



# SDI Online Tips for Employers

Are you an employer completing Disability Insurance (DI) employer notices?  
Use SDI Online to complete your DI employer notices faster!

## Create Your myEDD Account

Use myEDD to access Employment Development Department's (EDD) online services.

- Visit [myEDD](http://myedd.edd.ca.gov) (myedd.edd.ca.gov) and select **Create Account**.
- Provide a professional email and create a password.
- Select your preferred language and accept our terms and conditions.
- Check your email. Select the unique link within 48 hours to complete the process or you'll need to start over. Make sure to check your junk/spam folder if you don't see this message in your inbox.

## Register in SDI Online as an Employer

Log in to myEDD and select **SDI Online** to begin registration.

- Select the **Register as an employer** link.
- Enter the Employer Account Number provided by the EDD (no spaces or dashes) and employer zip code as reported to the EDD. Enter the total subject wages from the most recent *Quarterly Contribution Return and Report of Wages* (DE 9C). Do not include commas or dollar signs in your entries. Total subject wages should be a number with two digits after the decimal.
- Select **Submit** and save your EDD Customer Account Number.

## Complete Your DI Employer Notices

Log in to myEDD and select **SDI Online** to get started.

- Enter the employee's Claim Identification Number as provided by your employee or found on the *Notice to Employer of Disability Insurance Claim Filed* (DE 2503).
- Enter employee's last name and select **Search**.
- Provide all required employment status information including last day worked, return to work, additional wages paid to the employee during leave, and workers' compensation information, if applicable.
- Select **Submit** and save the receipt number.

Please note that you can only submit DI employer notices in SDI Online. You must complete Paid Family Leave employer notices by paper.

## What's Next?

- Save receipt numbers.
- Check for messages in your SDI Online account.
- Keep your SDI Online account information current (address, phone number, etc.).
- Use SDI Online to submit the *Disability Insurance Eligibility—Workers' Compensation* (DE 2578A) and *Employer's Statement of Job Duties* (DE 2546PE).

## Things to Know

Your company's representatives can only create an SDI Online account if the company is registered with the EDD as an employer in the State of California.

You may have an unlimited number of representatives with employer accounts. Each representative will use their own email address as a unique login.

The employer representatives should provide their email and password information to the employer. Employers should keep this information in the event they need to deactivate a representative's account.

For additional help with your SDI Online account, view the [SDI Online Tutorials](http://edd.ca.gov/en/disability/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.