SDI Online Tips for Licensed Health Professionals

Employment Development Department
State of California

These tips will help you create a State Disability Insurance (SDI) Online account. You or your designated medical representative can use SDI Online (edd.ca.gov/SDI_Online) to submit medical certification for Disability Insurance (DI) or Paid Family Leave (PFL) claims.

Getting Started

You must first create a myEDD (myedd.edd.ca.gov) account. Once you register, you will receive an email to confirm your account. Confirm your registration. Log in to myEDD, then select SDI Online.

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

- Legal name.

- Date of birth.

- Last four digits of your Social Security number.

- California Driver's 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 medical 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 Classification of Diseases 9 or 10 codes, 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 the expected recovery date on 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 claim medical certifications, visit SDI Online Tutorials (edd.ca.gov/en/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.