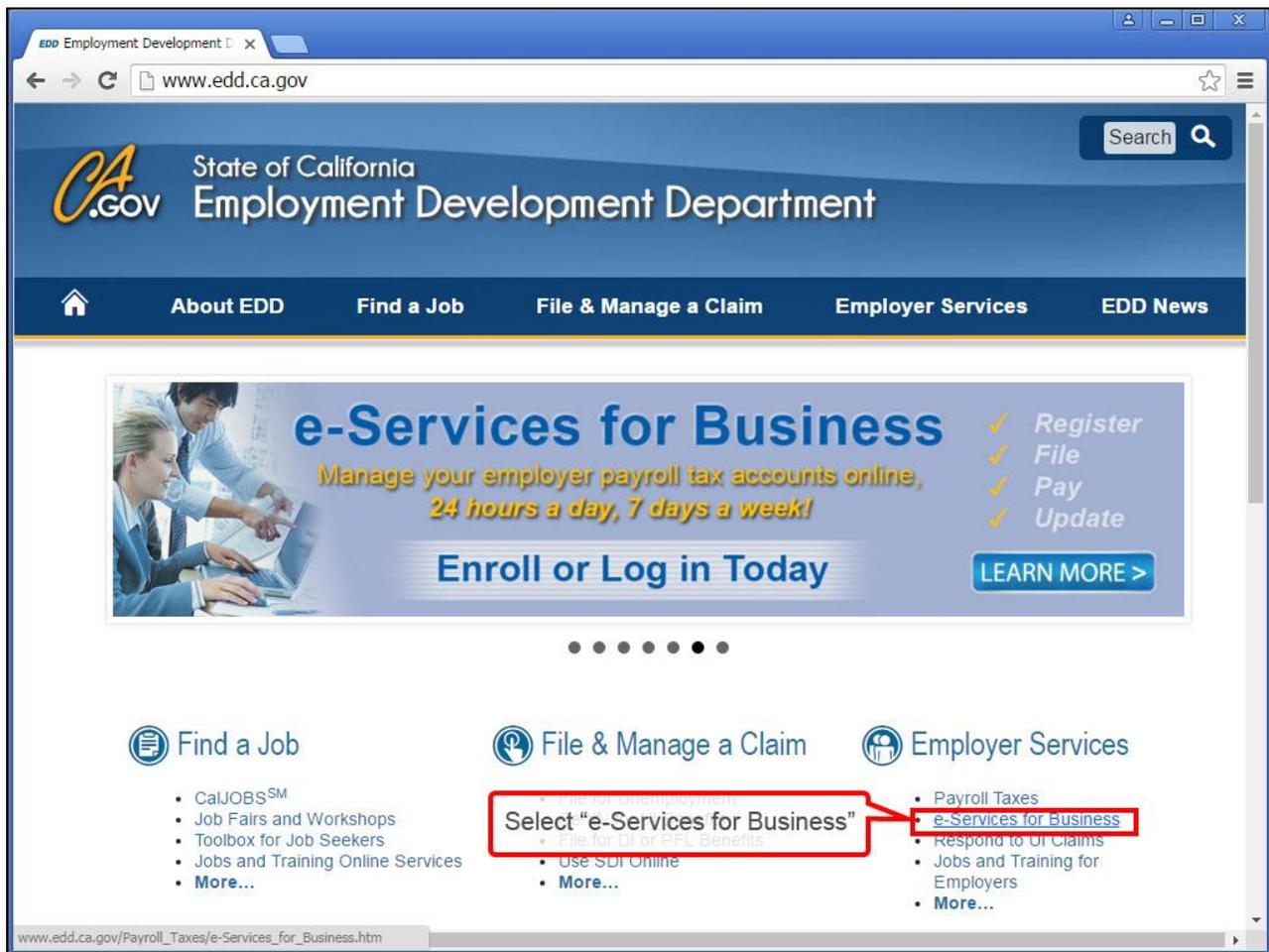

I Want to Enroll as an Employer in e-Services for Business

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to complete a one-time enrollment process to log in and use e-Services for Business.



Slide notes

Welcome to the Employment Development Department home page. Notice the “e-Services for Business” hyperlink in the Employer Services column. Select the "e-Services for Business" hyperlink.

EDD e-Services for Business

www.edd.ca.gov/Payroll_Taxes/e-Services_for_Business.htm

State of California
Employment Development Department

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e-Services for Business

e-Services for Business: New Features and Enhancements

New features and enhancements make e-Services for Business more user-friendly. To learn more, visit the e-Services for Business Updates and Enhancements page.

e-Services for Business allows employers and payroll agents a fast, easy, and secure way to manage their employer payroll tax accounts online. To use the e-Services for Business, there is a one-time enrollment process to establish a username and password. Payroll agents can access their clients' accounts through a third-party access which will allow agents to manage multiple client accounts.

Log In Enroll

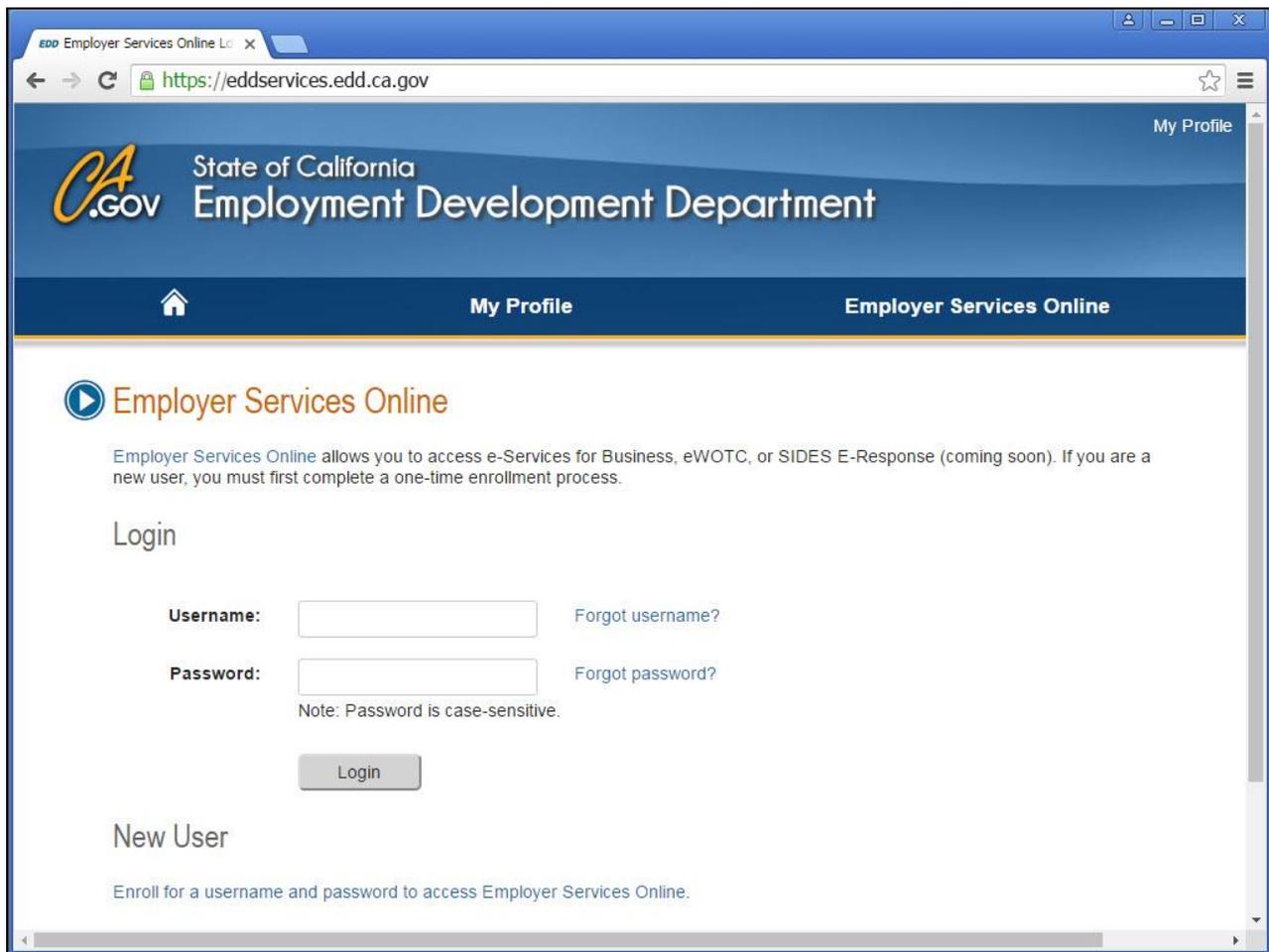
Getting Started Select "Log In"

- e-Services for Business Authorization Process
- Advantages and Features
- Employer Services Online

https://edservices.edd.ca.gov/tap/secure/eservices

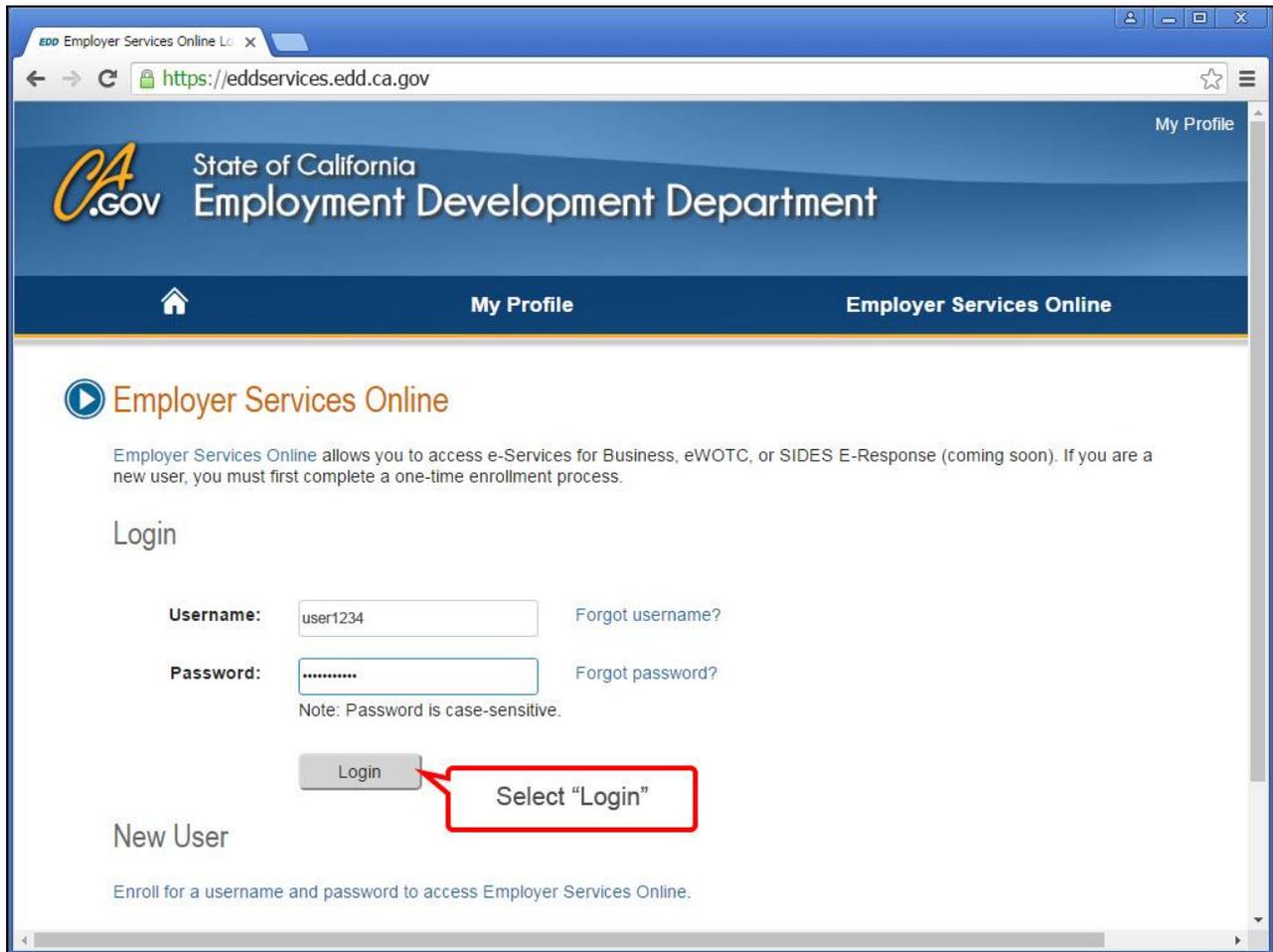
Slide notes

To begin, select the "Log In" button.



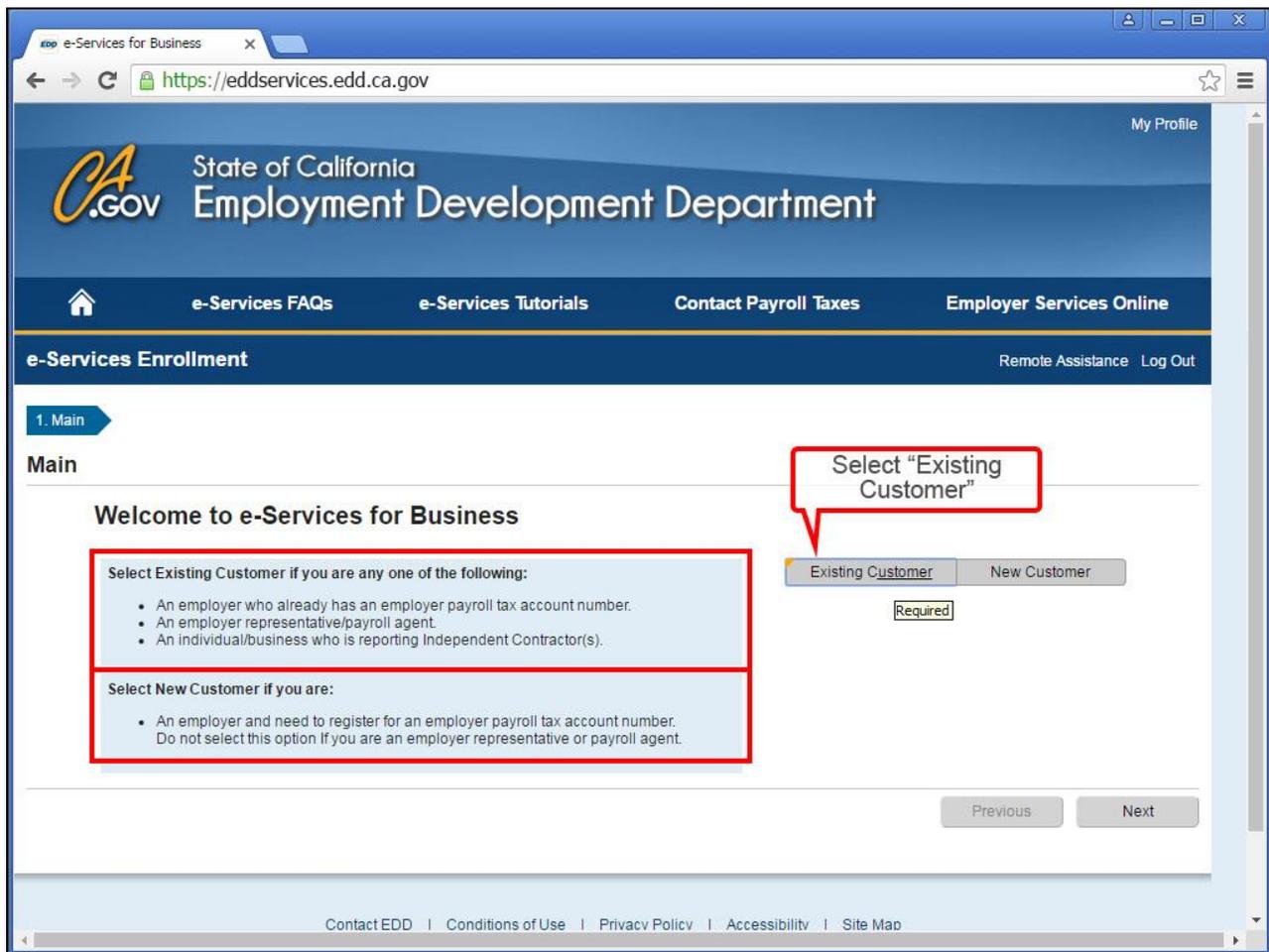
Slide notes

You should already have a username and password established. Enter your username and password.



Slide notes

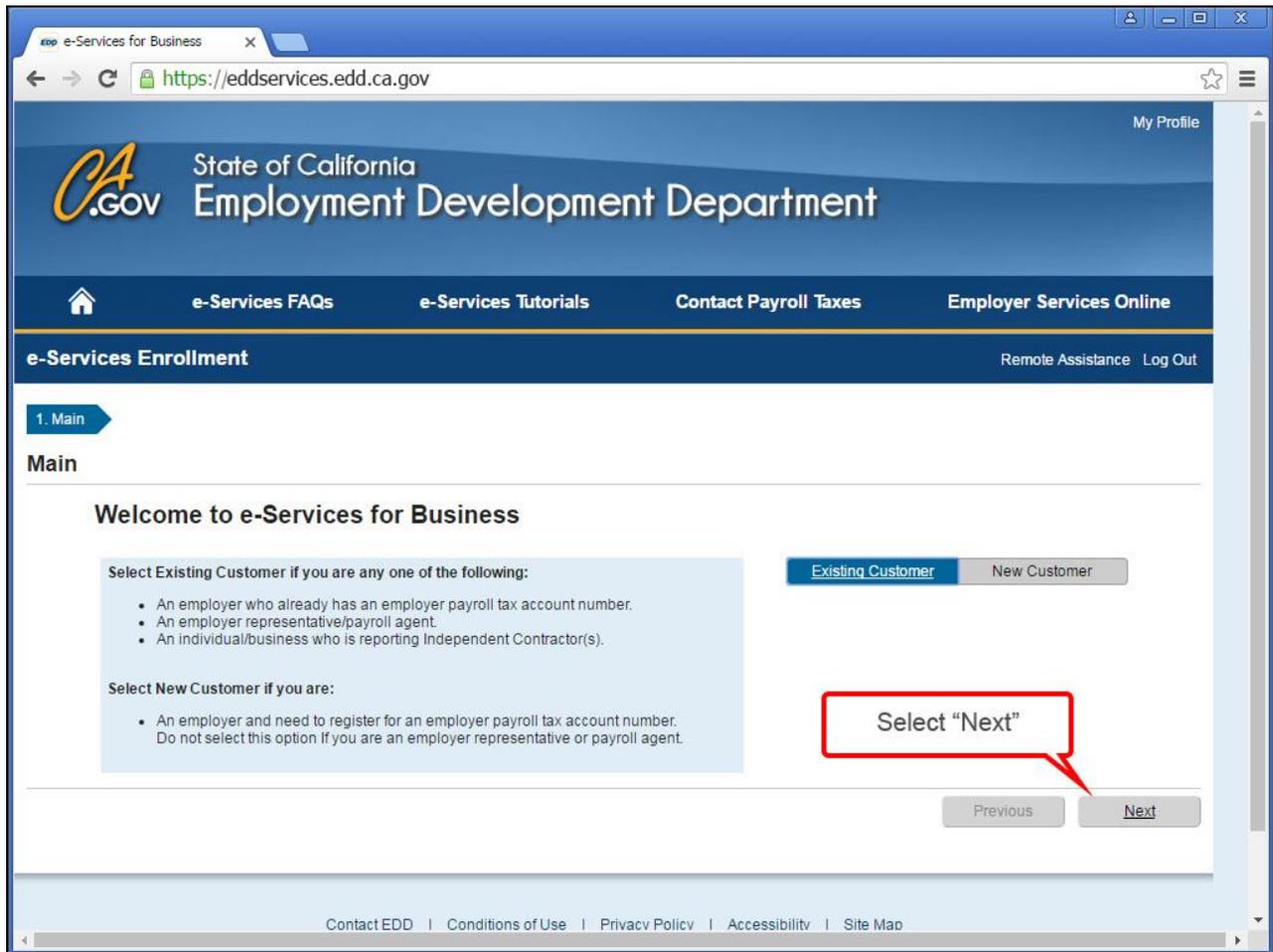
Select "Login" to begin using e-Services for Business.



Slide notes

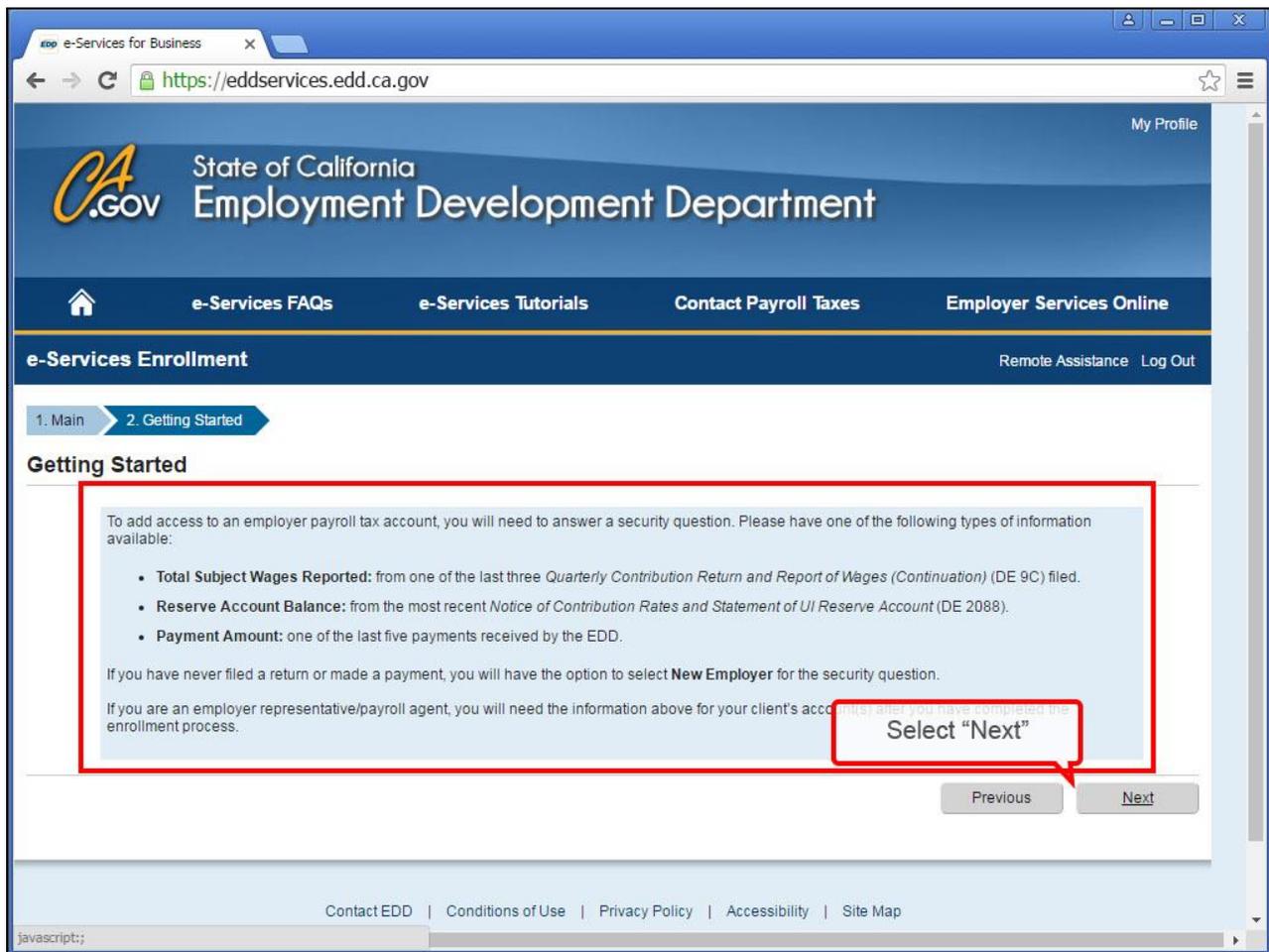
To begin this one-time enrollment, select whether you are an “Existing Customer” or “New Customer.” An “Existing Customer” is an employer who already has an Employer Payroll Tax Account Number or is an employer representative/payroll agent.

Select “New Customer” if you are an employer and would like to apply for an Employer Payroll Tax Account Number. If you are an employer representative or a payroll agent, do not select this option. For this tutorial, we are going to select “Existing Customer.”



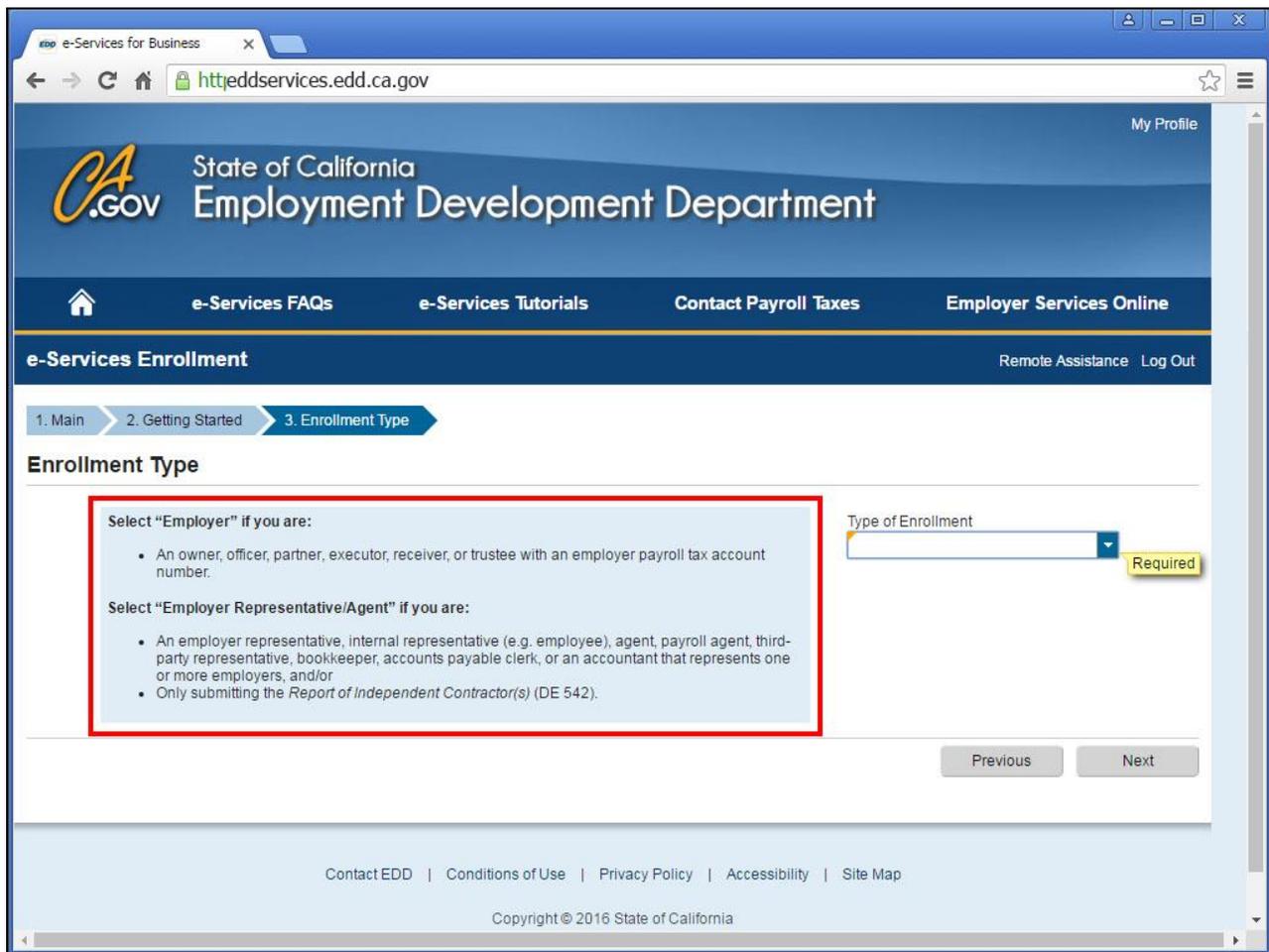
Slide notes

Select "Next" to continue.



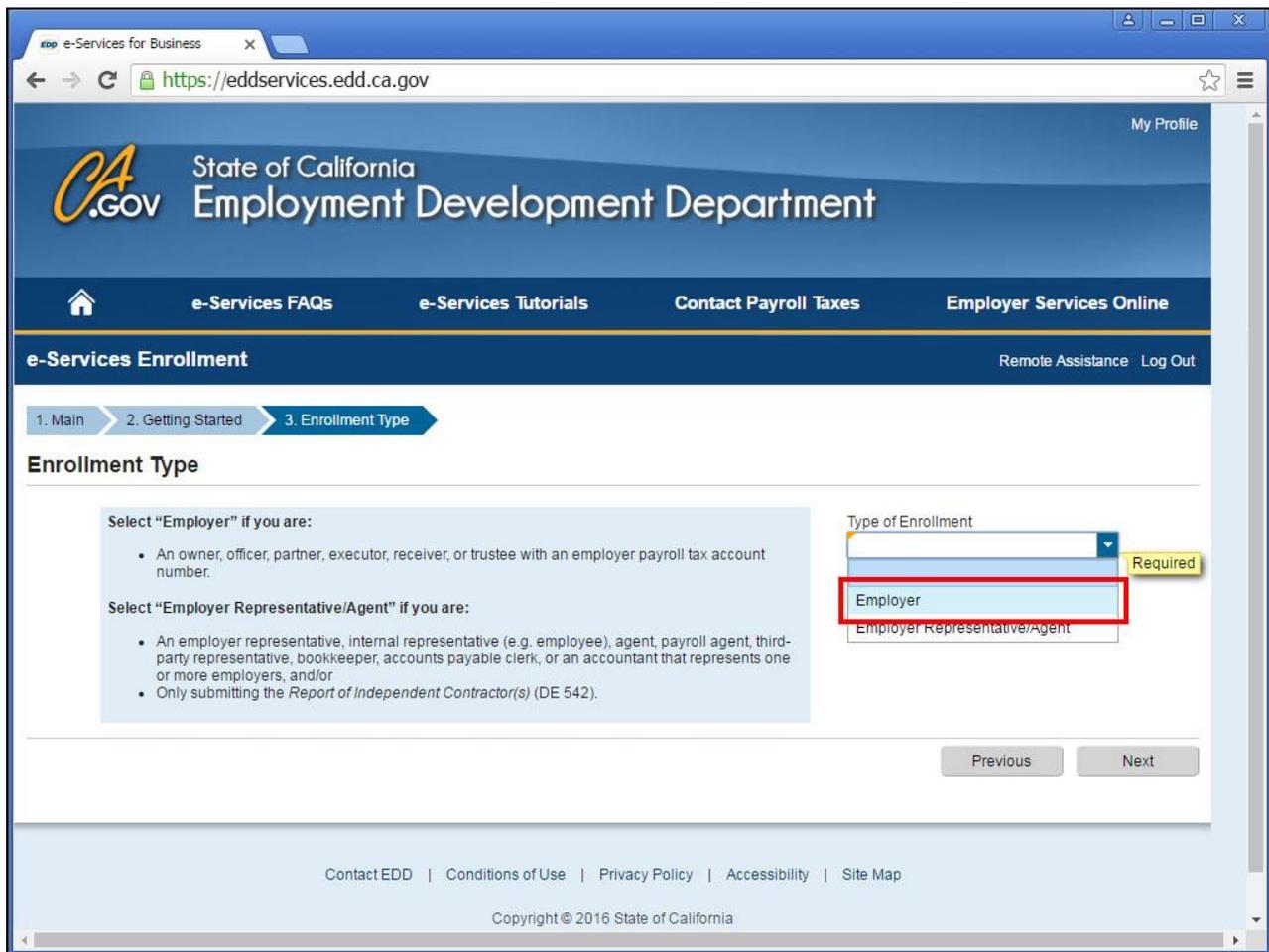
Slide notes

To add access to an employer payroll tax account, you will need to answer a security question. Be prepared to answer one of the questions listed here. Select "Next" to continue.



Slide notes

The two types of enrollment are either an "Employer" or "Employer Representative/Agent." Please take a moment to read this important message. Take time to find out what type of enrollment you want to utilize. This is a detailed explanation of the two choices.



Slide notes

In this example, we are going to choose "Employer."

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page header includes the State of California logo and the text "State of California Employment Development Department". Below the header is a navigation bar with links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "e-Services Enrollment" and includes a breadcrumb trail: "1. Main > 2. Getting Started > 3. Enrollment Type". The "Enrollment Type" section contains two columns of instructions. The left column lists criteria for selecting "Employer" and "Employer Representative/Agent". The right column has a "Type of Enrollment" dropdown menu currently set to "Employer". Below the instructions are "Previous" and "Next" buttons. A red callout box points to the "Next" button with the text "Select 'Next'".

My Profile

CA.gov State of California Employment Development Department

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

e-Services Enrollment Remote Assistance Log Out

1. Main > 2. Getting Started > 3. Enrollment Type

Enrollment Type

Select "Employer" if you are:

- An owner, officer, partner, executor, receiver, or trustee with an employer payroll tax account number.

Select "Employer Representative/Agent" if you are:

- An employer representative, internal representative (e.g. employee), agent, payroll agent, third-party representative, bookkeeper, accounts payable clerk, or an accountant that represents one or more employers, and/or
- Only submitting the *Report of Independent Contractor(s)* (DE 542).

Type of Enrollment
Employer

Select "Next"

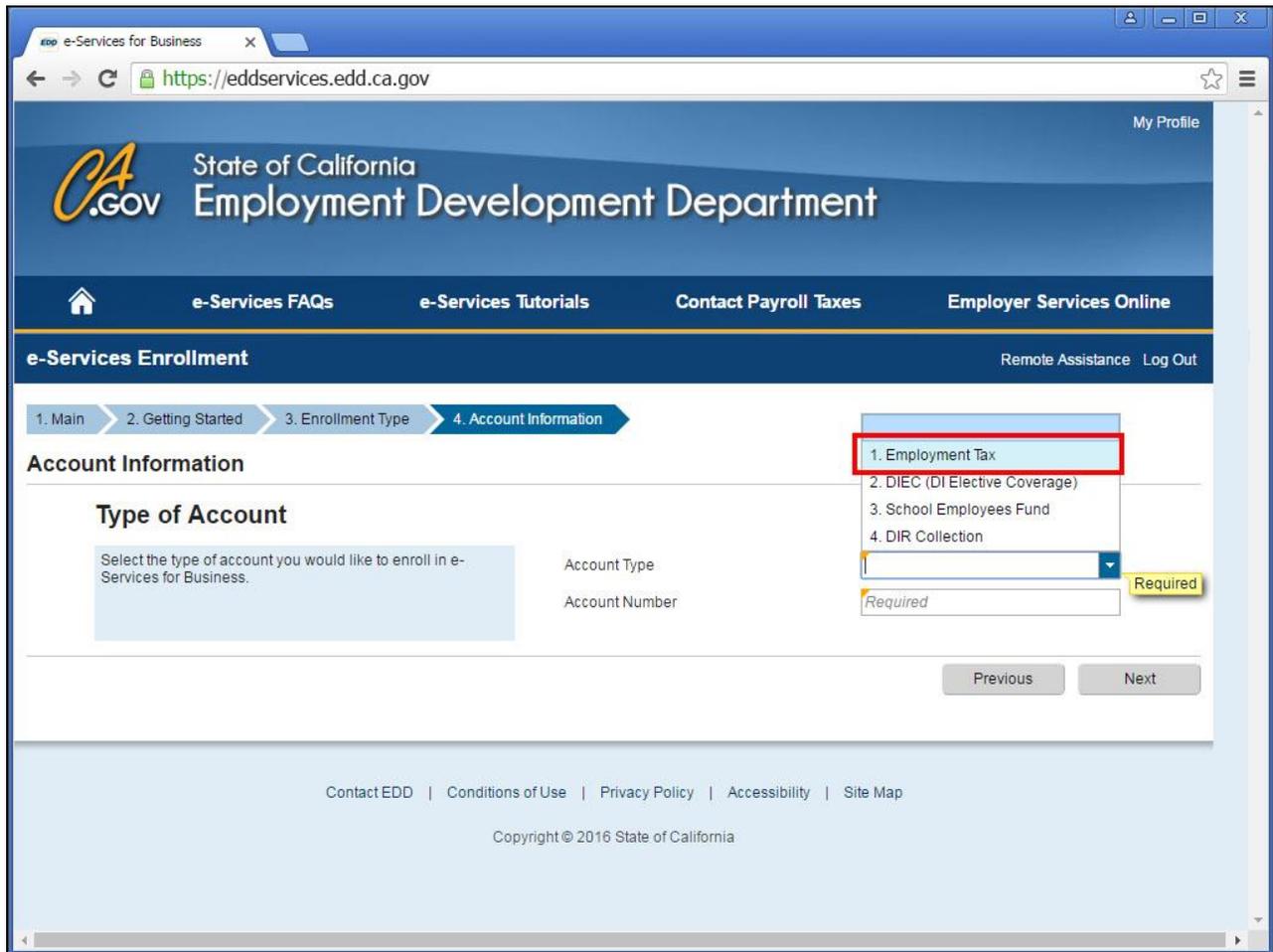
Previous Next

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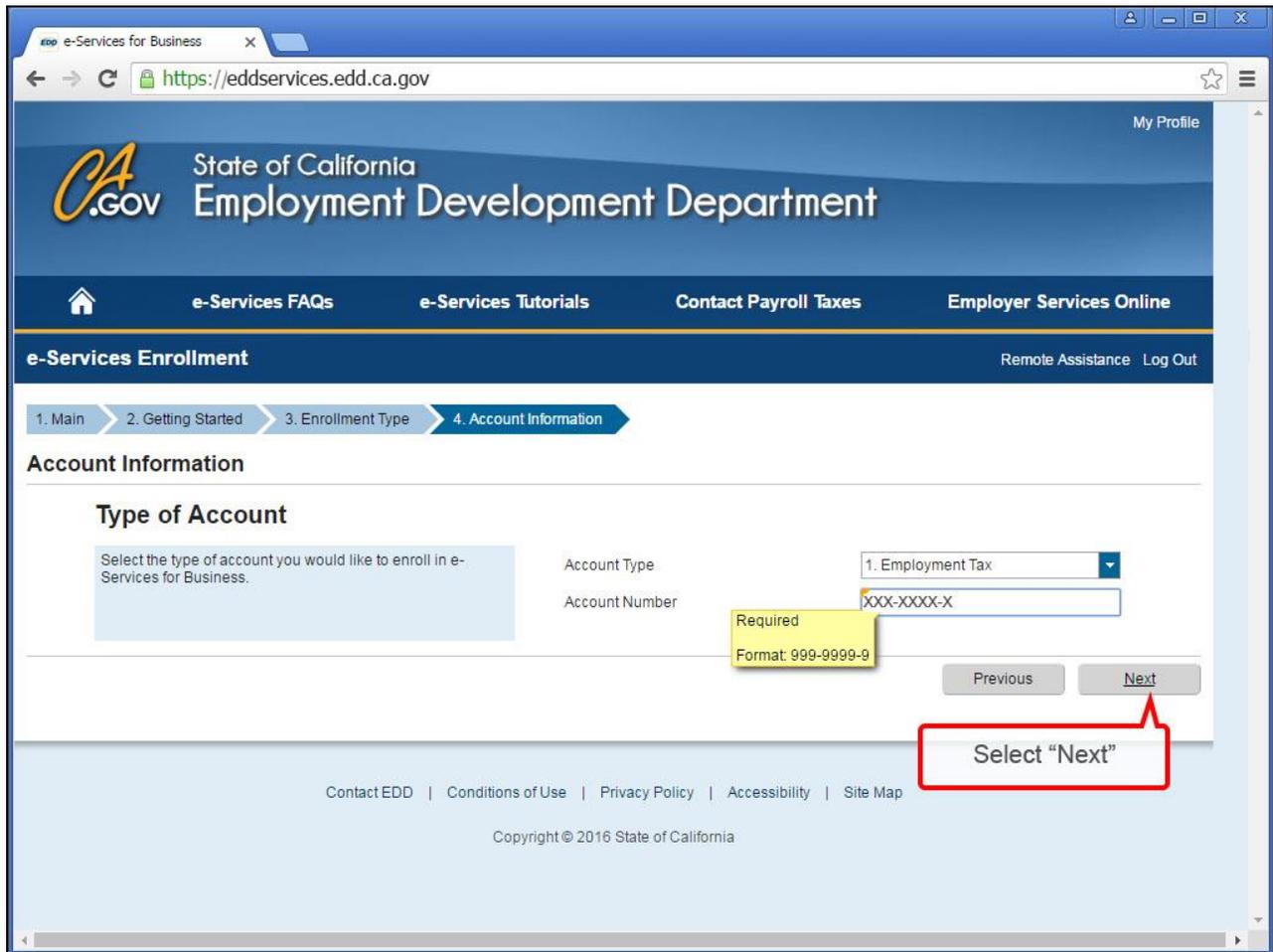
Slide notes

Then select "Next."



Slide notes

The "Account Type" has four choices. This depends on what type of employer you are. Most employers will select "Employment Tax."



Slide notes

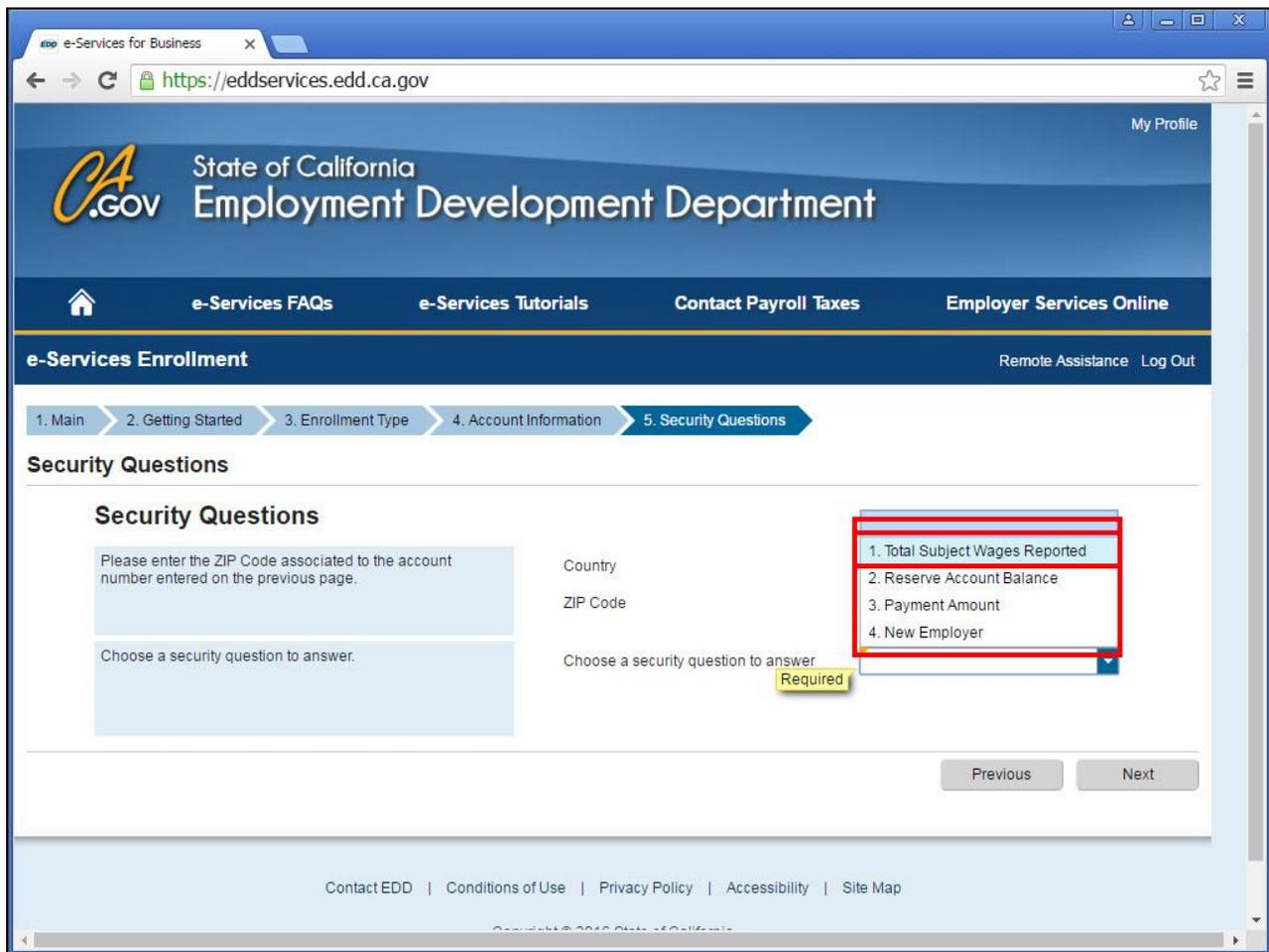
Select "Next" after entering the Account Type and Account Number.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page header includes the CA.Gov logo and the text "State of California Employment Development Department". A navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". Below this is a section for "e-Services Enrollment" with links for "Remote Assistance" and "Log Out". A progress bar indicates the current step is "5. Security Questions".

The "Security Questions" section contains two instructions in light blue boxes: "Please enter the ZIP Code associated to the account number entered on the previous page." and "Choose a security question to answer." To the right, there are three form fields: "Country" (a dropdown menu set to "USA"), "ZIP Code" (a text input field), and "Choose a security question" (a dropdown menu). A yellow tooltip is visible over the "Choose a security question" dropdown, displaying the text "Required" and "Format: 99999". At the bottom right of the form area are "Previous" and "Next" buttons. The footer contains links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map".

Slide notes

Enter your ZIP Code then, choose an additional question to answer.



Slide notes

These are the four choices available. For this example, we select "Total Subject Wages Reported."

State of California
Employment Development Department

e-Service Enrollment

1. Main > 2. Getting Started > 3. Enrollment Type > 4. Account Information > 5. Security Questions

Security Questions

Please enter the ZIP Code associated to the account number entered on the previous page.

Country: USA

ZIP Code: 95816

Choose a security question to answer.

Choose a security question to answer: 1. Total Subject Wages Reported

Enter the Total Subject Wages from one of []

If you have no payroll, then enter 0.00 for your total wages.

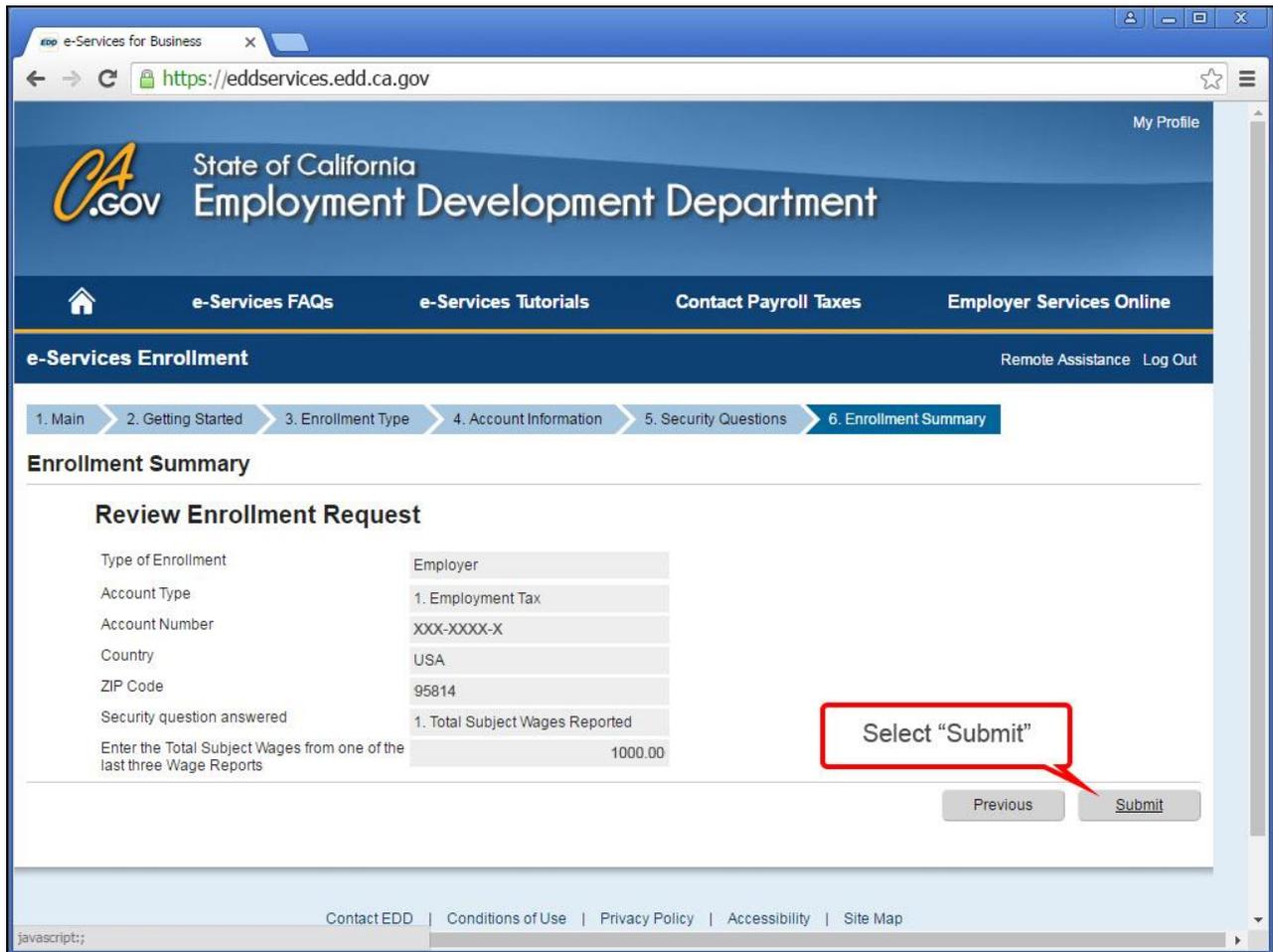
Previous Next

Select "Next"

Contact EDD | Conditions of Use | Privacy Policy | Accessibility | Site Map

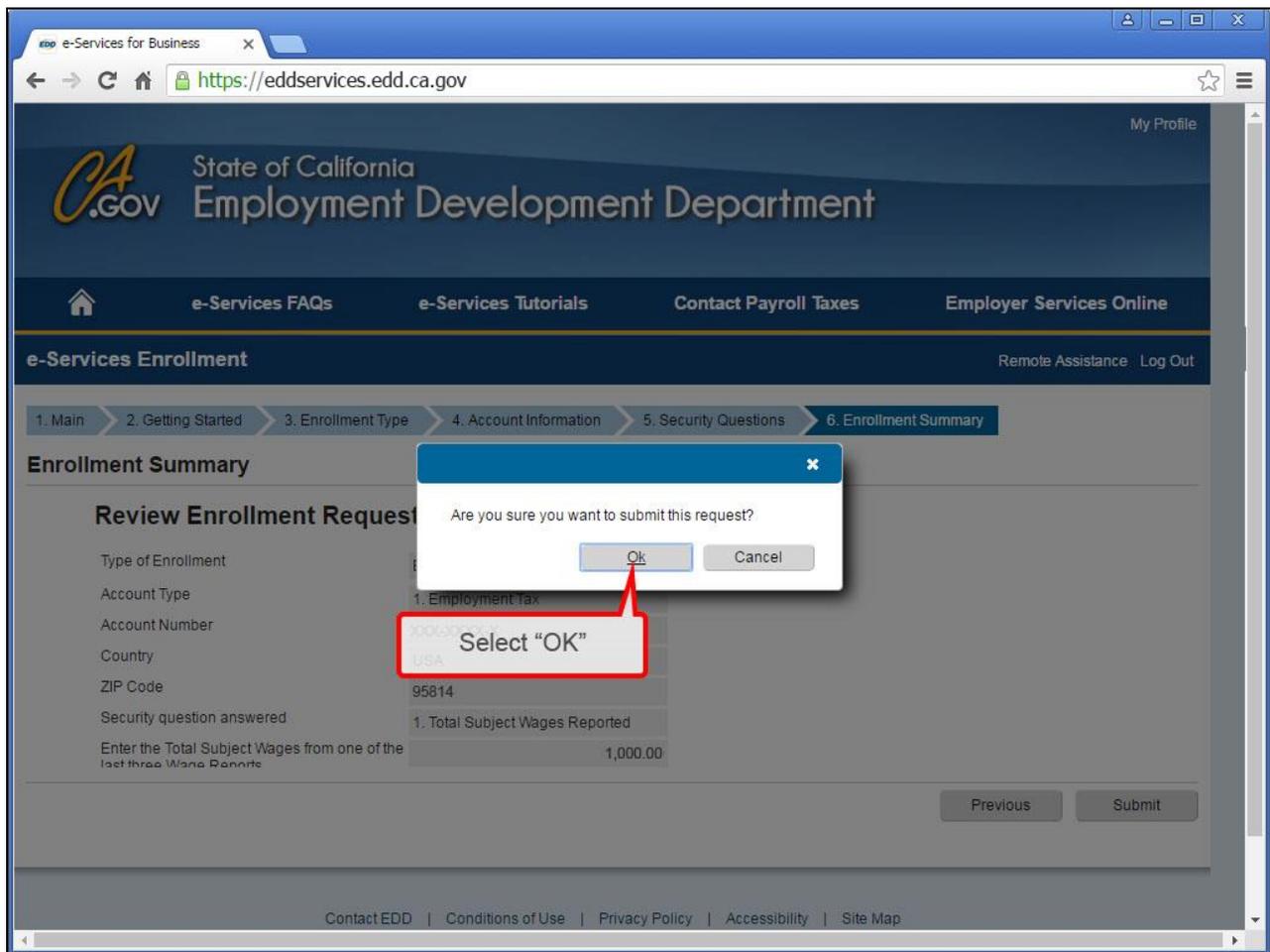
Slide notes

If you choose "Total Subject Wages Reported," you must enter the total subject wages from one of the last three Wage Reports received by the EDD. Select "Next" to continue.



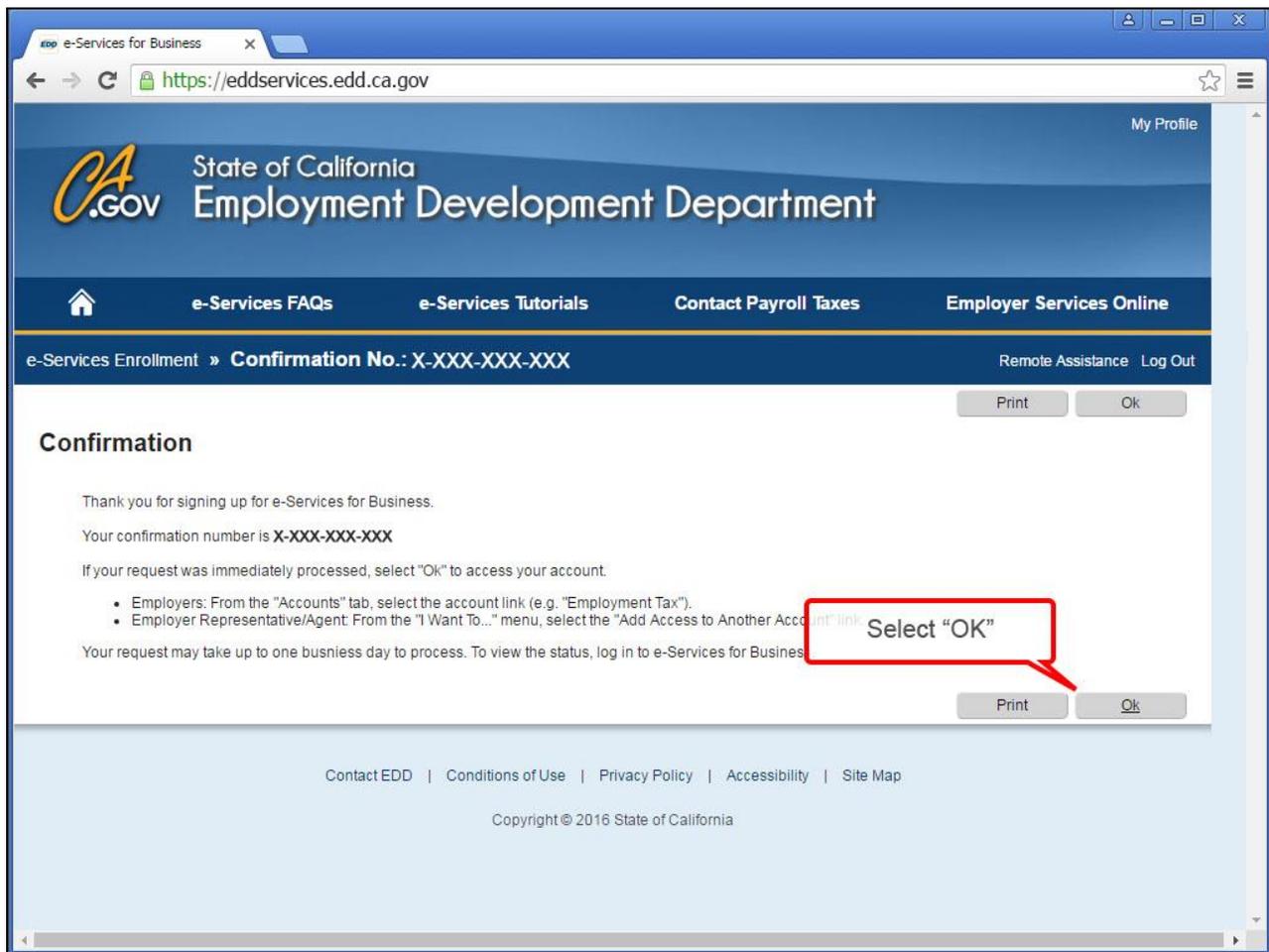
Slide notes

Here is a summary of the enrollment information you provided. Select "Submit" and send this request.



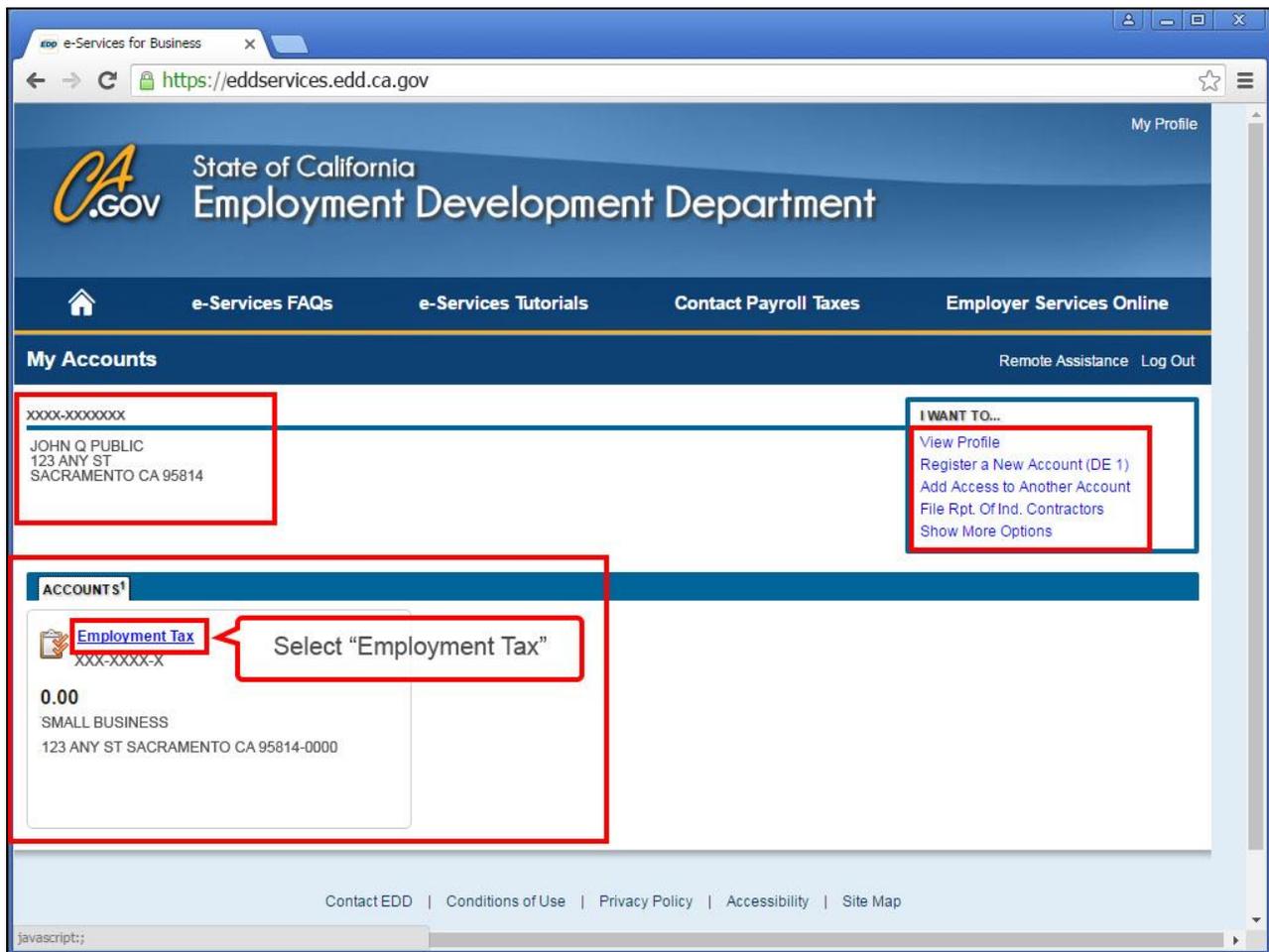
Slide notes

Are you sure you want to submit this request? Select "OK."



Slide notes

Here is your confirmation number for the enrollment request you completed. You can print a copy for your records, and then select "OK" to continue.



Slide notes

Here we are at the e-Services for Business home page. This screen shows you a summary of your taxpayer information. The summary section displays your profile details including taxpayer names and addresses.

Select the hyperlinks in this section to navigate to windows that allow you to perform the stated action. Select the "Employment Tax" hyperlink under "Accounts" to be taken to the Account home page.

The screenshot displays the EDD e-Services for Business account home page. The browser address bar shows <https://eddservices.edd.ca.gov>. The page header includes the CA.Gov logo and the text "State of California Employment Development Department". Navigation tabs include "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The user's account information is shown as "My Accounts » Account: XXX-XXXX-X" with links for "Remote Assistance" and "Log Out".

Account information is displayed in a box:

```

EMPLOYMENT TAX XXX-XXXX-X
SMALL BUSINESS
123 ANY ST
SACRAMENTO CA 95814-0000
  
```

A "I WANT TO..." menu is visible on the right, with options: "Make a Payment", "File or Adjust a Return", "View My Payments", "Update Account", and "Show More Options".

Navigation tabs include "PERIODS", "REQUESTS", "ACTIVITY", "NOTICES⁰", "LETTERS⁸", and "NAMES & ADDRESSES". Below these tabs, there is a section for "ATTENTION NEEDED¹" with filters for "Last 3 Years" and "All".

The "ATTENTION NEEDED" table is as follows:

Period	Return Status	Balance	Messages
31-Mar-2016	Multiple Returns	0.00	File Return

Buttons for "Return List" and "Pay" are located below the "Multiple Returns" status. A "File Return" button is located below the "0.00" balance.

Footer links include "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map". Copyright © 2016 State of California.

Slide notes

This is the Account home page. This screen shows you a summary of the account information you selected on the previous screen. From the Account home page, you are able to make a payment, file a return, update your address, and many other useful actions covered in our other tutorials.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to enroll and navigate through e-Services for Business. Be sure to view our other tutorials demonstrating how to make a payment, file a return, and the many other actions available in e-Services for Business. Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.