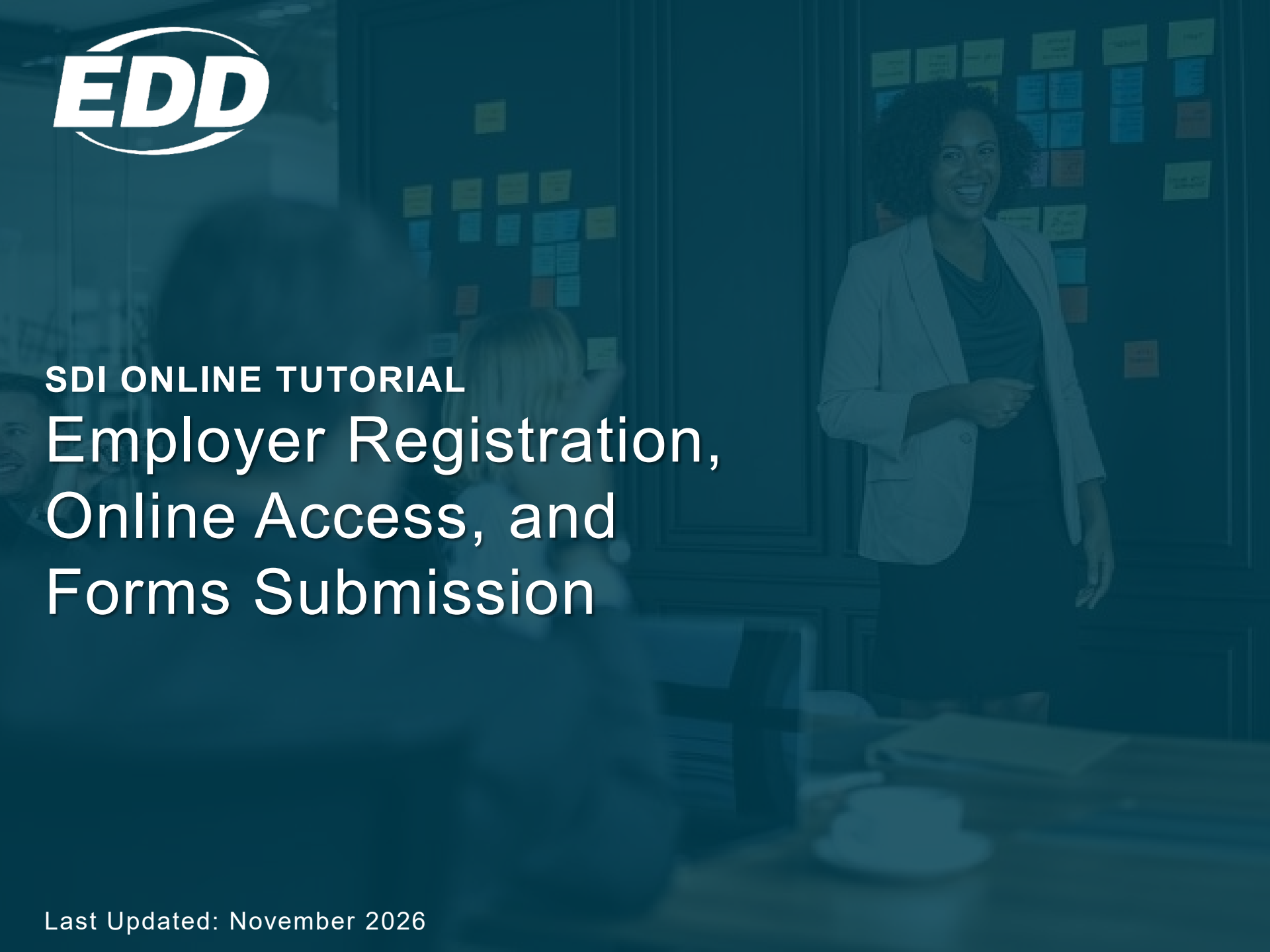


SDI ONLINE TUTORIAL

Employer Registration, Online Access, and Forms Submission

Last Updated: November 2026

CONTENTS

Create Your myEDD Account..... 3

Register as an Employer in SDI Online..... 7

Access Your SDI Online Account..... 18

Reset Your Password..... 30

Submit a *Notice to Employer of Disability Insurance Claim Filed* (DE 2503)..... 38

Submit a *Disability Insurance Eligibility – Workers' Compensation* (DE 2578A)..... 50

Submit an *Employer's Statement of Job Duties* (DE 2546PE)..... 58

SDI Online Employer Account FAQs..... 67

Create Your myEDD Account

Learn more about 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, skip to Register as an Employer in SDI Online.

Create Your myEDD Account

1. Visit myEDD to create your account.

2. Select **Create Account**. For screens in Spanish, select **Español**.

3. Enter the 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**.

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 select to get 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 message lets 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 notices. Paid Family Leave notices can only be completed by paper.

Register as an Employer in SDI Online

Learn more about how individuals representing their employer can register in SDI Online.

Get Started

What is needed to create an employer SDI Online account?

- The employer must register in California and file quarterly payroll taxes at least once with the EDD.
- To establish an account, an employer's entries in SDI Online must match our payroll tax records.
- You must enter the:
  - EDD Employer Account Number (EAN).
  - ZIP Code as reported to us.
  - Total subject wages from the most recent *Quarterly Contribution Return and Report of Wages* (DE 9C).

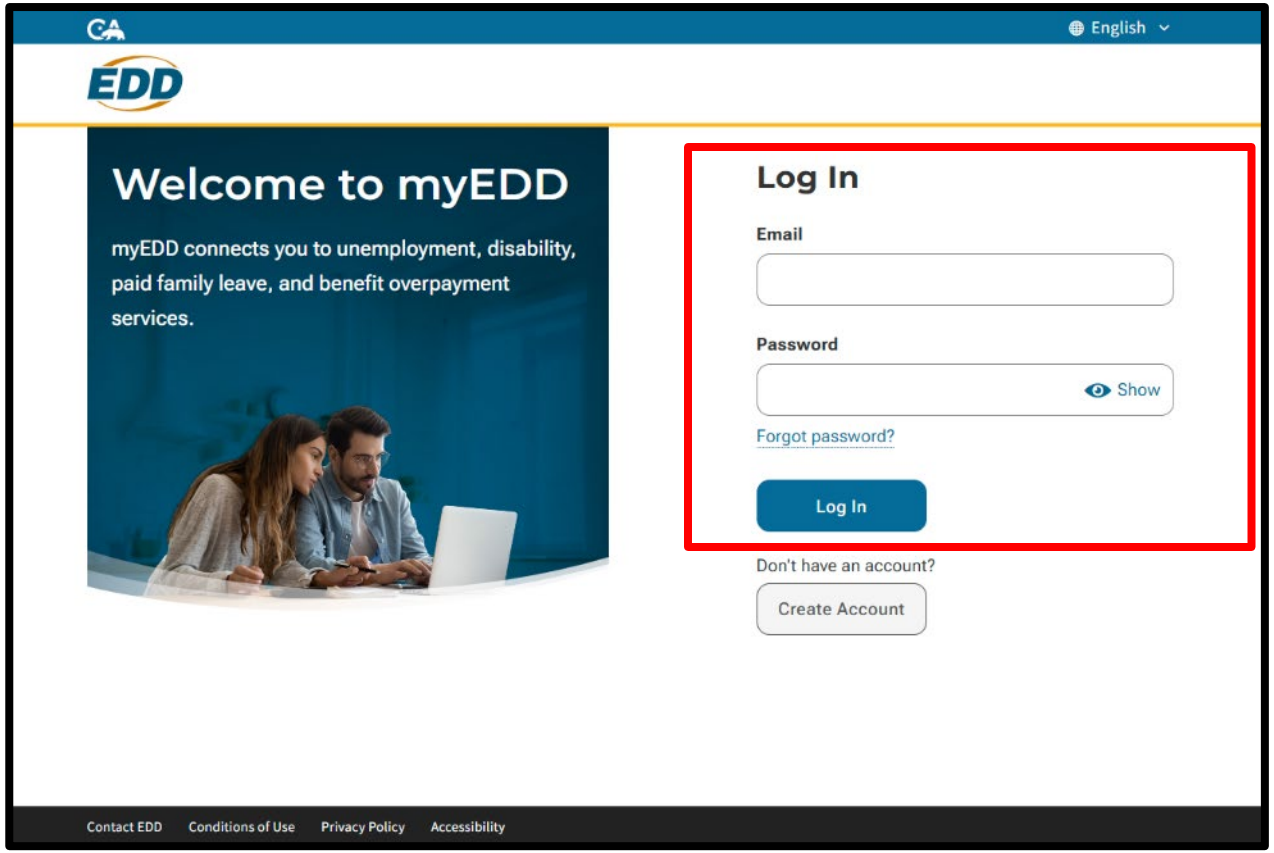
To confirm this information, contact the Taxpayer Assistance Line at 1-888-745-3886. For help with SDI Online, call us at 1-855-342-3645.



Step 1: Log in

Once you've created your myEDD account, log in to access SDI Online 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**.



Note

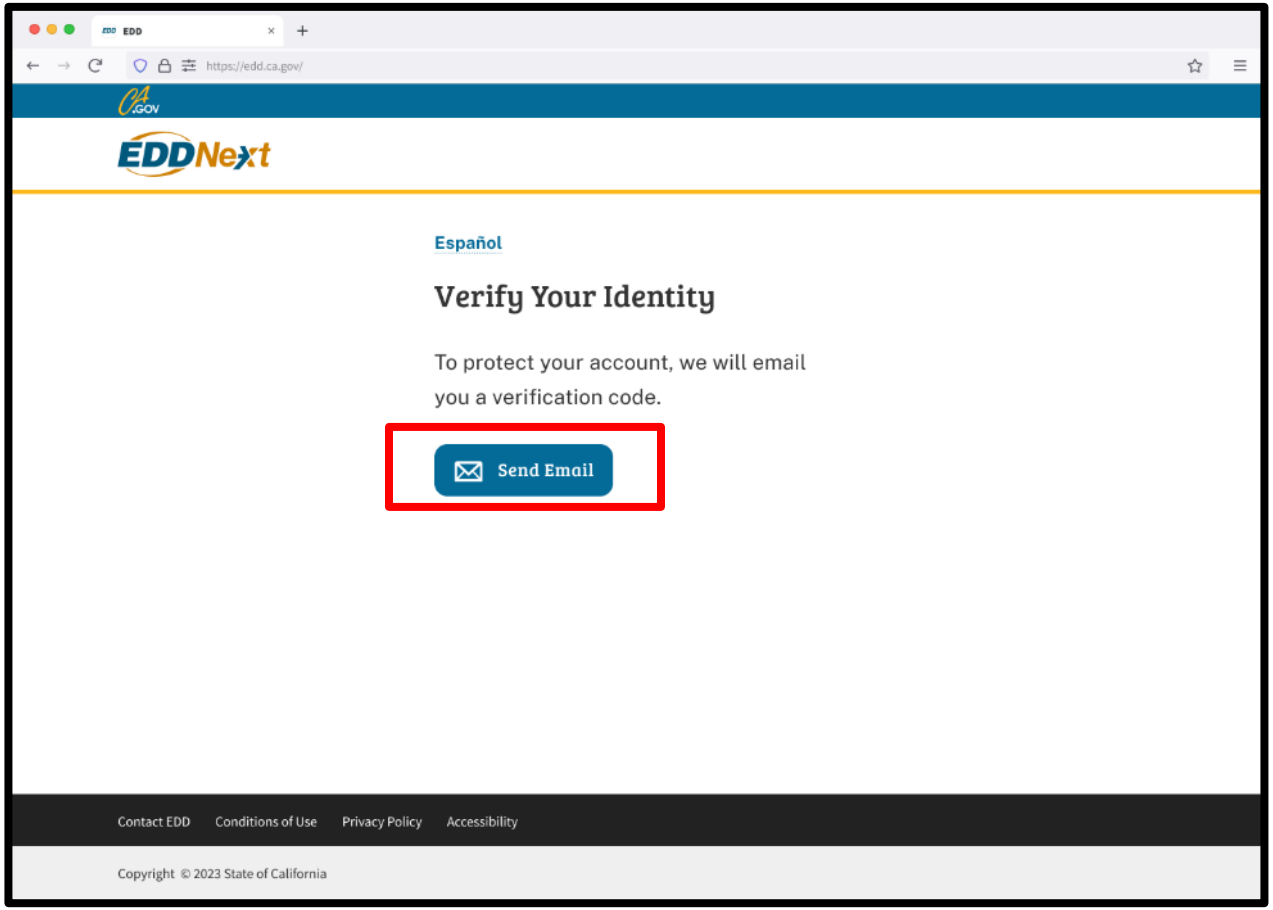
For Spanish, select **Español**.

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.**

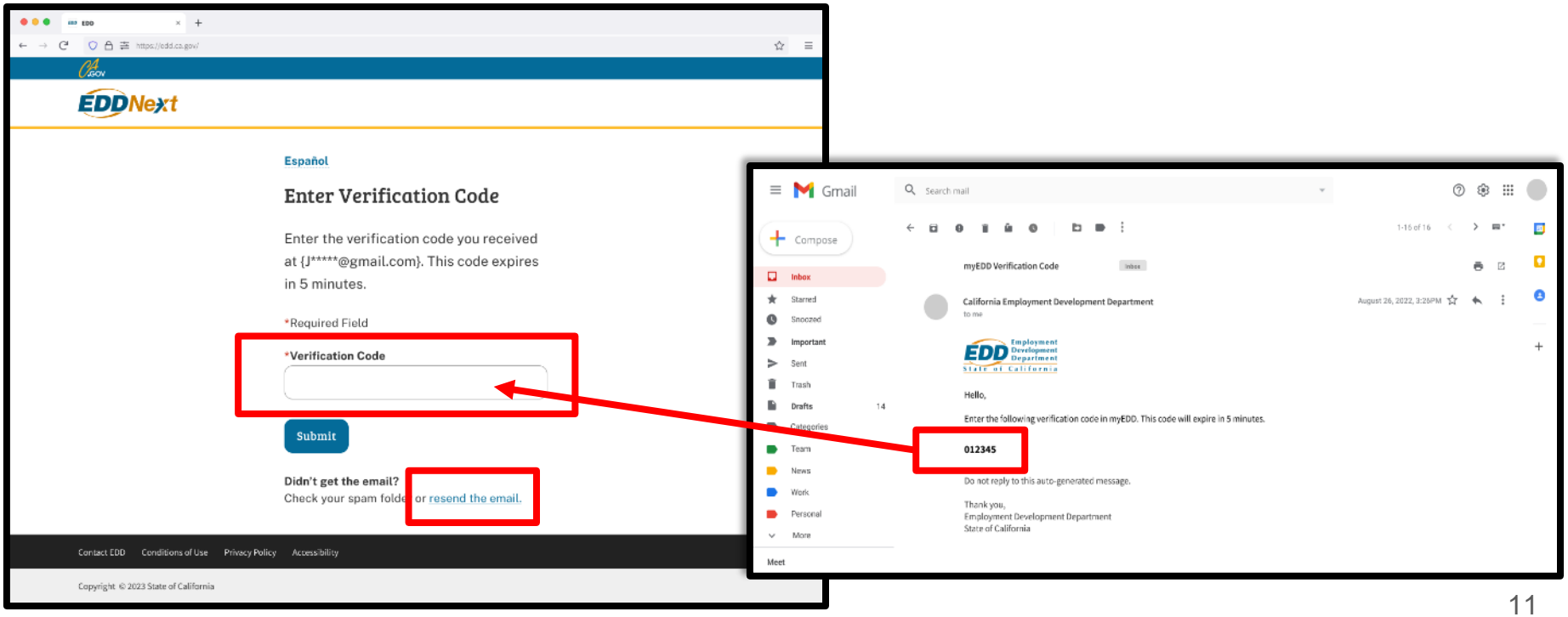
If you set up your login verification option as text message or phone call, follow the instructions based on that option.



Step 3: Enter Verification Code

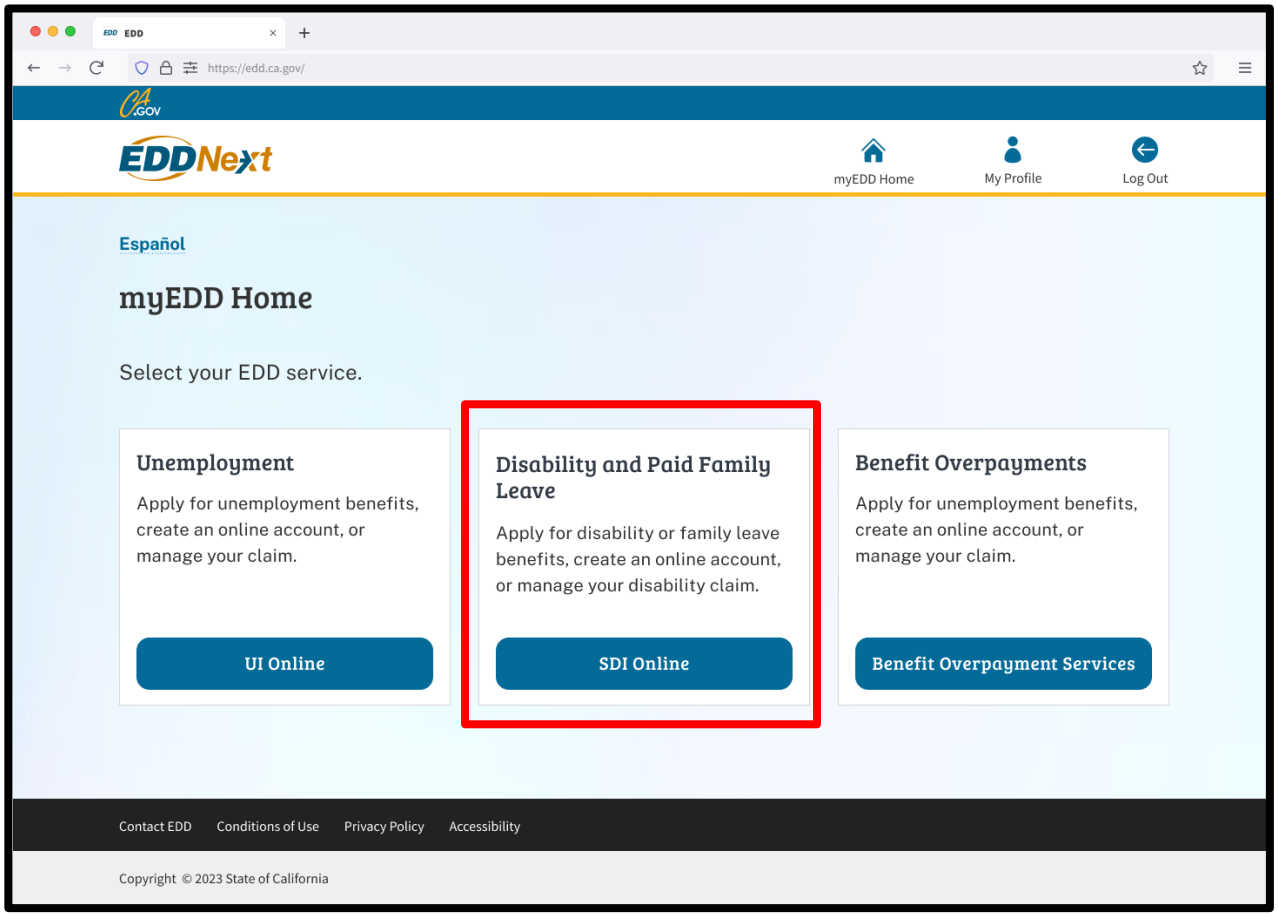
Check your email for your verification code. This code expires in five minutes. Check your spam or junk folder if you do not get this email in your inbox.

- Enter your verification code and select **Submit**.
- Select **resend the email** if you do not get a code.



Step 4: Select SDI Online

From the myEDD homepage, select **SDI Online** to begin your SDI Online registration.



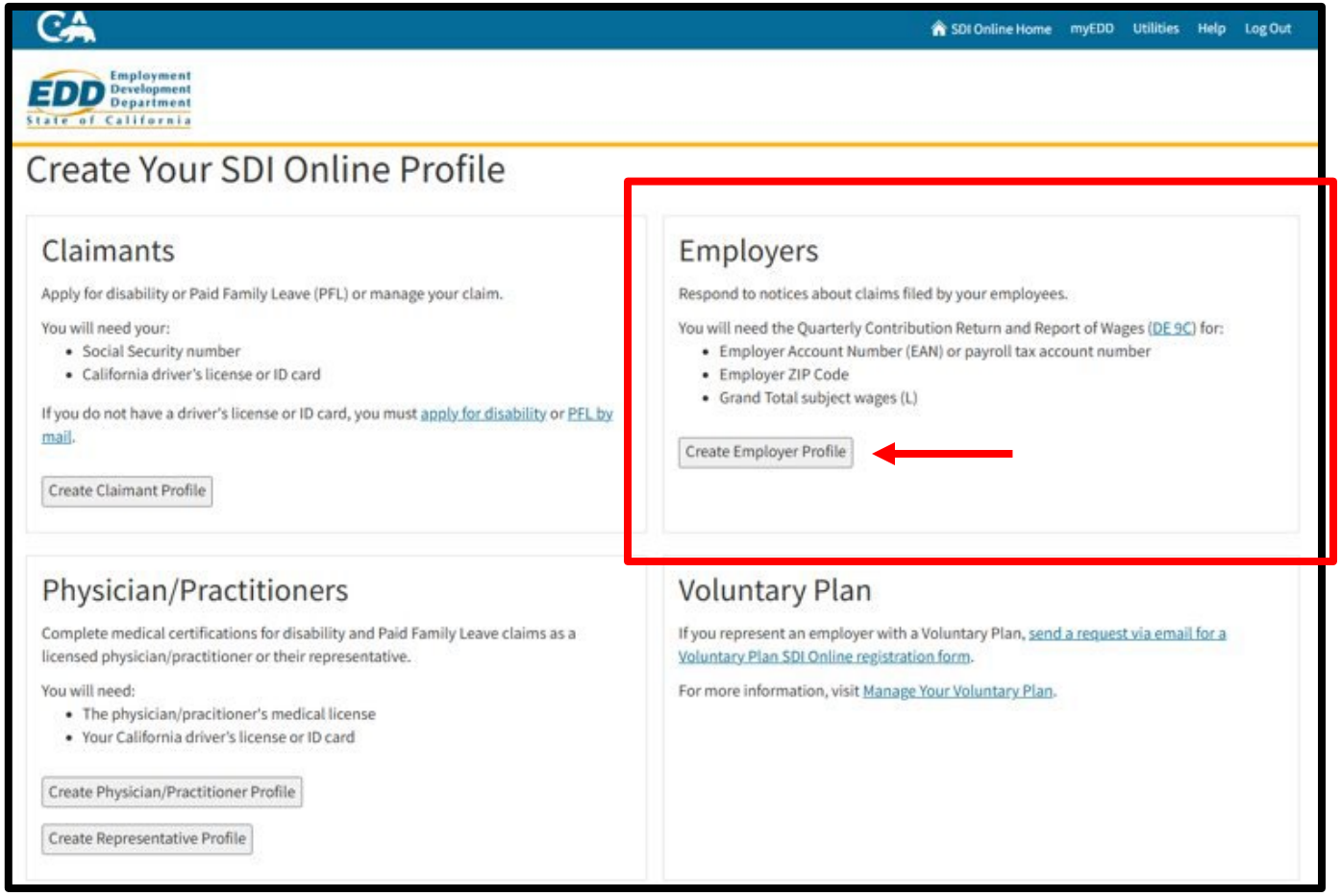
Note

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.

Select **Create Employer Profile**.

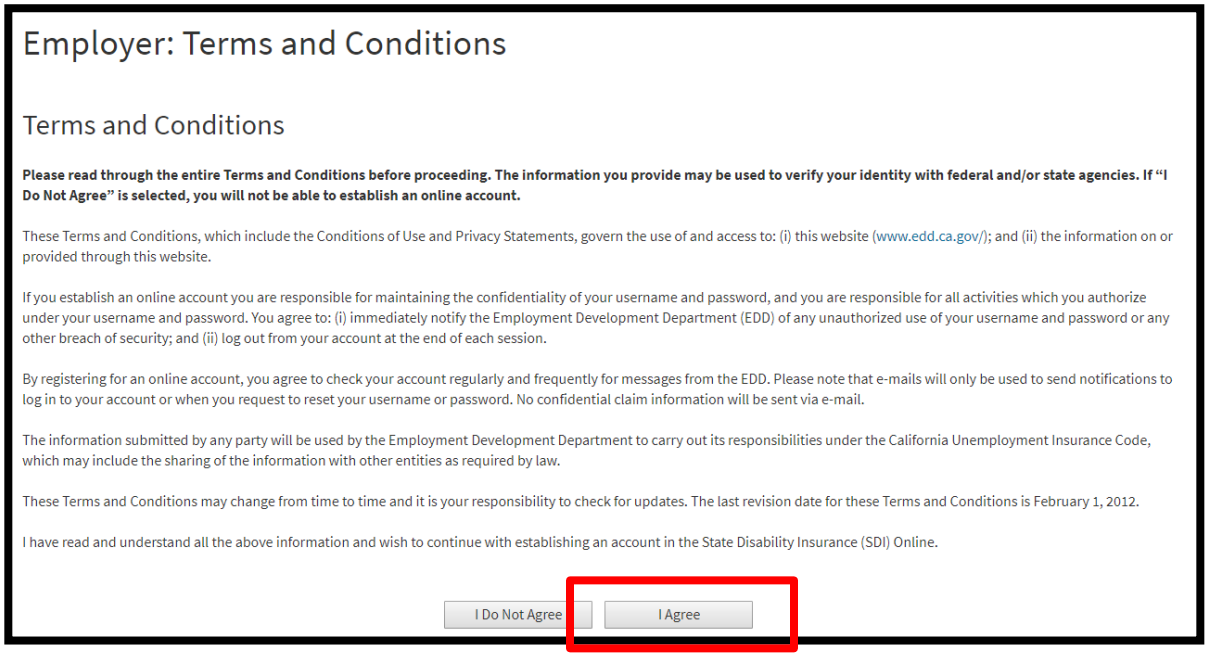


Step 6: Terms and Conditions

Review the terms and conditions and select **I Agree.**

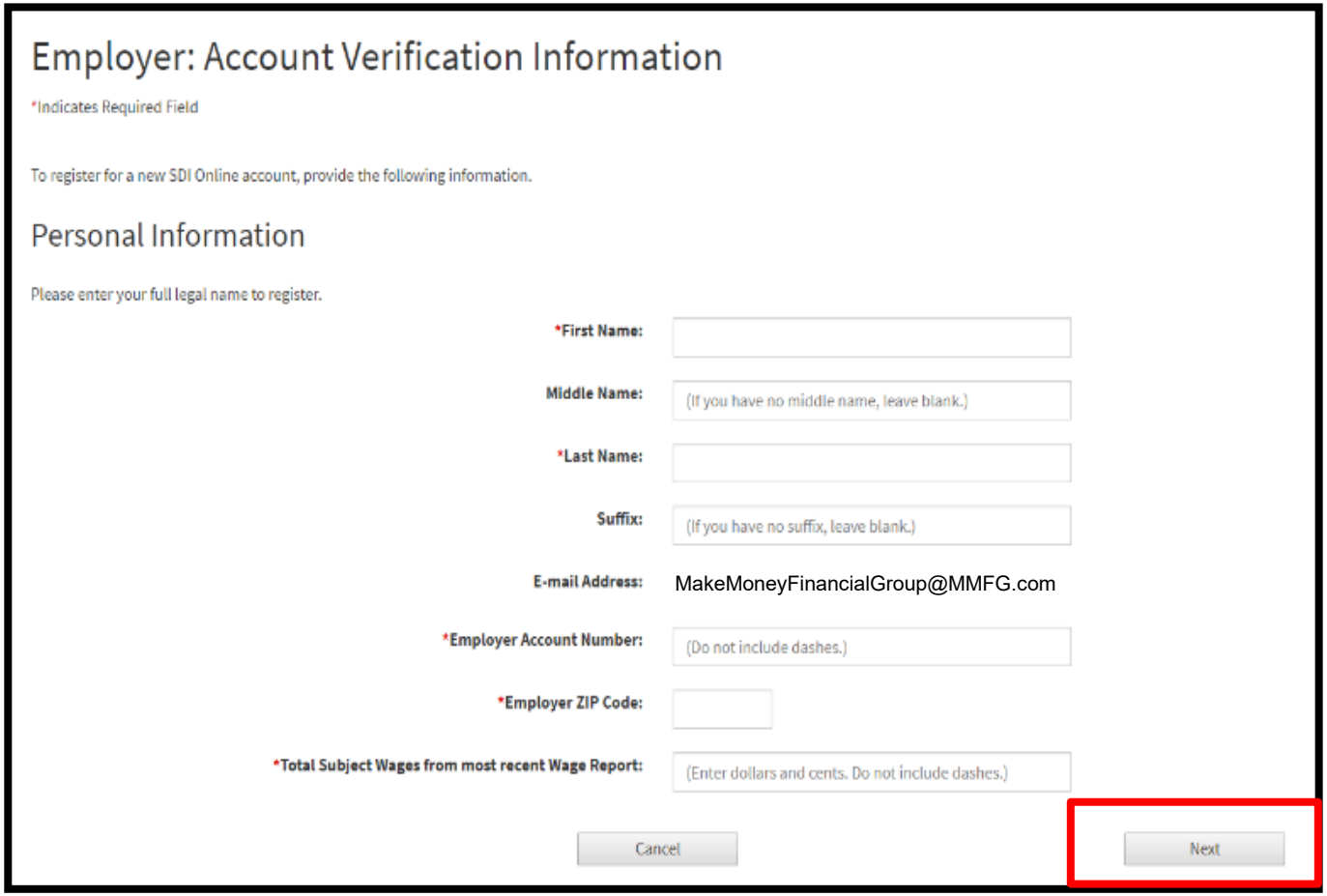
Important

Selecting **I Do Not Agree** prevents an account from being created.



Step 7: Enter Your Information

Complete the Personal Information section and select **Next**. You must complete the fields marked with a red asterisk (*).



Note

The eight-digit Employer Account Number (EAN) is issued by the EDD. Do not enter spaces or dashes. This is not the Federal Employer Identification Number (FEIN or EIN). Total subject wages should be a number with two digits after the decimal. Do not add commas or dollar signs.

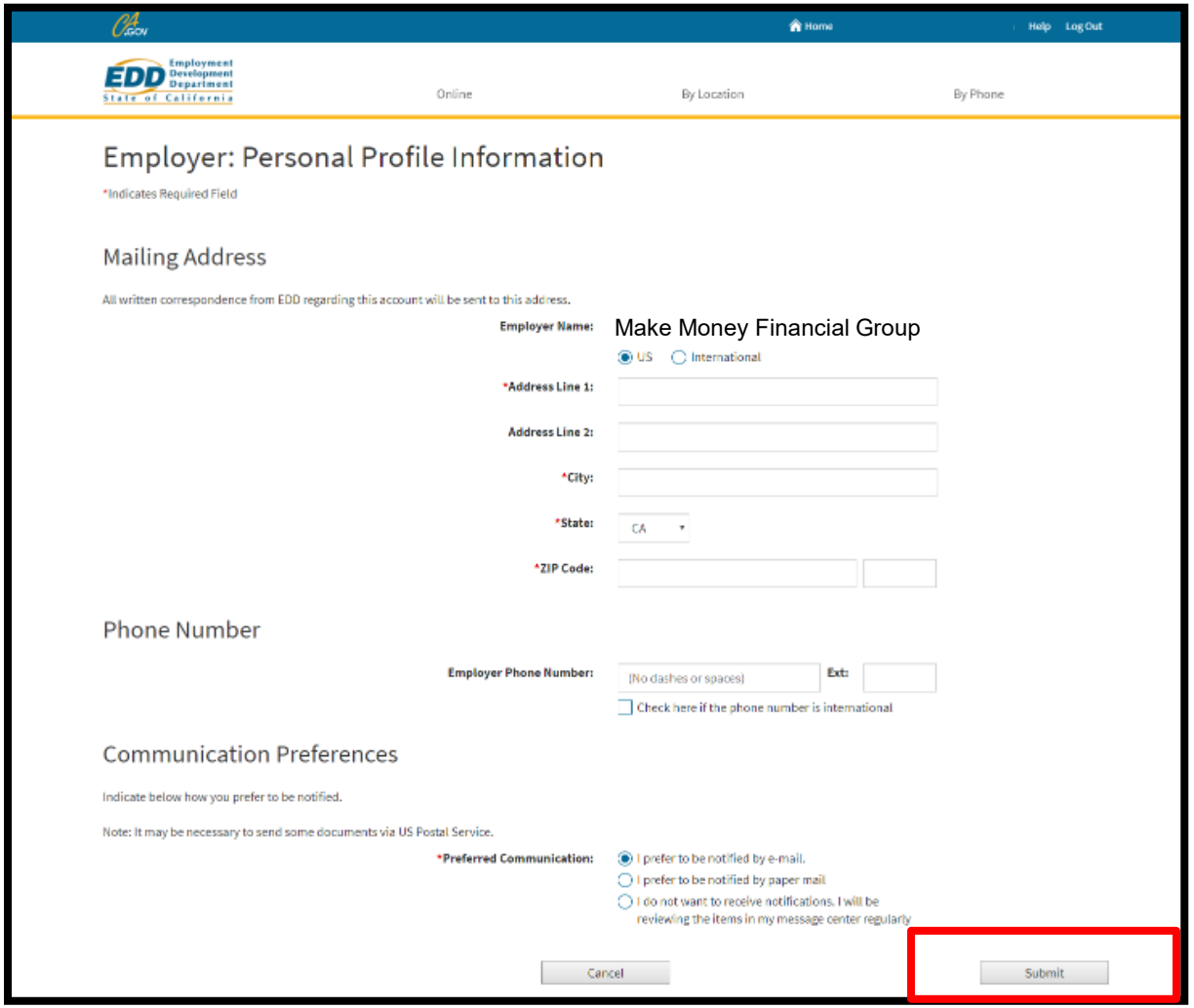
Step 8: Enter Profile Information

Enter all required information.

Pick how you want to get notifications from us and then select **Submit**.

Note

Your employees should enter the same address on their application that you list here to make sure you get notifications from us.

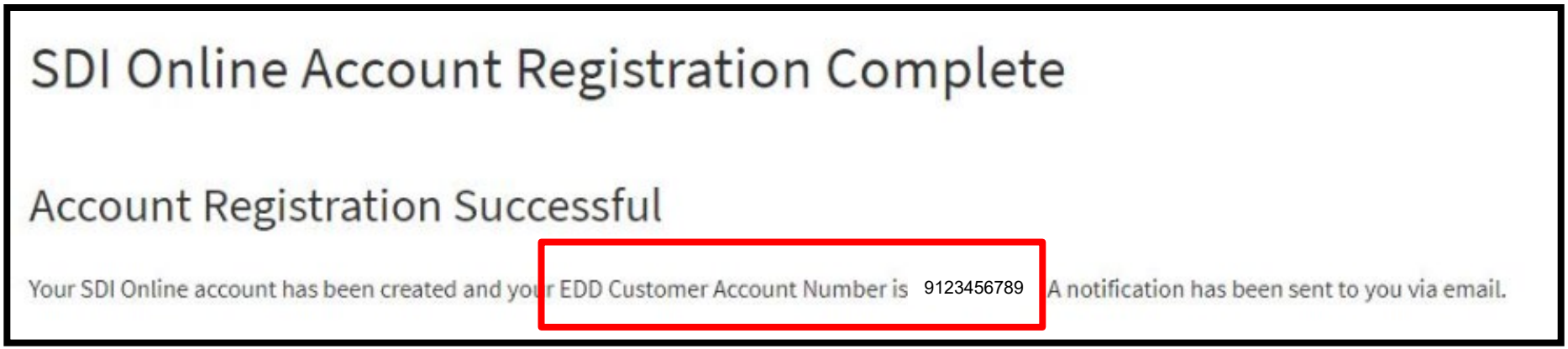


Step 9: Registration Complete

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.

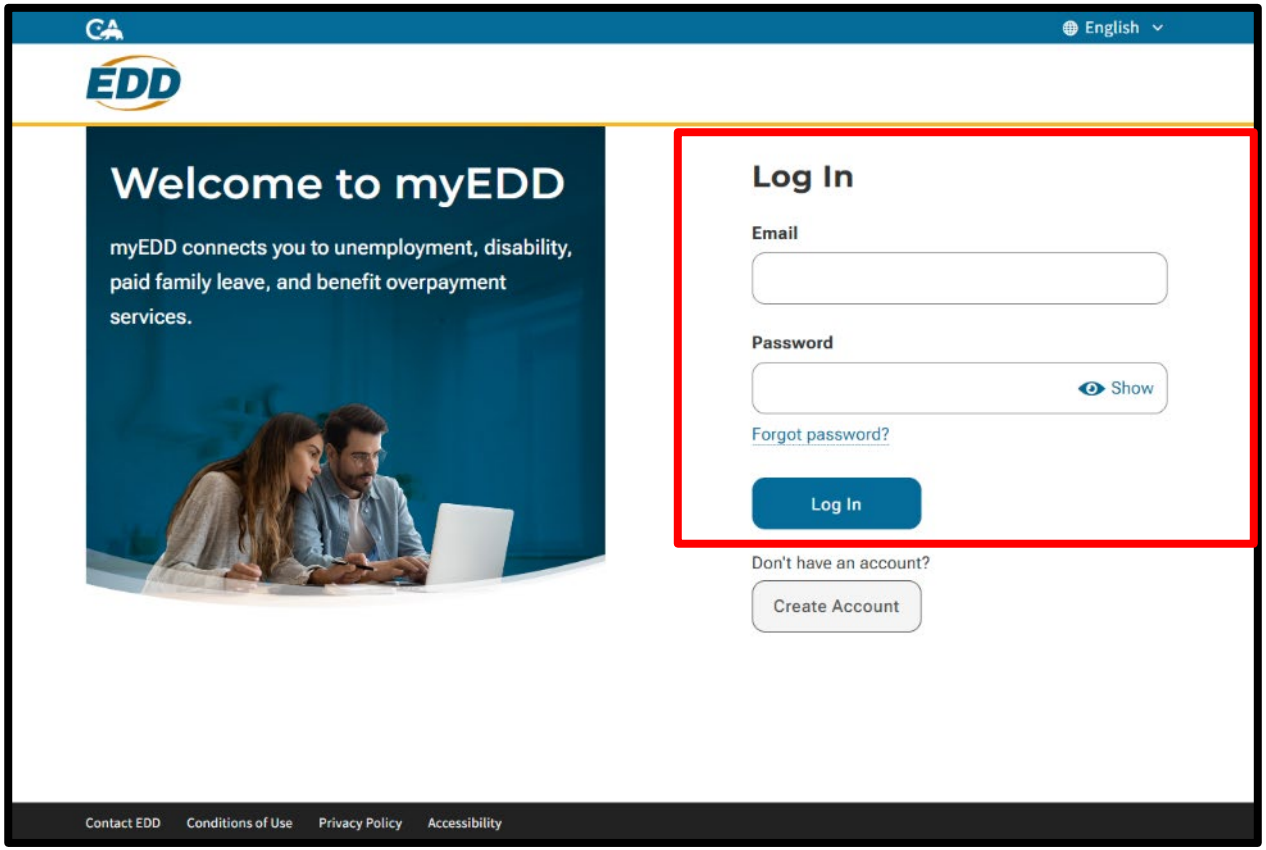
You can now log in to myEDD to access your new SDI Online account.



Access Your SDI Online Account

Learn more about how to access your online employer account, review your messages, and update your profiles.

Get Started



Note

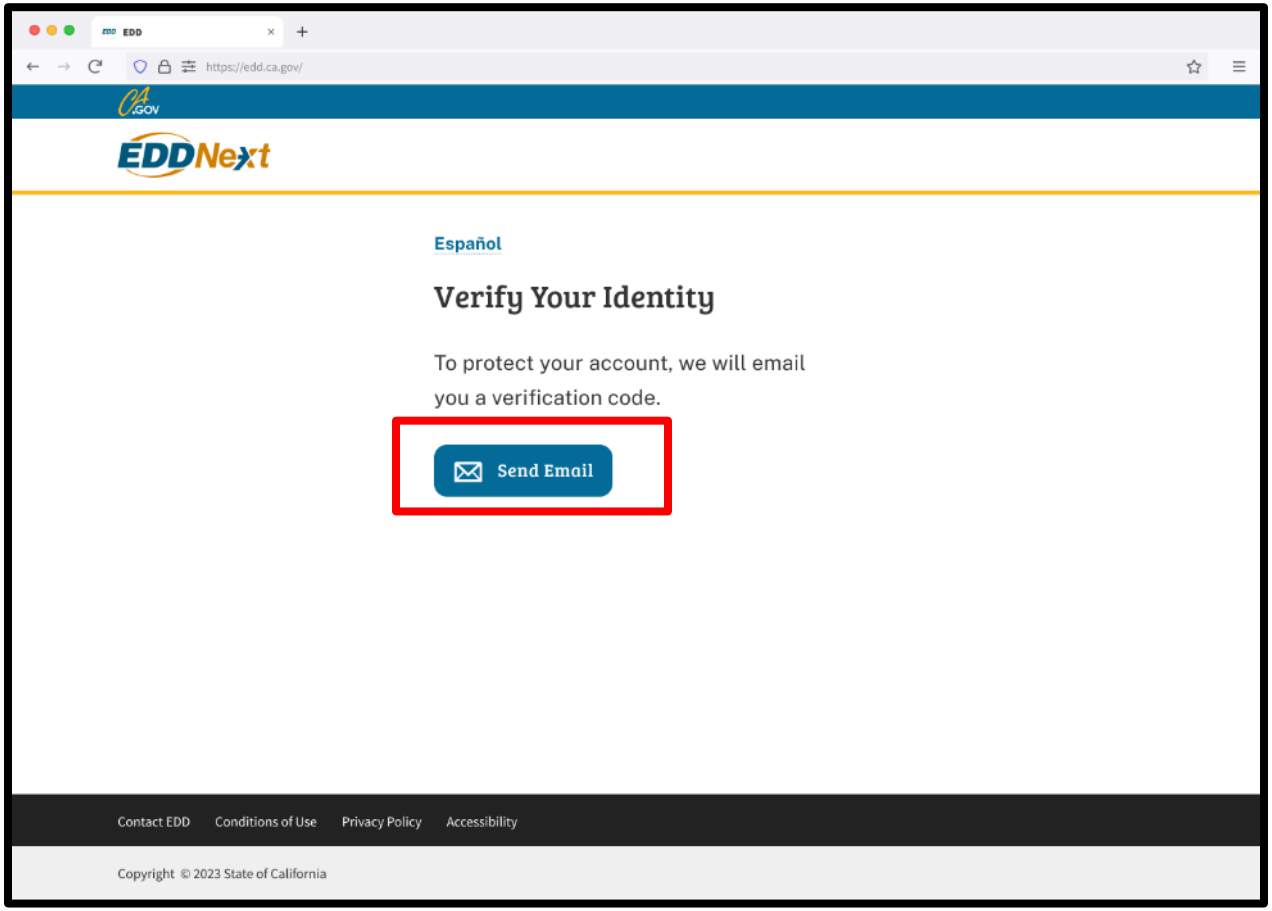
For Spanish, select **Español**.

Important

We lock your account for one hour after too many failed attempts to enter your password. You can wait one hour to try again or reset your password.

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

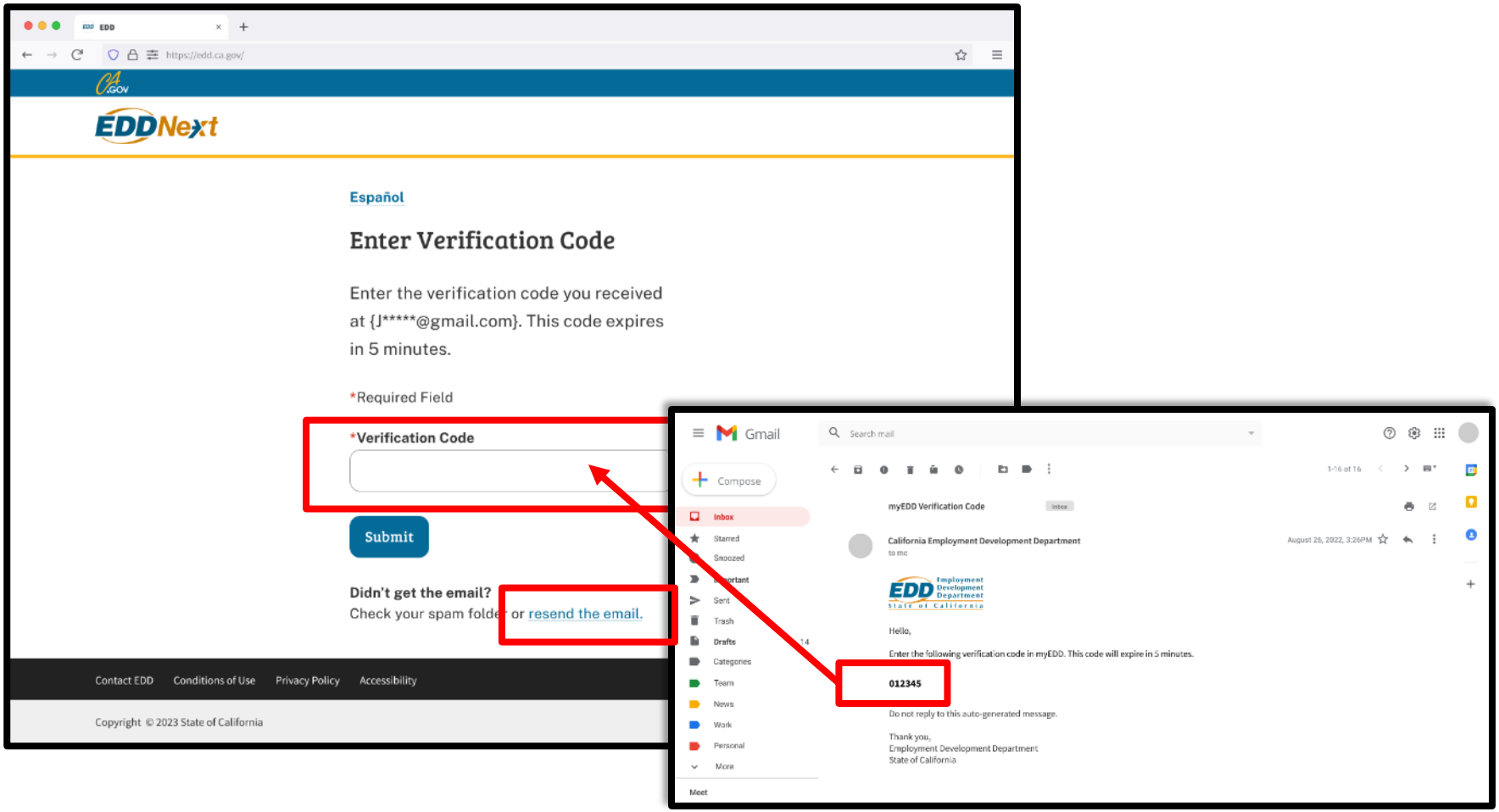
1. Visit myEDD.
2. Enter the email and password used to create your myEDD account.
3. Select **Log In**.



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.

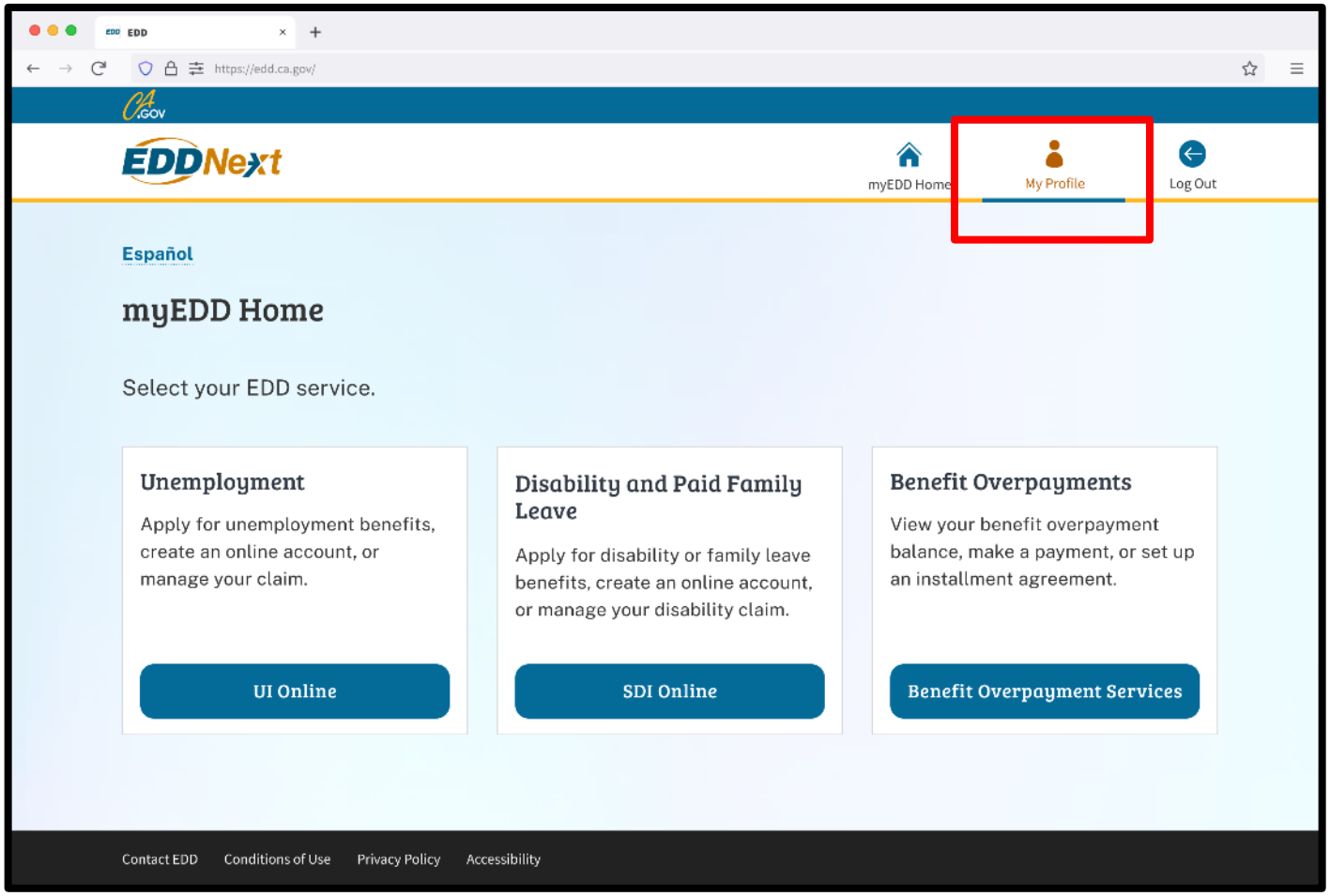
Select **Send Email**

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.

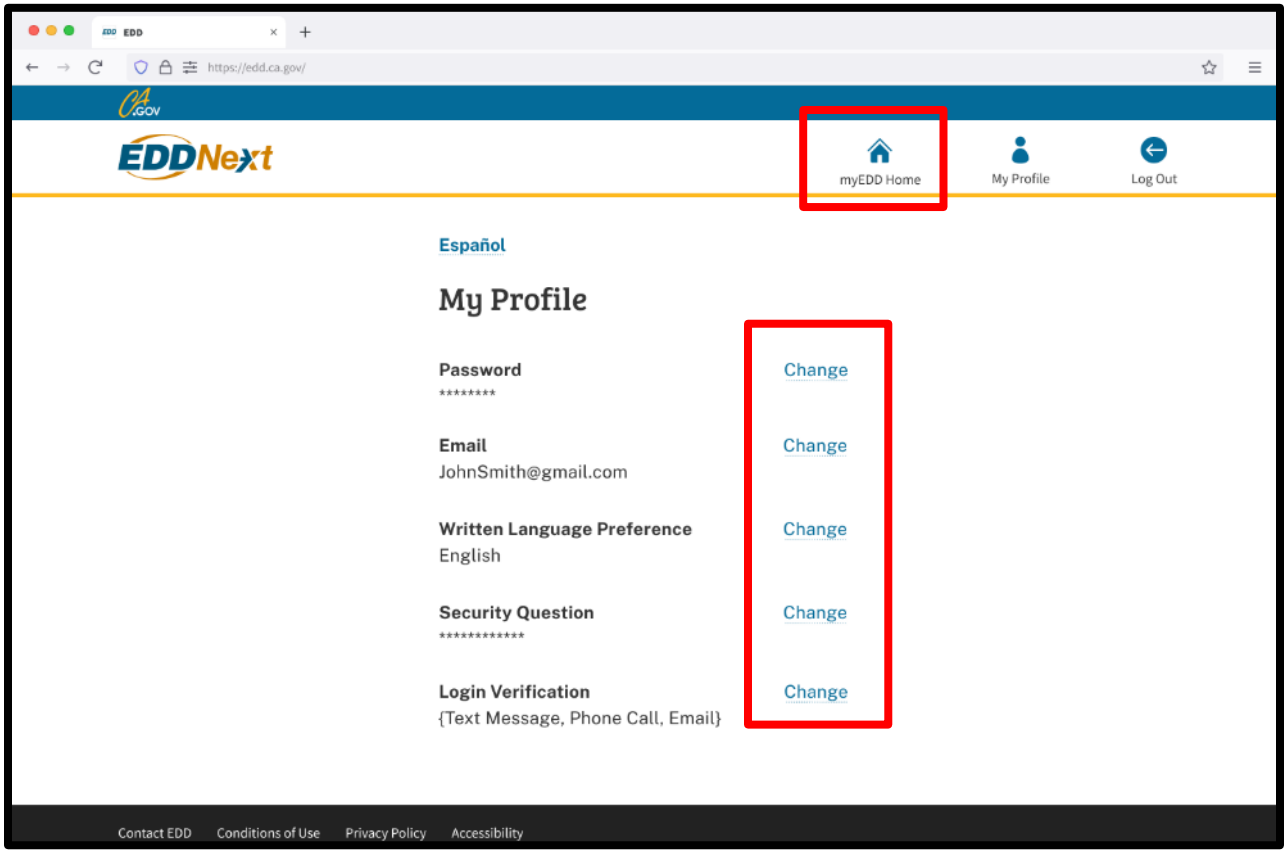
- Enter your verification code and select **Submit**.
- Select **resend the email** if you do not get a code.



From the myEDD homepage, select **My Profile** to update your email, password, security question, or login verification option for your myEDD account.

Tip

Select **Log Out** in the top right corner of any screen to exit your account.

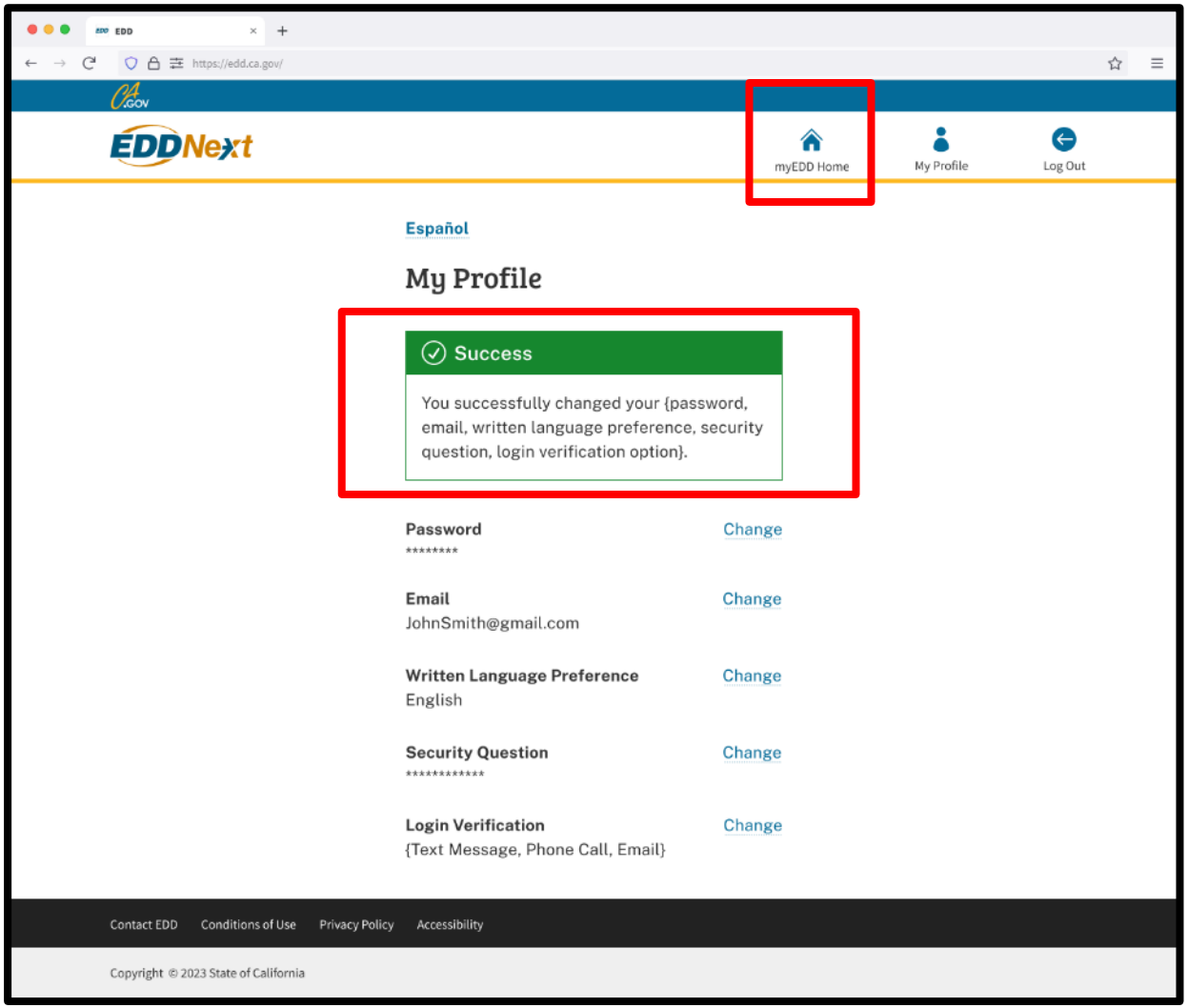


Select **Change** to update your myEDD password, email, preferred language, security question, or login verification option for your myEDD account.

Tip

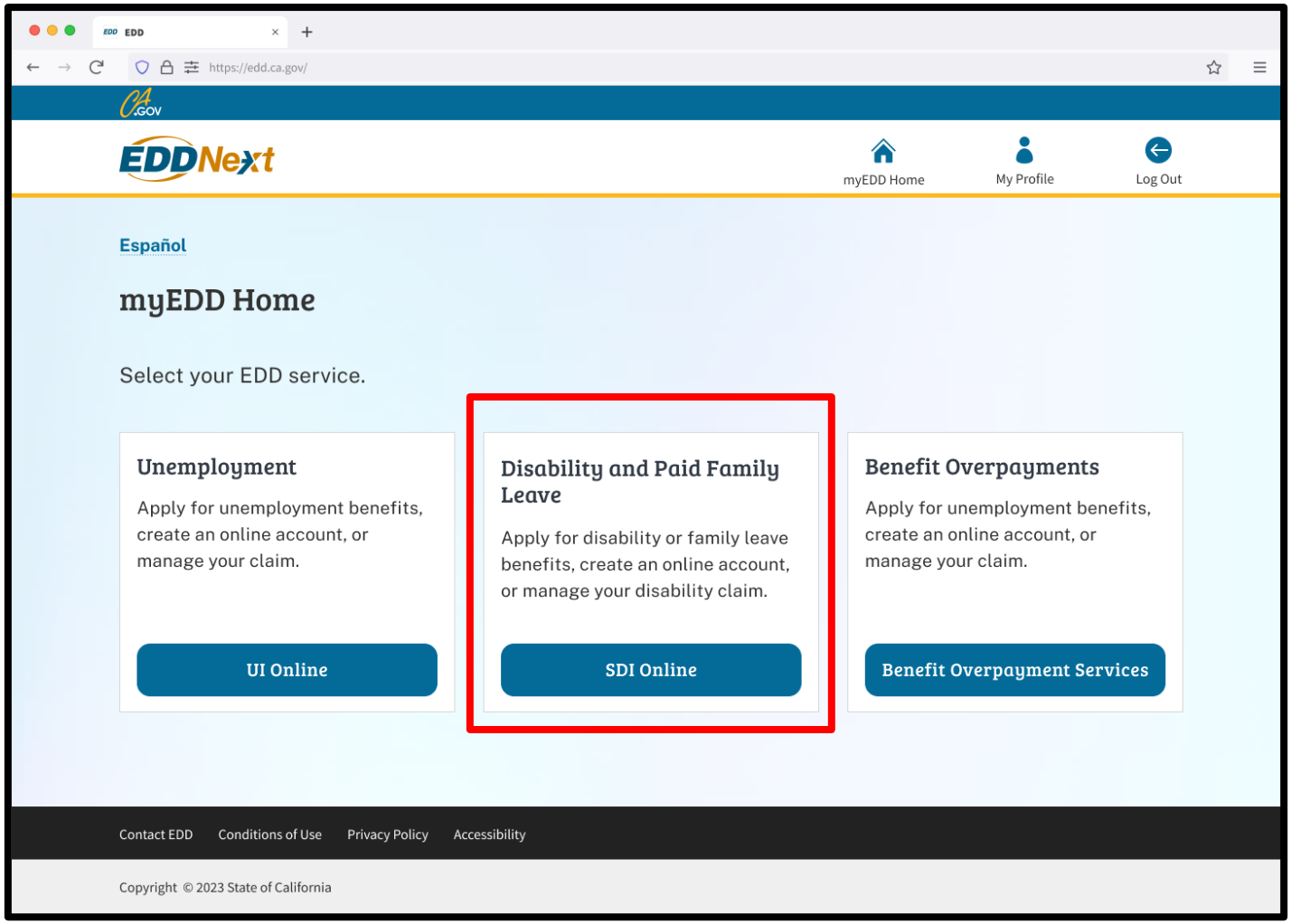
Update your employer mailing address, phone number, and communication preference through SDI Online:

- Select **myEDD Home** to access SDI Online
- Select **SDI Online**
- Select **Profile** from the main menu

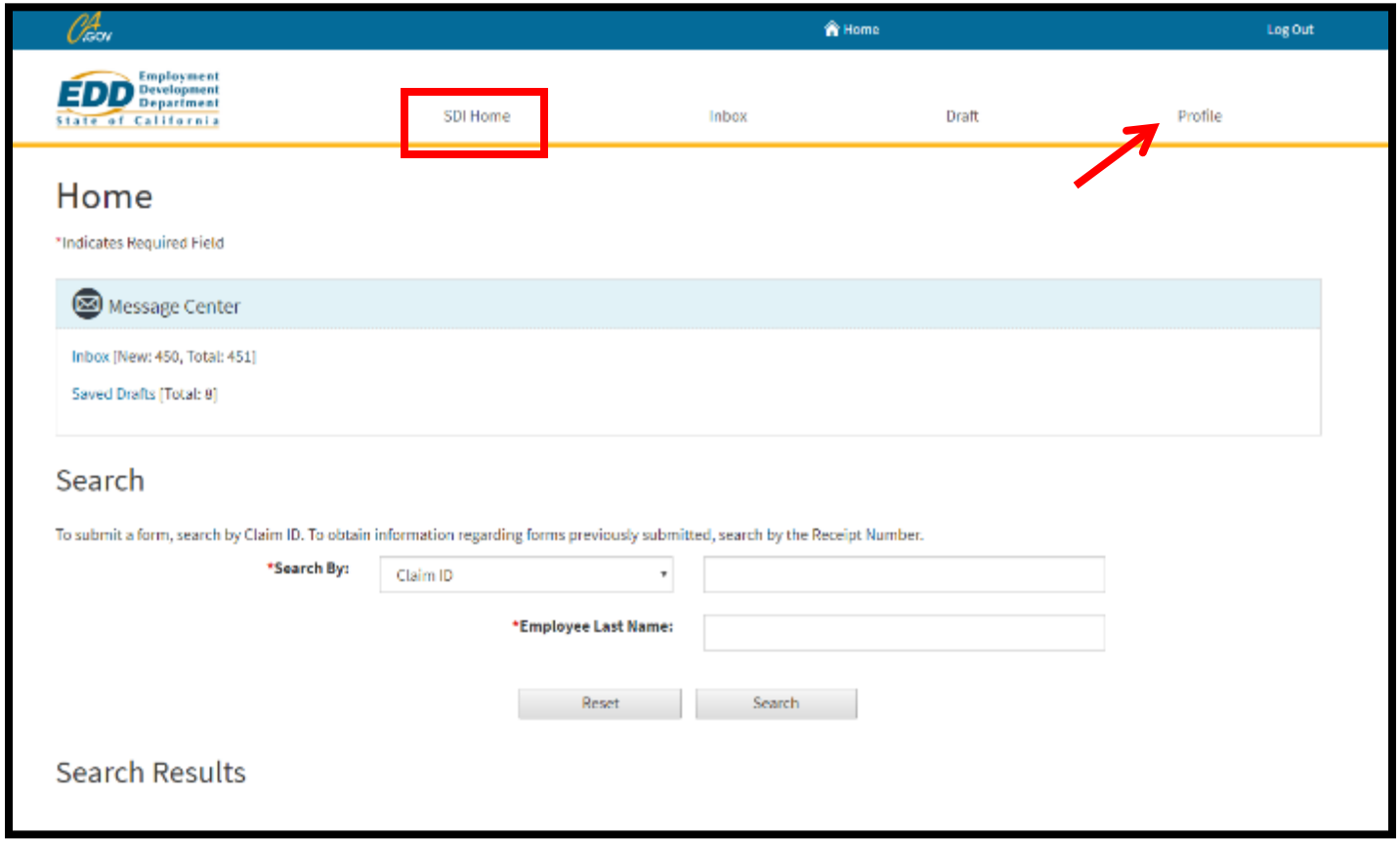


A message appears to confirm your changes were made successfully.

Select **myEDD Home** to access to SDI Online and other benefit services.

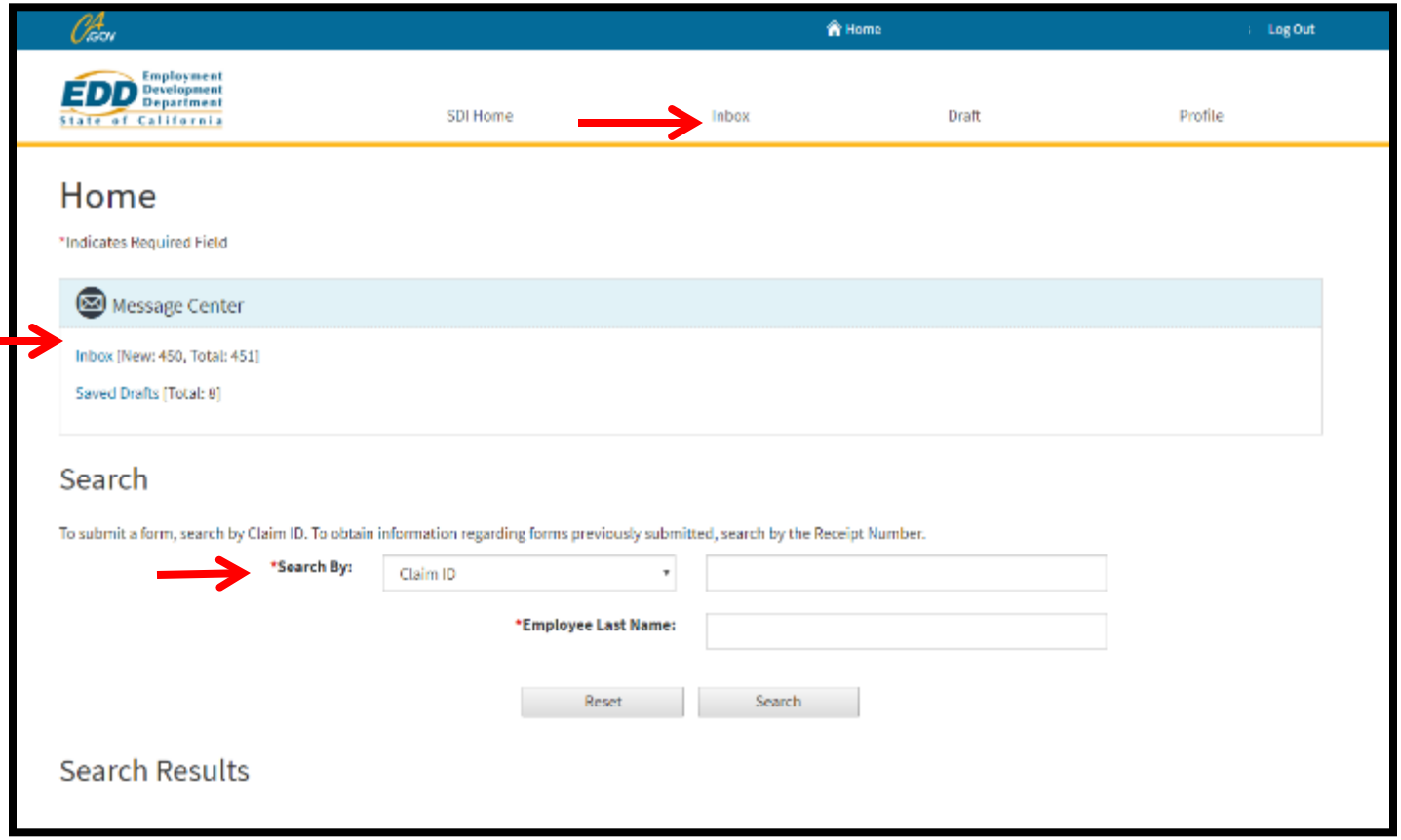


From the myEDD homepage select **SDI Online**.

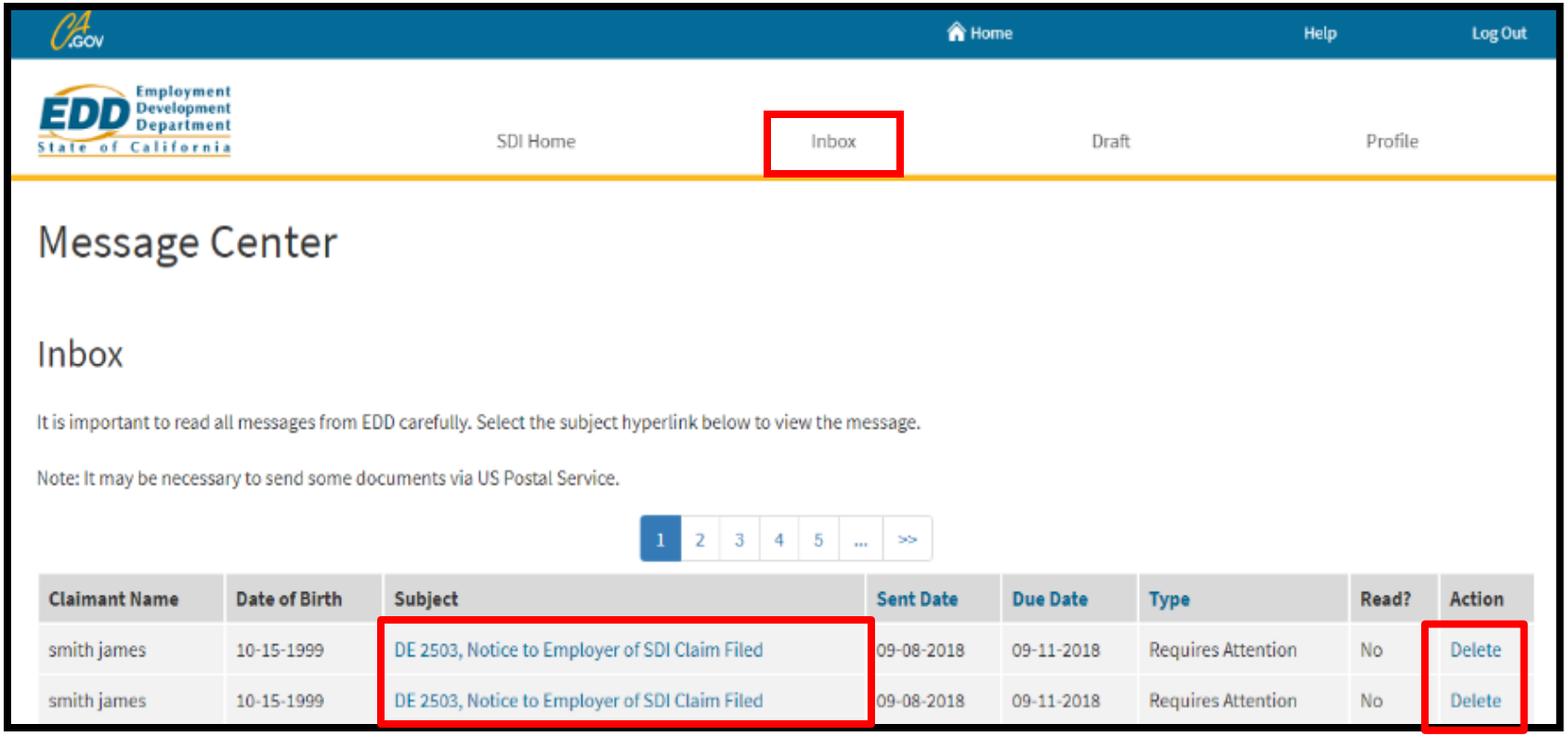


On the SDI Online homepage, you may select your next action.

- Select **Profile** from the main menu to update the mailing address, phone number, and preferred communication for SDI Online.

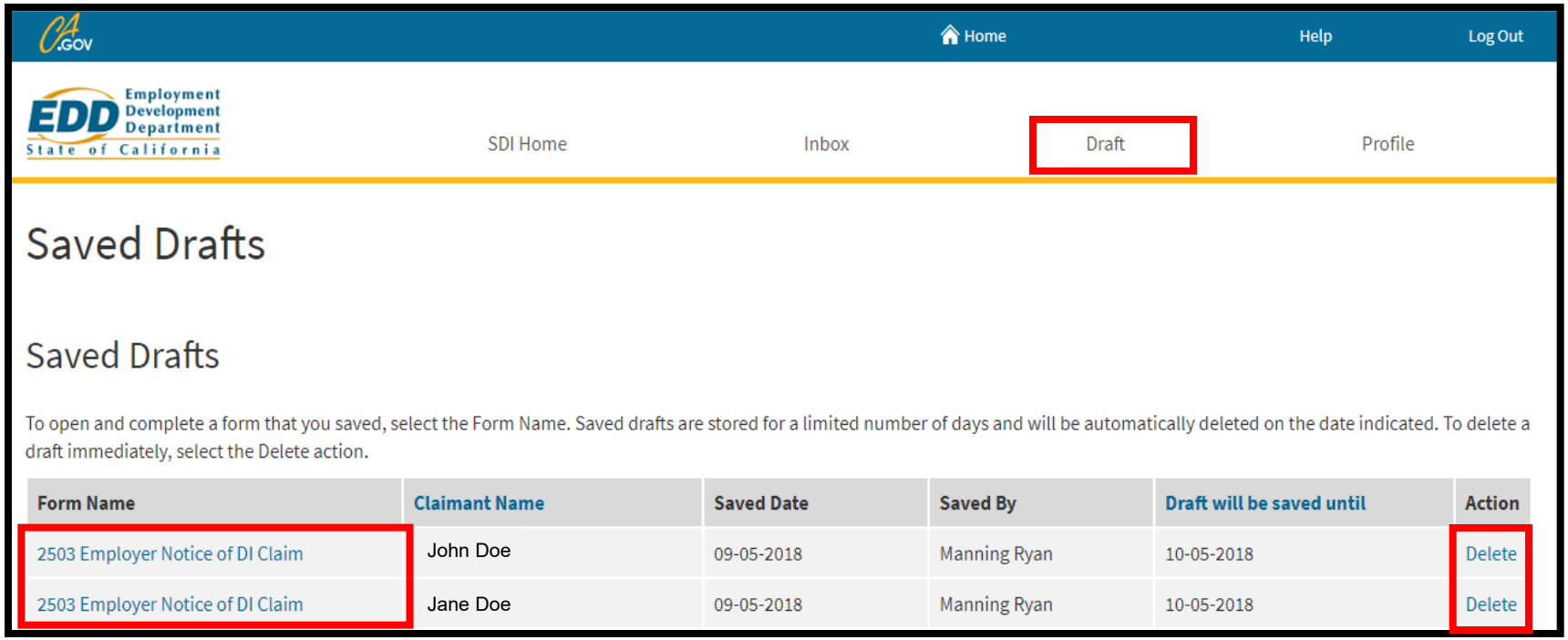


- Select **Inbox** from the main menu or Message Center to view your messages.
- Submit forms by using the Search By option, enter the Claim ID, and the employee's last name. This information is on the *Notice to Employer of Disability Insurance Claim Filed* (DE 2503). If available, you may also complete forms by selecting **Inbox**.
- To view the forms you've submitted, search by **Receipt Number** and enter the employee's last name.



Select **Inbox** from the main menu or Message Center to review messages in your inbox.

Select the link under the Subject column to view your message. Select **Delete** under the Action column to delete items that you previously reviewed or completed.



Select **Draft** to access saved drafts from the main menu. From the Saved Drafts screen locate the list of incomplete forms.

- Select the link under the Form Name column to complete the form.
- Select **Delete** under the Action column to delete the form.

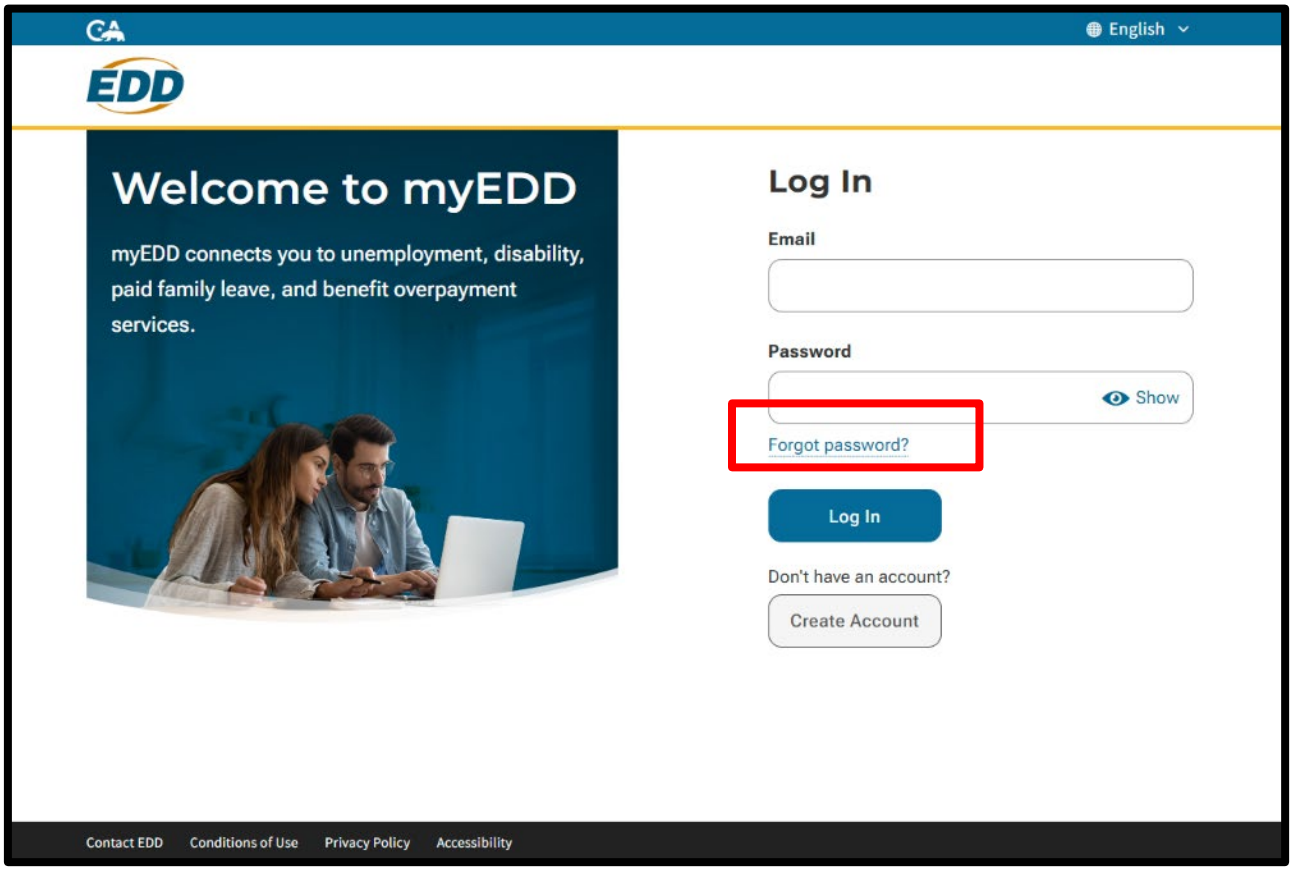
Note

Saved drafts in SDI Online are deleted after 30 days.

Reset your Password

Learn more about how to reset your password and security question.

Get Started



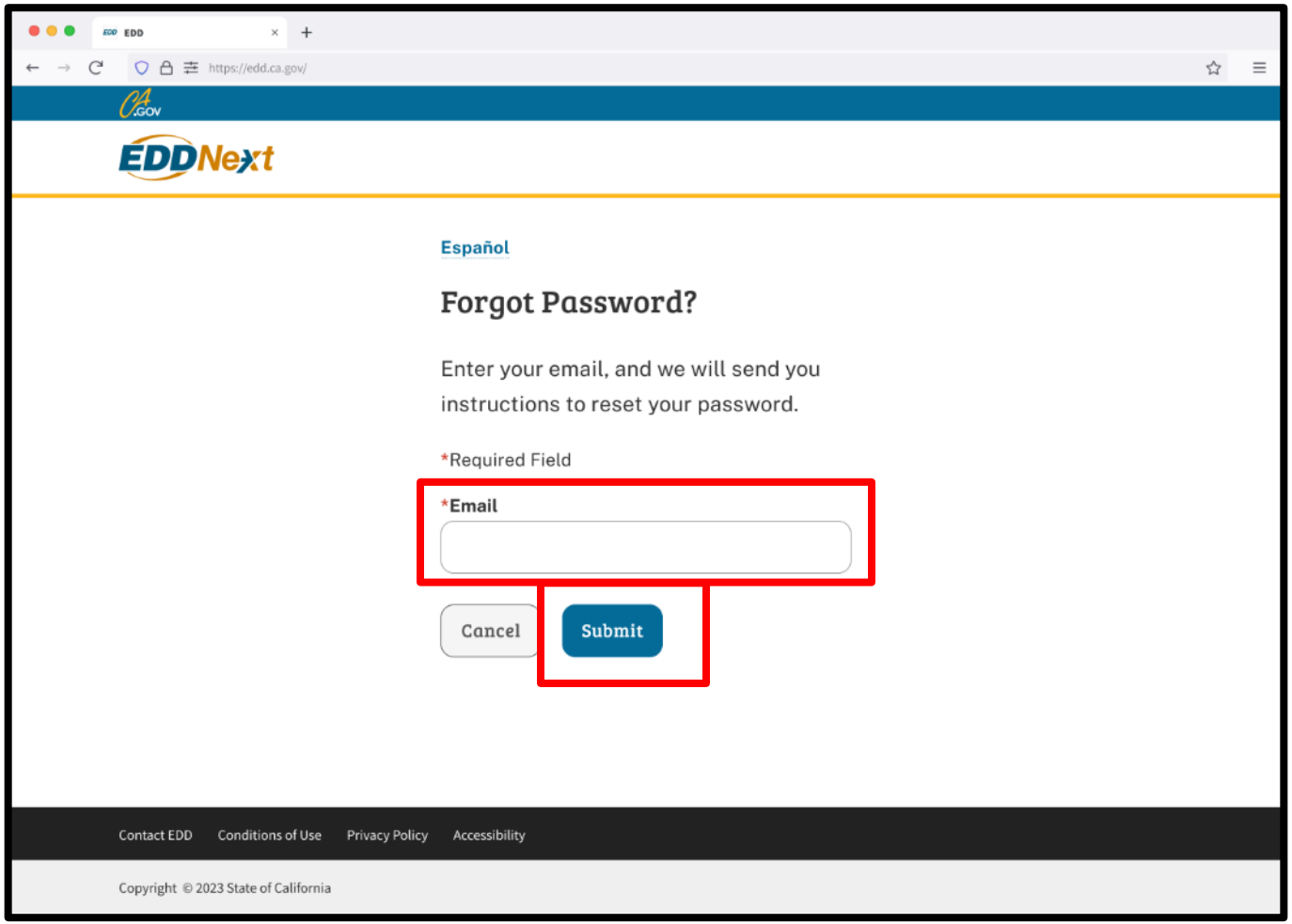
Note

For Spanish, select **Español**.

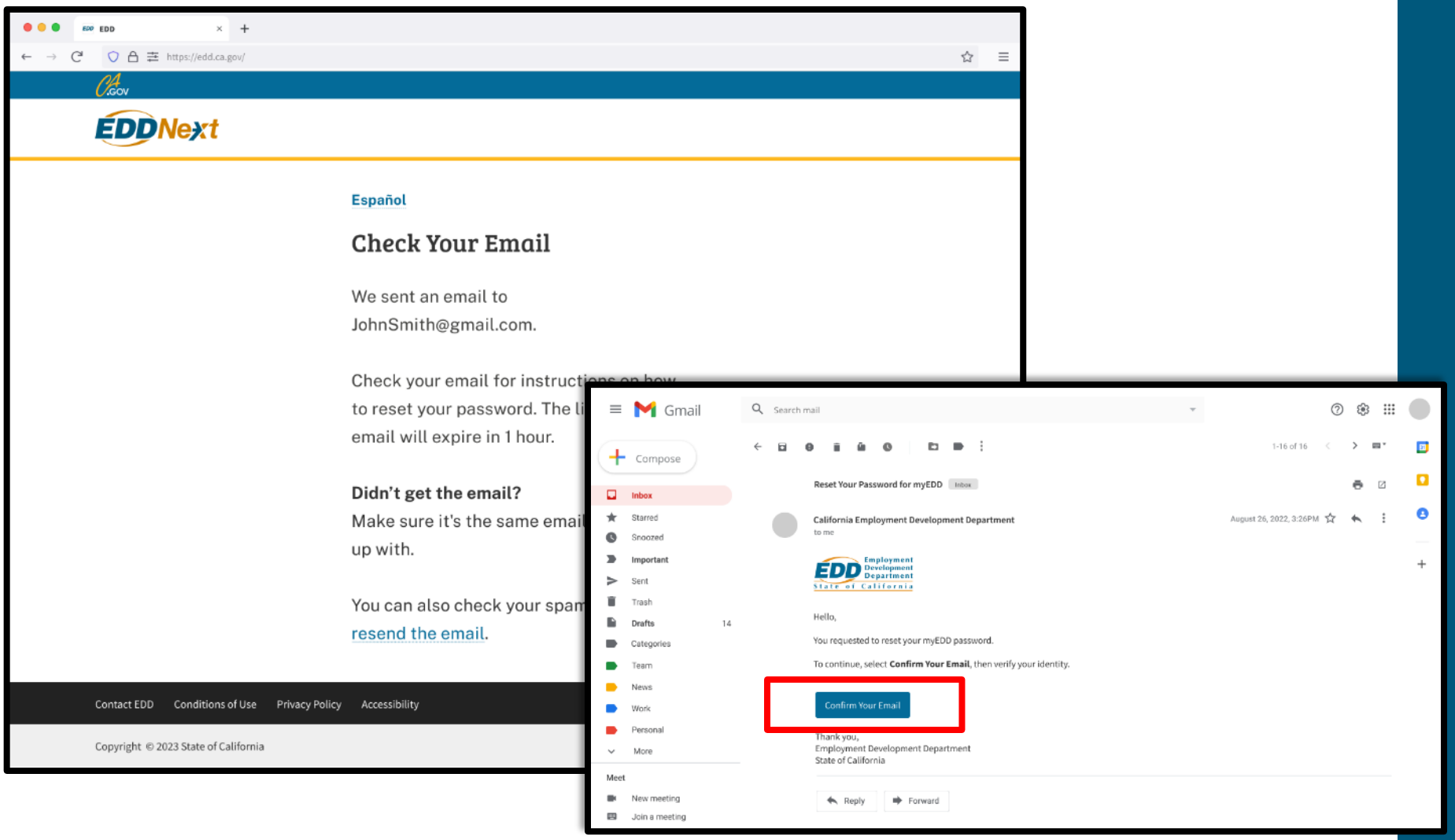
Use myEDD to access unemployment, disability, paid family leave, and benefit overpayment services. You may also update your email, password, security question, or verification option.

If you forgot your password:

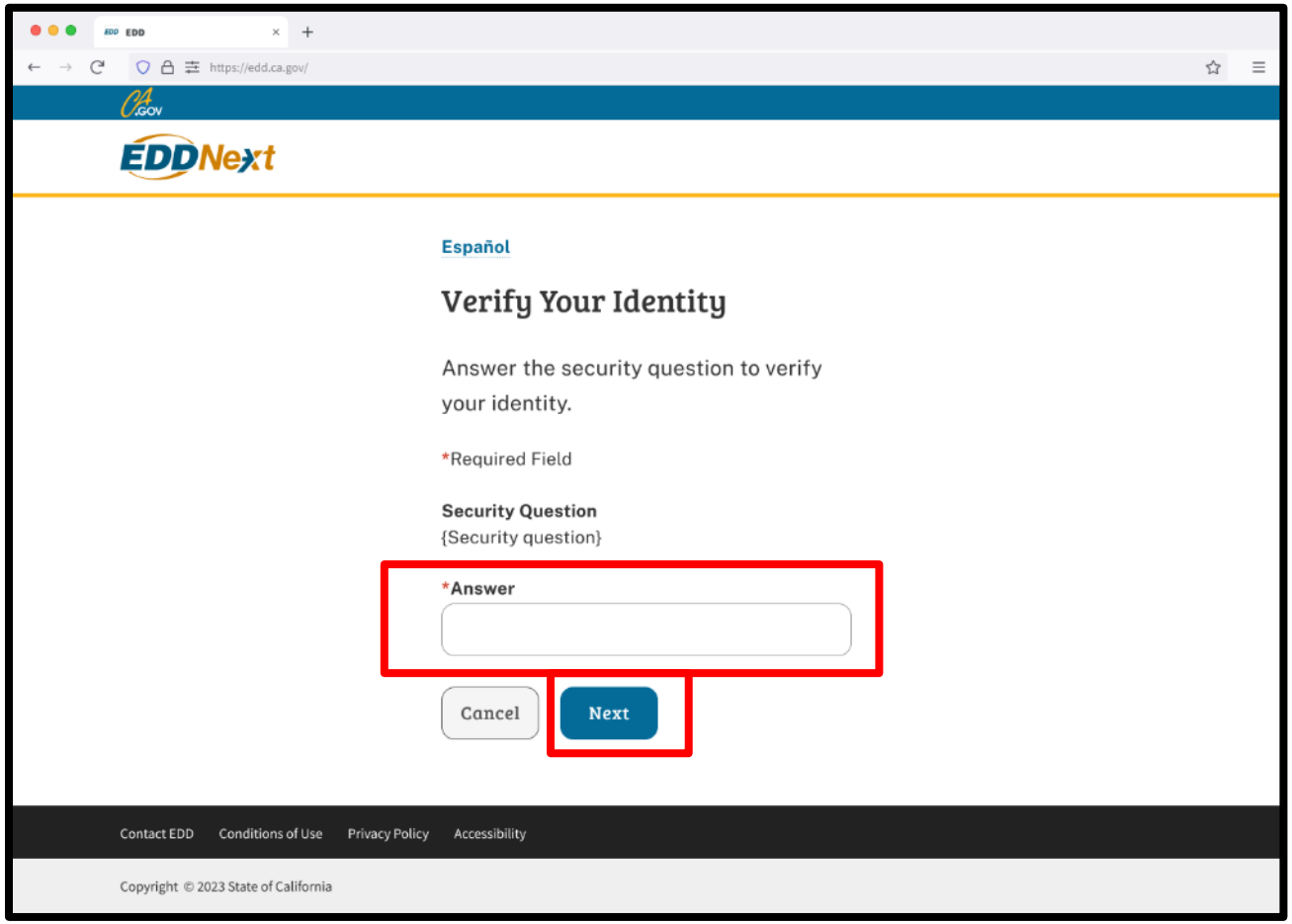
1. Visit myEDD.
2. Select the **Forgot Password**.



Enter your email and select **Submit**. An email with instructions to reset your password will be sent to you.



Check your email and select the **Confirm Your Email**. The link expires after one hour.



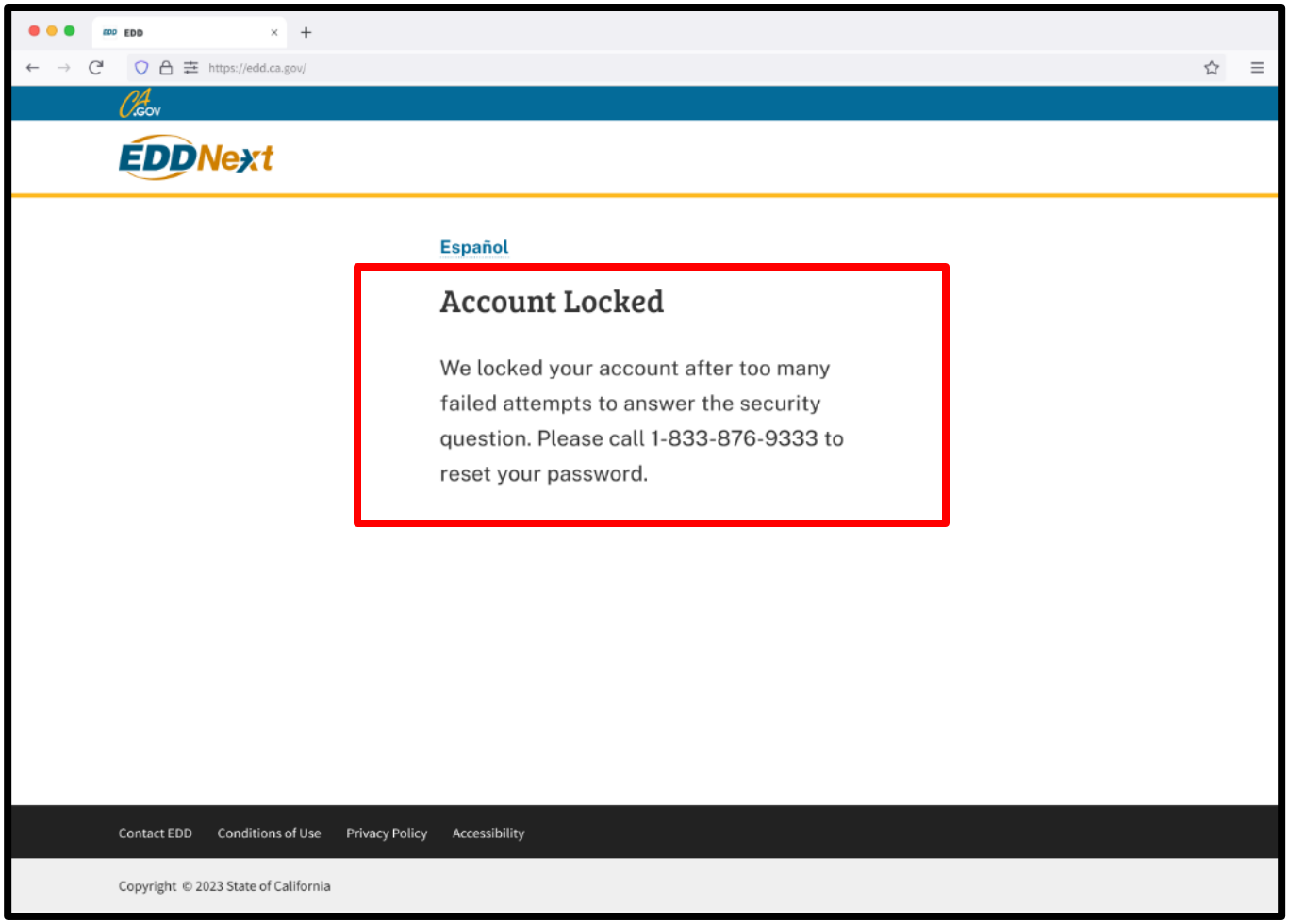
To protect your account, we ask you to verify your identity every time you log in.

Answer your security question and select **Next**.

Note

If you have not set up a security question and you forgot your password, you can be asked to verify your identity using other information. For employers, you need to enter the Employer Account Number (EAN) and ZIP Code.

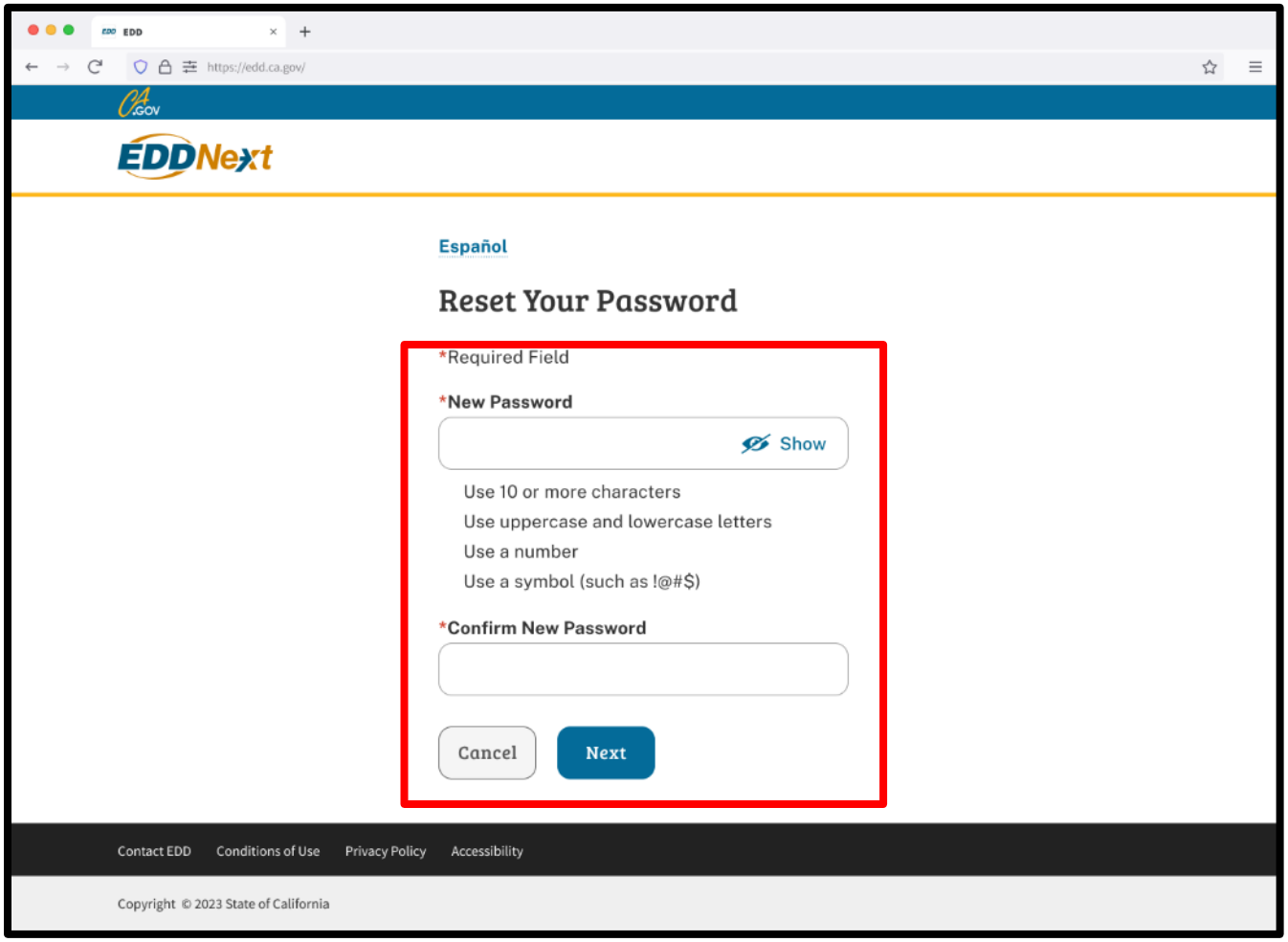
We lock your account after too many failed attempts to verify the EAN and ZIP Code. Contact us at 1-855-342-3645 to reset your password.



Important

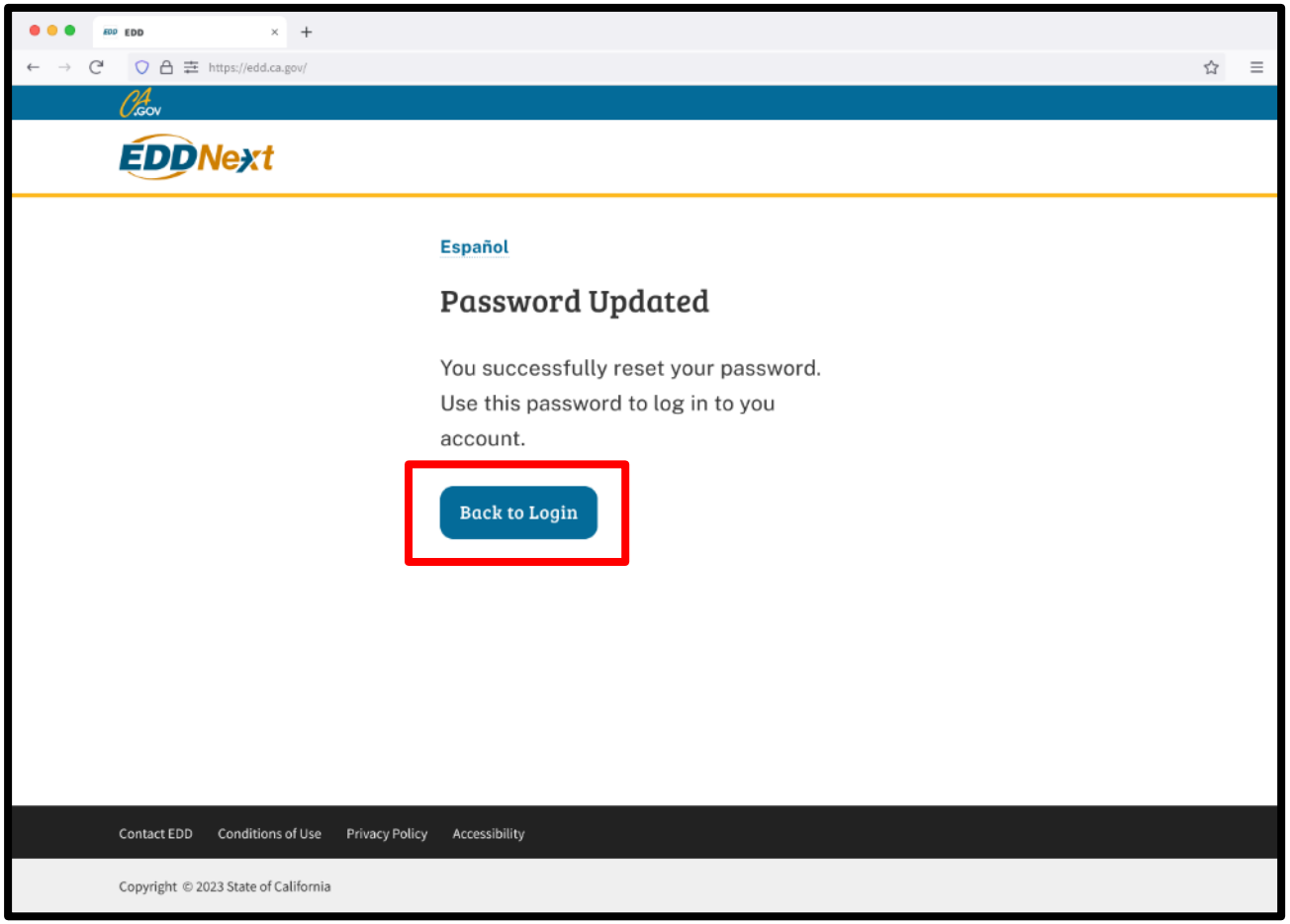
We lock your account after too many failed attempts to answer the security question.

Contact us at 1-855-342-3645 to reset your password. The system requires you to reset your security question automatically after you log in.



After you successfully verify your identity, you can reset your password:

- Enter your new password.
- Confirm your new password.
- Select **Next**.

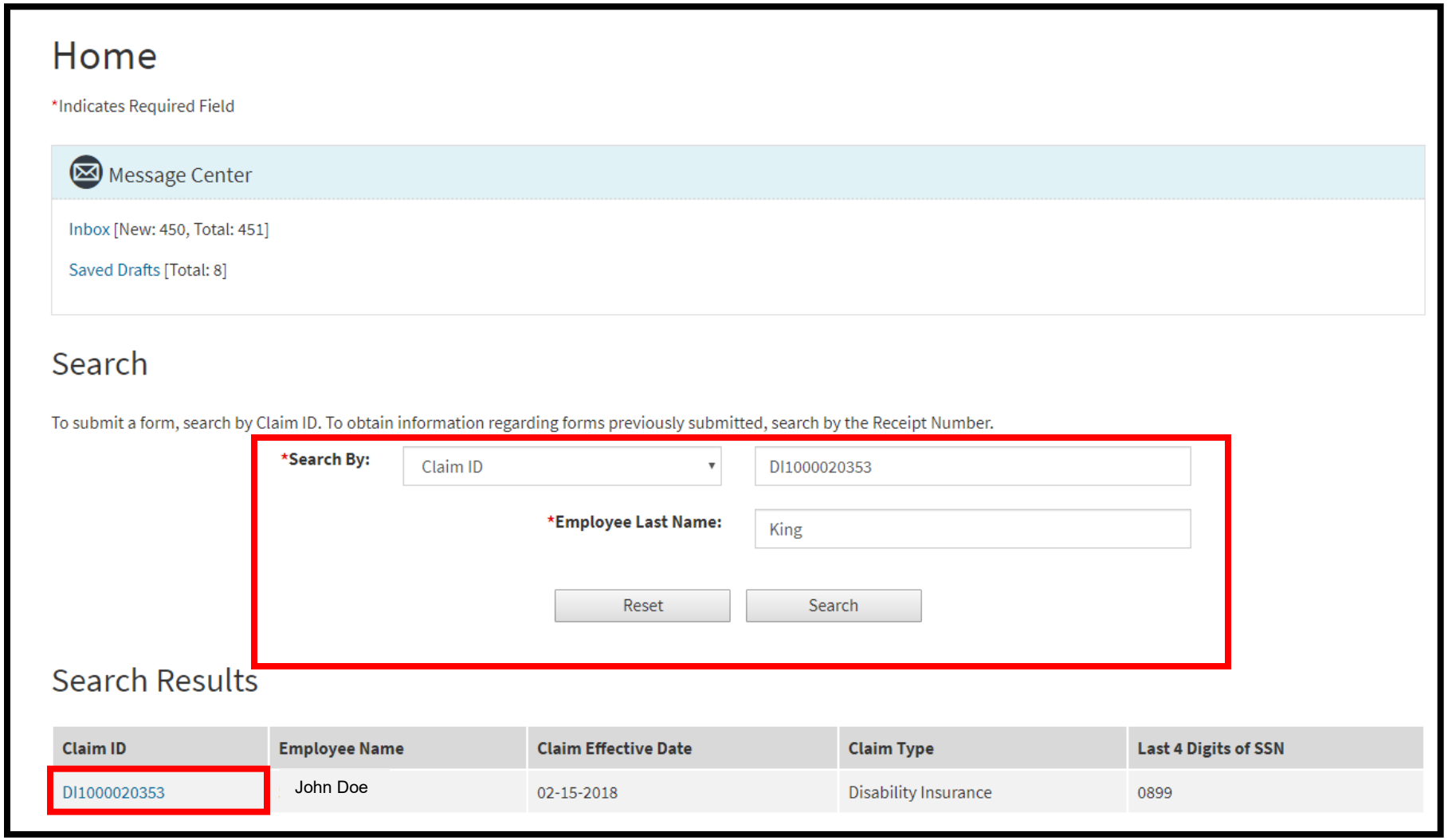


After you successfully update your password, select **Back to Login** to access your account.

Submit a *Notice to Employer of Disability Insurance Claim Filed* (DE 2503)

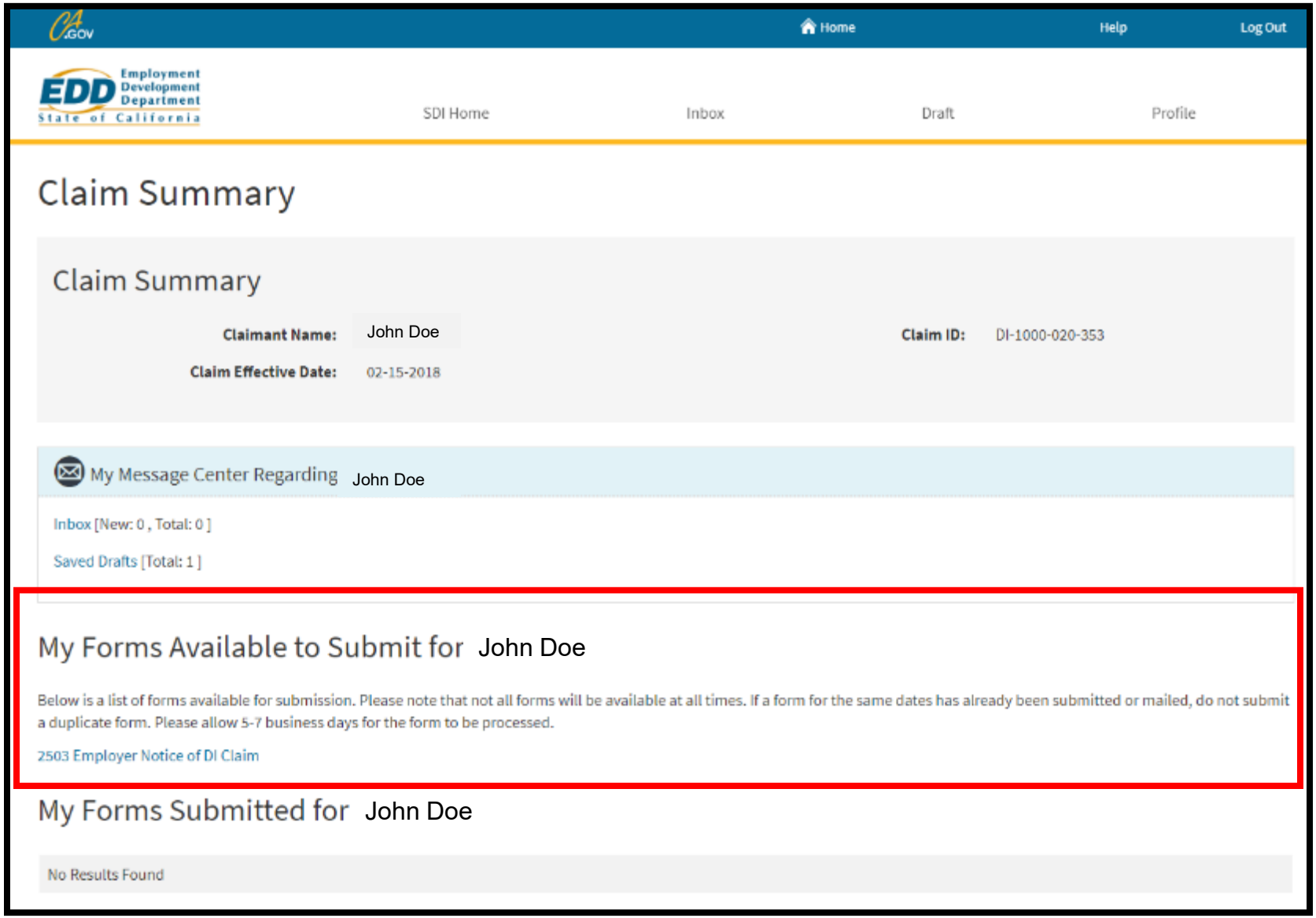
Learn more about how to submit a DE 2503 after your employee applies for disability benefits.

Get Started

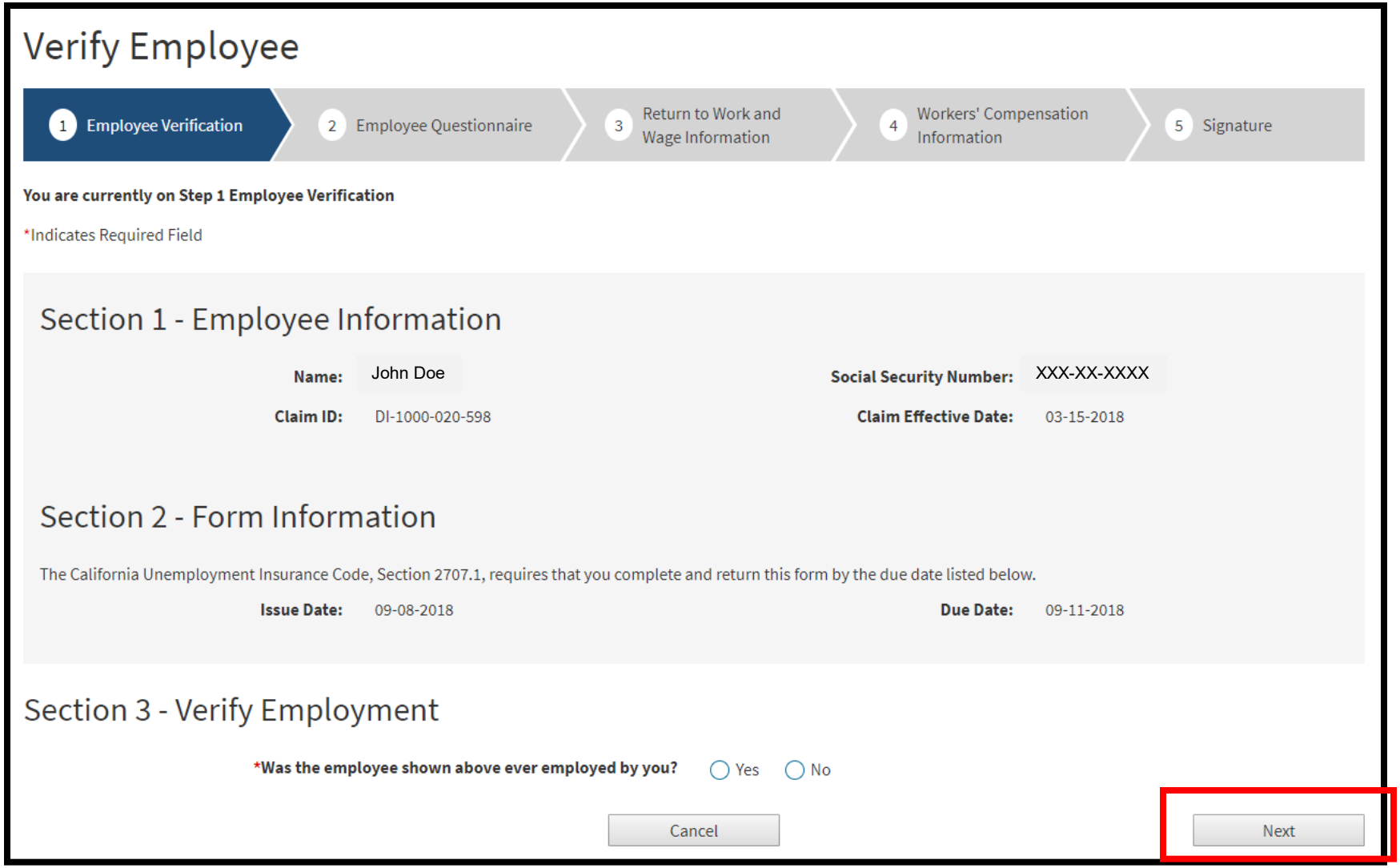


On the homepage, select **Claim ID,** enter the employee's claim ID and last name, then select **Search.**

If the form is available to complete, the employee's information appears under Search Results. Select the **Claim ID** link to access the form.



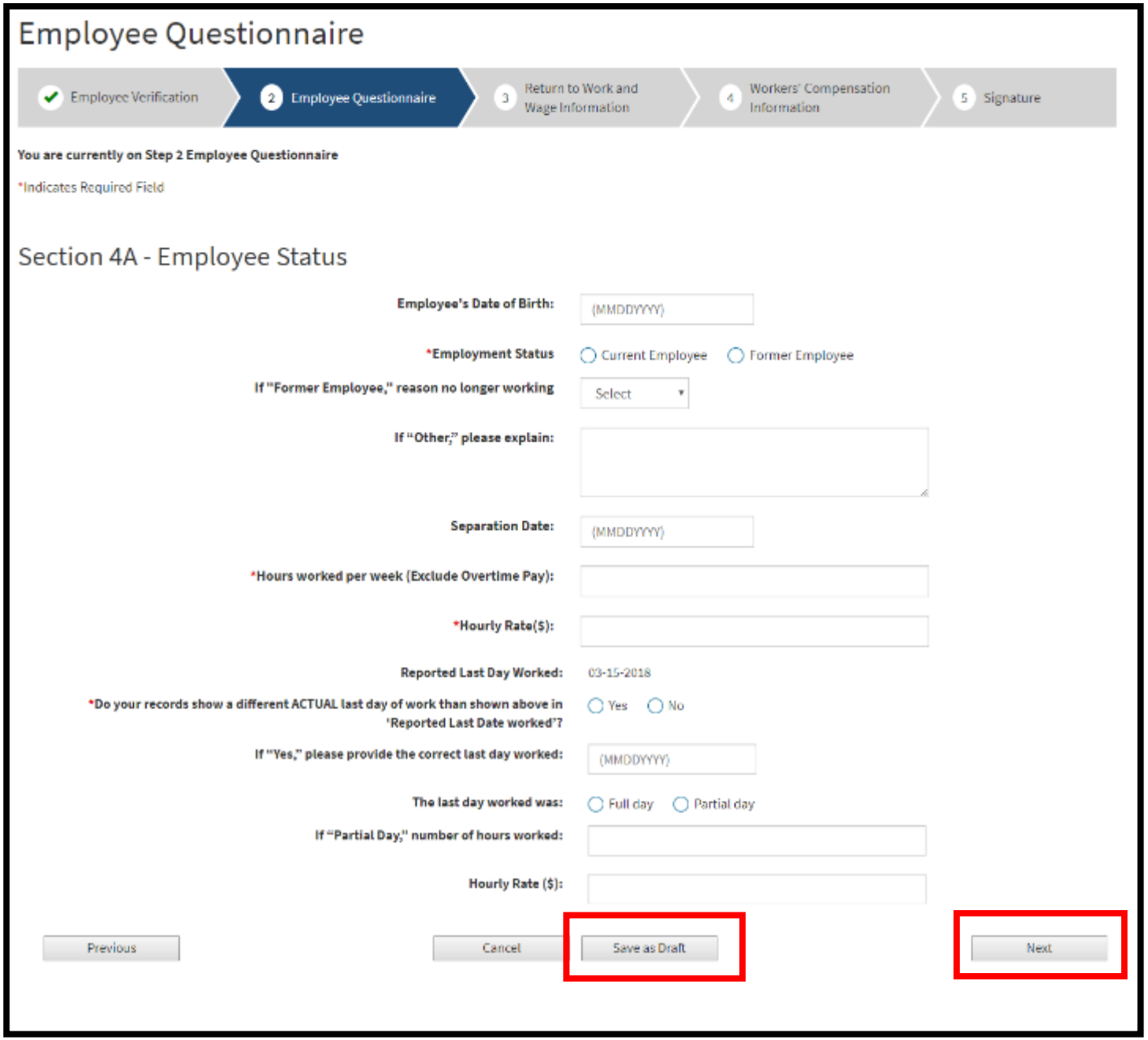
Under My Forms Available to Submit, select **2503 Employer Notice of DI Claim** to complete the form.



Verify the information in the Employee Information section.

Select **Yes** if the employee works for you now or did in the past. Select **No** if this person **never** worked for you.

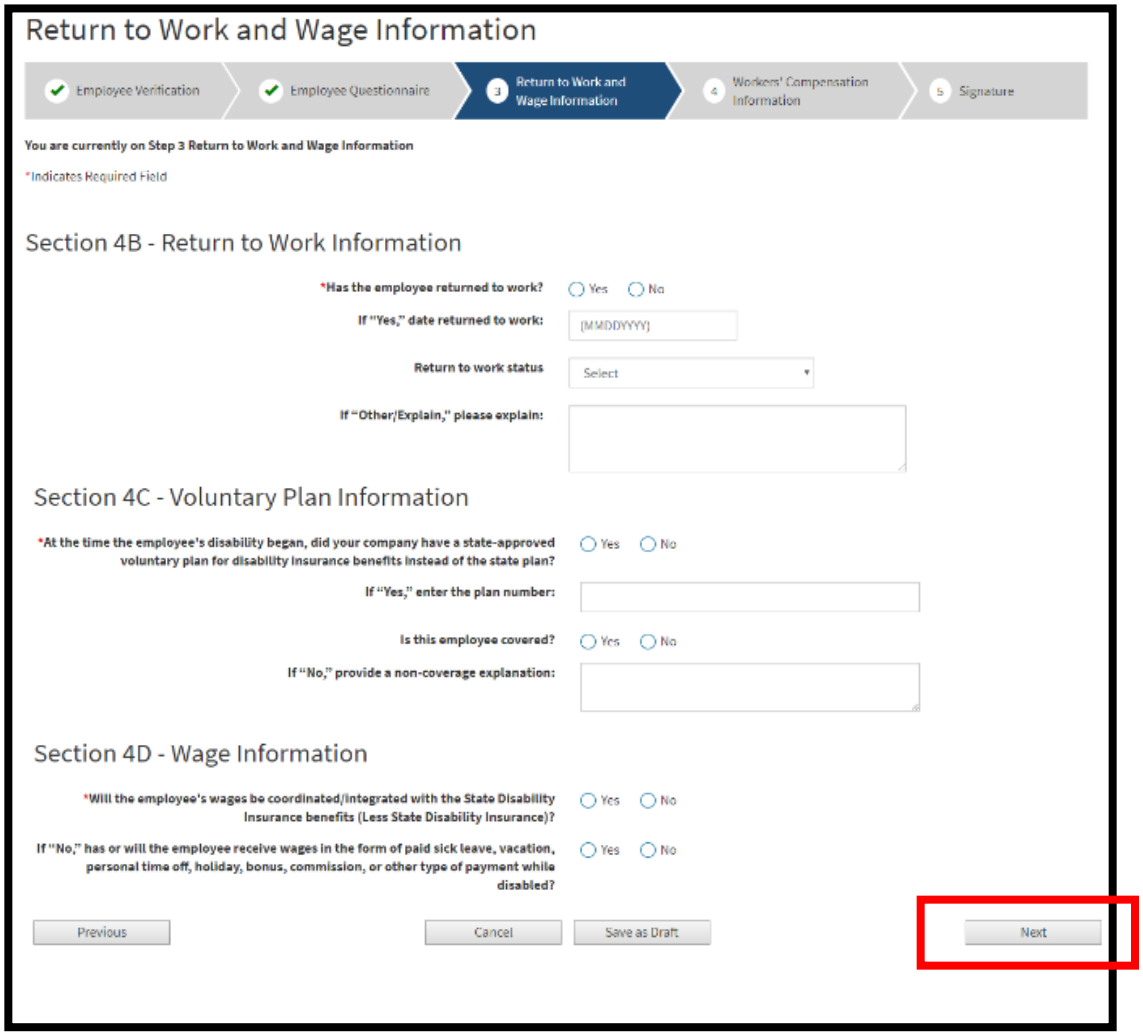
Select **Next.**



Complete the Employee Status section and select **Next**.

Note

Select **Draft** at any time to complete the form later.



Important

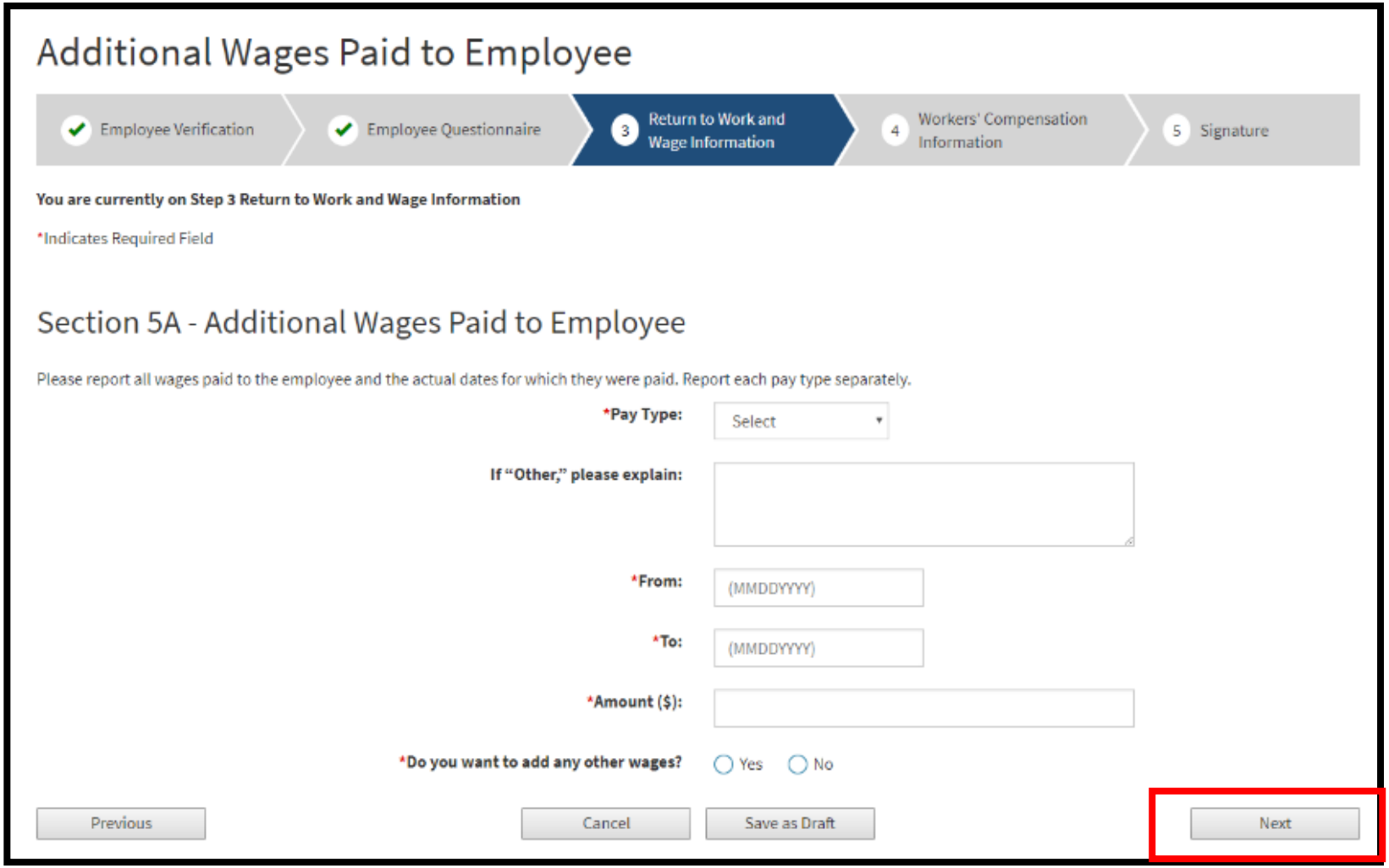
If you do not coordinate or integrate pay with EDD and the employee will be paid while receiving EDD benefits, you must report all wages to avoid an overpayment.

Learn more about integrating wages with benefits on our website.

Complete the Return to Work and Wage Information sections.

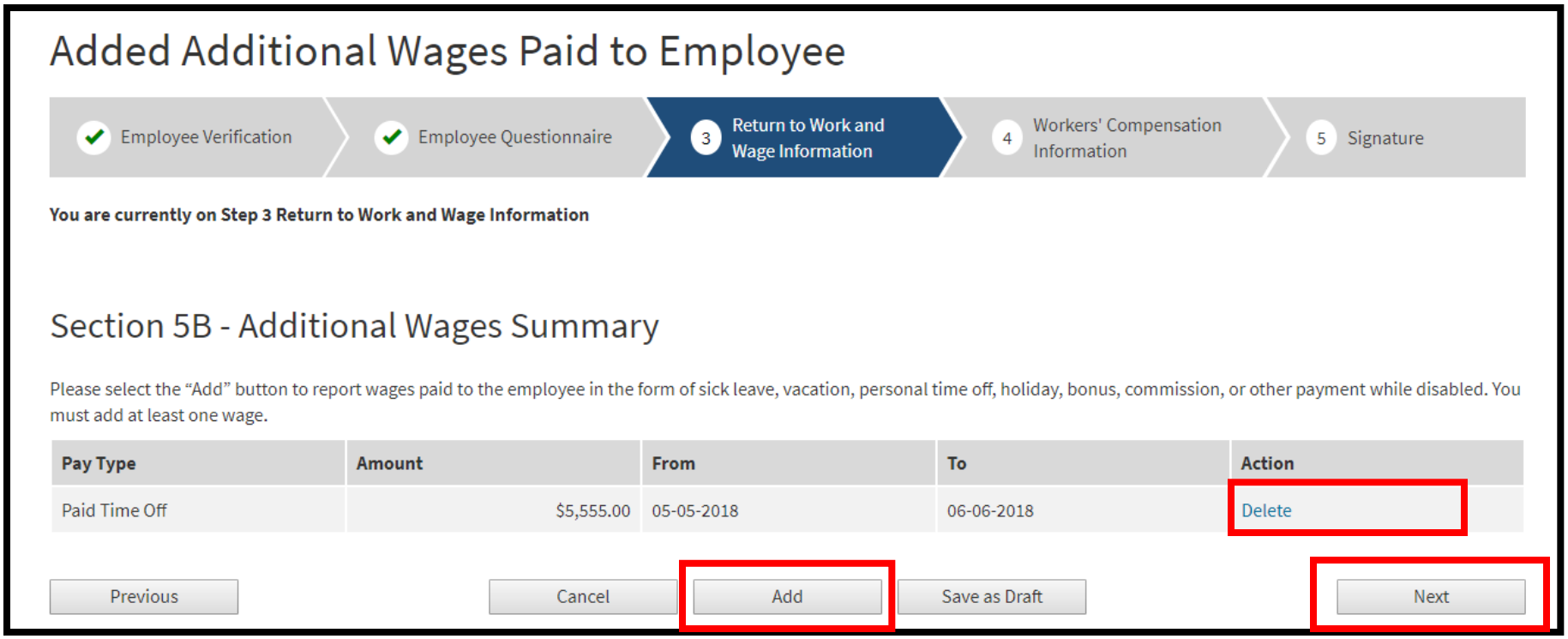
Under Section 4D – Wage Information, let us know if the employee is going to get wages coordinated with benefits. Then, select **Next**.

Note: If you select **No**, but your employee will continue to get wages, you must complete the Additional Wages Paid to Employee section.



Select the **Pay Type,** enter the dates, and the amount paid to the employee. If you need to add additional wage information, select **Yes** to the last question. Select **No** if there is no additional wage information. Then, select **Next**.

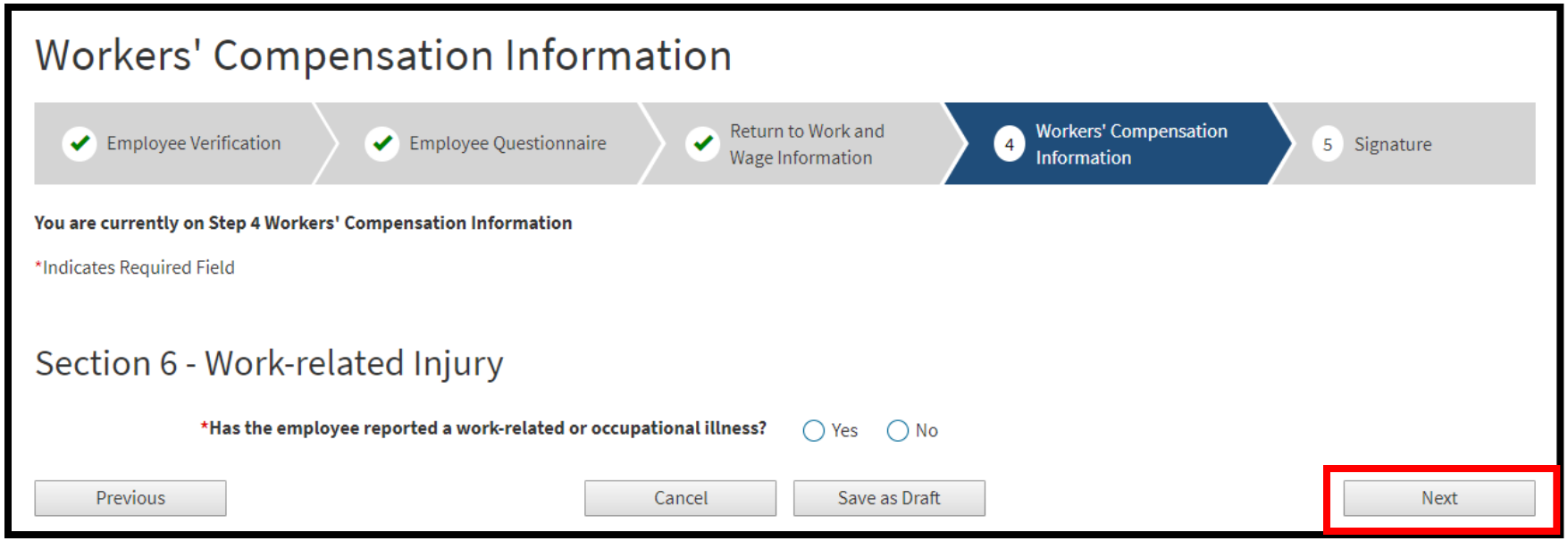
If your employee's wages will be coordinated with benefits or they will not get any additional wages during their disability period, skip to page 46.



Make sure the information you entered under the Additional Wages Summary section is correct.

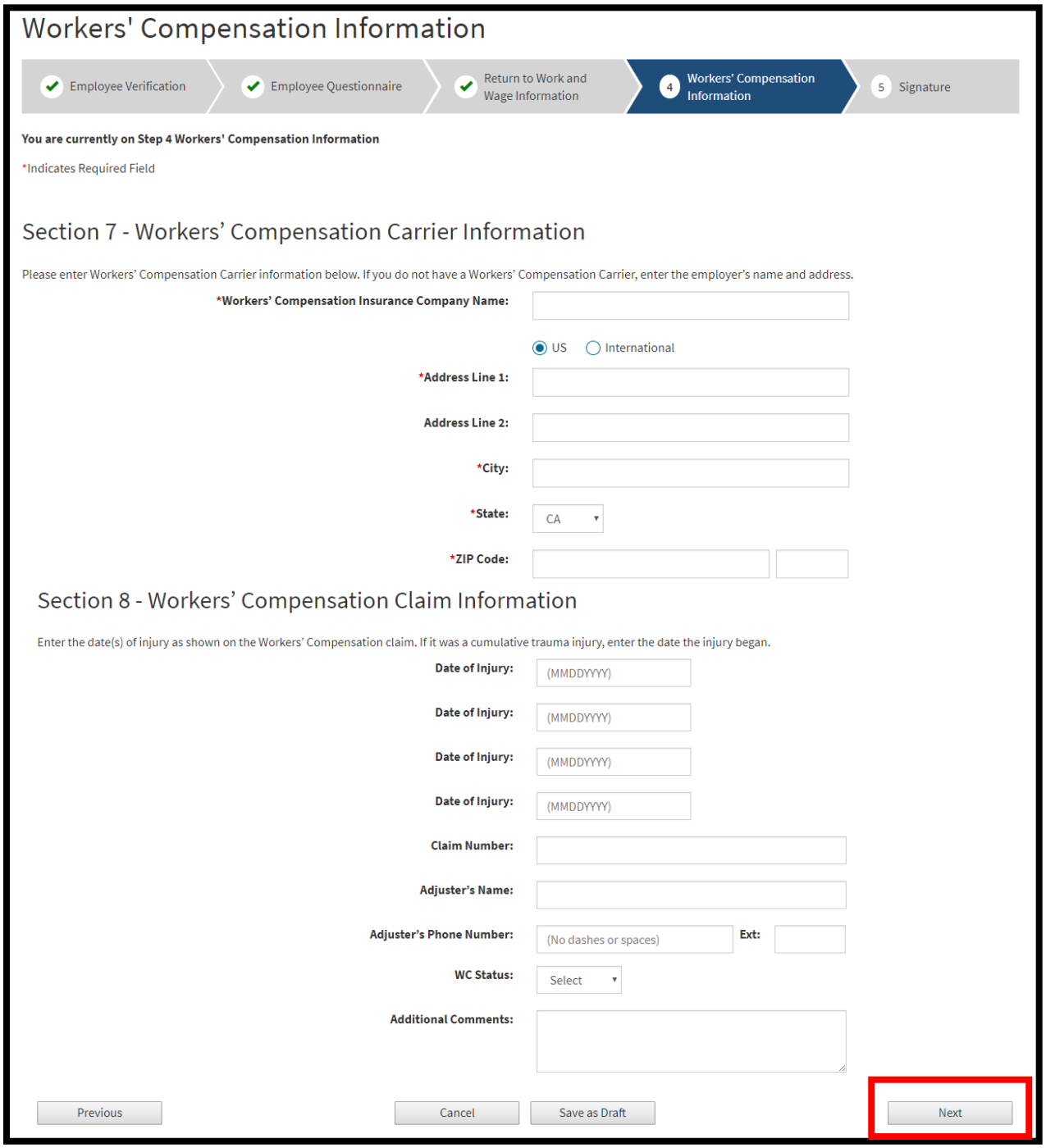
- Select **Add** to enter additional wages paid.
- Select **Delete** under the Action column to remove incorrect information.

When complete, select **Next**.



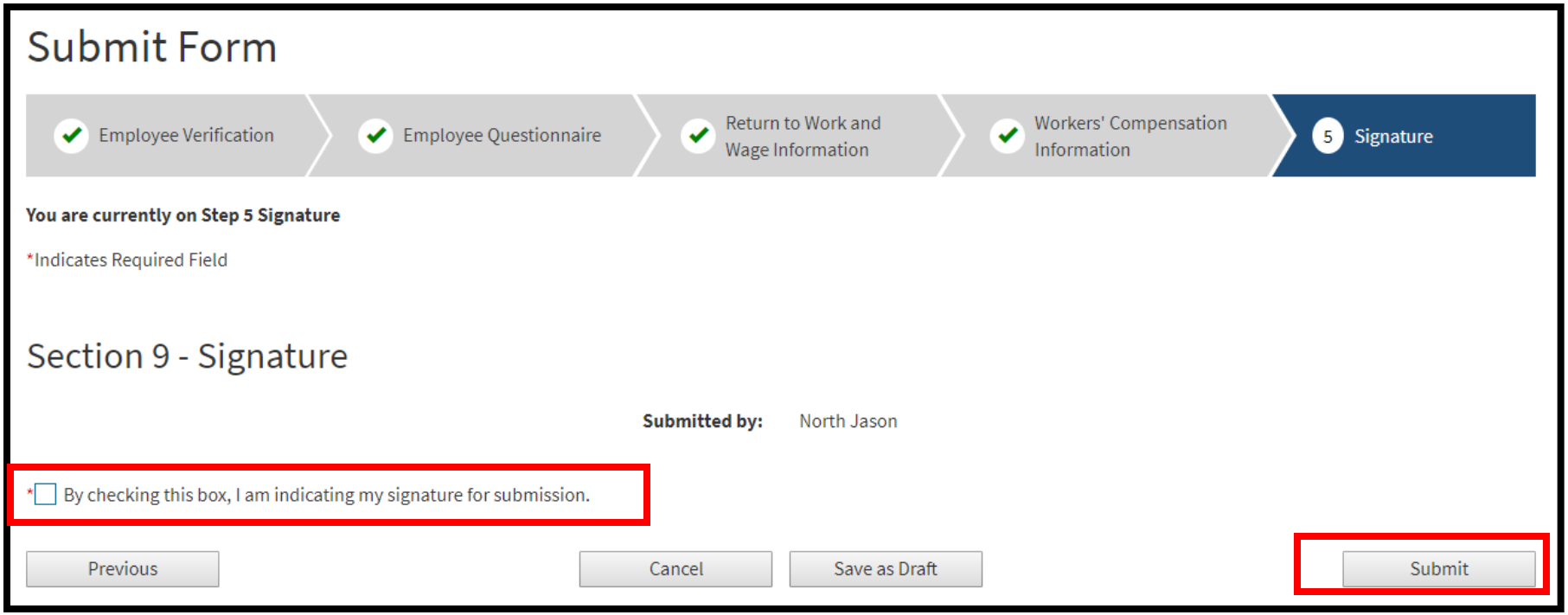
Complete the Work-related Injury section and select **Next**.

If you select **Yes**, you must enter additional information on the Worker's Compensation Information screen.

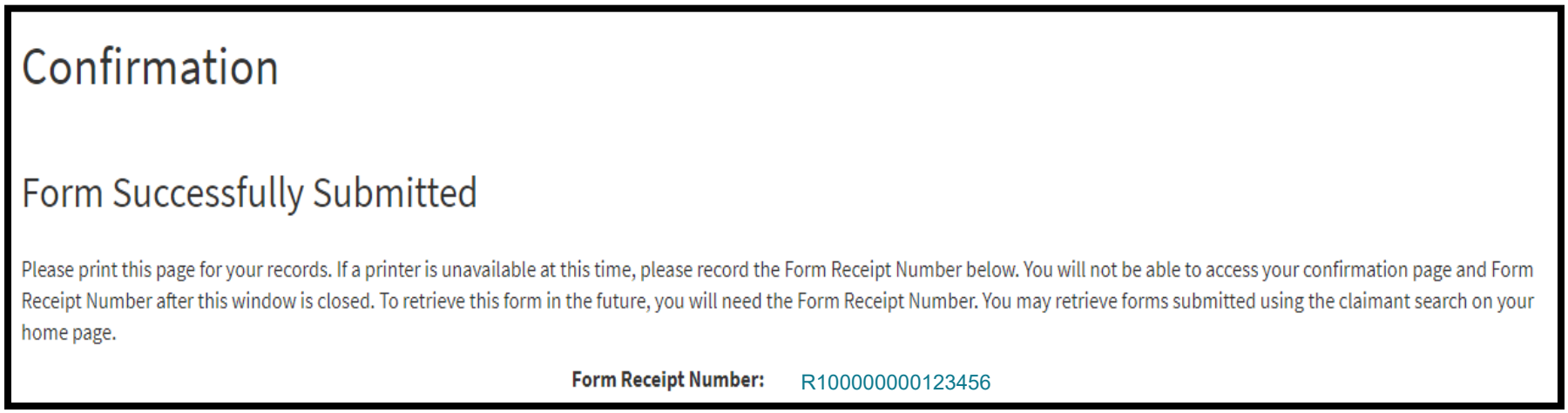


Enter relevant workers' compensation information and select **Next**.

If you selected **No** to the work-related injury question, skip to the next page.



To send the form, select the box to authorize an electronic signature and select **Submit**.



We assign your submission a Form Receipt Number on the Confirmation screen.

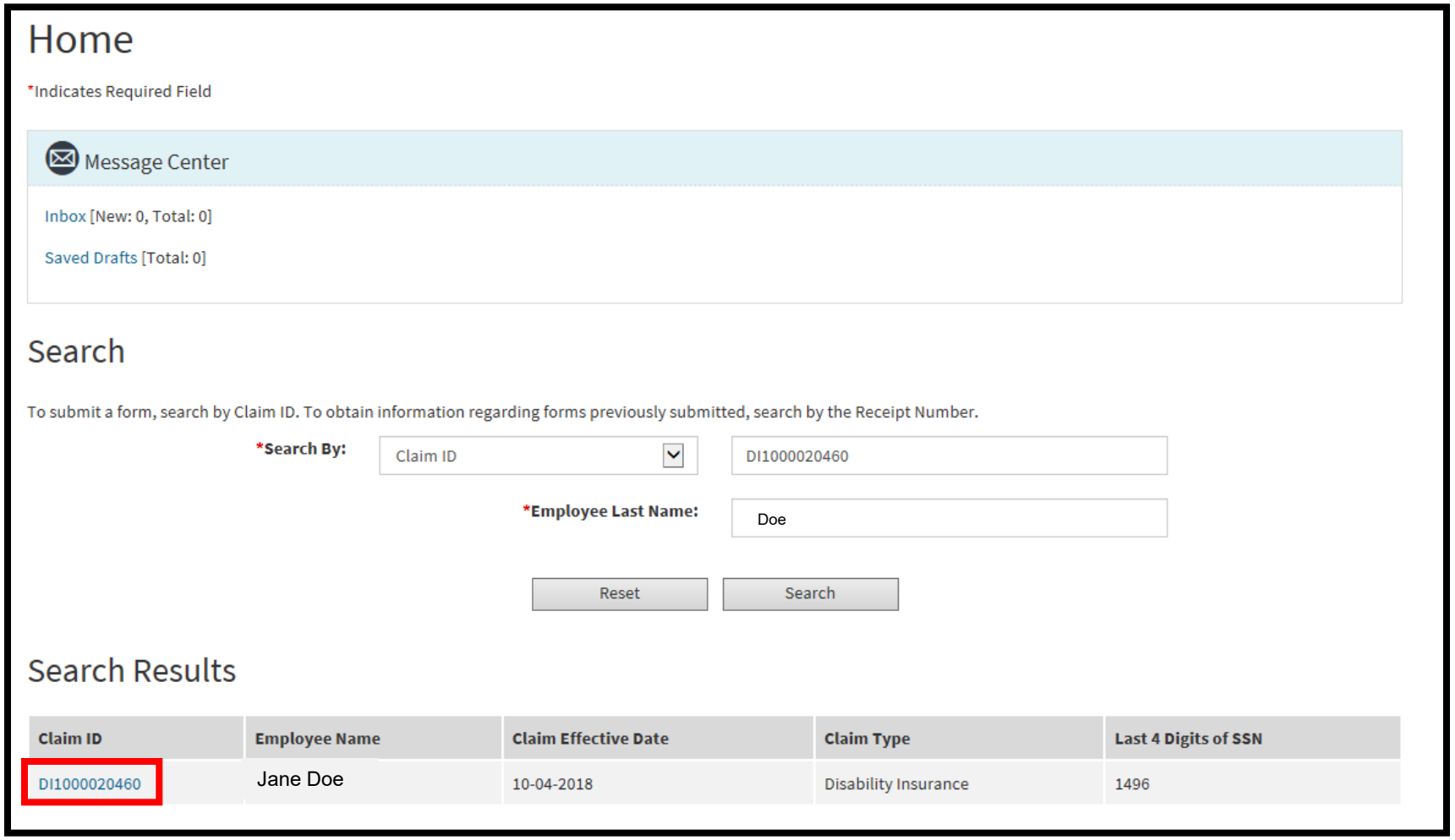
Save this number for future reference.

Select the **Form Receipt Number** link to review the information submitted.

Submit a *Disability Insurance Eligibility – Workers' Compensation* (DE 2578A)

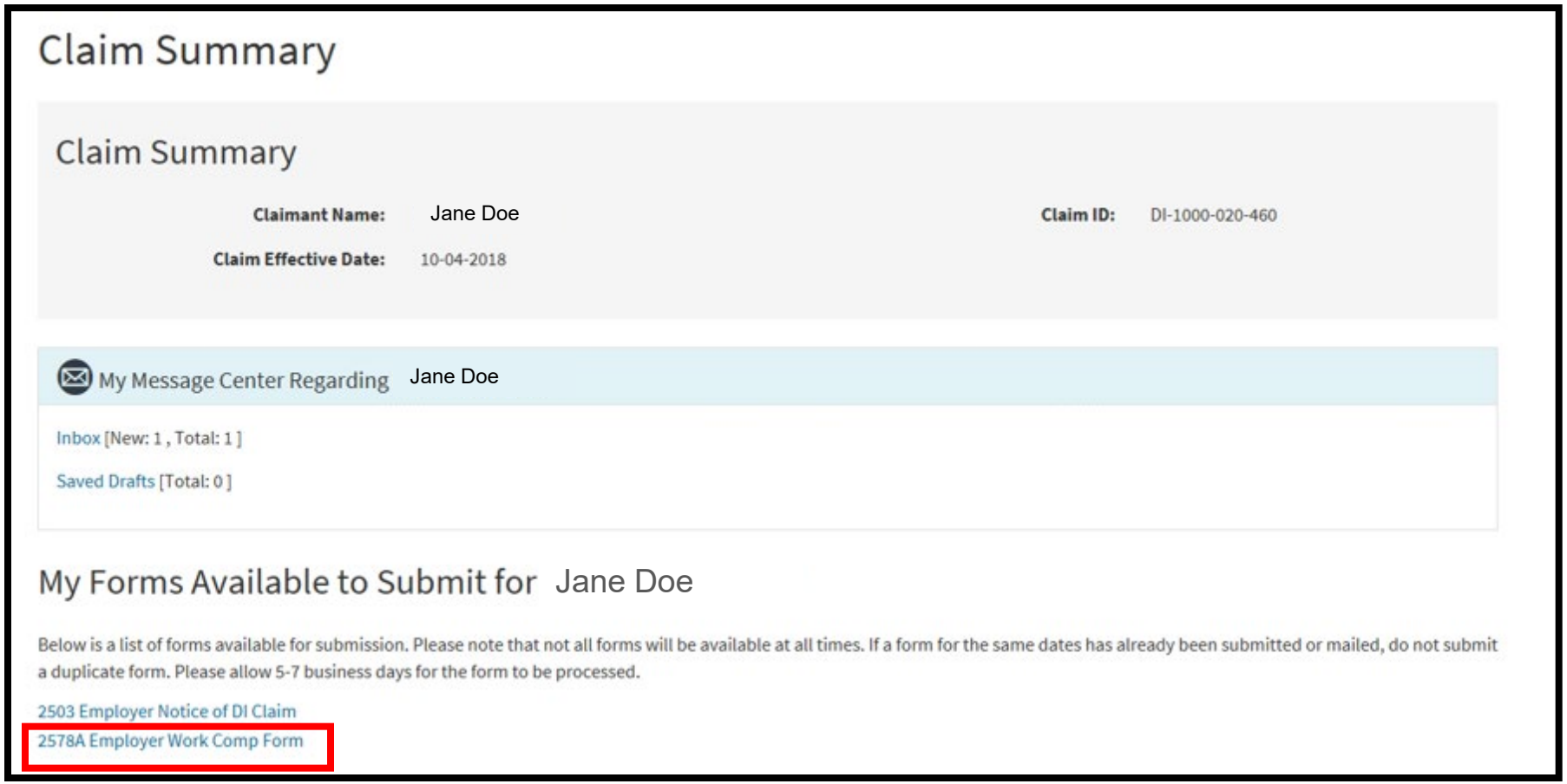
Learn more about how to submit a DE 2578A when requested by the EDD.

Get Started

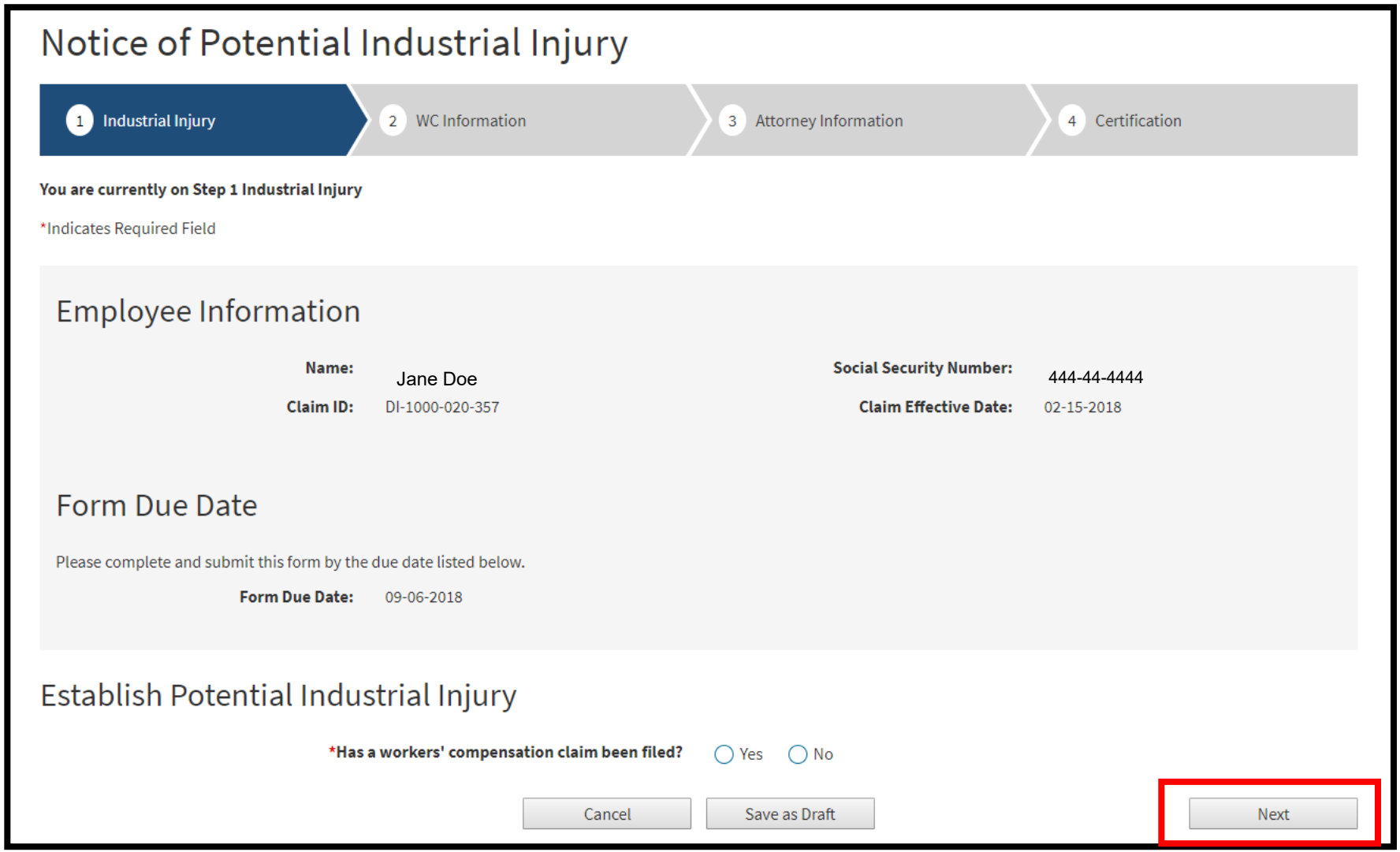


On the homepage, select **Claim ID** and enter the employee's last name. Select **Search.**

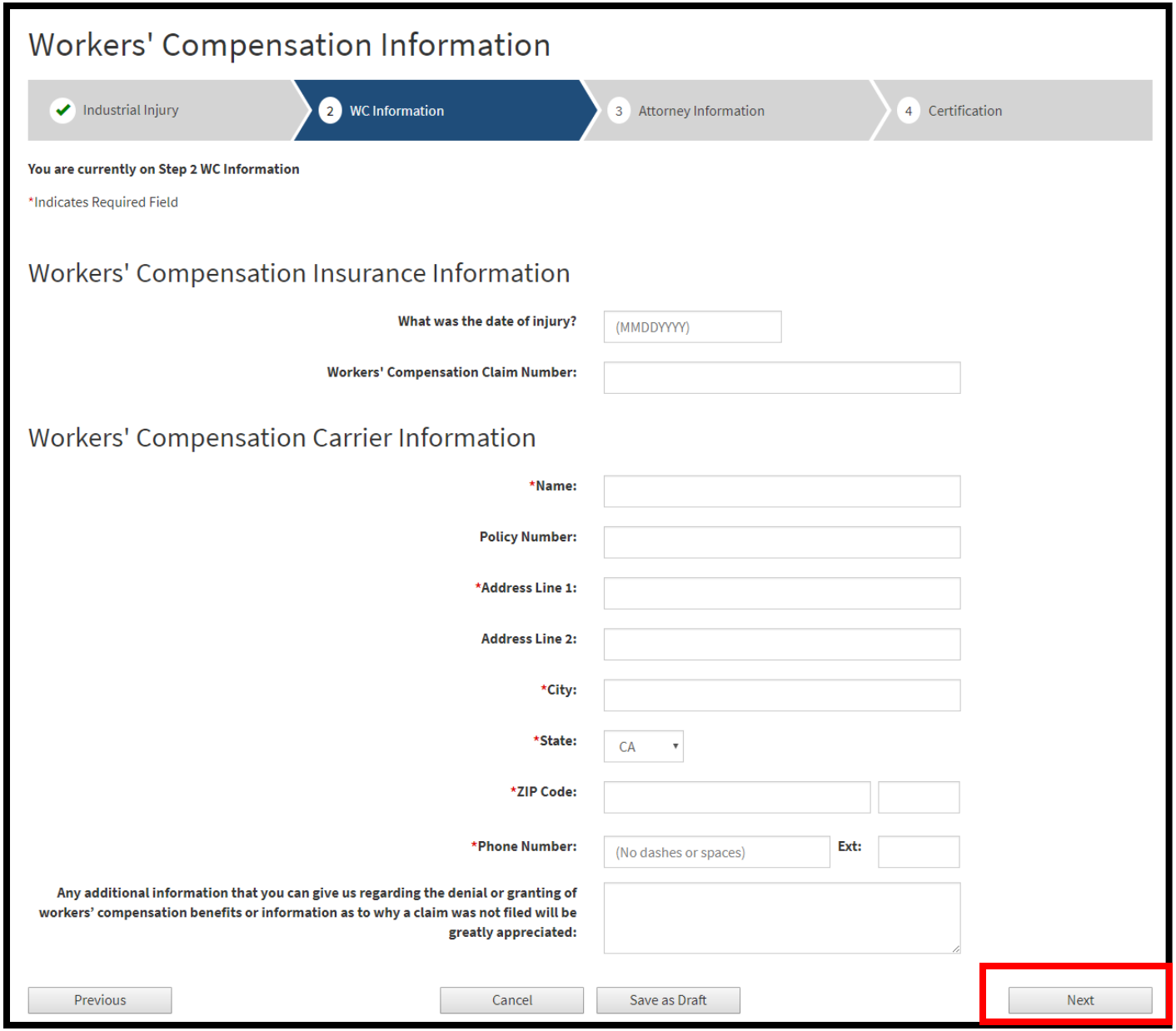
Under Search Results select the **Claim ID** link.



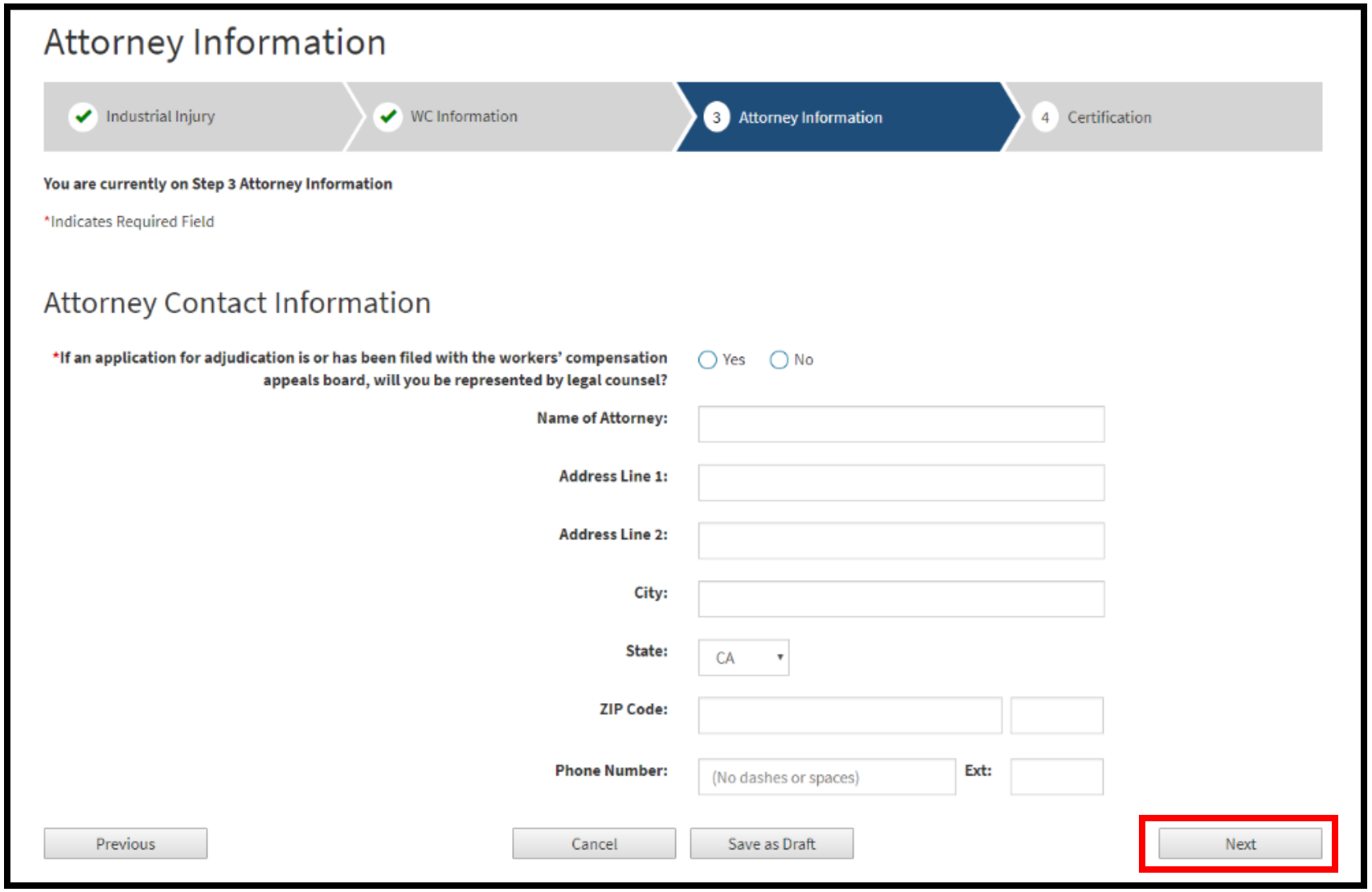
Under My Forms Available to Submit select **2578A Employer Work Comp Form**.



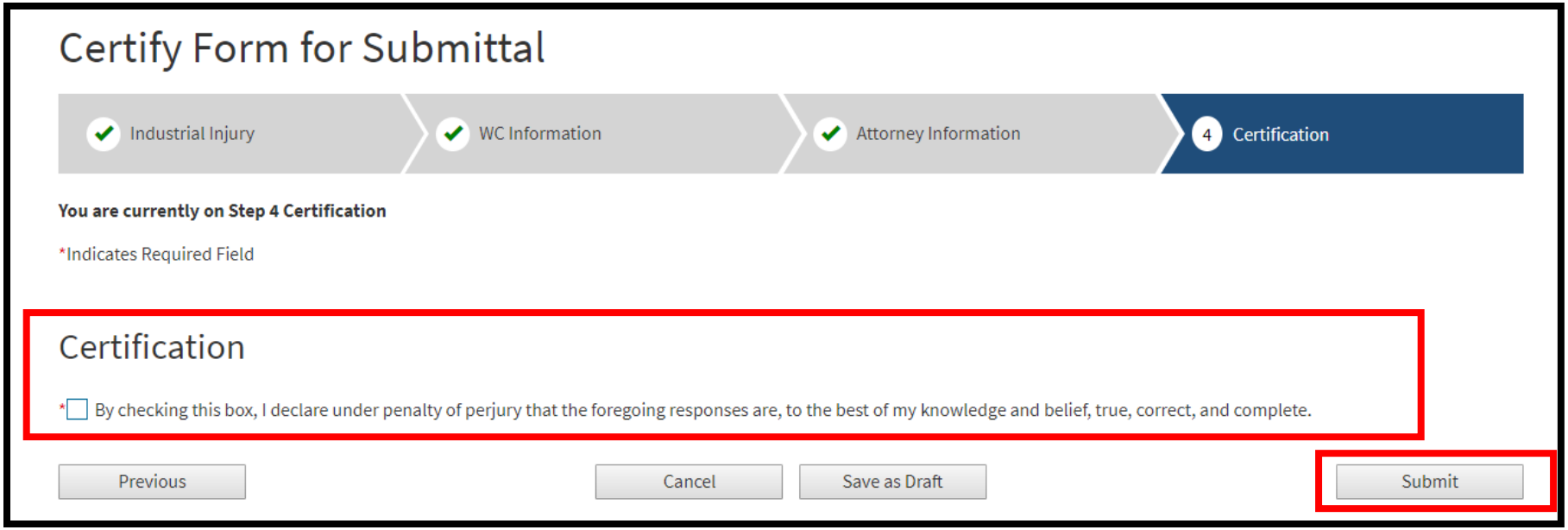
Verify the information on the Notice of Potential Industrial Injury screen. Answer **Yes** or **No** to the workers' compensation question and select **Next**.



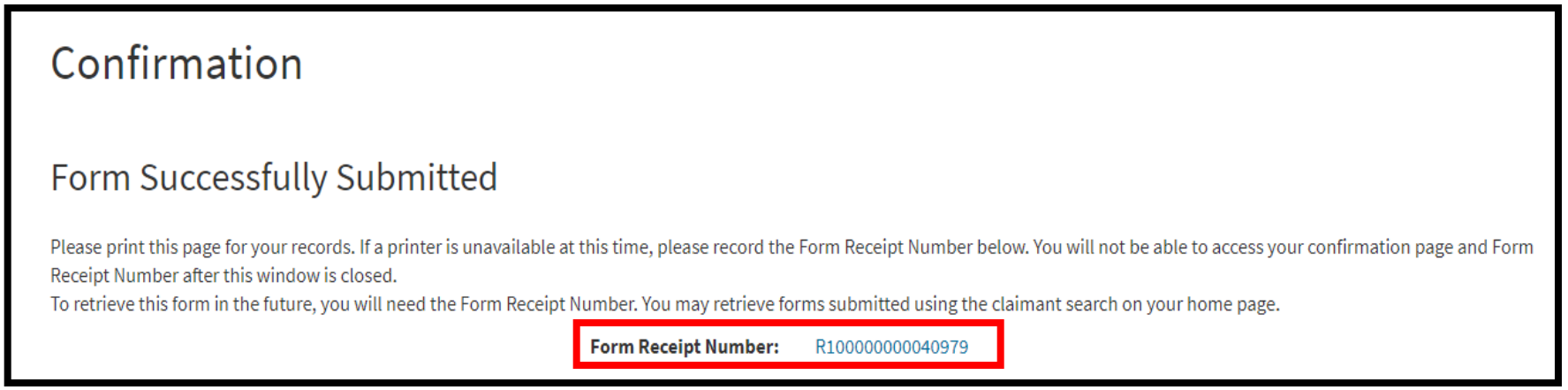
Complete the Workers' Compensation Insurance Information and the Workers' Compensation Carrier Information then select **Next**.



Complete the Attorney Contact Information section, if applicable, and select **Next**.



To send the form, select the box to authorize an electronic signature and select **Submit**.



We assign your submission a Form Receipt Number on the Confirmation screen.

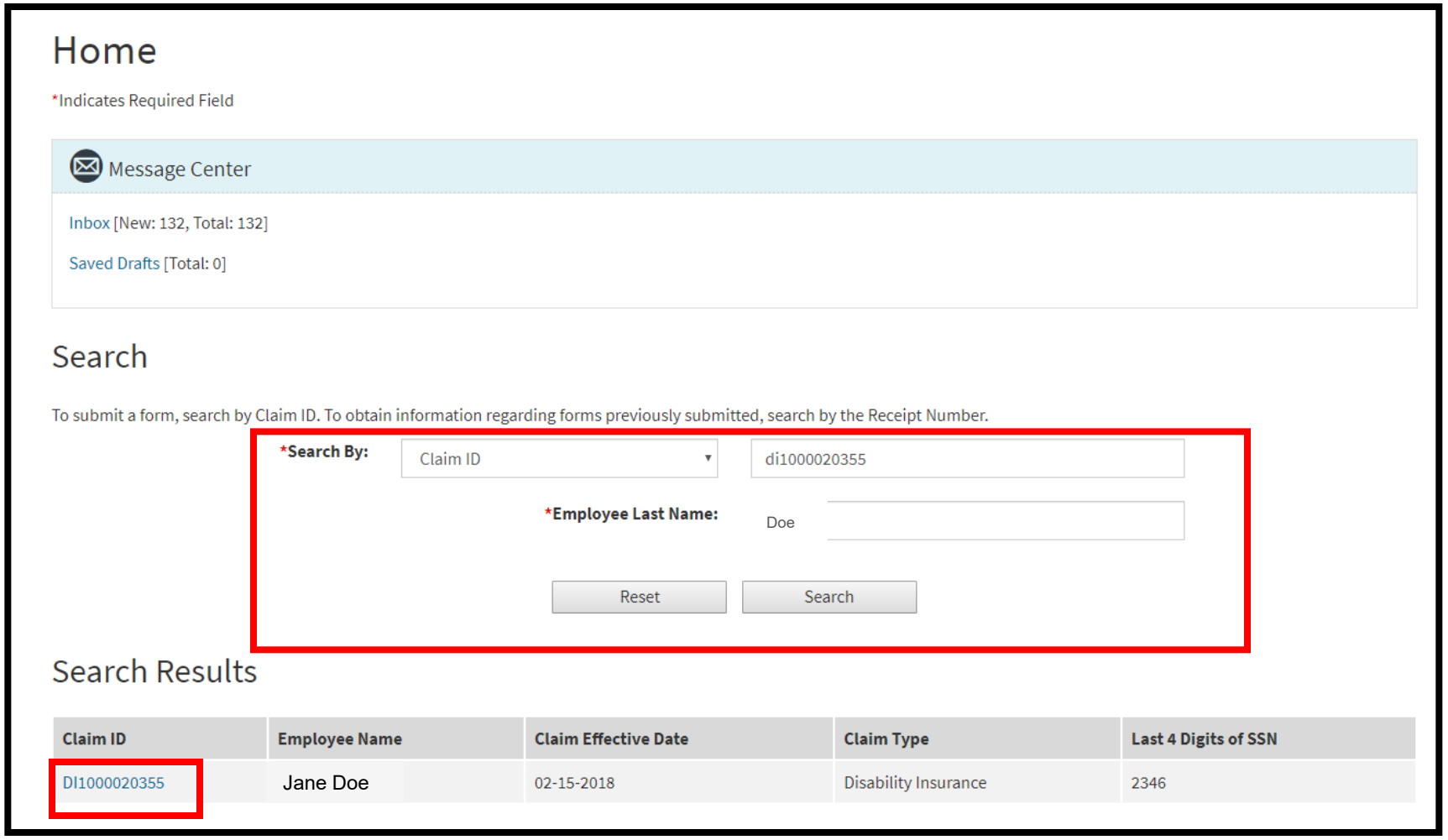
Save this number for future reference.

Select the **Form Receipt Number** link to review the information submitted.

Submit an *Employer's Statement of Job Duties* (DE 2546PE)

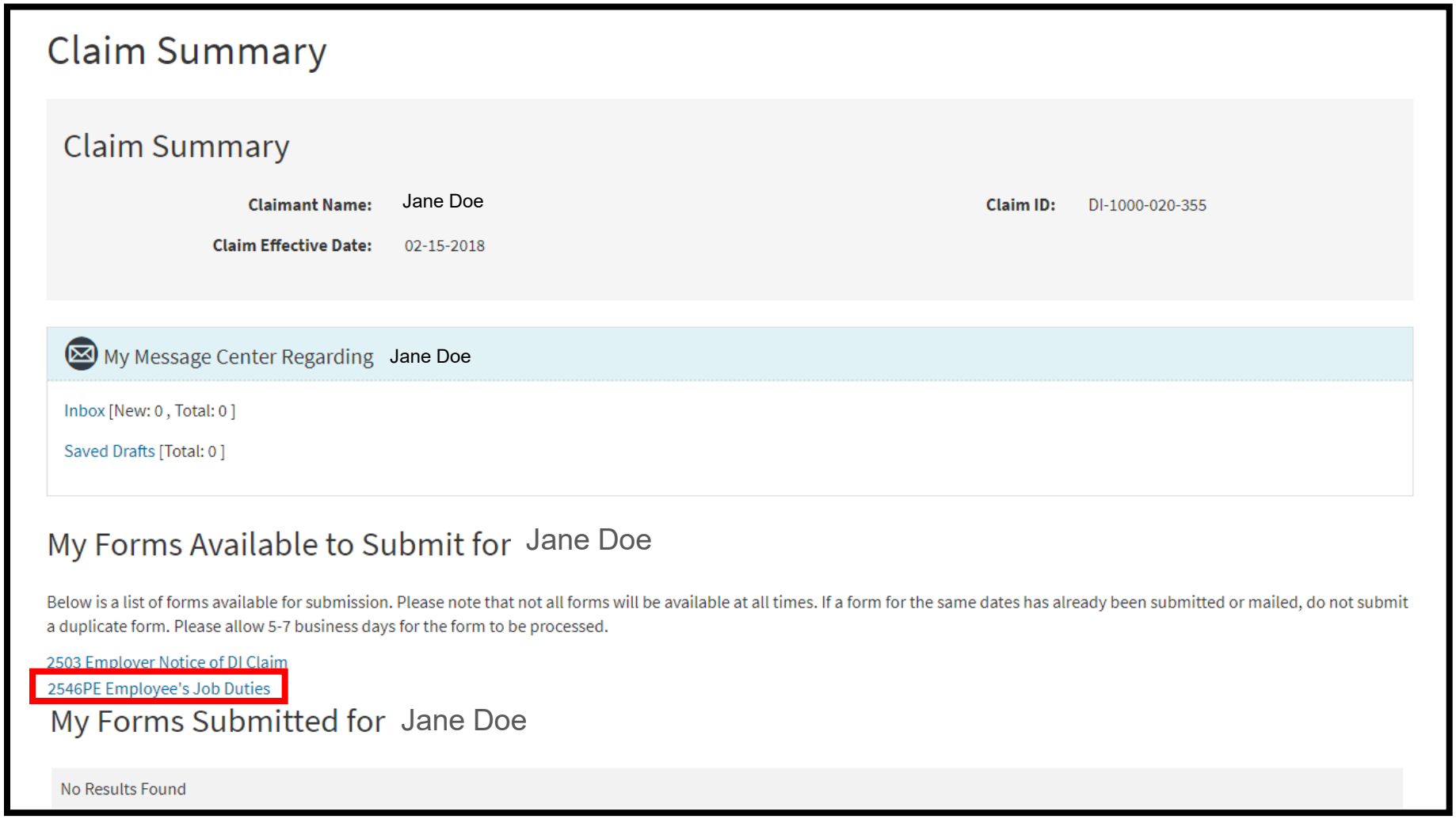
Learn more about how to submit the DE 2546PE when requested by the EDD.

Get Started

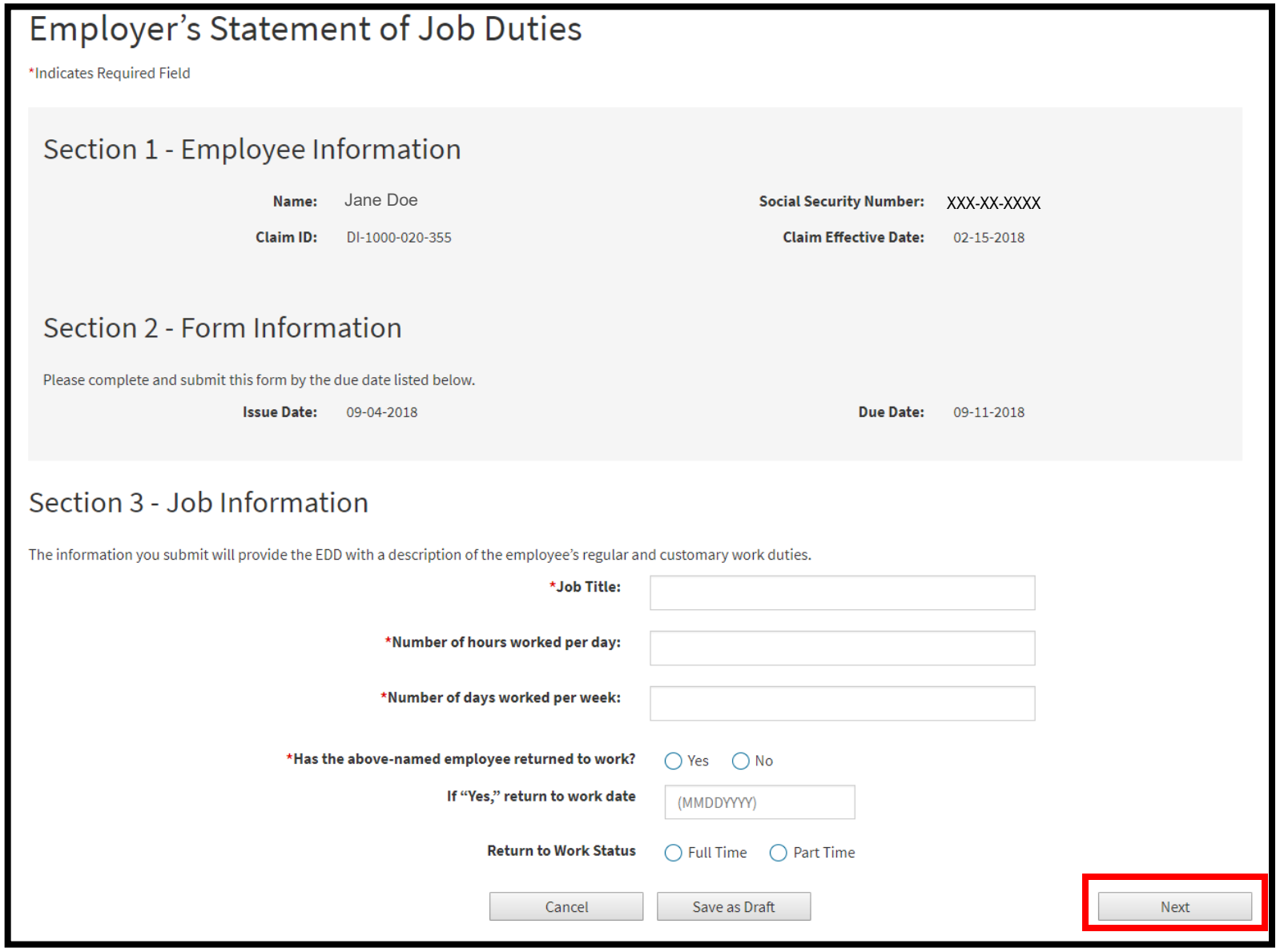


On the homepage, select **Claim ID** and enter the claim ID number and the employee's last name. Select **Search.**

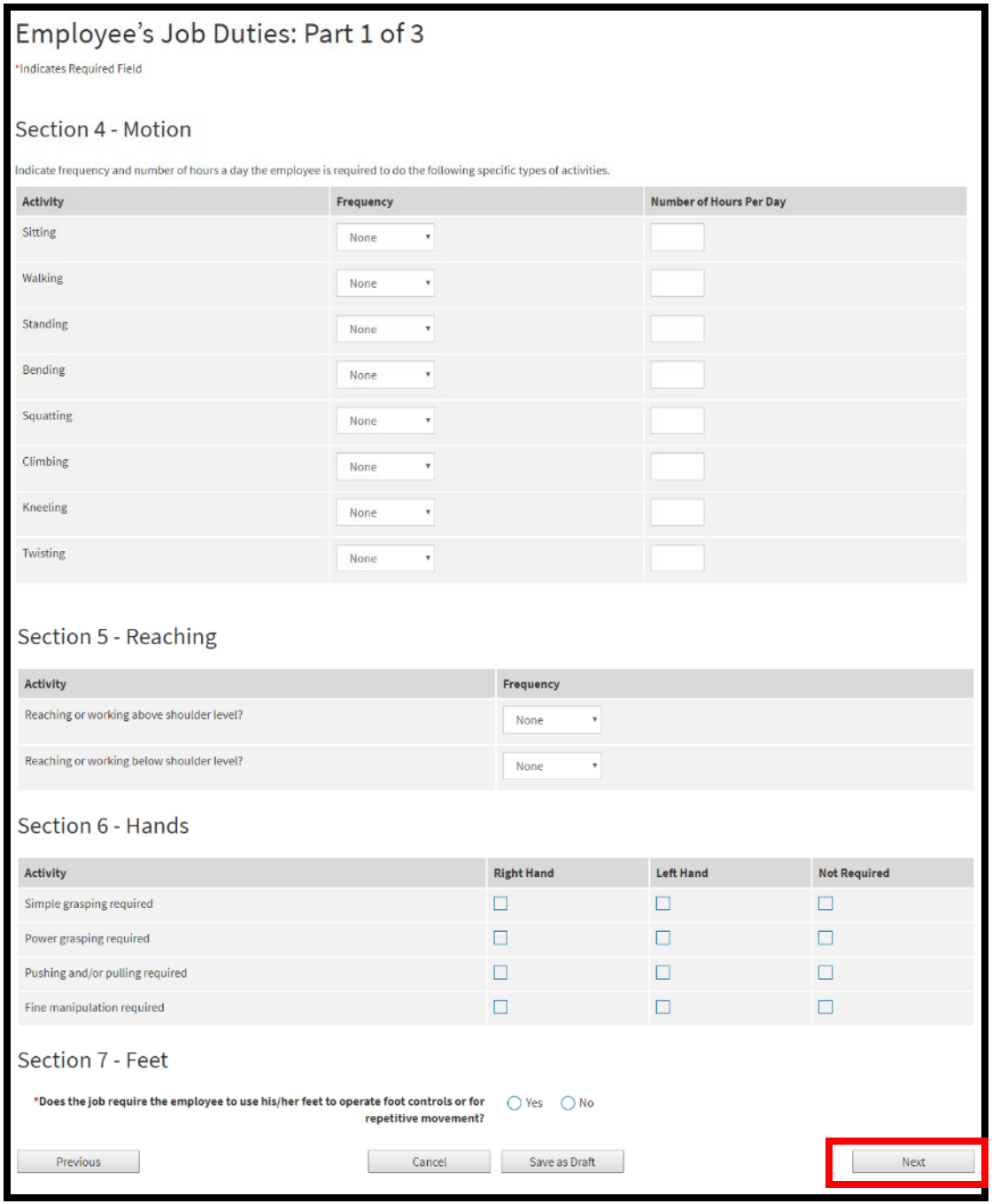
Under Search Results select the **Claim ID** link.



Select **2546PE Employee's Job Duties**.

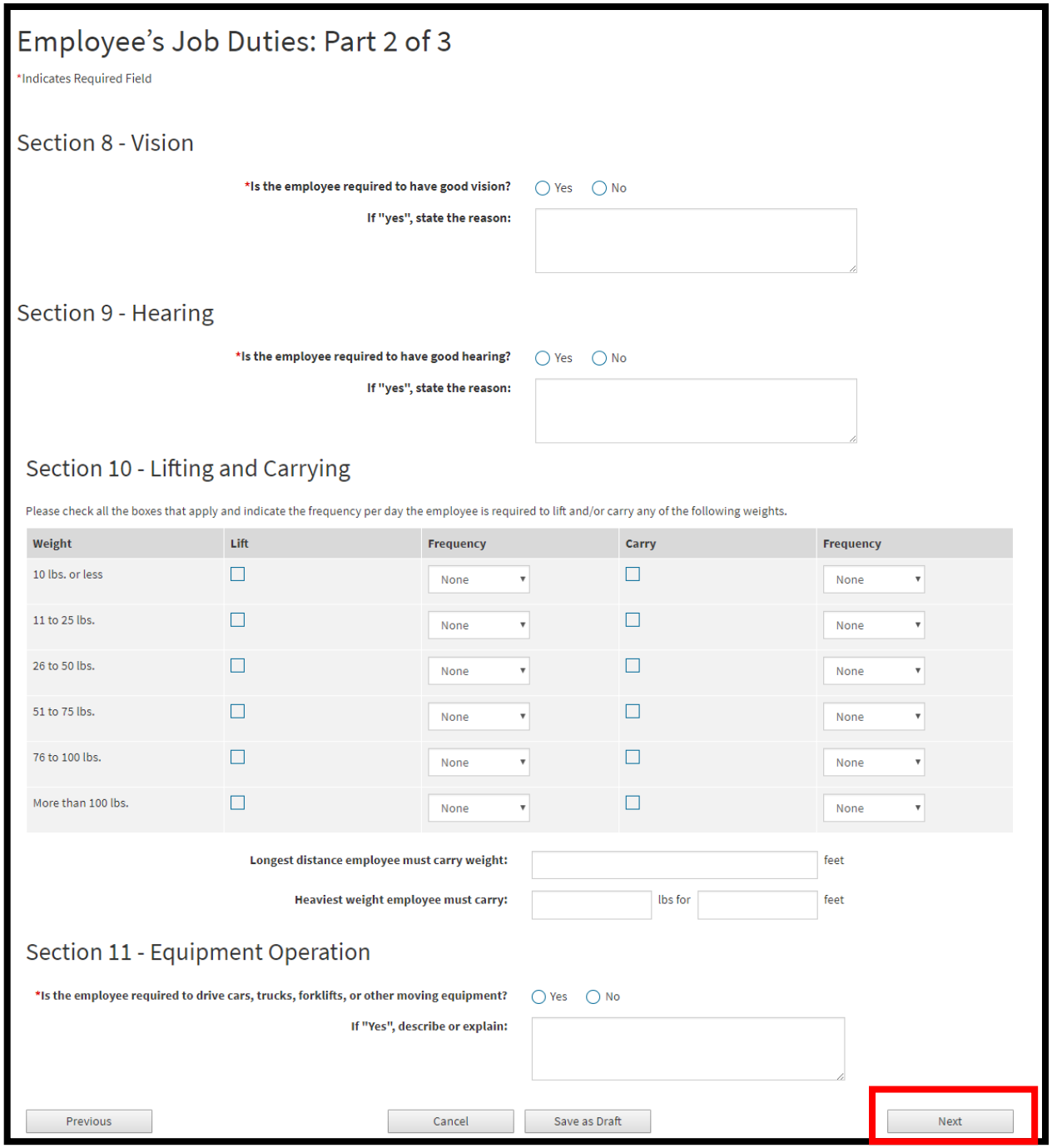


Verify the employee's information and enter their job information.
Select **Next.**



Complete **Part 1** of the Employee's Job Duties.

Select **Next.**



Employee's Job Duties: Part 2 of 3

*Indicates Required Field

Section 8 - Vision

*Is the employee required to have good vision? ◯ Yes ◯ No

If "yes", state the reason:

Section 9 - Hearing

*Is the employee required to have good hearing? ◯ Yes ◯ No

If "yes", state the reason:

Section 10 - Lifting and Carrying

Please check all the boxes that apply and indicate the frequency per day the employee is required to lift and/or carry any of the following weights.

Weight	Lift	Frequency	Carry	Frequency
10 lbs. or less	☐	None	☐	None
11 to 25 lbs.	☐	None	☐	None
26 to 50 lbs.	☐	None	☐	None
51 to 75 lbs.	☐	None	☐	None
76 to 100 lbs.	☐	None	☐	None
More than 100 lbs.	☐	None	☐	None

Longest distance employee must carry weight: feet

Heaviest weight employee must carry: lbs for feet

Section 11 - Equipment Operation

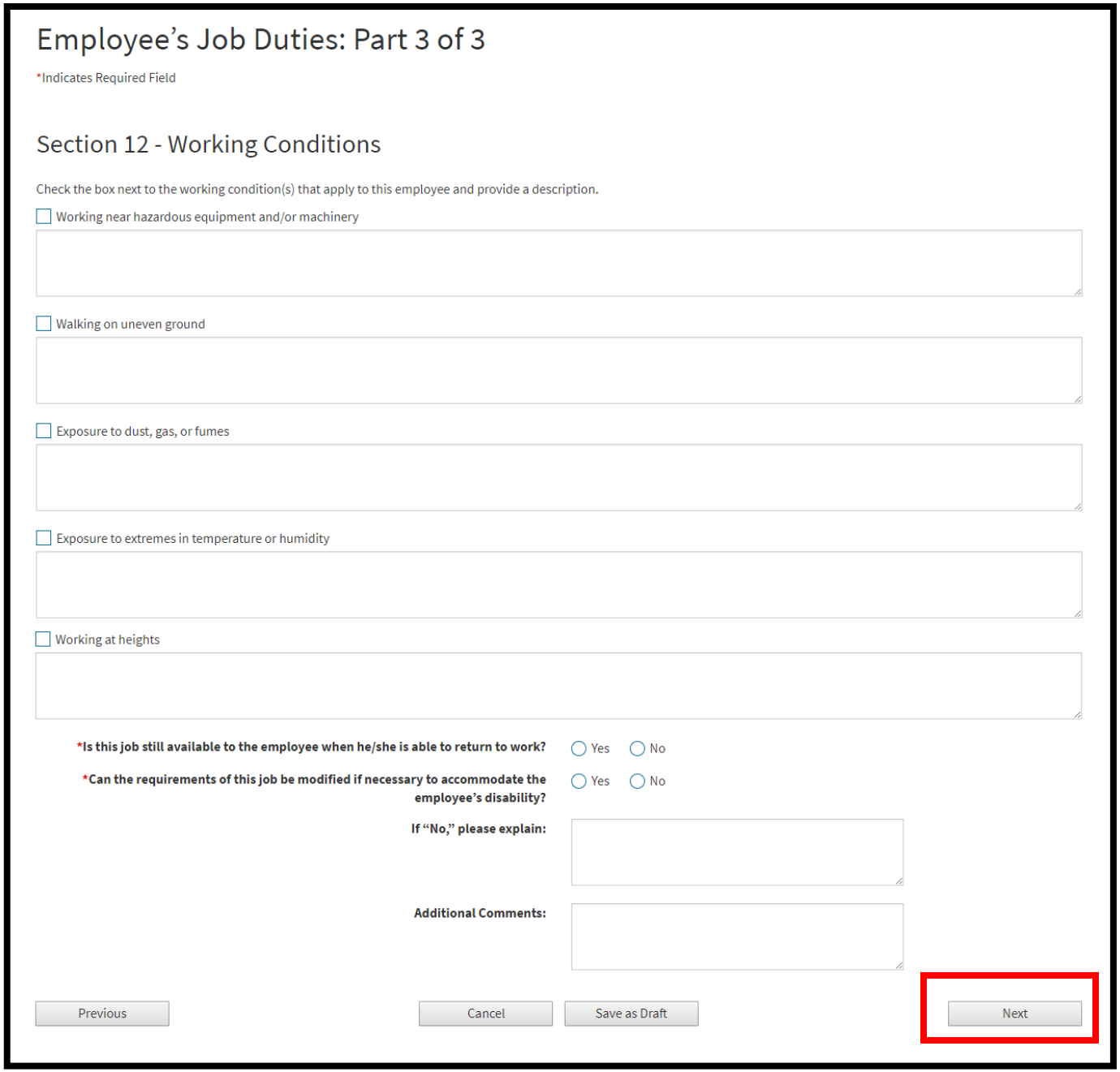
*Is the employee required to drive cars, trucks, forklifts, or other moving equipment? ◯ Yes ◯ No

If "Yes", describe or explain:

Previous Cancel Save as Draft Next

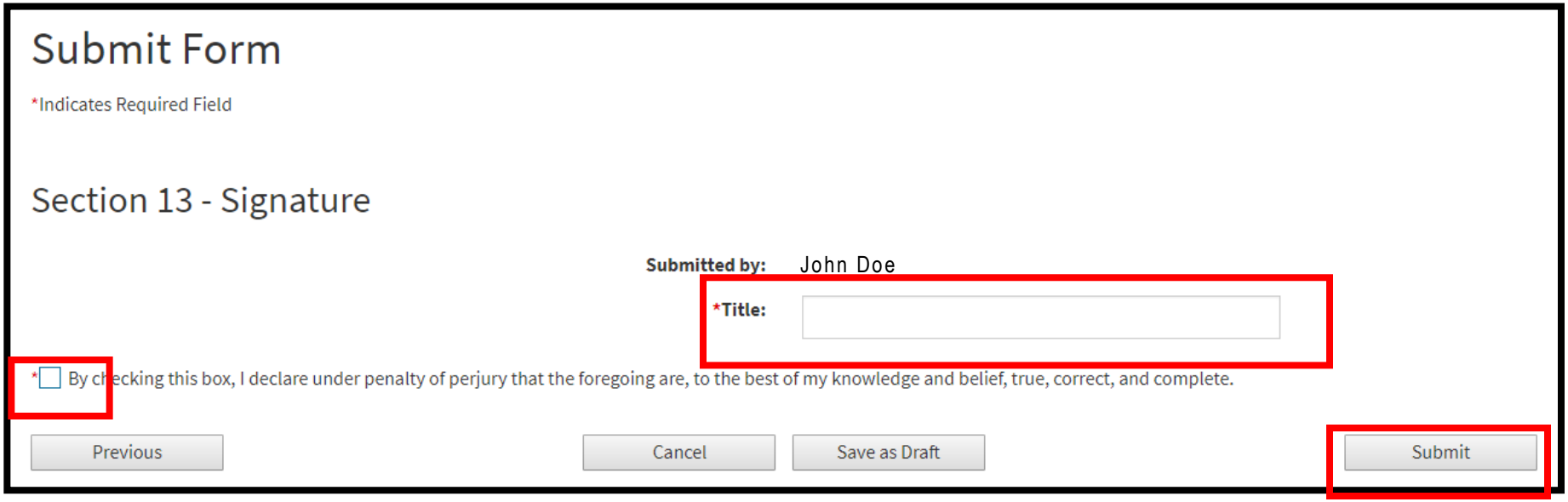
Complete **Part 2** of the Employee's Job Duties.

Select **Next.**

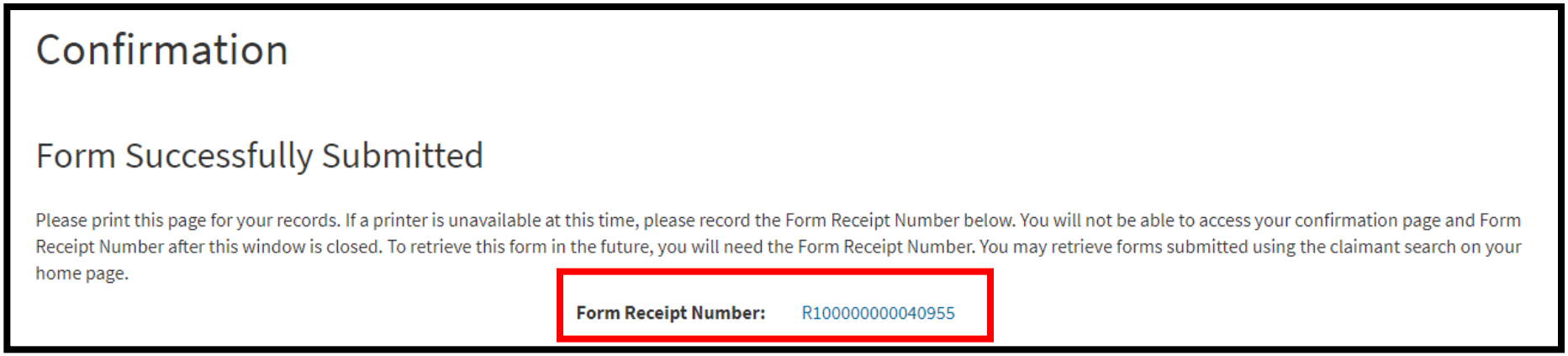


Complete **Part 3** of the Employee's Job Duties.

Select **Next.**



On the Submit Form screen, enter your job title in the Title field. Next, select the check box to declare the information you entered is to the best of your knowledge, true, and complete. To send the form, select **Submit**.



We assign your submission a Form Receipt Number on the Confirmation screen.

- Save this number for future reference.
- Select the **Form Receipt Number** link to review the information submitted.

Employment Development Department
State of California

SDI Online Employer Account FAQs

Learn more about your SDI Online employer account.

Get Started

How many representatives can create an employer account?

There is no limit to the number of representatives that can complete and submit claim information on behalf of the employer. Each designated person can create their own separate account using their own company email as a unique login.

Note

To help employers manage employer representative accounts, the employer can use a shared mailbox email so multiple representatives can access this account over time.

Employers should keep the SDI Online login information in a secure place, to be used only to reset a password or inactivate representative accounts when employees leave.

Call our Employer Help Line at 1-855-342-3645 for help with an employer representative account.

Can I manage multiple employers within one SDI Online account and login?

No. Each employer must create a separate account with a different company email as a unique login.

Will I be notified when a claim is filed?

Yes. You can continue to receive paper notices even if you have an SDI Online account. Once you get the paper notice, log in to your account and enter the employee's Claim ID and last name to complete the notice.

If your company has multiple locations with 50 or more employees and you would like all disability communications for your employees sent to a centralized location, contact us at 1-855-342-3645 and provide the following information:

- Employer Name
- EDD Employer Account Number (EAN)
- Contact Name
- Direct Phone Number
- Mailing Address

Is payment information available in SDI Online?

No. You can only complete disability notices through SDI Online.

We recommend you work with your employees to get their payment information. There are two documents we send your employees that they can share with you to prevent a benefit overpayment:

- The *Notice of Computation* (DE 429D or DE 429DF) informs the employee that the claim was received and gives their estimated weekly and maximum benefit amounts.
- The *Electronic Benefit Payment (EBP) Notification* (DE 2500E) is mailed to your employee after each payment.

You can also request payment information by calling our Employer Help Line at 1-855-342-3645. However, the employee must indicate on their application that we can release payment information to you. All other claim information is confidential.

What can I do in my employer account?

You can use SDI Online to:

- Submit a *Notice to Employer of Disability Insurance Claim Filed* (DE 2503).
- Submit a *Disability Insurance Eligibility – Workers' Compensation* (DE 2578A).
- Submit an *Employer's Statement of Job Duties* (DE 2546PE).
- Update contact information.

CONTACT US

1-855-342-3645

This number is for employers only.

– Helpful Links –



Order Forms



Schedule a Webinar



Help Fight Fraud

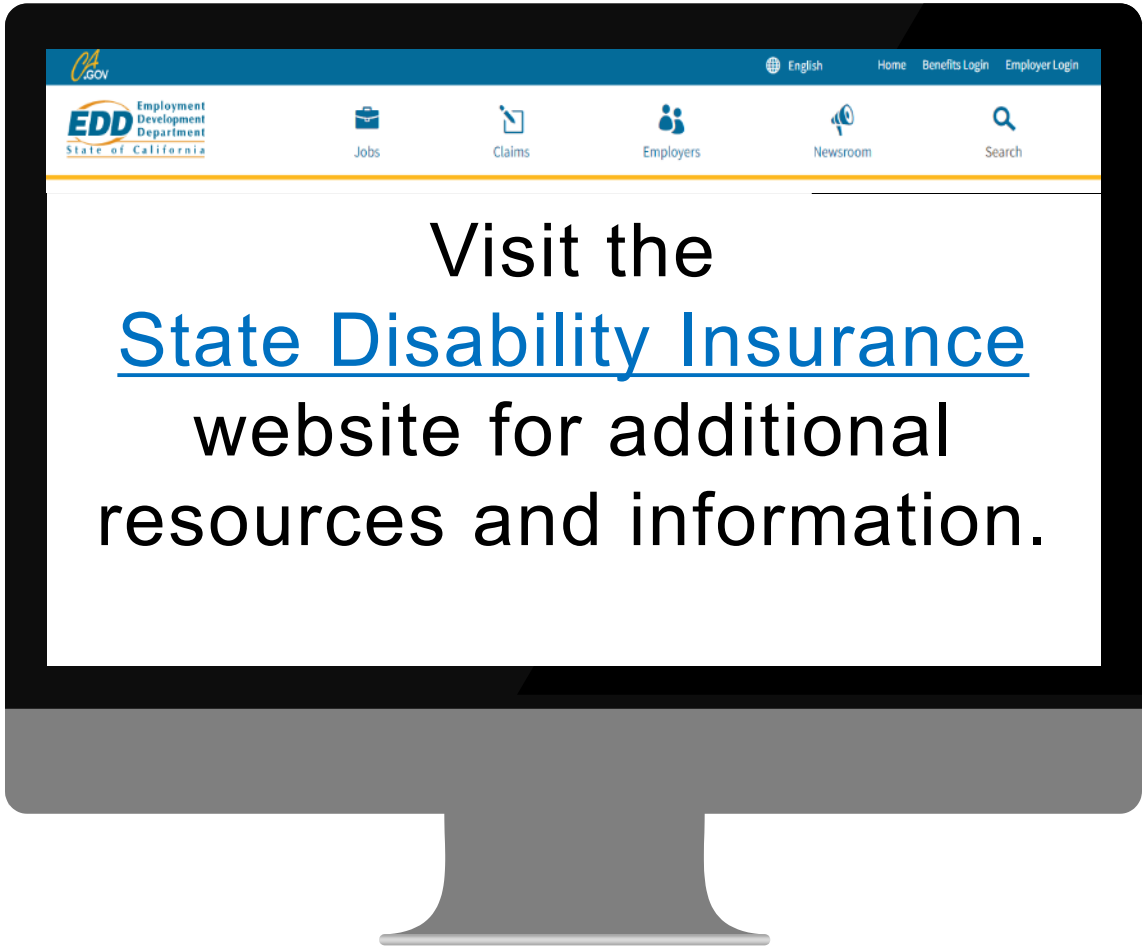


Contact Us

Accessibility

Language Resources

– Follow us –



EDD is an equal opportunity provider. EDD provides free help and tools to make sure everyone can access our services. This includes Braille, large print, or ASL interpreters. We also accept calls from TTY (711) users and individuals using Video Relay Services (VRS). Call 1-866-490-8879 (Voice) or TTY 1-800-563-2441.