I want to enroll for a Username and Password to use e-Services for Business

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 take you through the one-time process to create a username and password to use e-Services for Business.

Welcome to the Employment Development Department homepage. Notice all the tabs across the top. Select the "Payroll Taxes" tab.
I want to enroll for a Username and Password to use e-Services for Business

Slide 3

![Image of a website interface showing an overview of Payroll Taxes with links and options]

Slide notes

Here on the Payroll Taxes page, there are numerous links. You can access e-Services for Business by selecting one of these links.
I want to enroll for a Username and Password to use e-Services for Business

Slide notes
To begin, select "e-Services for Business Login."
I want to enroll for a Username and Password to use e-Services for Business

New users select "Enroll for a username and password."
I want to enroll for a Username and Password to use e-Services for Business

Slide 6

Slide notes
The e-Services for Business Enrollment page. To begin using e-Services for Business, you must create a username and password. Before you leave this page make a note of your username and password. To view detailed descriptions of required information, scroll down to the bottom of this page.
I want to enroll for a Username and Password to use e-Services for Business

Slide 7

![Image of e-Services for Business Enrollment interface]

**Slide notes**

Notice the screen help tips that are available at the bottom of the page.
I want to enroll for a Username and Password to use e-Services for Business

Slide 8

Required fields are identified with an asterisk. The username must be 8-15 characters long. The username must be a mixture of both letters and numbers and must include at least one letter, and at least one number.

Do not enter any characters that are not numbers or letters. The username is used as a permanent identifier.

The password must be 8-12 characters long. The username cannot be the same as your password. The password must contain at least one uppercase letter, at least one lowercase letter, and at least one number.

It cannot be the same as your username and cannot contain any punctuation.
I want to enroll for a Username and Password to use e-Services for Business

Slide 9

Each username requires a unique e-mail address, therefore the e-mail cannot be associated with more than one username. When the information is completed, select "Continue."
I want to enroll for a Username and Password to use e-Services for Business

Slide 10

This page of four security questions is a part of your account recovery options.

Please make a note of the answers to these questions for your records. When the information is completed select "Continue."
I want to enroll for a Username and Password to use e-Services for Business

Slide 11

This is your enrollment summary. Review your information and print this page before you submit this request. This information will be necessary to access e-Services for Business and will be required to recover your username and/or reset your password.

If all of the information is correct, select "Enroll."
I want to enroll for a Username and Password to use e-Services for Business

Slide 12

To complete your enrollment, an e-mail will be sent to you at the e-mail address you provided.
I want to enroll for a Username and Password to use e-Services for Business

Slide 13

Here is the e-mail confirmation.
To complete your enrollment, you must confirm your e-mail address. Select this link to complete your pending enrollment:

http://www.edd.ca.gov/acctservices/AccountManagement/AccountServlet?Command=CONFIRM_REGISTRATION&confNum=8675309Thequickbrownfoxjumpsoverthelazydog

If you are unable to access this link, copy the link and paste into the address bar of your internet browser.

This link will expire within 24 hours from the time this e-mail was sent. If you do not complete your enrollment within the 24 hours, you will need to restart the enrollment process on the next day.

If you received this e-mail in error, please disregard.

Slide notes

To complete your enrollment, you must confirm your e-mail address. Select this link to complete your pending enrollment.

If you do not complete your enrollment within twenty-four (24) hours, your enrollment process will be deemed unsuccessful, and you will need to re-start the enrollment process.
I want to enroll for a Username and Password to use e-Services for Business

Slide 15

After opening the e-mail from the EDD and selecting the link within twenty-four (24) hours, you will receive this enrollment verification.

On the Enrollment Verification page you can continue to the e-Services for Business page, and enter your new username and password to begin the one-time authorization to set up your e-Services for Business account.

For more information regarding e-Services for Business, refer to our frequently asked questions page, online tutorials, and other resources.
I want to enroll for a Username and Password to use e-Services for Business

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 create a username and password to access e-Services for Business.