

I Want to Authorize as an Agent and Add Access to Accounts in e-Services for Business

This tutorial was developed by the California Employment Development Department (EDD) to assist you with navigating through e-Services for Business. This tutorial will show you how to complete a one-time authorization process as an employer representative/payroll agent and how to obtain access to a client's account in e-Services for Business.



Welcome to the Employment Development Department home page.

The screenshot shows the EDD website homepage. At the top, there is a banner for "EDD Assistance for Victims of Northern California Wildfires". Below this, the page is organized into several columns. The "Employer Services" column contains a list of links, with "e-Services for Business" highlighted by a red box. Other columns include "Find a Job", "File & Manage a Claim", "EDD Resources", "Translate", and "EDD Office Locator". On the right side, there are three profile cards for Governor Edmund G. Brown, Jr., LWDA Secretary David M. Lanier, and EDD Director Patrick W. Henning, Jr. At the bottom, there is a search bar and a URL bar showing "https://eddservices.edd.ca.gov/index.html".

EDD Employment Development Department

www.edd.ca.gov

EDD Assistance for Victims of Northern California Wildfires

The Employment Development Department (EDD) is joining forces with other state and local service providers to help the many people impacted by the destructive wildfires in Northern California. Staff will be in Local Assistance Centers throughout the weekend and beyond, and tax extensions are being offered to employers. For more information, visit [EDD Assistance for Wildfire Victims](#).

Find a Job

- CaJOBSSM
- Job Fairs and Workshops
- Online Job Center
- Online Service Options
- [More...](#)

File & Manage a Claim

- File for Unemployment
- Certify for UI Benefits
- File for DI or PFL Benefits
- Use SDI Online
- [More...](#)

Employer Services

- Payroll Taxes
- [e-Services for Business](#)
- Respond to UI Claims
- [Request Training for](#)
- [More...](#)

EDD Resources

- Ask EDD
- News and Announcements
- Forms and Publications
- Labor Market Information
- Contact EDD
- [More...](#)

Translate

Select Language

Powered by [Google Translate](#)

[View Disclaimer](#)

EDD Office Locator

Enter ZIP Code, city, or address

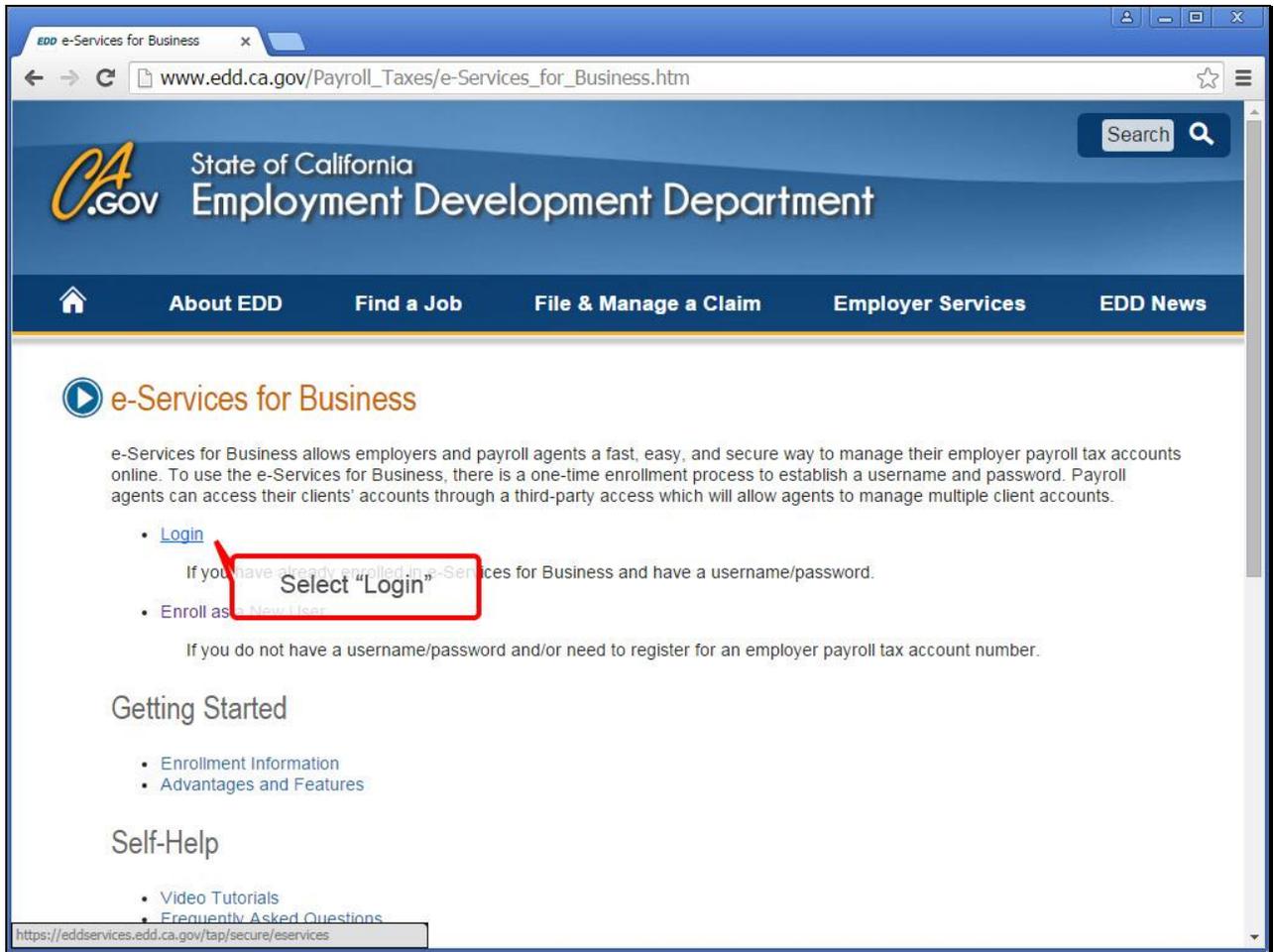
[https://eddservices.edd.ca.gov/index.html](#)

Governor
Edmund G. Brown, Jr.
[Visit His Website](#)

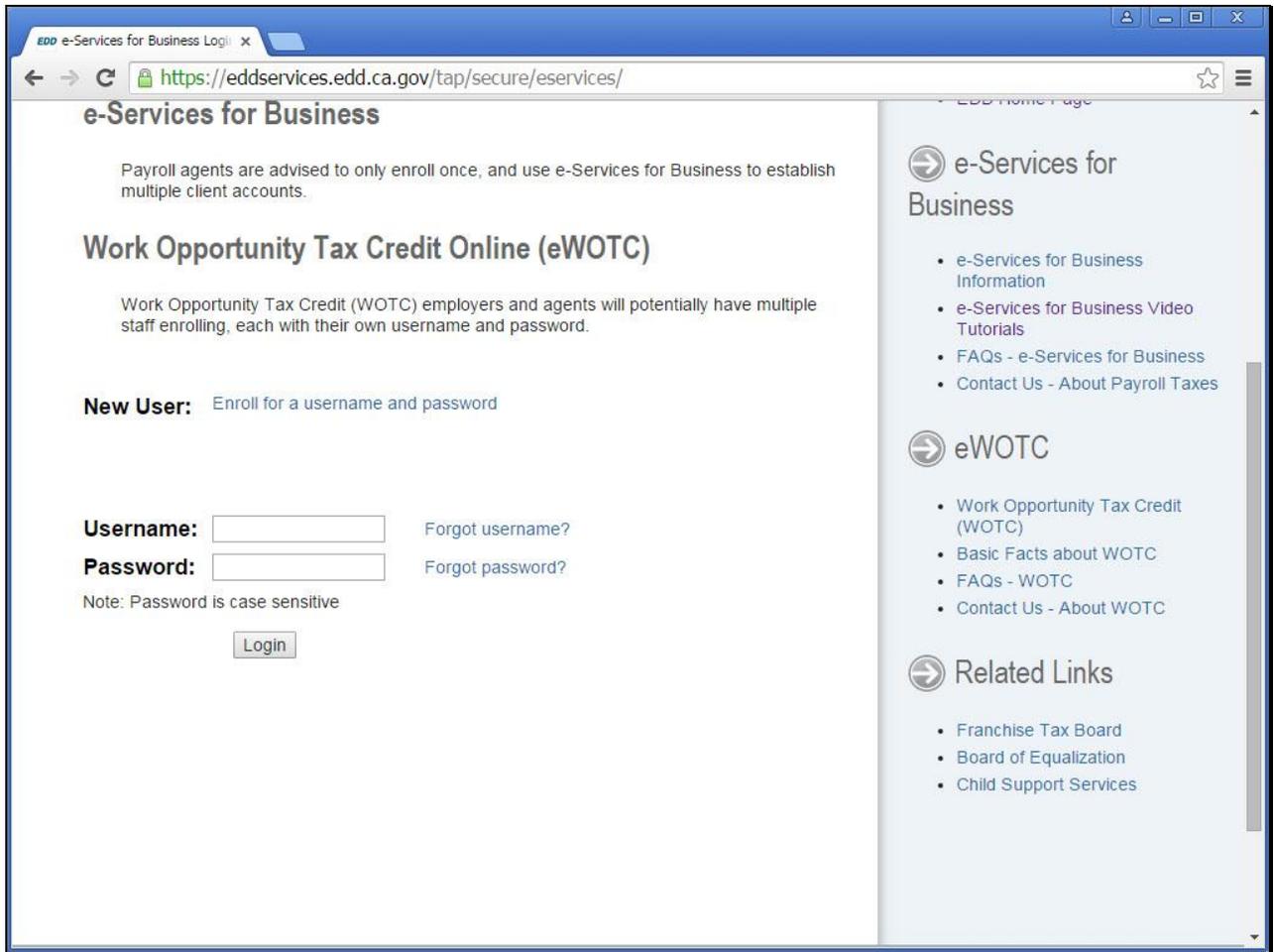
LWDA Secretary
David M. Lanier
[View His Biography](#)

EDD Director
Patrick W. Henning, Jr.
[View His Biography](#)

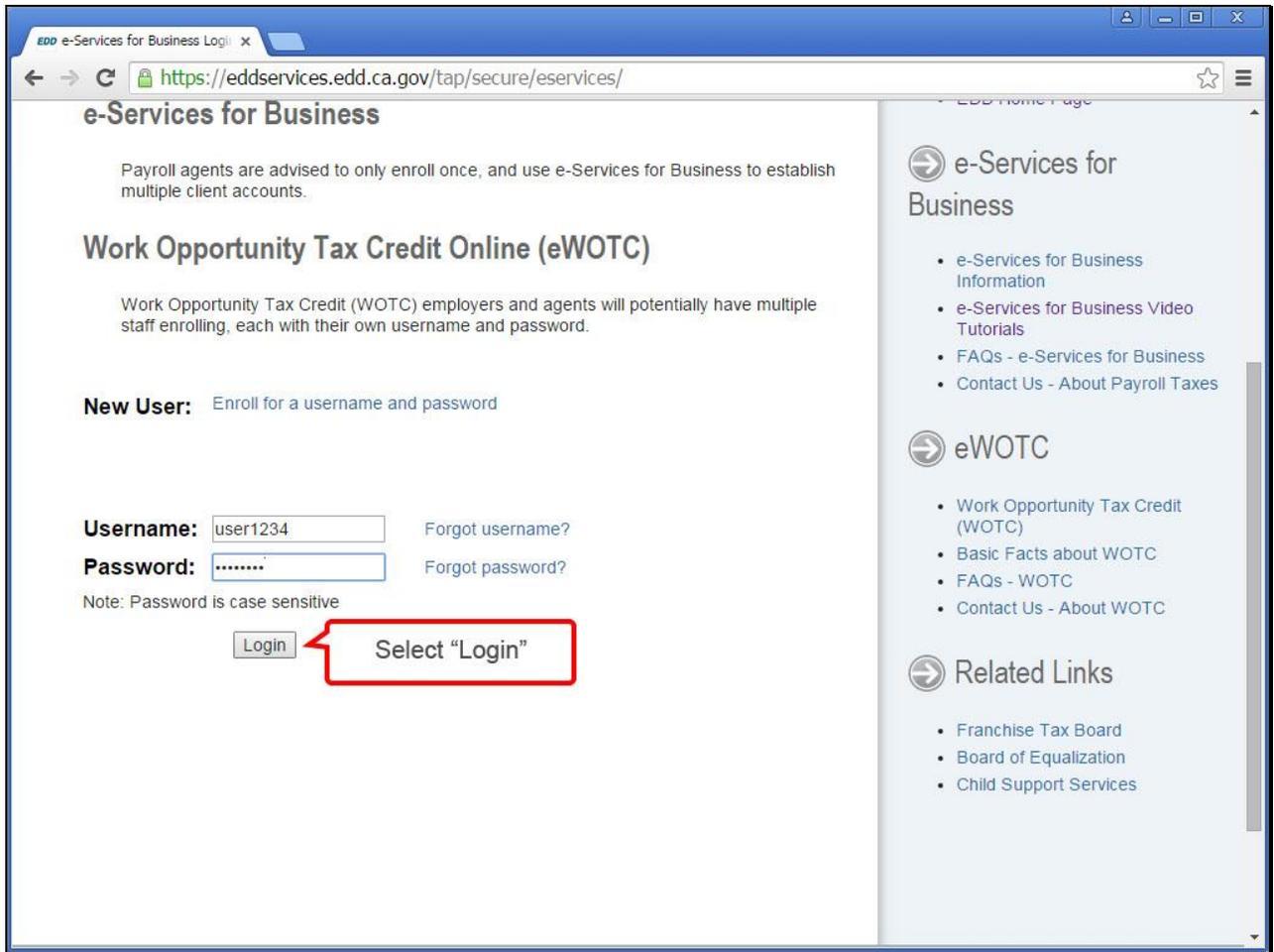
Notice the “e-Services for Business” hyperlink in the Employer Services column. Select the "e-Services for Business" hyperlink.



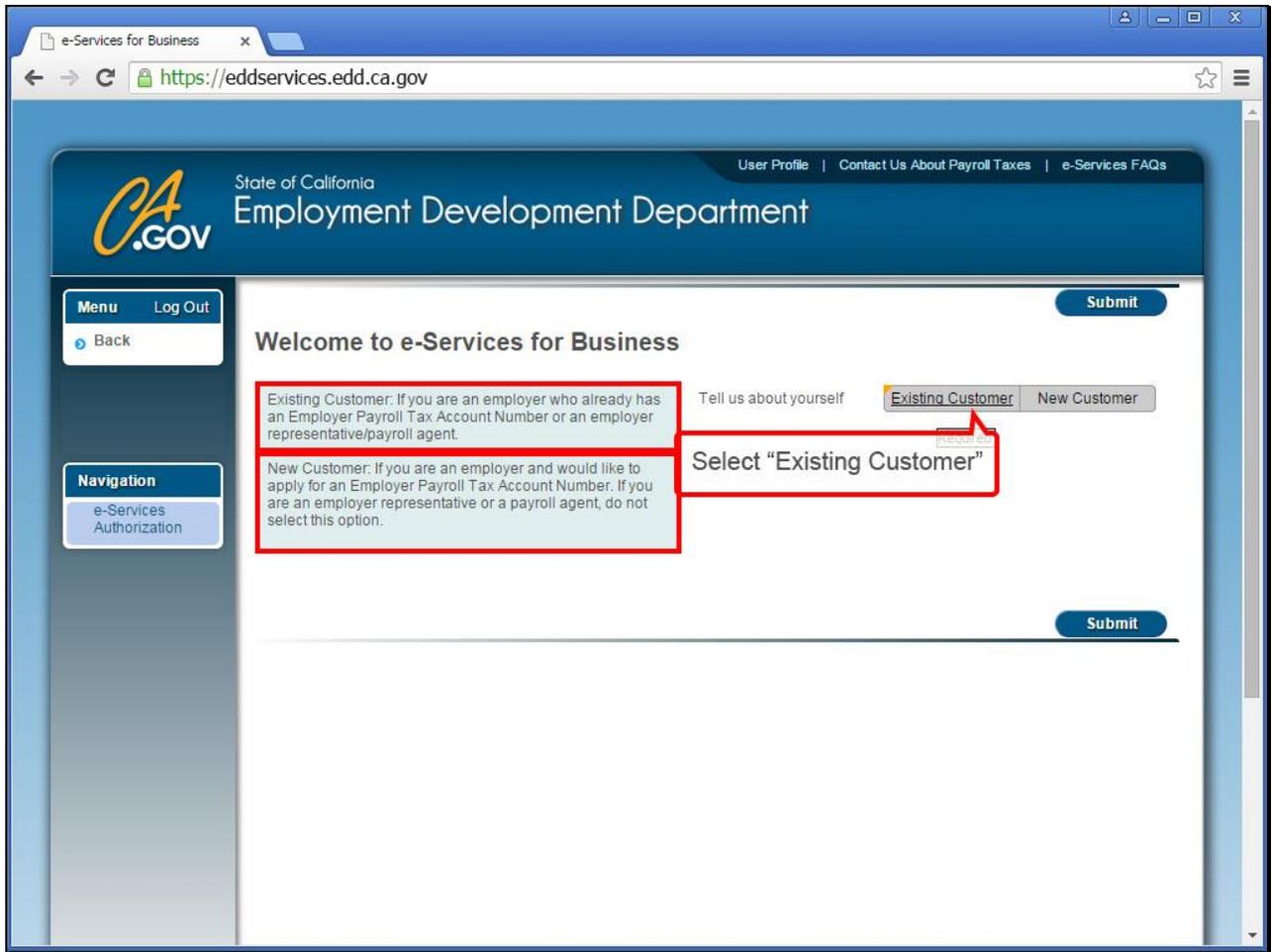
Select the “e-Services for Business Login” hyperlink.



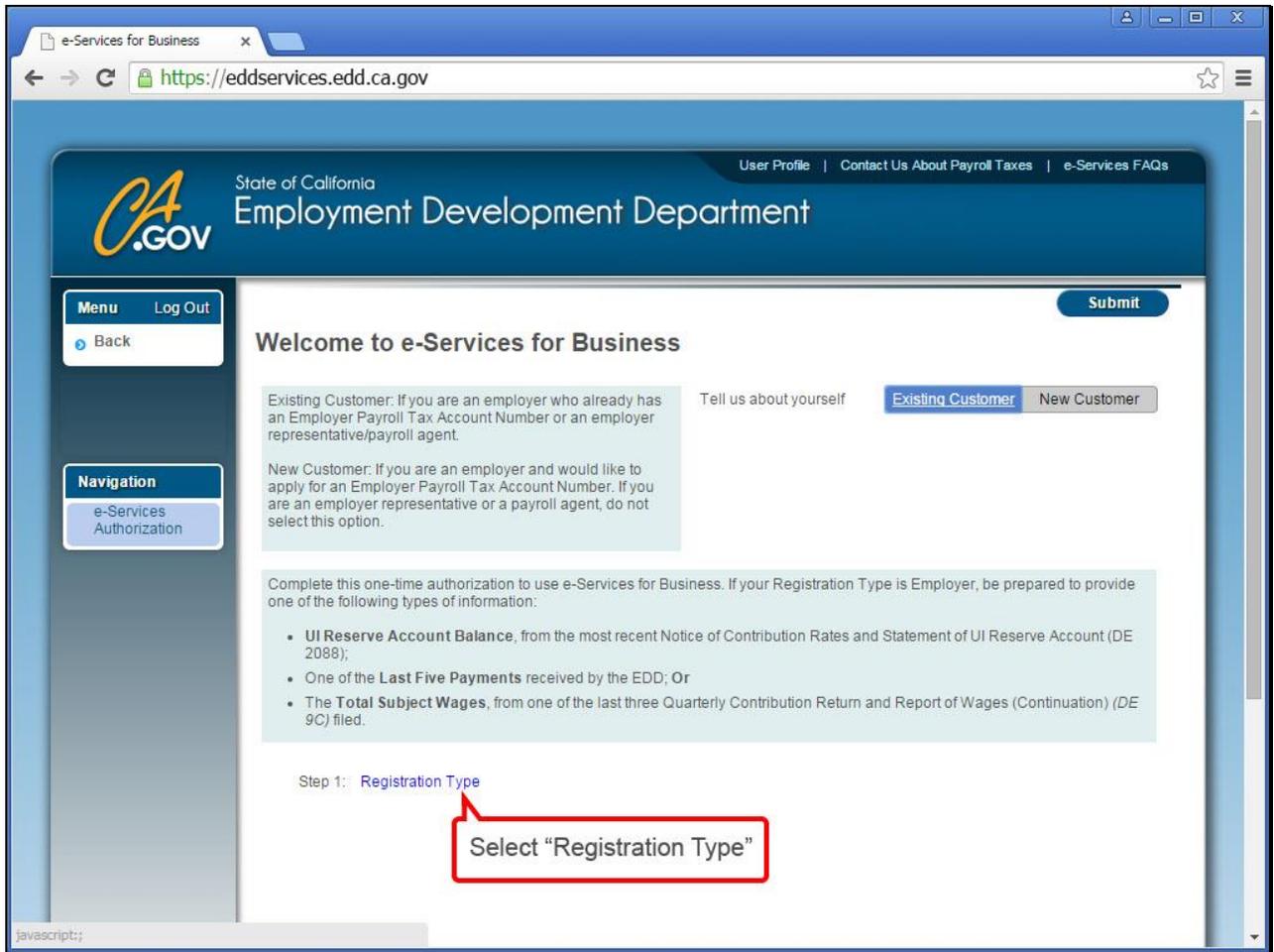
You should already have a username and password established. Enter your username and password. If you would like to learn how to enroll for a username and password refer to the tutorial “I want to enroll for a username and password to use e-Services for Business.”



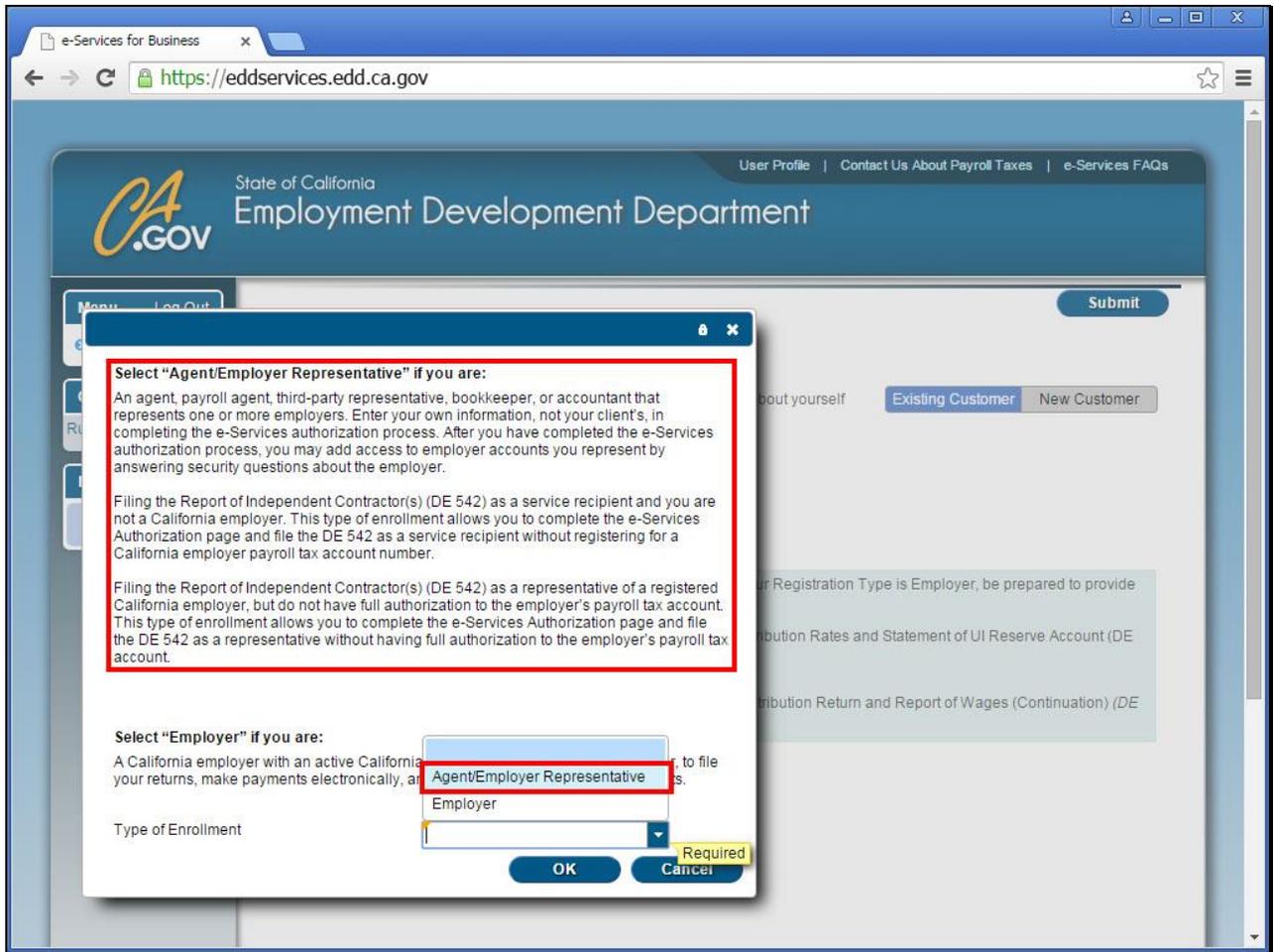
Select "Login" to begin using e-Services for Business.



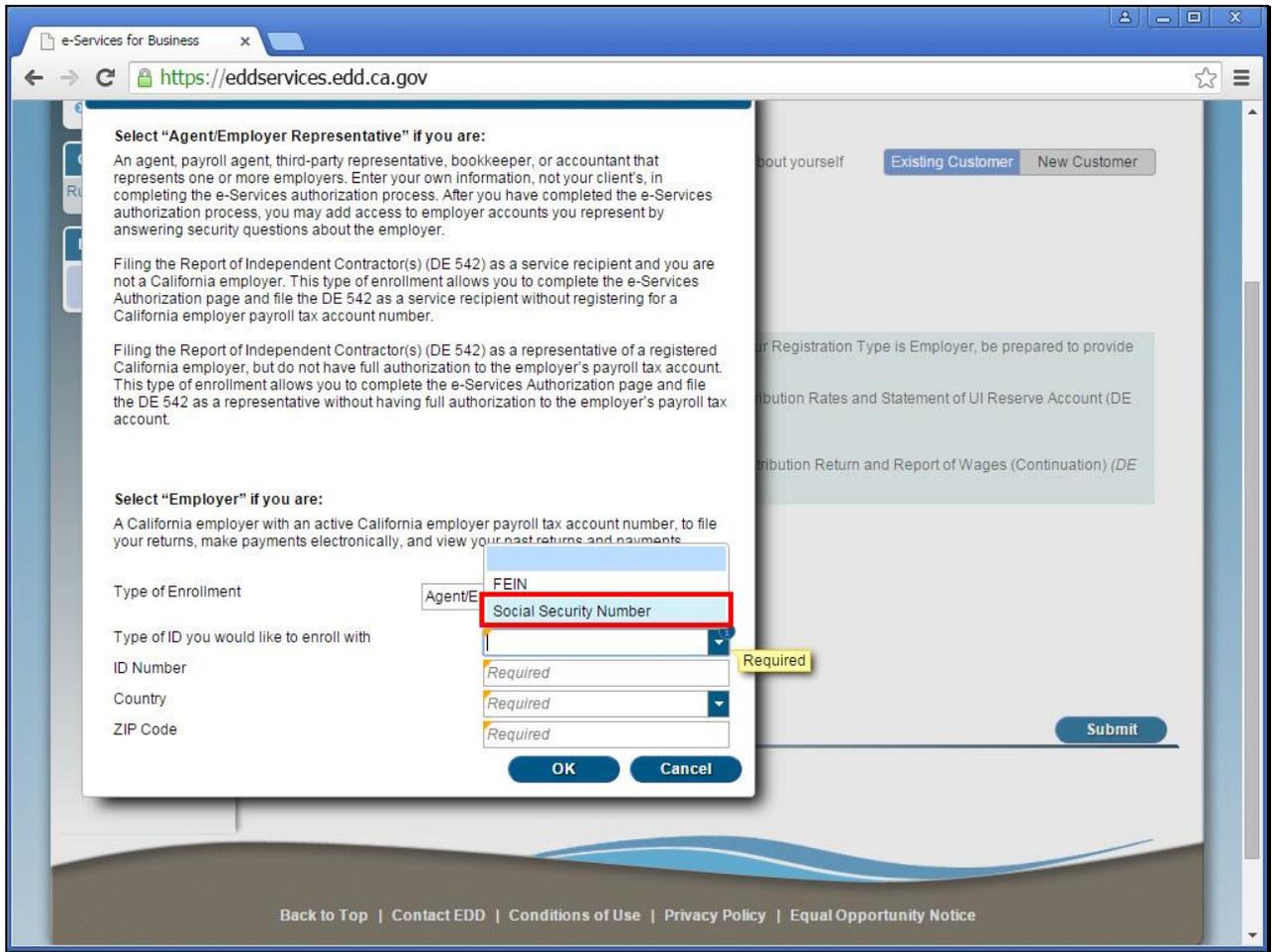
To begin this one-time authorization, select whether you are an Existing Customer or New Customer. An Existing Customer is an employer who already has an Employer Payroll Tax Account Number or is an employer representative/payroll agent. Select “New Customer” if you are an employer and would like to apply for an Employer Payroll Tax Account Number. If you are an agent/employer representative, do not select this option. For this tutorial, we are going to select “Existing Customer.”



Step 1. Select "Registration Type"

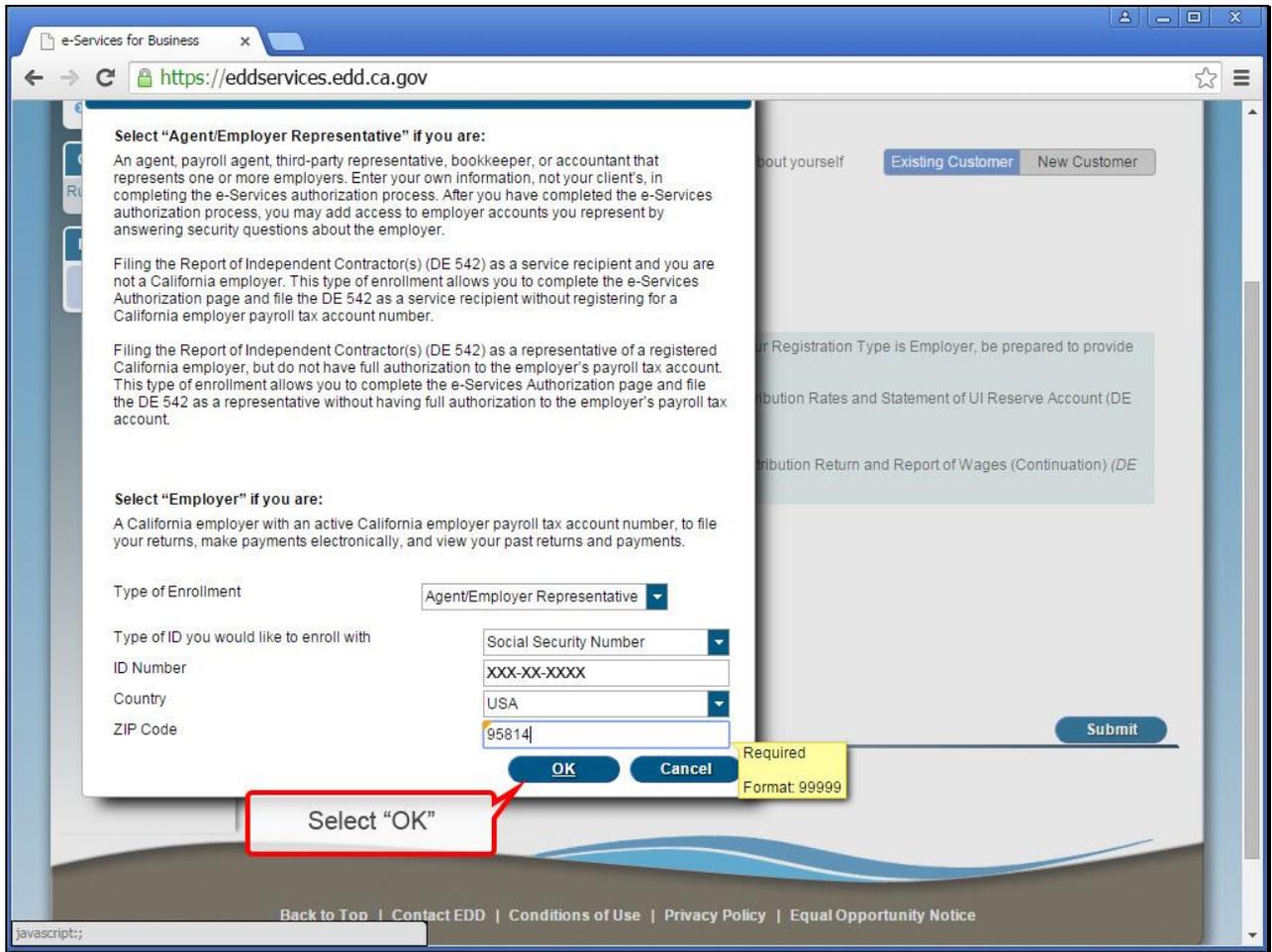


The two types of enrollment are either an "Agent/Employer Representative" or "Employer." Please take a moment and read this important message. Take time and find out what type of enrollment you want to utilize, this is a detailed explanation of the two choices. In this example, we are going to choose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

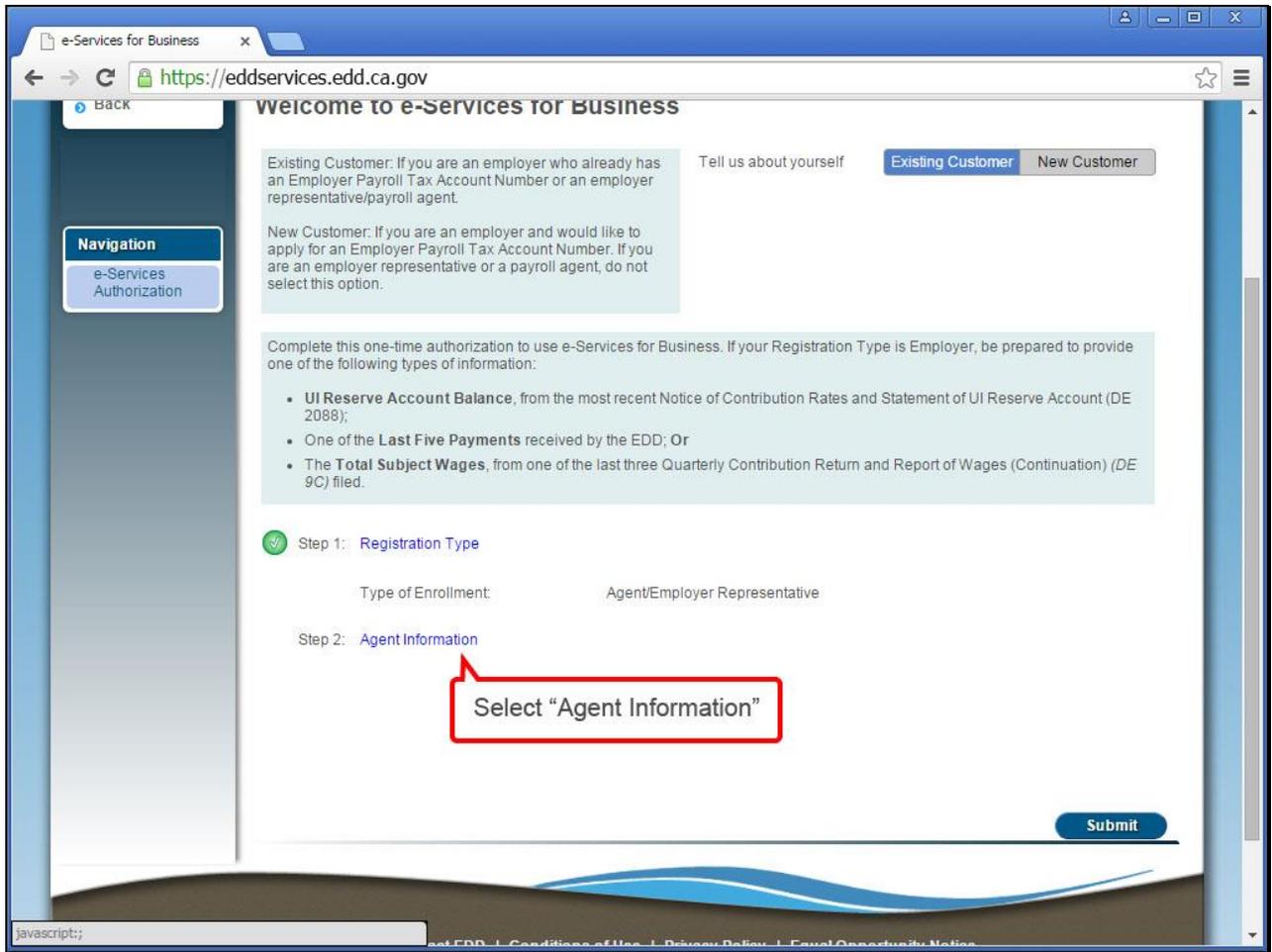


You have a choice of Social Security Number (SSN) or Federal Employer Identification Number (FEIN). If you are currently a business with a FEIN, you may select it. If you are an individual, you may select Social Security Number. For this example, we select "Social Security Number."

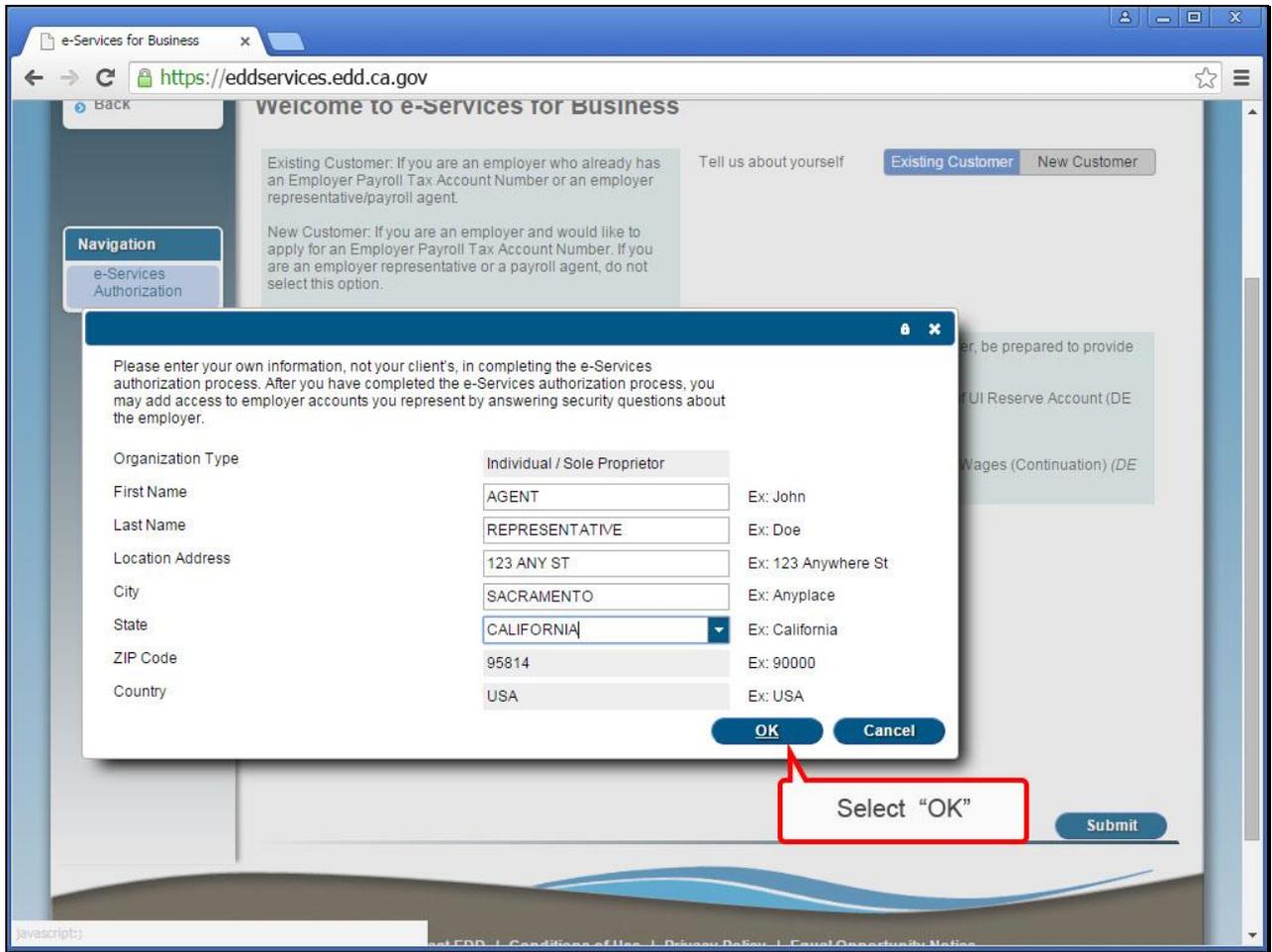
You have a choice of Social Security Number (SSN) or Federal Employer Identification Number (FEIN). If you are currently a business with a FEIN, you may select it. If you are an individual, you may select Social Security Number. For this example, we select "Social Security Number."



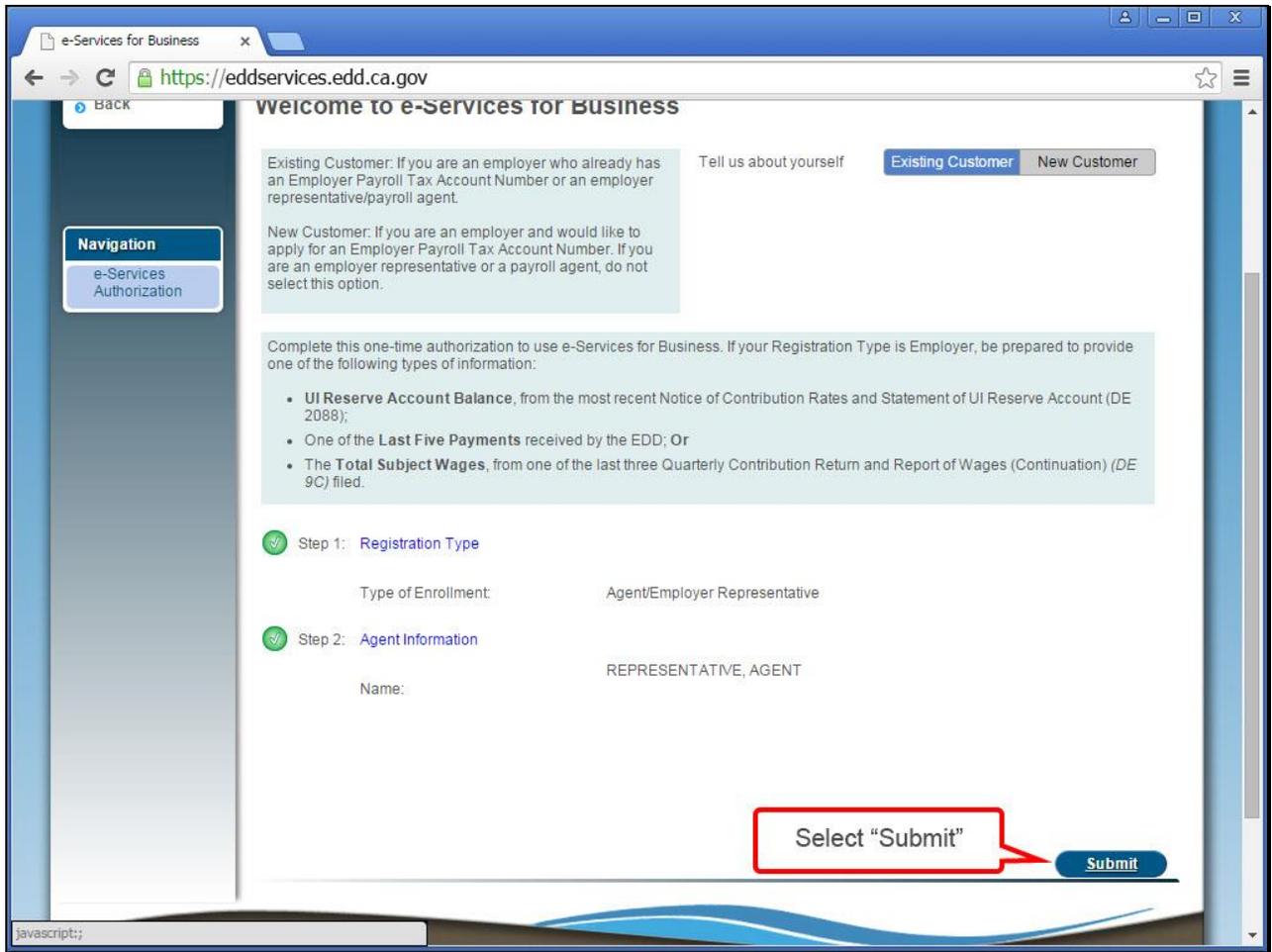
Complete this field with the ZIP Code that is related to the FEIN or SSN that you entered. When all fields are completed, select "OK" to continue.



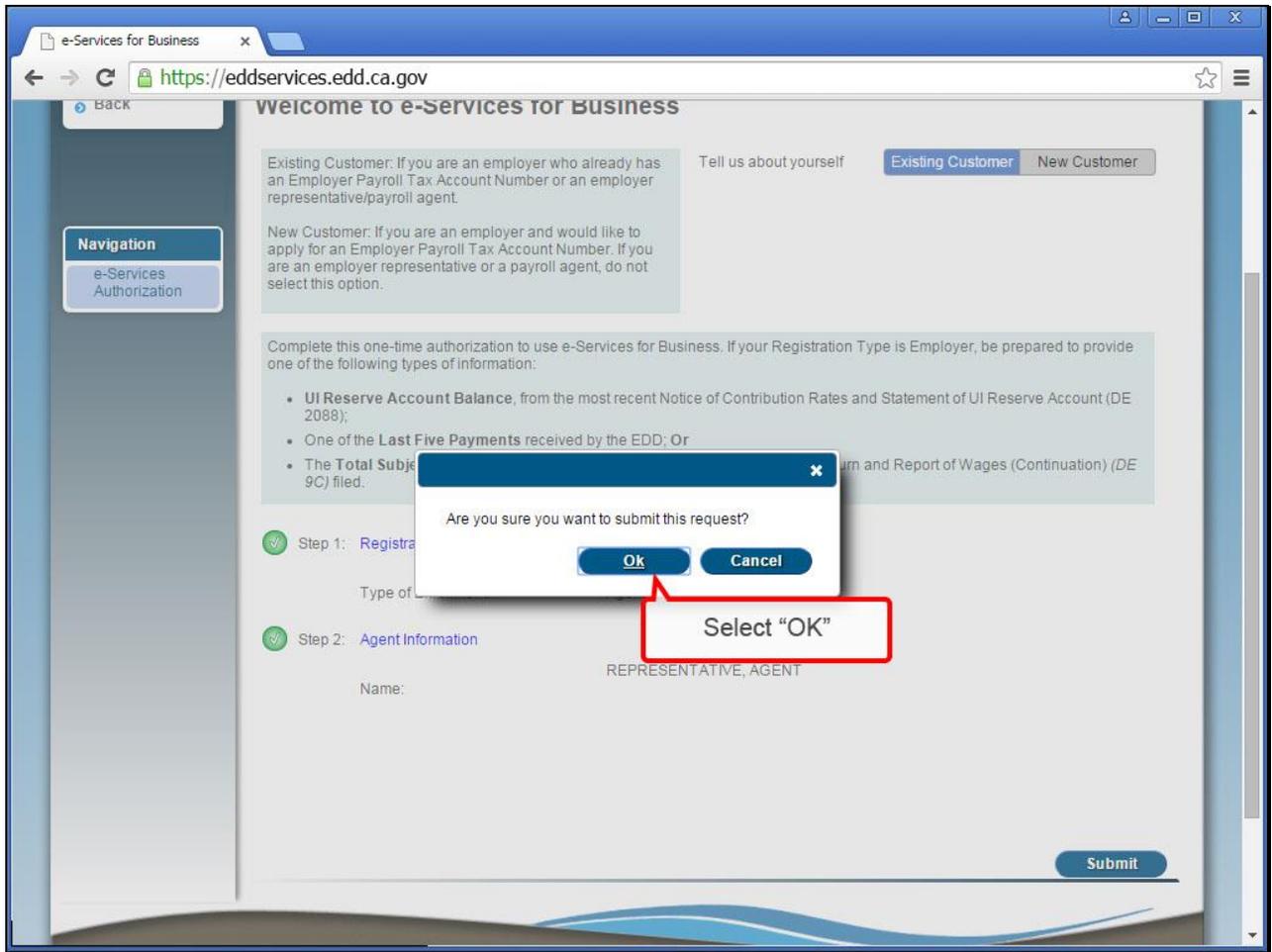
Step 2. Select "Agent Information."



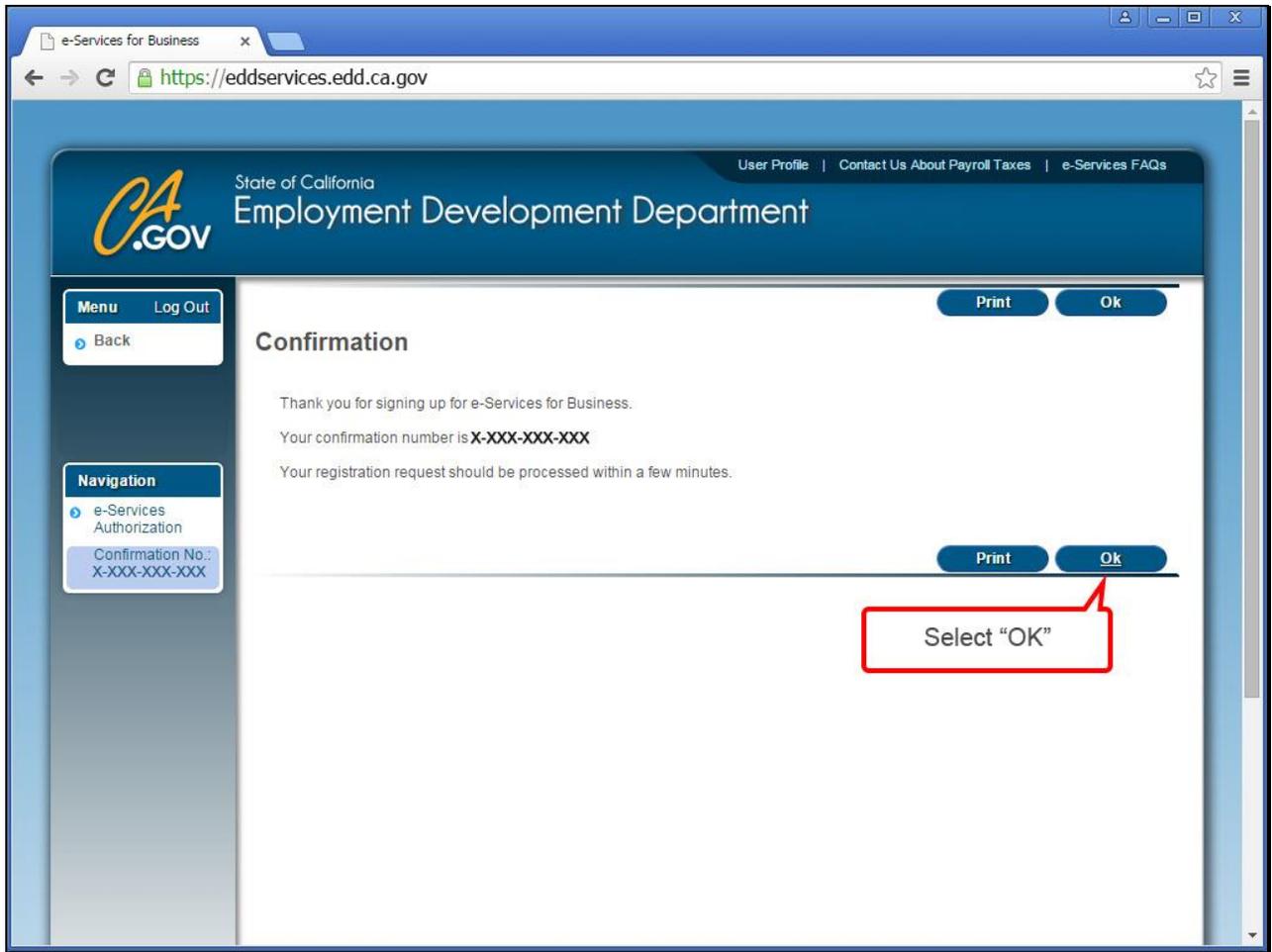
Complete this page with your own information, not your clients. When the information is completed. Select "OK."



Now we are ready to submit this request. Select "Submit."



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



Here is the confirmation number that your authorization request is being processed. Select "OK" to continue.

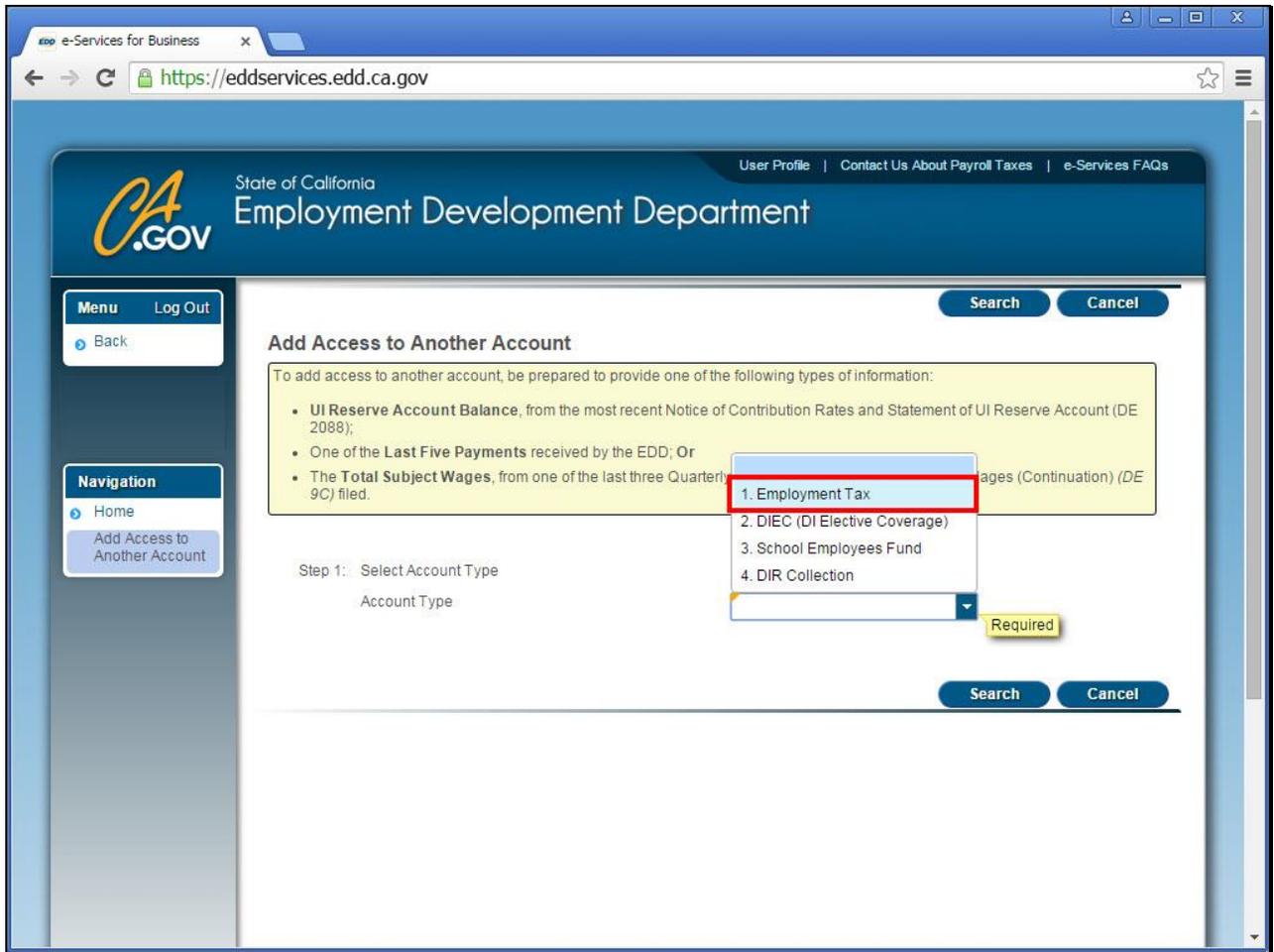
The screenshot shows the 'e-Services for Business' website for the State of California Employment Development Department. The page is titled 'AGENT REPRESENTATIVE' and displays profile information. A red box highlights the 'I WANT TO...' menu, which includes the following options:

- Profile
- Register a New Account (DE 1)
- Add Access to Another Account
- File Rpt. Of Inc. Contractors
- Manage Multiple Accounts

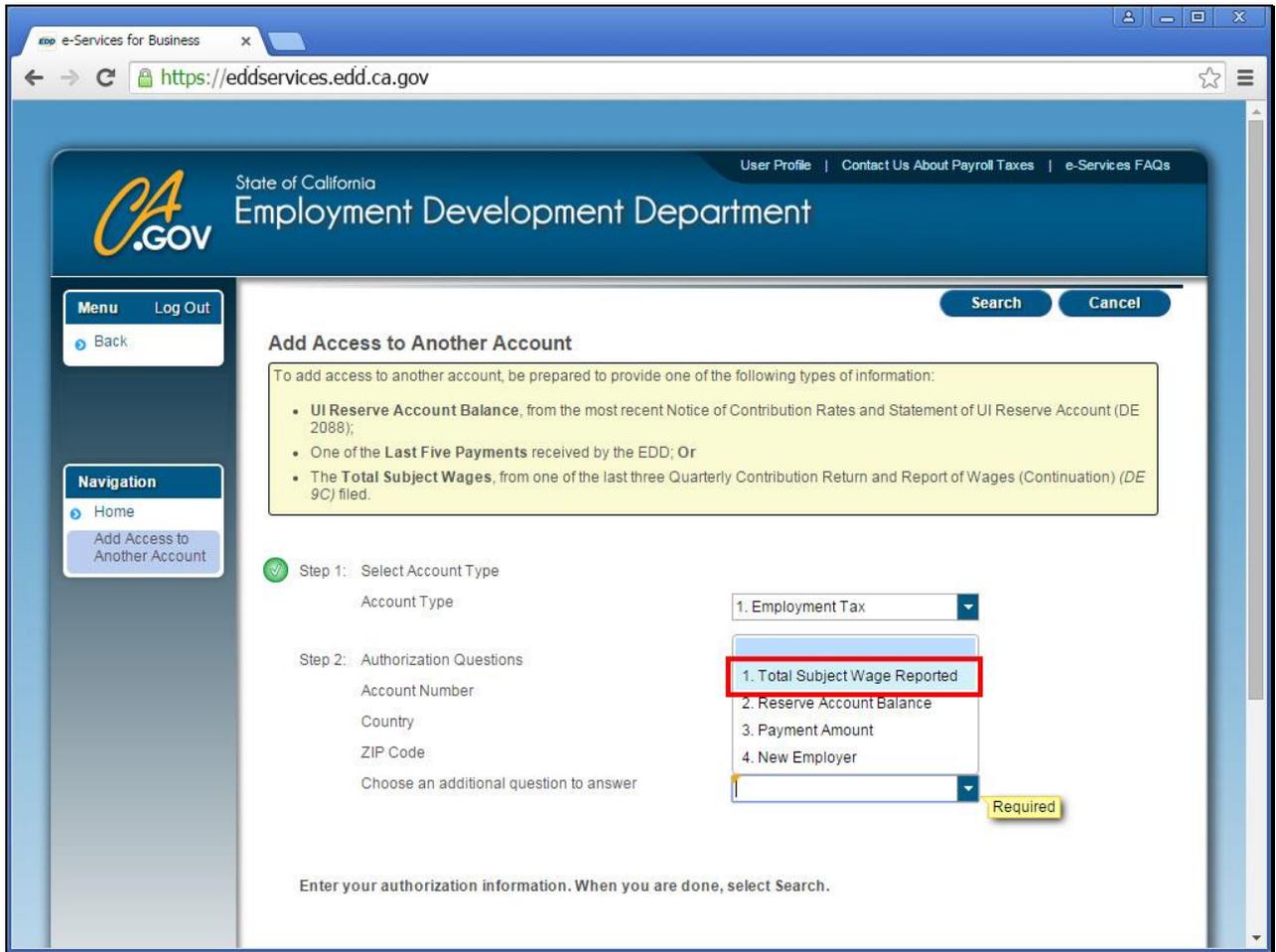
A red arrow points to the 'Add Access to Another Account' link, with a text box that says 'Select "Add Access to Another Account"'. Below this, there is a 'MY ACCOUNTS' section with a table of account information.

Account ID	Account Type	Name	Frequency	Address	Balance

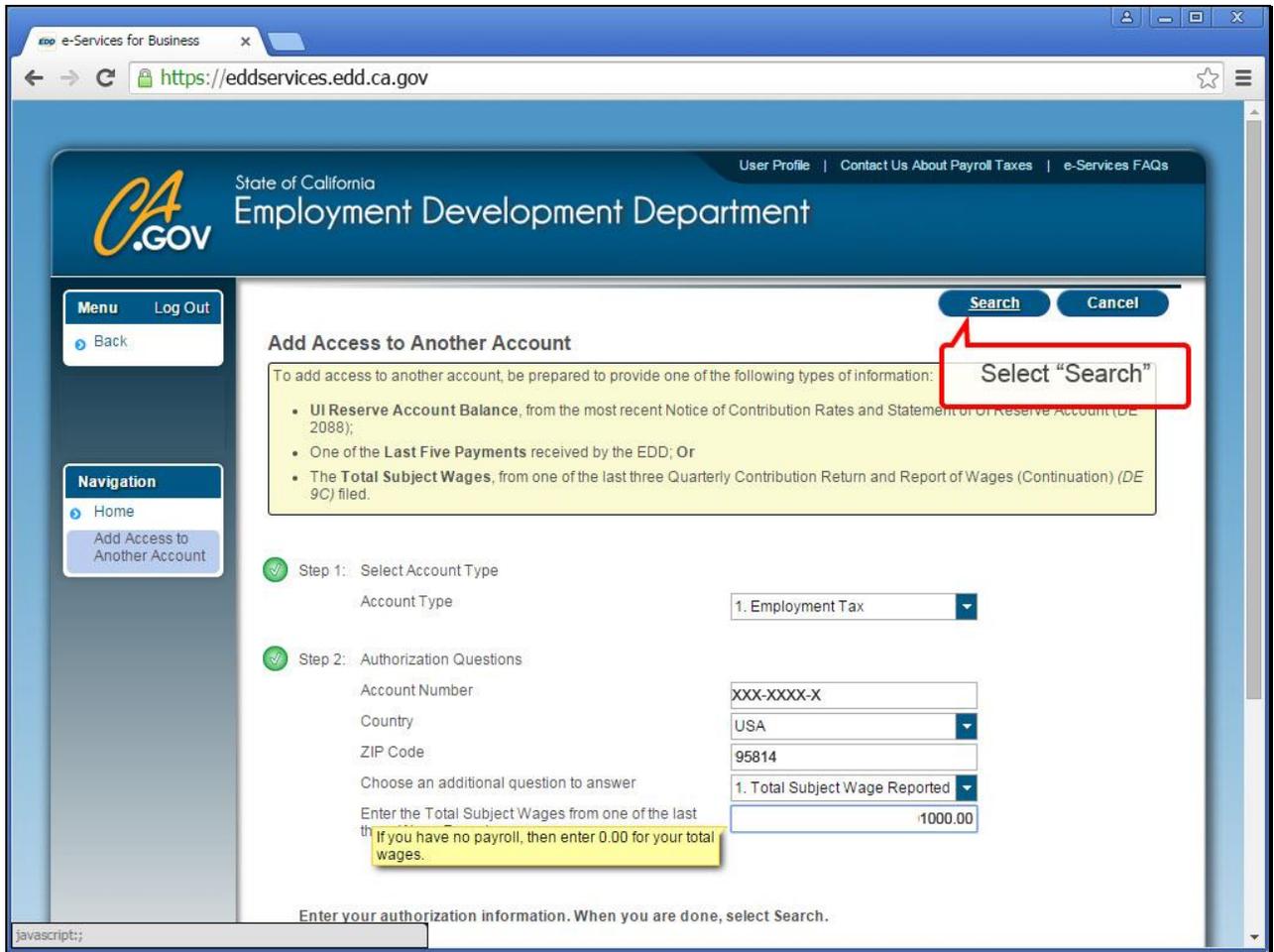
Here we are at the e-Services for Business home page. This screen shows you a summary of your authorization information as the agent. The summary section displays your profile details including taxpayer names and addresses. From the "I Want To..." menu, select the hyperlinks in this section to navigate to windows that allow you to perform the stated action. Select "Add Access to Another Account" in order to gain access to your client's account. These steps would need to be repeated to gain access for each client account number.



Select "Account Type." For this example we select "Employment Tax."



Choose an additional question to answer. We chose "Total Subject Wage Reported."



Select "Search" to continue.

State of California
Employment Development Department

Menu Log Out
Back

Navigation
Home
Add Access to Another Account

Submit Cancel

Add Access to Another Account

To add access to another account, be prepared to provide one of the following:

- **UI Reserve Account Balance**, from the most recent Notice of Contribution Rates and Statement of UI Reserve Account (DE 2088);
- One of the **Last Five Payments** received by the EDD; Or
- The **Total Subject Wages**, from one of the last three Quarterly Contribution Return and Report of Wages (Continuation) (DE 9C) filed.

Step 1: Select Account Type

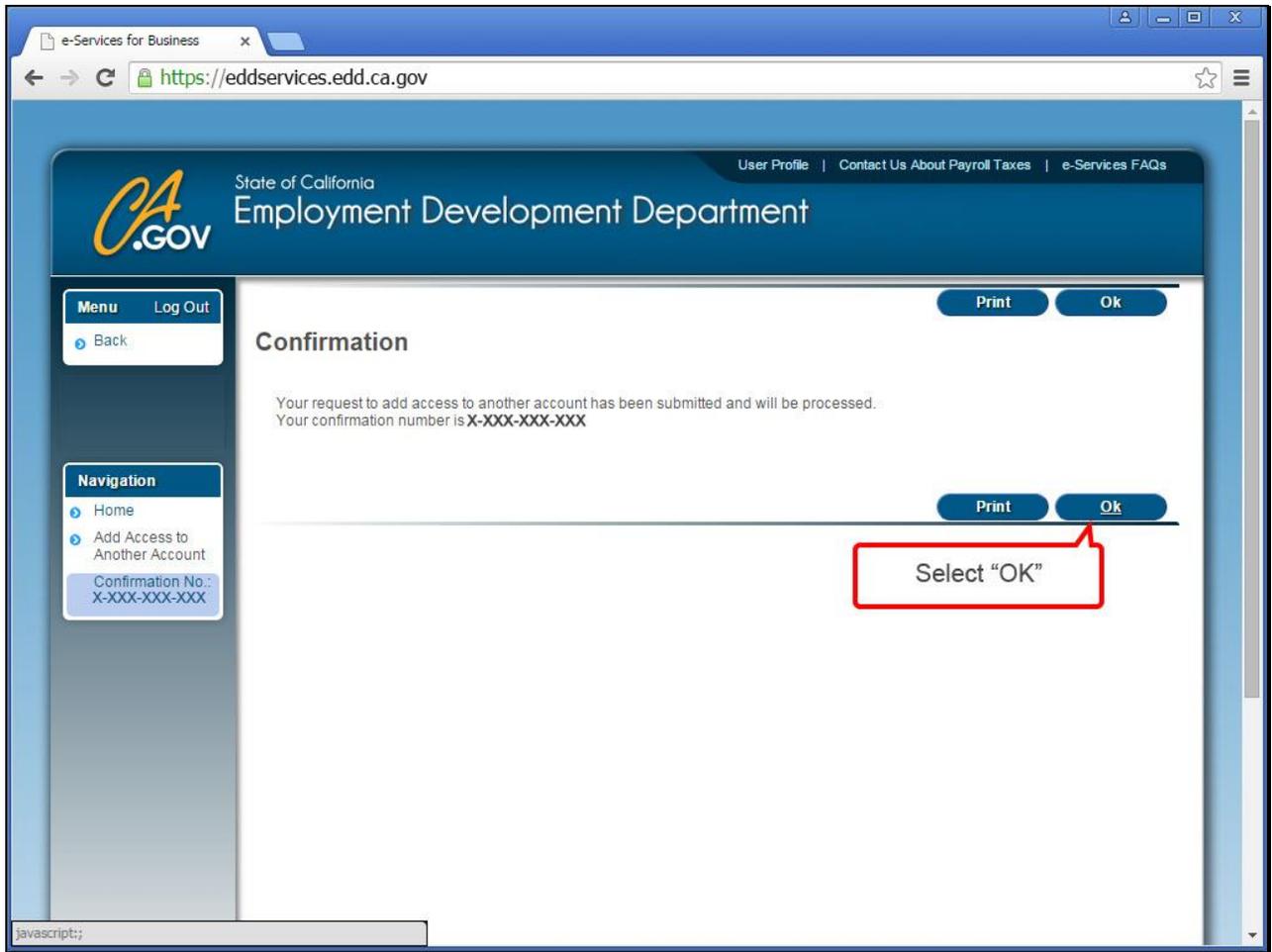
Account Type	1. Employment Tax
--------------	-------------------

Step 2: Authorization Questions

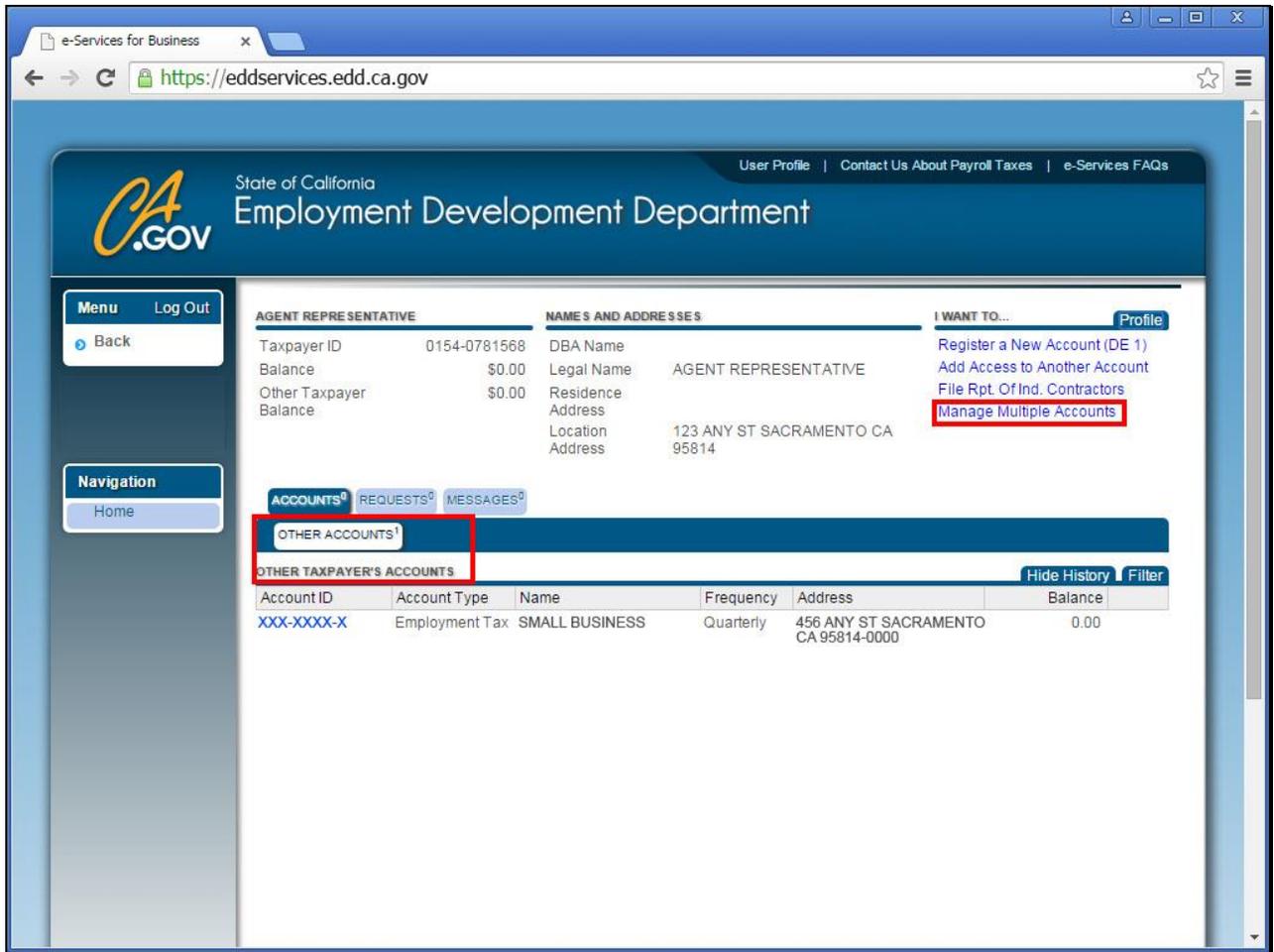
Account Number	XXX-XXXX-X
Country	USA
ZIP Code	95814
Choose an additional question to answer	1. Total Subject Wage Reported
Enter the Total Subject Wages from one of the last three Wage Reports	1000.00

The account number you are trying to gain access to is XXX-XXXX-X. Select Submit to add access to this account.

The message at the bottom informs you that you are trying to add access to the specified account. Select "Submit" to add access to this account.



The request to add access to another account has been submitted and will be processed. Select "OK" to continue.



As you can see we have added access to this account. It is located under the “Other Taxpayer’s Accounts” subtab on the home page. There are many other actions on the home page that an agent or employer representative may find helpful for managing multiple accounts. Most of these actions can be accessed by selecting the “Manage Multiple Accounts” hyperlink in the “I Want To...” menu.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Thank you for taking the time to watch this tutorial on how to authorize and navigate through e-Services for Business as an agent or employer representative. Be sure to view our other tutorials demonstrating how to file bulk returns, make bulk payments, 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.