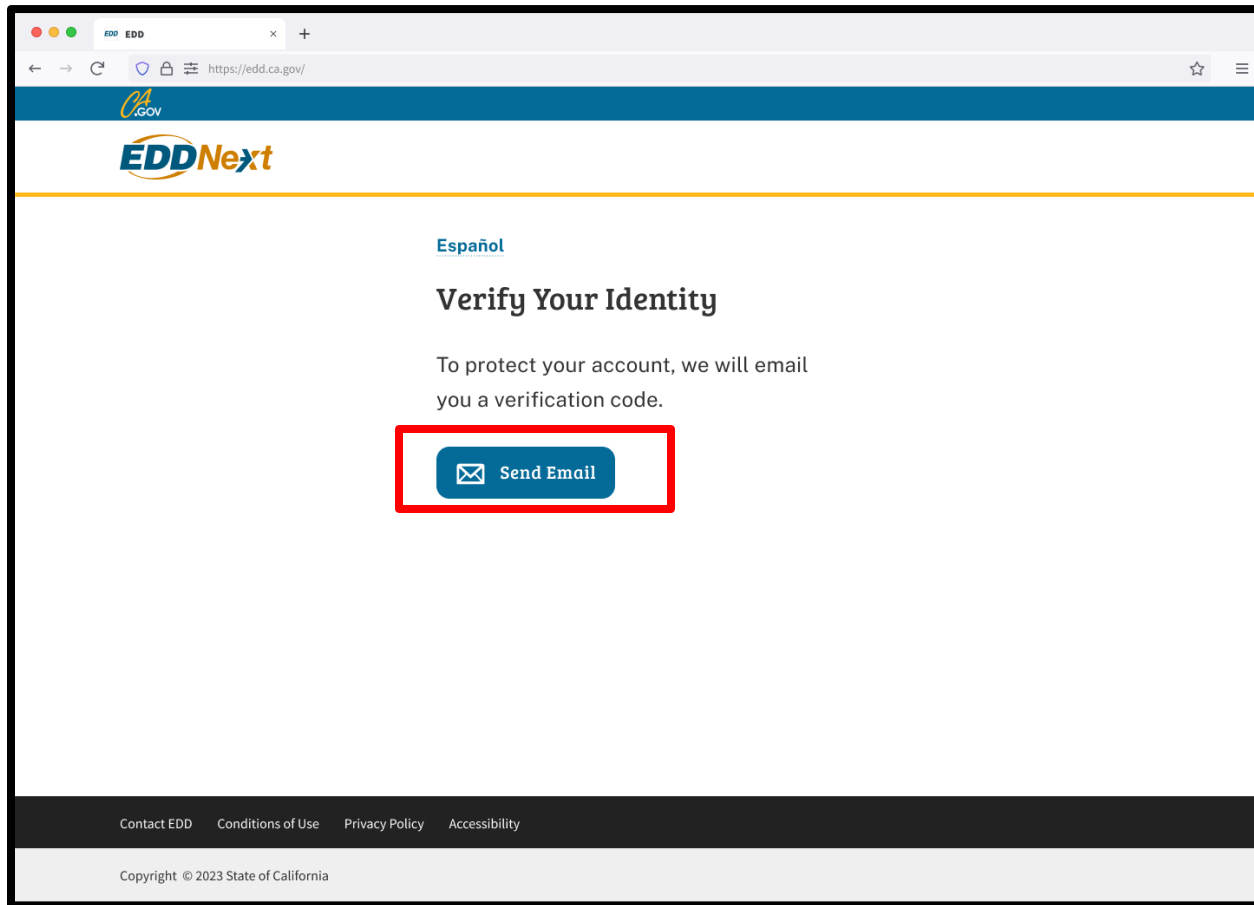
Use the [Create Your myEDD Account](#) section of this tutorial for instructions.

Note

For Spanish, select **Español**.

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

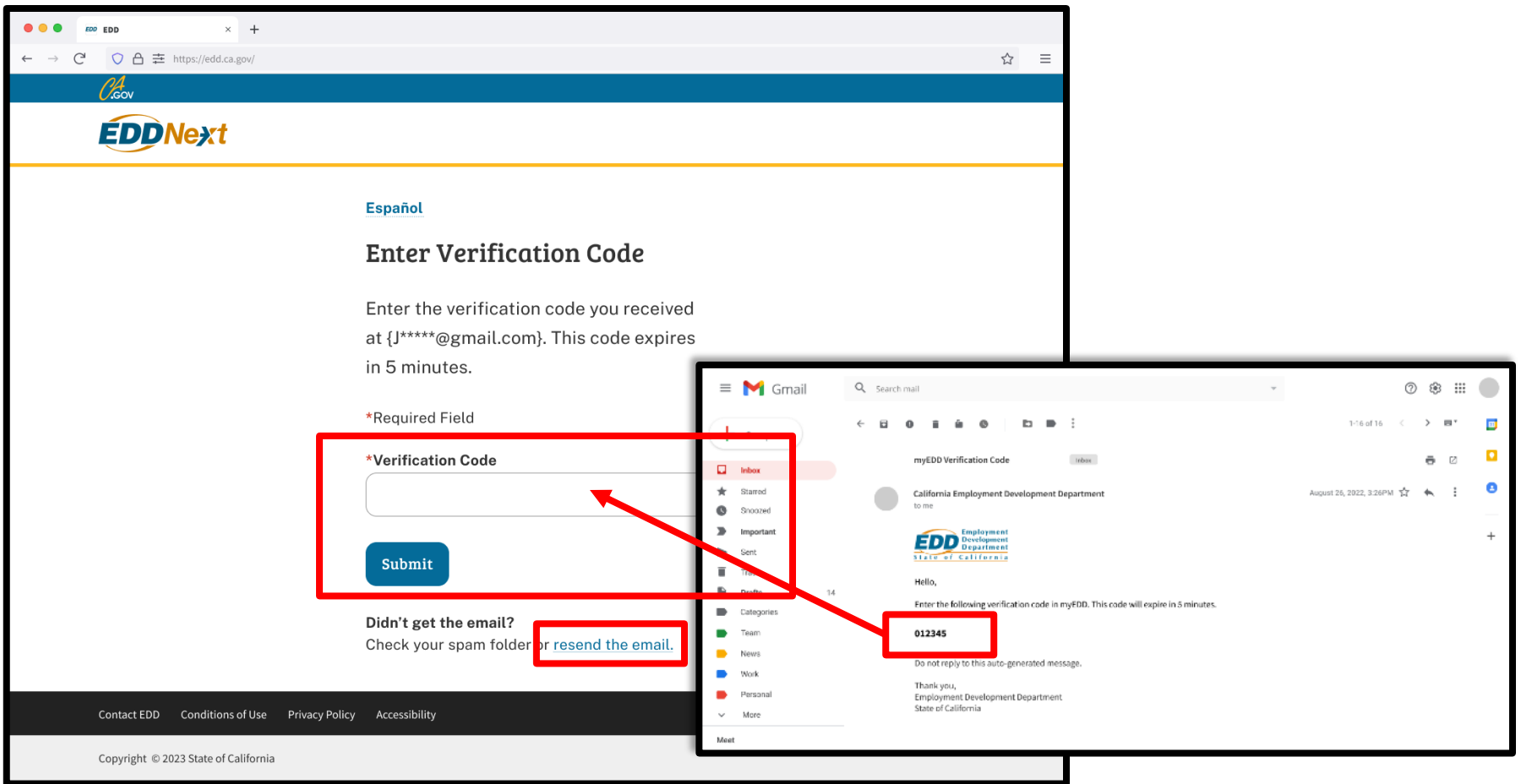
1. Visit [myEDD](#).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



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.

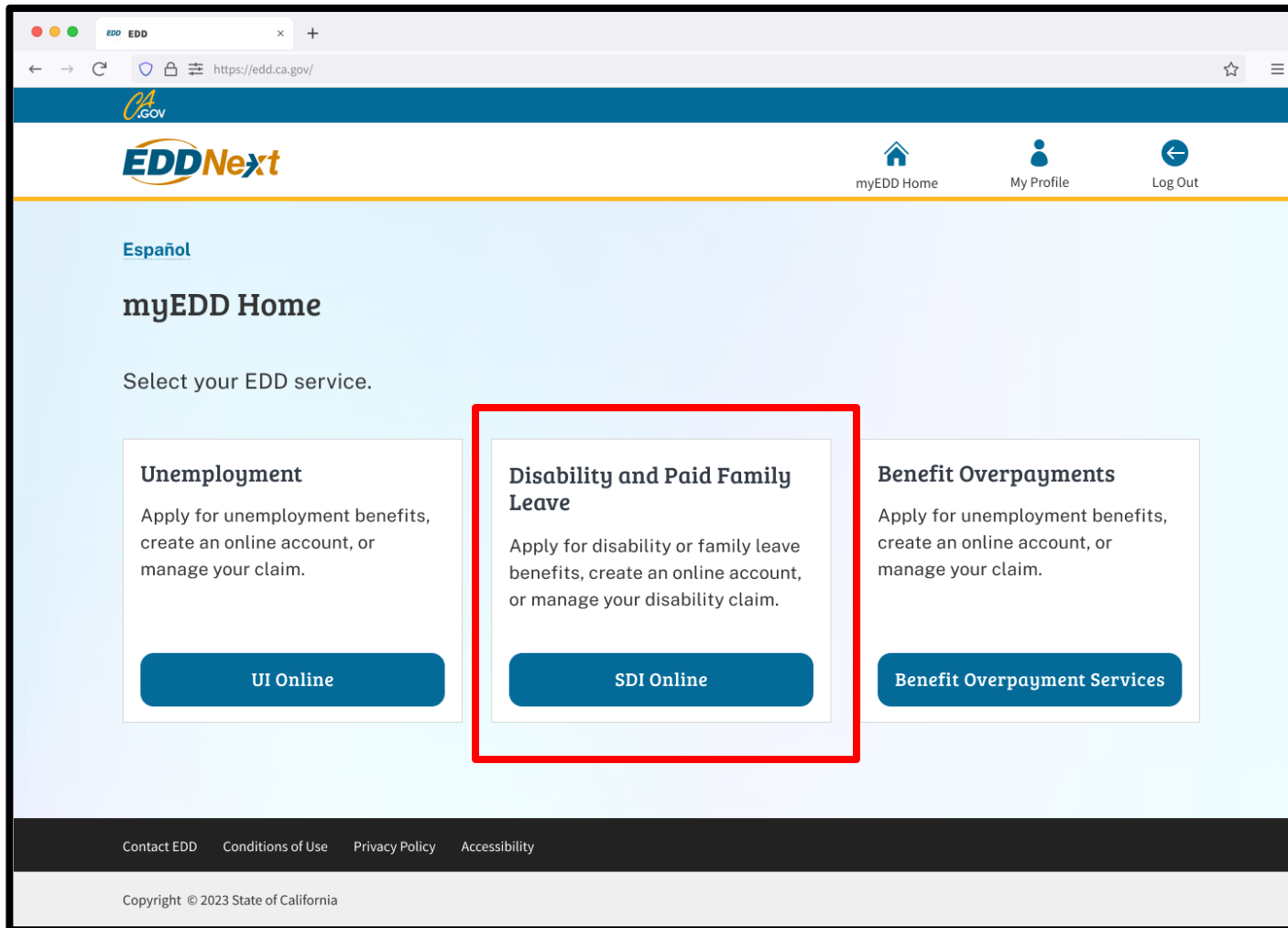
Select **Send Email**.

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.

CA
EDD Employment Development Department
State of California

SDI Online Home myEDD Utilities Help Log Out

Create Your SDI Online Profile

Claimants

Apply for disability or Paid Family Leave (PFL) or manage your claim.

You will need your:

- Social Security number
- California driver's license or ID card

If you do not have a driver's license or ID card, you must [apply for disability](#) or [PFL by mail](#).

Create Claimant Profile

Employers

Respond to notices about claims filed by your employees.

You will need the Quarterly Contribution Return and Report of Wages ([DE 9C](#)) for:

- Employer Account Number (EAN) or payroll tax account number
- Employer ZIP Code
- Grand Total subject wages (L)

Create Employer Profile

Physician/Practitioners

Complete medical certifications for disability and Paid Family Leave claims as a licensed physician/practitioner or their representative.

You will need:

- The physician/practitioner's medical license
- Your California driver's license or ID card

Create Physician/Practitioner Profile

Create Representative Profile

Voluntary Plan

If you represent an employer with a Voluntary Plan, [send a request via email for a Voluntary Plan SDI Online registration form](#).

For more information, visit [Manage Your Voluntary Plan](#).

You will be sent to the Create Your SDI Online Profile screen.

Select the **Create Representative Profile** link.

Important

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 physician/practitioner 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 physician/practitioner 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.

EDD EDD

https://edd.ca.gov/

CA.gov

EDDNext

Español

Welcome to myEDD

myEDD connects you to unemployment, disability, paid family leave, and benefit overpayment services.

Log In

Email

Password

[Show](#)

[Forgot password?](#)

Log In

[Don't have an account?](#)

Create Account

Contact EDD Conditions of Use Privacy Policy Accessibility

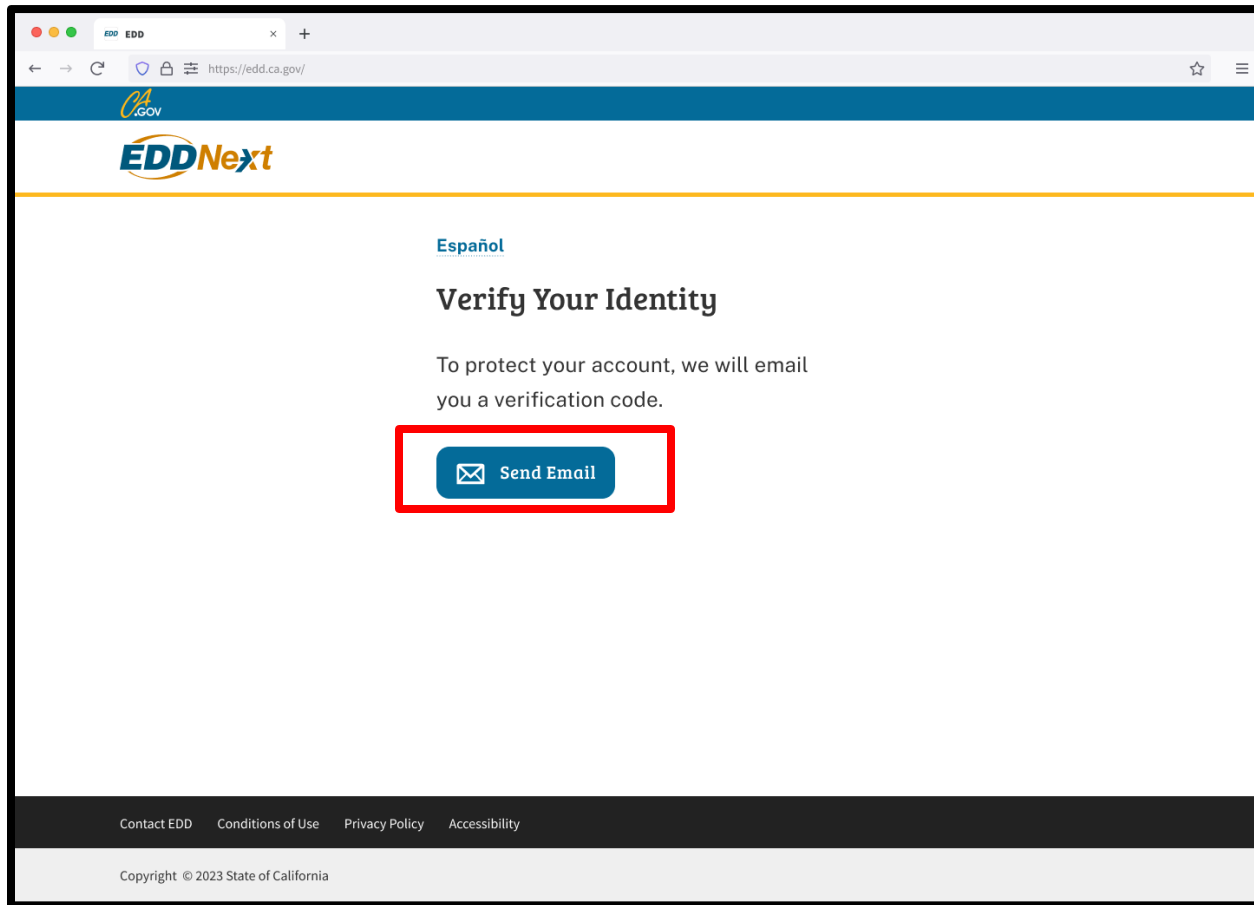
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Note

For Spanish, select **Español**.

Log in to myEDD to access SDI Online:

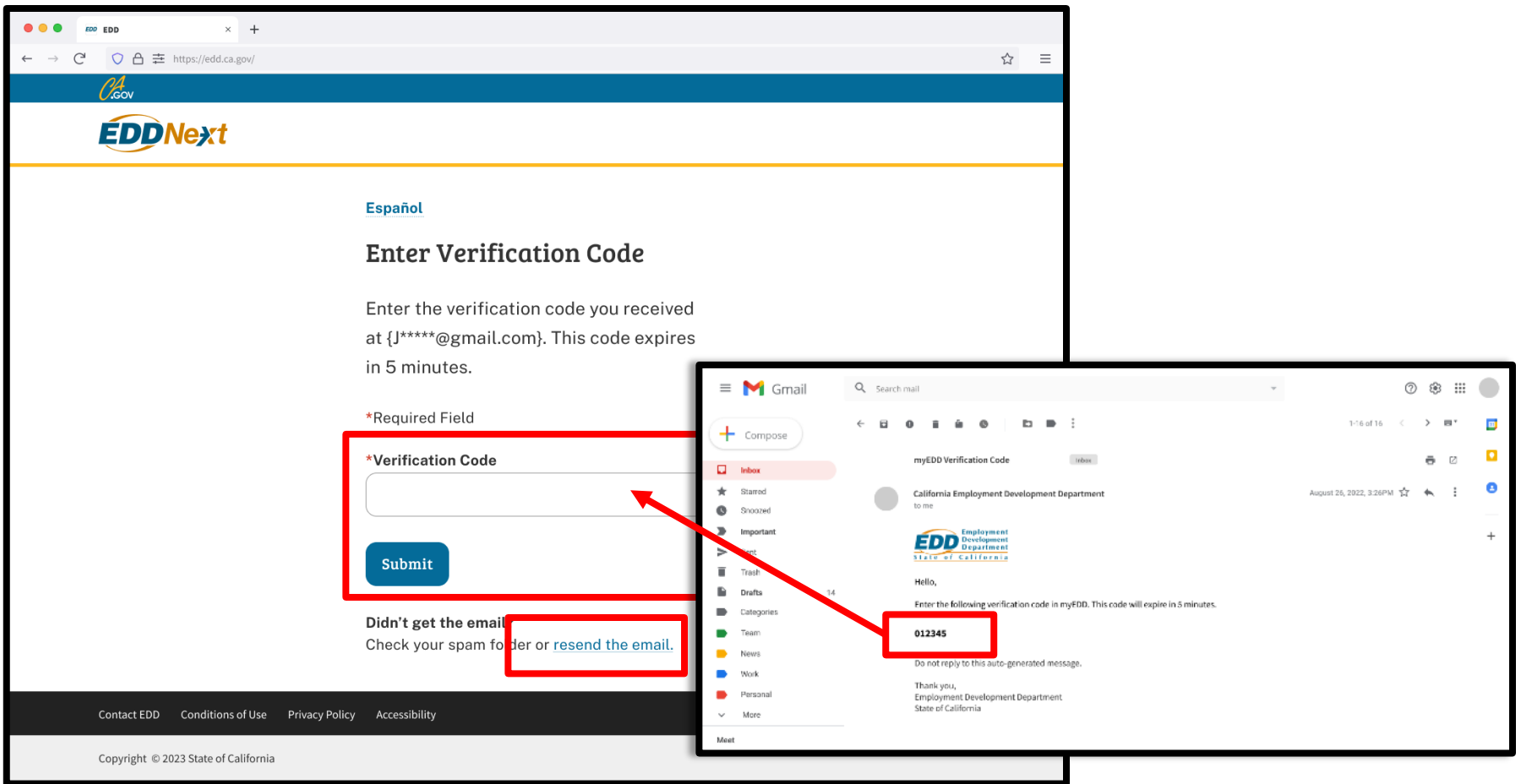
1. Visit [myEDD](#).
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



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.

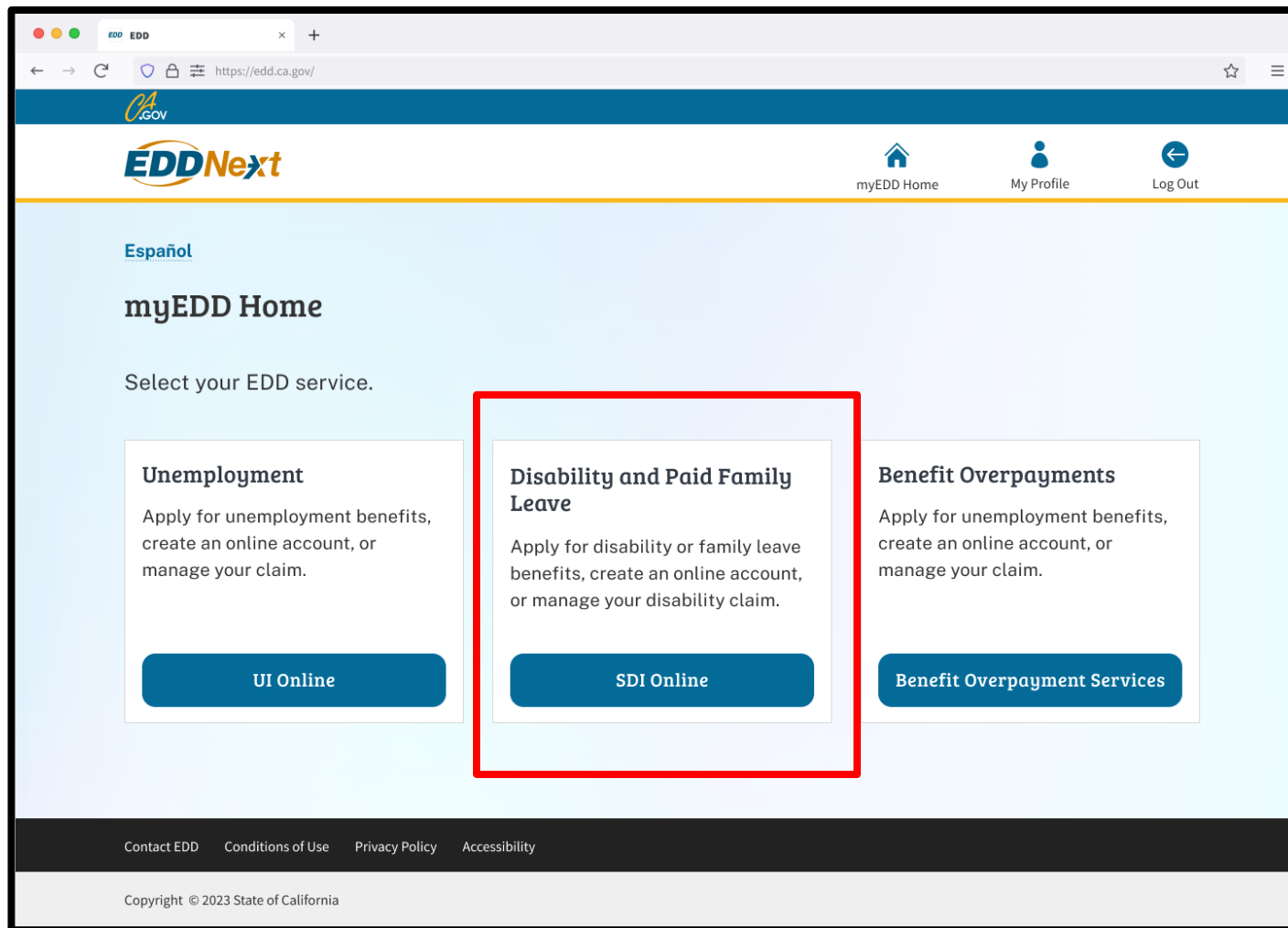
Select **Send Email**.

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



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 physicians/practitioners, 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 physician/practitioner per log in. You must log out to select a different physician/practitioner.

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 the *Application for Disability Insurance Benefits* (DE 2501) – Part B

Learn 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. Physicians/practitioners should skip to the next page.

- On this screen, select the physician/practitioner which you are submitting the *Claim for Disability Insurance (DI) Benefits* (DE 2501), Part B on behalf.
- You can only select one physician/practitioner at a time.
- You can switch to a different physician/practitioner 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.

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:

Claim ID

*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 Receipt Number

***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

SSR Home About Drafts Profile

Initial Questions

1 Treatment Address 2 Patient Information 3 Claims Information 4 Declaration

You are currently on Step 2 Patient Information

* Indicates Required Field

Section 1 - Patient Information

Patient's Name: Harrison Jones
 Receipt Number: EUC0000000030657
 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:

*Has the patient been previously by another physician/practitioner or medical facility for the current disability/illness/injury?

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

Previous Cancel **Save as Draft** **Next**

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: (MMDDYYYY)

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: (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)

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

Treatment Address

Patient Information

Claim Information

Declaration

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:

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:

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:

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



Treatment Address



Patient Information



Claim Information



Declaration

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

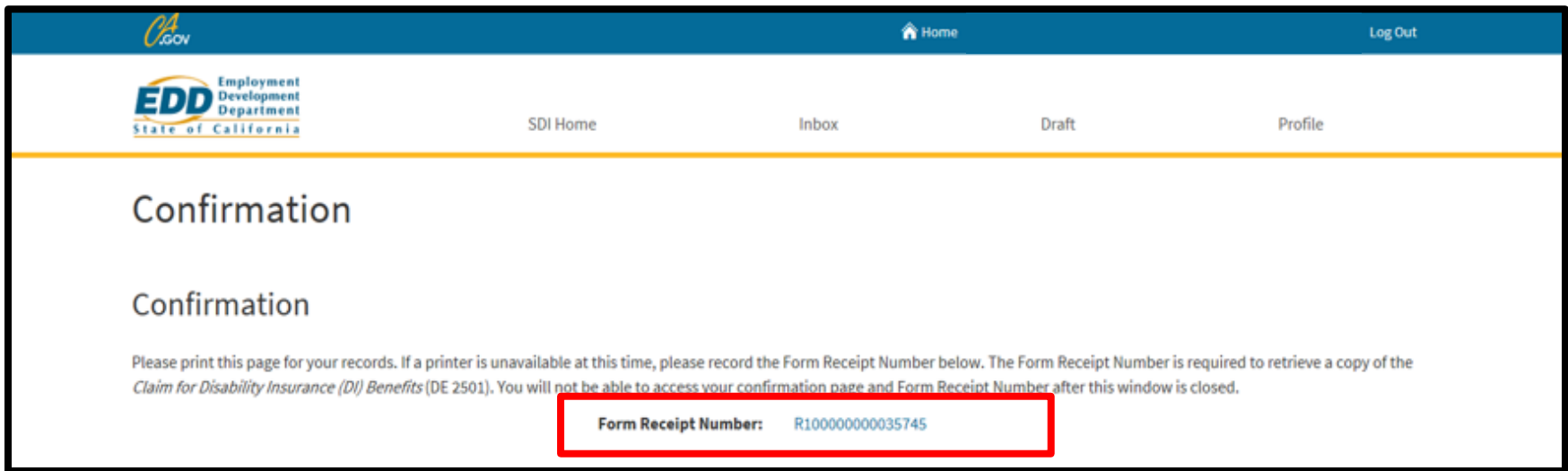
Submit

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**.

A screenshot of the EDD (Employment Development Department) Confirmation screen. The header includes the CA.GOV logo, a Home button, and a Log Out button. Below the header, there's a navigation bar with links for SDI Home, Inbox, Draft, and Profile. The main content area is titled "Confirmation" and contains a message: "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 Claim for Disability Insurance (DI) Benefits (DE 2501). You will not be able to access your confirmation page and Form Receipt Number after this window is closed." Below this message, the "Form Receipt Number" is displayed as "R100000000035745", which is highlighted by a red rectangular box.

CA.GOV Home Log Out

EDD Employment Development Department State of California

SDI Home Inbox Draft Profile

Confirmation

Confirmation

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 Claim for Disability Insurance (DI) Benefits (DE 2501). You will not be able to access your confirmation page and Form Receipt Number after this window is closed.

Form Receipt Number: [R100000000035745](#)

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



Get Started

The screenshot shows the EDD (Employment Development Department) SDI Home page. At the top, there is a navigation bar with links for SDI Home, Inbox, Draft, and Profile. Below this, the 'Home' section includes a note about required fields and a 'License Information' table. The table shows the Licensee Name as 'John Feelgood' and the License Number as 'CA00000'. Below the table is a 'Message Center' section with links for 'Inbox [New: 0, Total: 0]' and 'Saved Drafts [Total: 0]'. The 'Search' section contains instructions for various searches and a search form. The search form has a red box around the 'Search By' dropdown (set to 'Last 4 digits of SSN'), the 'Patient/PFL Last Name' field (containing 'Doe'), and the 'Date of Birth' field (containing 'MMDDYYYY'). At the bottom of the search form are 'Cancel' and 'Search' buttons, with the 'Search' button also highlighted by a red box.

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: Last 4 digits of SSN [v] []

*Patient/PFL Last Name: Doe []

Date of Birth: MMDDYYYY []

[Cancel] [Search]

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: Last 4 digits of SSN ☒

*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 a duplicate form. 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

Names: **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

Note

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

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?

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

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

Select **Next** to continue.

EDD

Employment
Development
Department

State of California

SDI Home

Inbox

Draft

Profile

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:

(MM/DD/YYYY)

Date of Discharge:

(MM/DD/YYYY)

☐ 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:

(MM/DD/YYYY)

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

ICD Procedure Code:

Procedure Code Version:

Select

ICD Procedure Code:

Procedure Code Version:

Select

ICD Procedure Code:

Procedure Code Version:

Select

ICD Procedure Code:

Procedure Code Version:

Select

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:

(MM/DD/YYYY)

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.

SAMPLE, this page for reference only.



2525XX10161



RETURN TO: ----->



PHYSICIAN/PRACTITIONER'S SUPPLEMENTARY CERTIFICATE

EDD Customer Account Number (EDDCAN)	CLAIM ID	SSN/ECN	CED

Claimant Instructions: If you are still disabled, contact your physician/practitioner immediately for completion of the Physician/Practitioner's Supplementary Certificate which must be submitted within twenty (20) days of the mailing date shown above or you may lose additional benefits.

Instrucciones al Solicitante de Beneficios: Si Ud. aun sigue incapacitado, comuníquese con su Médico/Profesional (Medico) lo más pronto posible para completar el documento titulado en inglés "Physician/Practitioner Supplementary Certificate" el cual debe ser presentado dentro de un plazo de veinte (20) días de la fecha de envío indicada arriba o de lo contrario es posible que pueda perder beneficios adicionales.

Physician/Practitioner Instructions: For faster processing, the physician/practitioner may complete and submit this form online at www.edd.ca.gov. If this form is submitted online, you do not have to mail this form back to EDD. When completing this form, PLEASE PRINT WITH BLACK INK.

1. ARE YOU STILL TREATING THE PATIENT?	☒ YES	☐ NO	DATE OF LAST TREATMENT	M	M	D	D	Y	Y	Y	Y								
2. WHAT CURRENT CONDITION(S) CONTINUES TO MAKE THE PATIENT DISABLED? (DIAGNOSIS REQUIRED, IF MADE)																			
3. DATE OF NEXT APPOINTMENT												M	M	D	D	Y	Y	Y	Y
4. ICD DIAGNOSIS CODE(S) FOR DISABLING CONDITION THAT PREVENT THE PATIENT FROM PERFORMING HIS/HER REGULAR OR CUSTOMARY WORK (REQUIRED)																			
EXAMPLE OF HOW TO COMPLETE ICD CODES	ICD-9	3	2	0	•	1													
	(Check only one box)																		
	ICD-10	G	0	0	•	1													
		☐ ICD-9																	
	☐ ICD-10																		
	PRIMARY				•														
	SECONDARY				•														
	SECONDARY				•														
	SECONDARY				•														

ADDITIONAL QUESTIONS ON FOLLOWING PAGES



DE 2525XX Rev. 4 (10-16) (INTRANET)

Page 1 of 3

CU

If you complete a paper *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.

Important!

Do not add unnecessary attachments to the form. It causes a delay for your patient due to extra manual processing needed.

Write all information directly on the form if possible. Questions 5 and 6 provide the most space for explanations such as work status.

A "Late Good Cause" letter from your or your patient is an exception and should be sent if needed.



Submit an *Application for Paid Family Leave Benefits* (DE 2501F) – Part D

Learn how to submit the DE 2501F Part D –
Physician/Practitioner's Certification for a Care claim.



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 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
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: 4154445555 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

Patient (Care Recipient) Name: John Johnson

Claimant Social Security Number: XXX-XX-XXXX

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

Previous

Cancel

Save as Draft

Next

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



Treatment Address



Initial Questions



3 Medical Information



4 Certification

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



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: [R10000000012345](#)

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 Applications

Learn how to help your patients complete and submit a paper claim application for disability or family leave care benefits.



[Get Started](#)

Common situations that require you or your patient to apply using a paper form:

Patients/Claimants:

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

Health Professionals:

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

We recommend that you complete a paper *Application 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.

To avoid processing delays when completing a paper application:

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 applications.
- Do not mail the paper application if you previously submitted it online.

For detailed instructions to help your patients to complete paper applications, use these tutorials:

- [Claimant: File Your Disability Claim Paper Application \(PDF\)](#)
- [Claimant Paid Family Leave: All Users File Your Paid Family Leave Application by Mail \(PDF\)](#)

EDD Employment Development Department State of California

SAMPLE, this page for reference only

Application for Disability Insurance Benefits

Health Insurance Portability and Accountability Act (HIPAA) Authorization

Social Security Number 0000000000

Claimant Name (First) (MI) (Last)
S a m p l e C l a i m a n t

I authorize
G e o r g e B l o c k e r

(Person or 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 or managers and any other EDD employee who may need to access this information in order to process my claim or determine eligibility for State Disability Insurance benefits.

I understand that the EDD is not a health plan or health care provider, so the information released to the EDD may no longer be protected by federal privacy regulations (45 CFR Section 164.508(c)(2)(iii)). The 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 826980, 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 15 years from the date received by the 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 the 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 01/25/2025

DE 2501 Rev. 82 (10-24) (INTERNET) Page 7 of 13

EDD Application for Paid Family Leave Benefits

SAMPLE, this page for reference only

Part A - Statement of Claimant (Care, Healing, Or Military Asset Provider)

1. Your Social Security Number 0000000000 2. Language you prefer to use English Spanish Other 3. Other (see below)

4. Your Legal Name: First Name MI Last Name S a m p l e C l a i m a n t 5. Gender: Male Female

6. Phone Number 123 456 7890 7. If you have worked under any other last names, enter them here (for example, a maiden name or chosen name)

8. Mailing Address (to receive mail at a private mail box—not a U.S. Postal Service box—you must include the number in the "PMB" space) PMB (if applicable) 123 Any Street City Anytown State/Province CA Zip or Postal Code 12345 Complete (if not U.S.A.)

9. Name of your Employer Roadrunner Pastries 647 Armistice Way Cityname CA 12345 Employer's Phone Number 555 1234567

10. Date you worked MMDDYYYY 11. Date you want your PFL claim to start MMDDYYYY 12. Date you returned or will return to work MMDDYYYY 13. Did you work or will you continue to work during your family leave period? Yes No

14. How did you or will you reduce your work hours or stop working? Care for family member Adult Military Asset Other (specify) 15. What is your usual occupation? Pastry Chef 16. Select your preferred payment method: Debit Card Check

17. Family Member's Legal Name: First Name MI Last Name C o o k i e C l a i m a n t 18. This family member is your: Child Spouse Registered Domestic Partner Parent Grandparent Other (specify) 19. Is any other family member ready, willing, and able to provide care for the same period you are claiming PFL benefit? Yes No 20. Have you claimed or do you plan to claim workers' compensation benefits for any portion of the period covered by this claim? Yes No

21. Do you have more than one employer? Yes No 22. If your employer(s) continued or will continue to pay you during your family leave, indicate type of pay: Sick Vacation Other (specify) 23. May we disclose benefit payment information to your employer(s)? Yes No

24. At any time during your PFL leave, were you in the custody of law enforcement authorities because you were convicted of violating a law or ordinance? Yes No

25. Declaration and signature. By my signature on this application statement, I (1) claim that family leave benefits and certify that throughout the period covered by this application (see preceding questions for working rules, or participating in a qualifying event with the required natural direct) I authorize EDD to release my personal information as shown on this application to the state recipient(s) named in this application and to the state recipient(s) named in this application to the state recipient(s) named in this application. I understand that this authorization is valid for 15 years from the date received by the 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 the 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 01/25/2025

DE 2501F Rev. 7 (1-25) (INTERNET) Page 7 of 11

CONTACT US

1-855-342-3645

This number is for licensed health professionals only.

– Helpful Links –



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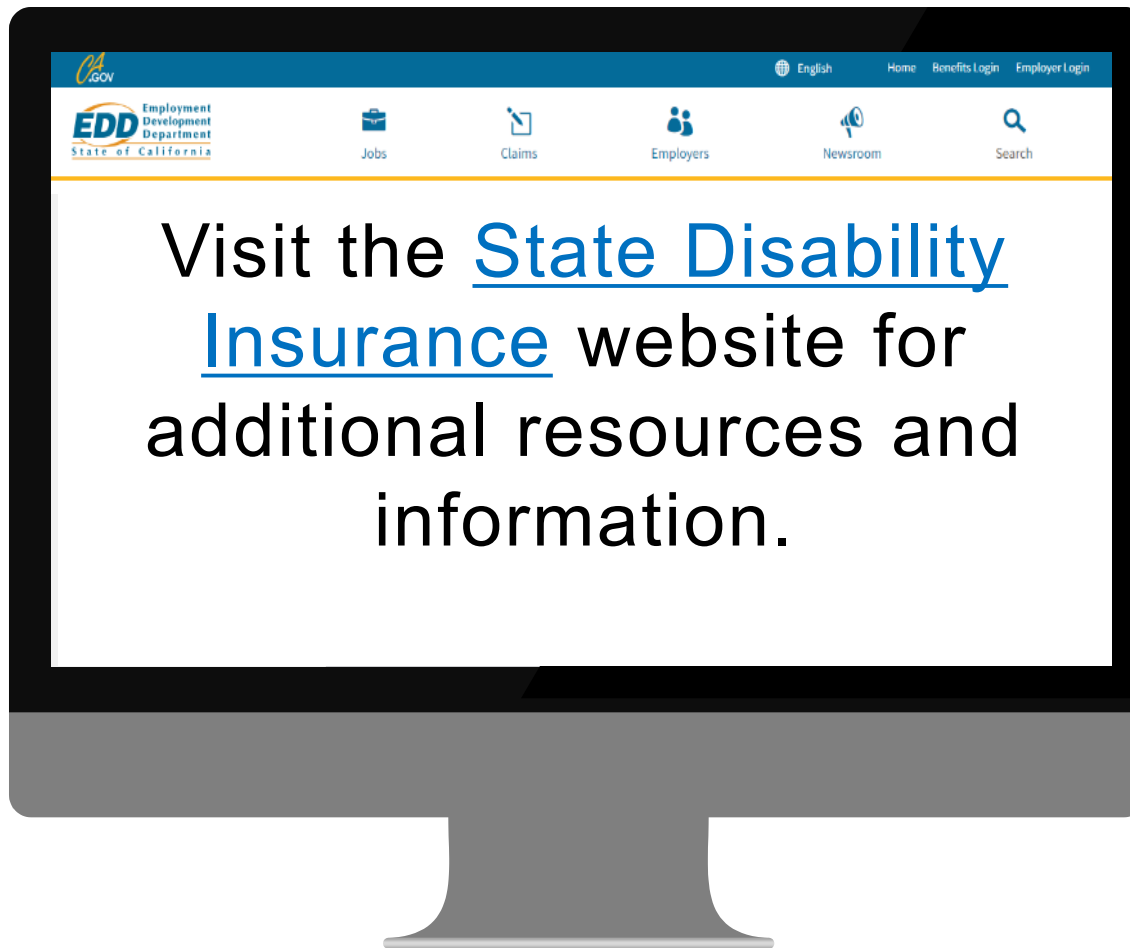
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