I want to log on to e-Services for business as an employer

Slide notes
This video is developed and presented by the California Employment Development Department (EDD) and was created to assist you with navigating e-Services for Business
This tutorial will show you how to log in to e-Services for Business as an employer and manage your payroll tax account online.

Welcome to the EDD home page. Notice all of the tabs across the top. Select the "Payroll Taxes" tab.
Here on the "Payroll Taxes" tab, there are numerous links. You can access e-Services for Business by selecting one of these links.
Select "e-Services for Business Login."
You should already have a username and password established. Enter your username and password and select "Login" to begin using e-Services for Business.
Complete this one-time authorization to use e-Services for Business. 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 "Employer."
Step 2. Select "Account Information."
The "Account Type" has four choices. This depends on what type of employer you are. Most employers will select "Employment Tax."
Choose an additional question to answer. These are the four choices available. For this example, we select "Payment Amount."

If you choose "Payment Amount" as your additional question, you must provide one of three most recent payment amounts received by the EDD.
When the information is completed, select "OK."
Select "Submit" and send this request.
Are you sure you want to submit this request? Select "OK."
We will start with 'Setup.' This is where the employer can add, edit, and delete bank account information to make payments. Select "Setup."
Enter a source name for the bank account. For this example we are going to name it "My EDD Employer Bank Account." In the "Payment Source" window, "Bank Account Type" is a choice between "Checking" or "Savings."
Enter the correct routing number, account number, and then verify the account number. When completed, select "Save."
Select "Pay."
Select the payment method. You have a choice between ACH Debit (EFT) or a credit card. For this example, we select "ACH Debit (EFT)."
Select "Account Payment."
Notice this is the bank account information we previously entered in the "Setup" option. Also, the dollar amount is pre-populated with the balance due amount on your account. Select "Submit" to continue.
This is your approval and authorization for the Employment Development Department to debit your bank account in the amount of two hundred dollars and sixty-five cents ($200.65). Selecting "OK" will act as your electronic signature.
Here is the confirmation page that your payment has been made. Select "OK" to continue.
Select "Requests" to view the payment status.
Now the request status is pending on our payment. You can cancel this payment before 3 p.m. Pacific Time on the business day before the bank debit date. Select "Home" to continue.
Select your "Account ID" to continue.
Here in the "I Want To..." section. Select the hyperlink "Make a Payment" to make a Payroll Tax Deposit (DE 88).
Select a payment method. You have a choice between an ACH Debit (EFT) or a credit card. For this example, we select "ACH Debit (EFT)."
Choose the correct period for which you want to pay.

<table>
<thead>
<tr>
<th>Period</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter 2013</td>
<td>For the period beginning 01-Jan-2013 and ending 31-Mar-2013</td>
</tr>
<tr>
<td>2nd Quarter 2013</td>
<td>For the period beginning 01-Apr-2013 and ending 30-Jun-2013</td>
</tr>
<tr>
<td>3rd Quarter 2013</td>
<td>For the period beginning 01-Jul-2013 and ending 30-Sep-2013</td>
</tr>
<tr>
<td>4th Quarter 2013</td>
<td>For the period beginning 01-Oct-2013 and ending 31-Dec-2013</td>
</tr>
<tr>
<td>1st Quarter 2014</td>
<td>For the period beginning 01-Jan-2014 and ending 31-Mar-2014</td>
</tr>
<tr>
<td>2nd Quarter 2014</td>
<td>For the period beginning 01-Apr-2014 and ending 30-Jun-2014</td>
</tr>
<tr>
<td>3rd Quarter 2014</td>
<td>For the period beginning 01-Jul-2014 and ending 30-Sep-2014</td>
</tr>
<tr>
<td>4th Quarter 2014</td>
<td>For the period beginning 01-Oct-2014 and ending 31-Dec-2014</td>
</tr>
</tbody>
</table>

...
The bank information was pre-populated for us again. Select the "Bank Debit Date." Enter the correct payment amount. Select the correct "Pay Date." Select the "Deposit Schedule." For this example we choose "Quarterly."
This is your approval and authorization for the Employment Development Department to debit your bank account in the amount of two hundred dollars ($200.00). Selecting "OK" will act as your electronic signature.
This is the confirmation page telling you that your payment has been submitted. Select "OK" to return to the "My Accounts" page.
Select the "Return List" to file a tax return for the period.
Select "Tax Return."
Here we have the instructions to assist you with the form, if needed. Complete the form with your wage and contribution information.
When the information is completed, select "Submit."
Are you sure you want to submit this request? Select "OK" to continue.
Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.
Next we are going to file a Quarterly Contribution Return and Report of Wages (Continuation) DE 9C. Select "File a Return" from the "I Want To..." section.
Select the correct period for which you want to file a return.
Select "Wage Report."
Step 1. Select an option, either you have payroll to report or you do not have payroll to report. In this example, we select "I Have Payroll to Report."
Step 2. Select "Edit Wages."
Here are instructions again if you need assistance. Complete wage information for each employee. When information is completed select "OK" to continue.
The "Wage Detail Totals" are pre-populated from the wage report that we just entered. Enter the number of employees that worked each month of the quarter. Select "Submit" to send this request.
Are you sure you want to submit this request? Select "OK."
Here is your confirmation number for the form you completed. You can print a copy for your records, and then select "OK" to continue.
Select “Requests.”
Here we can see that our two returns are now pending. Next we are going to select "Get My UI Rate."
Here are the tax rates for the last three years. Select "Home" to return to the "My Accounts" screen.

<table>
<thead>
<tr>
<th>ID</th>
<th>From</th>
<th>To</th>
<th>UI Rate</th>
<th>ETT Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XXXXX-X</td>
<td>01-Jan-2012</td>
<td>31-Dec-2012</td>
<td>0.20</td>
<td>0.60</td>
</tr>
<tr>
<td>XXX-XXXXX-X</td>
<td>01-Jan-2011</td>
<td>31-Dec-2011</td>
<td>0.20</td>
<td>0.60</td>
</tr>
<tr>
<td>XXX-XXXXX-X</td>
<td>01-Jan-2010</td>
<td>31-Dec-2010</td>
<td>0.40</td>
<td>0.10</td>
</tr>
</tbody>
</table>
Now we will select "File a Report of Independent Contractors."
From this page you select "Create New DE 542."
Enter service recipient information here. When the information is completed select "Next."
Enter independent contractor information on this page.
At the bottom of the page, select "Submit."
Here you can see that the submission was successful. A printer friendly version is available here.
Now we are going to report newly hired employees. Select "File Report of New Employee(s)."
Select "Create New DE 34."
Enter your employer information on this page. When completed, select "Next."
Enter new employee information on this page. When completed, scroll down to the bottom of the page.
At the bottom of the page, select "Next."
The information you entered is now saved. If you need to edit or delete this information, select this box. If the information is correct you can select "Submit" and send this request.
Here you can see that the submission was successful. A printer friendly version is available here. Visit our frequently asked questions for additional information.
These links will take you to frequently asked questions about our e-Services for Business programs.
I want to log in to e-Services for Business as an employer

www.edd.ca.gov
Taxpayer Assistance Center
1-855-866-2657

Other resources are available at www.edd.ca.gov, or the Taxpayer Assistance Center at (855)866-2657. Thank you for watching this tutorial on how to login and use e-Services for Business as an employer.

Resources
Slide notes: Other resources are available at www.edd.ca.gov, or the Taxpayer Assistance Center at 1-855-866-2657. Thank you for watching this tutorial on how to login and use e-Services for Business as an Employer.