

SDI Online Tips for Licensed Health Professionals

These tips will help you create a State Disability Insurance (SDI) Online account. You or your designated medical representative can use [SDI Online](http://edd.ca.gov/SDI_Online) (edd.ca.gov/SDI_Online) to file physician/practitioner certifications for Disability Insurance (DI) or Paid Family Leave (PFL).

Getting Started

You must first create a [Benefit Programs Online \(BPO\)](http://edd.ca.gov/Benefit_Programs_Online.htm) (edd.ca.gov/Benefit_Programs_Online.htm) account. Once you register on BPO, you will receive an email to confirm your account. Confirm your registration. Log in to BPO, then select SDI Online.

To create a SDI Online account, you will need your:

- Legal name.
- Date of birth.
- Last four digits of your Social Security number.
- California Driver License or California Identification Card number.
- Medical license type and number.
- Medical license expiration date.
- Valid physical address as provided to the Department of Consumer Affairs.
- Valid phone number.

To add a medical representative to your account, you will need their:

- Legal name.
- Last four digits of their Social Security number.
- Valid email address. (Same email address has to be used on their account).
- Date of birth.
- Treatment address where the medical representative is located.

Using SDI Online

To file a DI or PFL Physician/Practitioner certification, you will need:

- Your username and password.
- Patient's receipt number or last four digits of Social Security number and date of birth.
- Patient's last name.
- Your phone number.
- Patient's treatment information, including treatment start date.
- Claim information: disability start date, International Statistical Classification of Diseases 9 or 10 code(s), diagnosis, expected recovery date or return to work date, etc.

What's Next?

- Save the receipt numbers for future reference.
- Check for messages in your SDI Online account.
- Keep SDI Online account information (address, phone numbers, etc.) current.
- To extend a DI or PFL claim, submit a Supplementary Certificate by searching in SDI Online using the claim ID or the last four digits of the patient's Social Security number and their last name.

For step-by-step directions on submitting DI or PFL claim medical certifications, visit [SDI Online Tutorials](http://edd.ca.gov/disability/SDI_Online_Tutorials) ([edd.ca.gov/disability/SDI_Online_Tutorials.htm](http://edd.ca.gov/disability/SDI_Online_Tutorials)).

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-866-490-8879 (voice). TTY users, please call the California Relay Service at 711.