


I Want to Get My UI Rate or Update My Account Information

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 retrieve your Unemployment Insurance (UI) tax rate and update your account information.

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Employment Development Department

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

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My Profile | ALERTS | I WANT TO

XXXX-XXXXXX
SMALL BUSINESS
456 ANY ST
SACRAMENTO CA 95814-0000

Register a New Account (DE 1)
Add Access to Another Account
Attach a Bulk Payment File
Attach a Return File
Make Multiple Payments

SUMMARY | RECENT ITEMS | NAMES AND ADDRESSES

MY ACCOUNTS | Select "Employment Tax" | More...

Account Type	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	SMALL BUSINESS	0.00

Employer: Select the Account Type (e.g., Employment Tax) to file a return, make a payment, update account information, or for other options.

Agent/Employer Representative: Select Other Accounts from the top-right, then select the Account Type (e.g., Employment Tax) to file a return, make a payment, update account information, or for other options.

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Slide notes

We will begin at the e-Services for Business home page. From here you will select the "Employment Tax" link.

The screenshot shows the EDD account home page. At the top, there is a navigation bar with links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this is a breadcrumb trail: 'My Accounts » Account: XXX-XXXX-X'. The main content area is divided into three sections: 'EMPLOYMENT TAX' (with a 'Settings' button), 'ACCOUNT ALERTS' (showing 'There are no alerts'), and 'I WANT TO' (with a 'More...' button). The 'I WANT TO' menu includes options like 'Make a Payment', 'View My Payments', 'Update Account', 'Close Account', and 'Get My UI Rate'. A red box highlights the 'Get My UI Rate' option. Below the menu is a table of 'PERIODS' with columns for date, amount, status, and document type.

PERIODS	RECENT ITEMS	NAMES AND ADDRESSES	LOGONS
30-Sep-2016	0.00		
30-Jun-2016	0.00	15-Jul-2016	Processed Tax Return
31-Mar-2016	0.00	15-Apr-2016	Processed Tax Return
31-Dec-2015	0.00	15-Jan-2016	Processed Wage Report
30-Sep-2015	0.00	19-Oct-2015	Processed Wage Report
30-Jun-2015	0.00	16-Jul-2015	Processed Tax Return
31-Mar-2015	0.00	24-Apr-2015	Processed Wage Report
31-Dec-2014	0.00	20-Jan-2015	Processed Wage Report
30-Sep-2014	0.00	17-Oct-2014	Processed Tax Return

Slide notes

Now we are at the Account home page. To get your UI Rate, select "Get My UI Rate" under the "I WANT TO" menu.

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My Profile

My Accounts » Account: XXX-XXXX-X | I Want To » My UI Rate Log Out

Tax Rates for Previous Three Years

Account ID	From	To	UI Rate	ETT Rate
XXX-XXXX-X	01-Jan-2016	31-Dec-2016	3.40	0.10
XXX-XXXX-X	01-Jan-2015	31-Dec-2015	3.40	0.10
XXX-XXXX-X	01-Jul-2014	31-Dec-2014	3.40	0.10

3 Rows

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This screen shows you your current tax rate and the tax rate from the last two years.

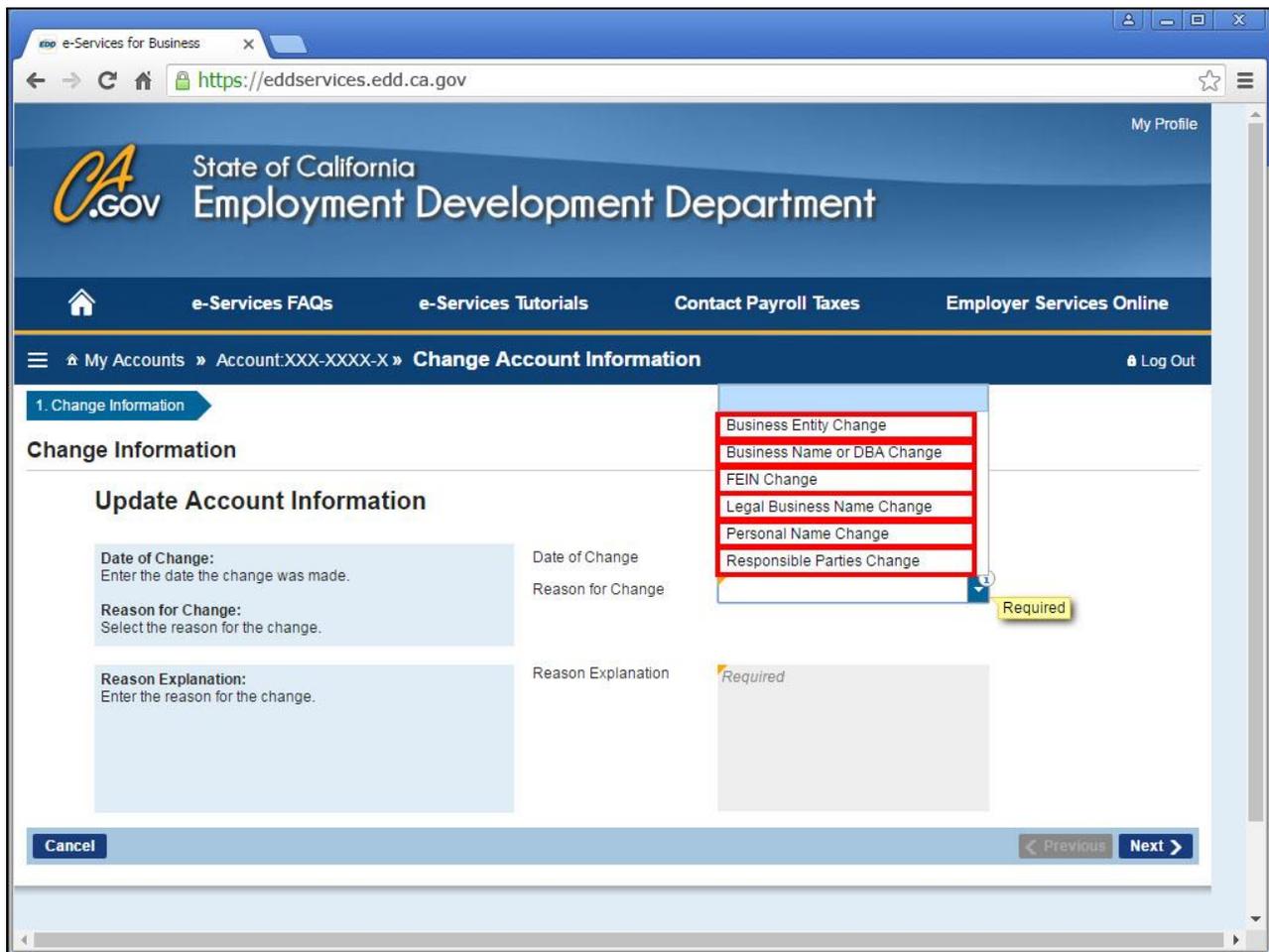
When you are done viewing your tax rates, you can select the “My Accounts” link to go back to the e-Services for Business home page or the “Account ID” link to go back to the Account home page.

The screenshot shows the EDD e-Service portal for account XXX-XXXX-X. The page includes a navigation bar with links like 'e-Service FAQs', 'e-Service Tutorials', and 'Employer Services Online'. Below the navigation, there are sections for 'EMPLOYMENT TAX' (with account details), 'ACCOUNT ALERTS', and 'I WANT TO' (with action links). A red box highlights the 'Update Account' link. At the bottom, there is a table of 'PERIODS' with columns for dates, amounts, and statuses.

PERIODS	RECENT ITEMS	NAMES AND ADDRESSES	LOGONS
30-Sep-2016	0.00		
30-Jun-2016	0.00	15-Jul-2016	Processed Tax Return
31-Mar-2016	0.00	15-Apr-2016	Processed Tax Return
31-Dec-2015	0.00	15-Jan-2016	Processed Wage Report
30-Sep-2015	0.00	19-Oct-2015	Processed Wage Report
30-Jun-2015	0.00	16-Jul-2015	Processed Tax Return
31-Mar-2015	0.00	24-Apr-2015	Processed Wage Report
31-Dec-2014	0.00	20-Jan-2015	Processed Wage Report
30-Sep-2014	0.00	17-Oct-2014	Processed Tax Return

Slide notes

Now we're going to update the account information. We will begin at the Account home page. Select the "Update Account."



Slide notes

This is the Update Account Information page. This page can be used to change the business entity type, business name or DBA, FEIN number, legal business name, a personal name associated with the business, or responsible parties for the business.

In this tutorial, we are going to select "Business Name or DBA Change."

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". The breadcrumb trail reads "My Accounts » Account:XXX-XXXX-X » Change Account Information".

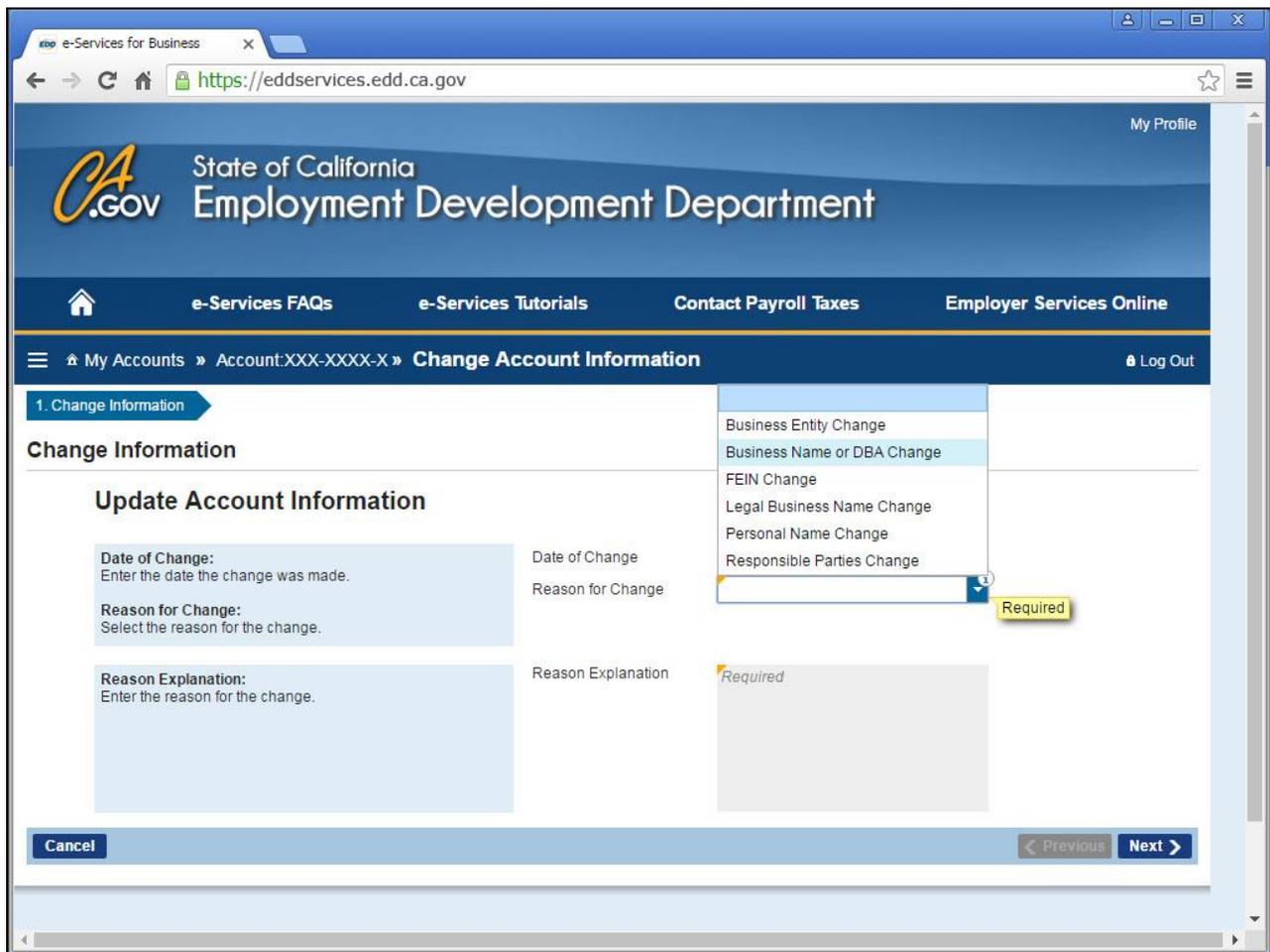
The main content area is titled "Change Information" and contains a section for "Update Account Information". This section includes three required fields:

- Date of Change:** A text input field with the instruction "Enter the date the change was made." and a "Required" label.
- Reason for Change:** A dropdown menu with the instruction "Select the reason for the change." and a "Required" label.
- Reason Explanation:** A text area with the instruction "Enter the reason for the change." and a "Required" label.

At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next".

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First, enter the date of the change.



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Then select "Business Name or DBA Change."

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My Profile

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

My Accounts » Account:XXX-XXXX-X » Change Account Information Log Out

1. Change Information

Change Information

Update Account Information

Date of Change: Enter the date the change was made. Date of Change: 01-Sep-2016

Reason for Change: Select the reason for the change. Reason for Change: Business Name or DBA Change

Reason Explanation: Enter the reason for the change. Reason Explanation:

Cancel Previous Next

Required

Select "Next"

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Next, enter the reason for requesting the name change. When you have completed the required fields, select "Next."

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My Accounts » Account:XXX-XXXX-X » Change Account Information Log Out

1. Change Information 2. Name Information

Name Information

Update Account Information

Legal Name:
Enter your new legal name or update your existing legal name.

Legal Name

DBA Name

DBA Name:
Enter your new Doing Business As (DBA) name or update your existing DBA.

Cancel < Previous **Next >**

Select "Next"

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Enter your new legal name. If the legal name has not changed, enter the existing legal name. Enter your new DBA name. When you have completed the required fields, select "Next."

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". The navigation bar contains links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area is titled "Change Account Information" and shows a progress bar with three steps: "1. Change Information", "2. Name Information", and "3. Address Information". The "Address Information" section is active and contains the following form fields:

- Current Location Address:** A text area with the instruction: "Enter your current physical location address, city, state, and ZIP code."
- Mailing Address:** A text area with the instruction: "Select 'Yes' if your mailing address is the same as your location address. Select 'No' if your mailing address is different and enter your current mailing address."
- Current Location Address (Form Fields):**
 - Country: USA (dropdown menu)
 - Street: Required (text input field)
 - Unit: (text input field)
 - City: Required (text input field)
 - State / ZIP Code: CALIFORNIA (dropdown menu) Required
- Mailing Address:** Is your mailing address the same as your location address? (Yes/No radio buttons)

At the bottom of the form, there are "Cancel", "Previous", and "Submit" buttons.

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This page is for you to provide the EDD with your current location address.

e-Services for Business

https://eddservices.edd.ca.gov

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CA.gov State of California Employment Development Department

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My Accounts » Account:XXX-XXXX-X » Change Account Information Log Out

1. Change Information 2. Name Information 3. Address Information

Address Information

Update Account Information

Current Location Address:
Enter your current physical location address, city, state, and ZIP code.

Current Location Address

Country	USA
Street	456 ANY ST
Unit	
City	SACRAMENTO
State / ZIP Code	CALIFORNIA 95814

Mailing Address:
Select "Yes" if your mailing address is the same as your location address. Select "No" if your mailing address is different and enter your current mailing address.

Mailing Address

Is your mailing address the same as your location address?

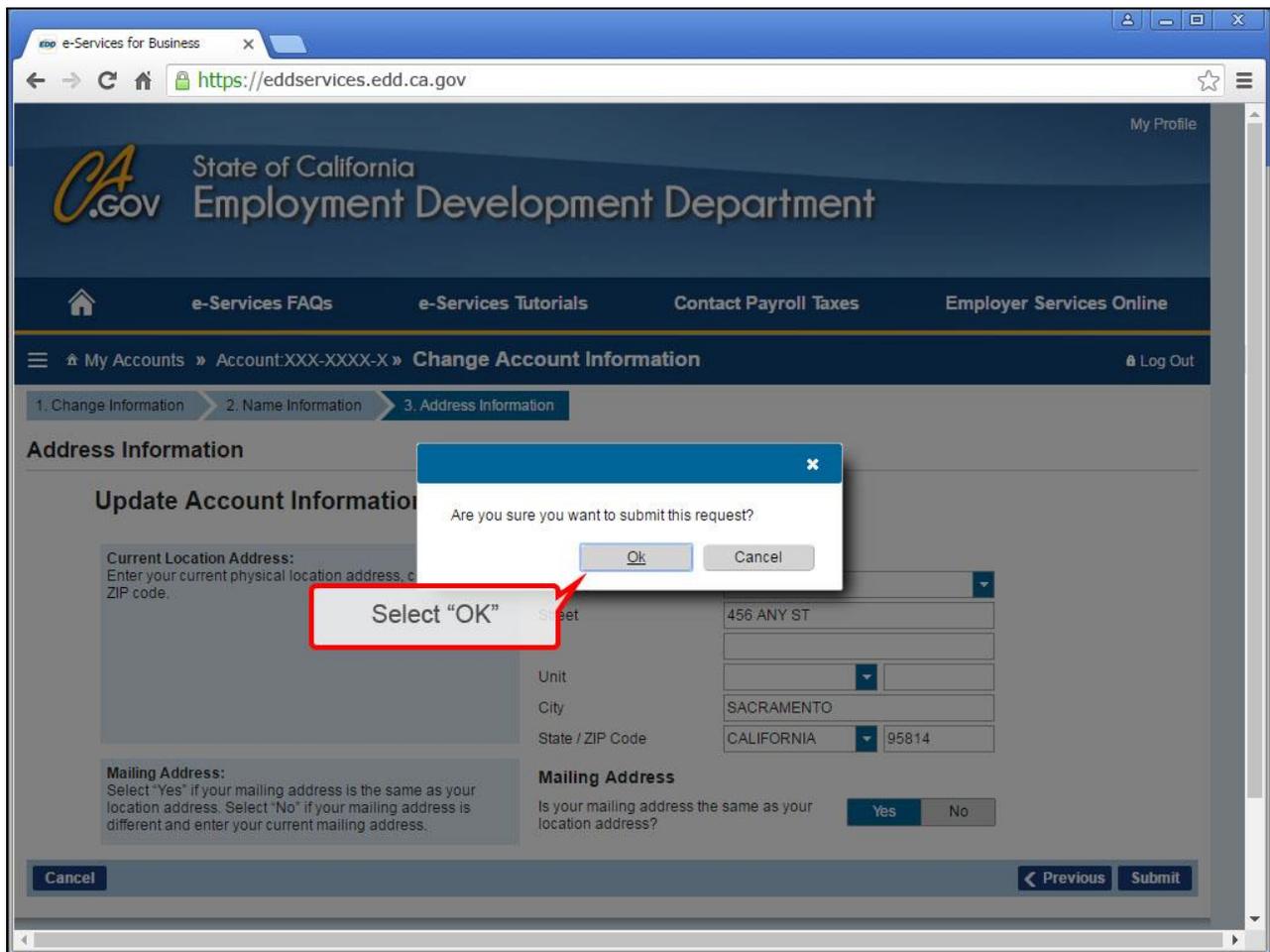
Cancel

Select "Submit"

Slide notes

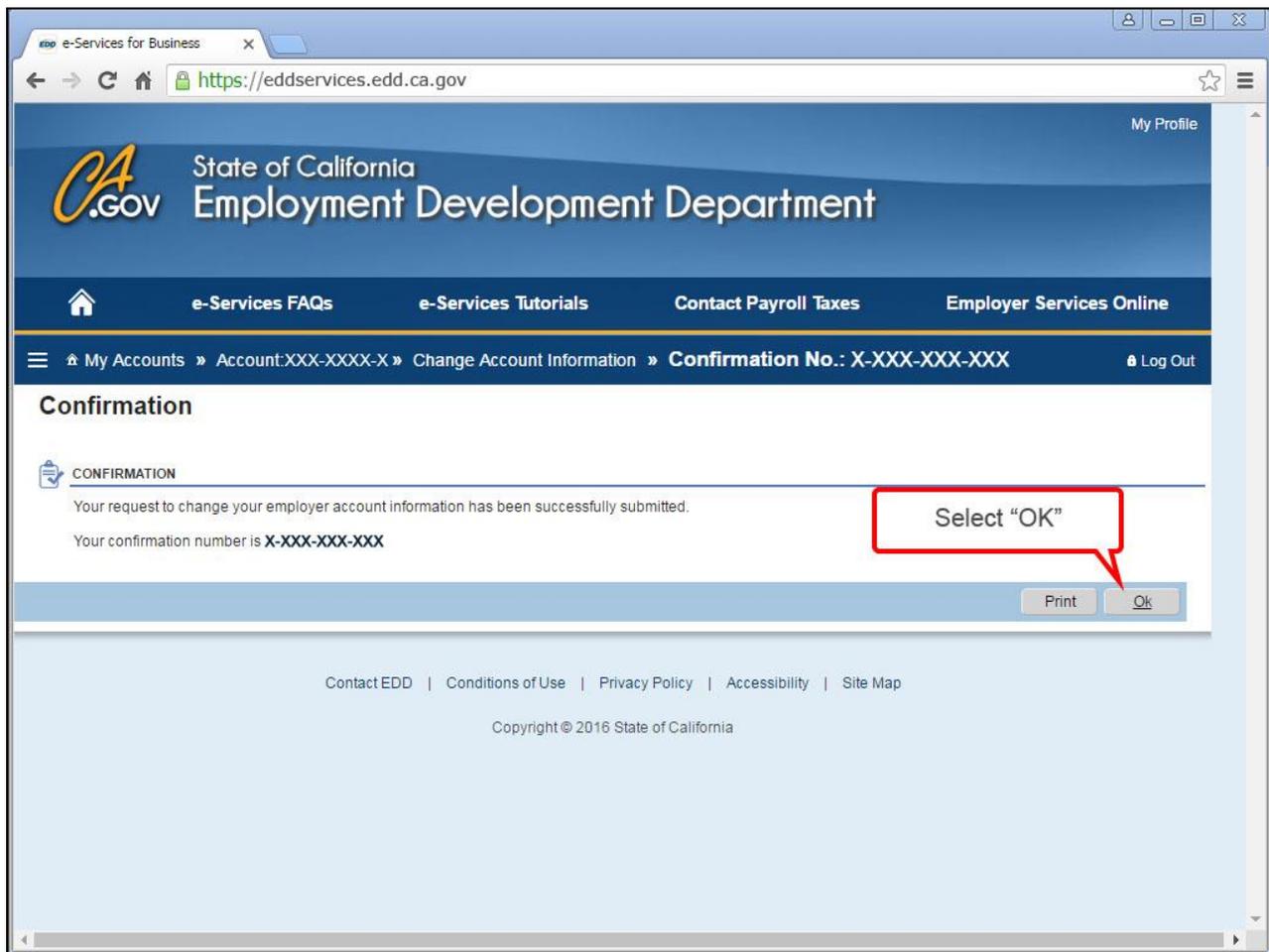
Once you've completed the required fields, choose "Yes" or "No" to verify that your mailing address is the same as your location address.

For this tutorial, we are going to leave the choice marked, "Yes." Select "Submit" to submit your request to update account information.



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



Slide notes

This is the confirmation page telling you that your request to change the employer account information has been submitted. Select "OK" to return to the Account home page.

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 get your UI rate and submit a request to update your account information.

Be sure to view our other tutorials demonstrating how to file a tax return, make a payment, 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.