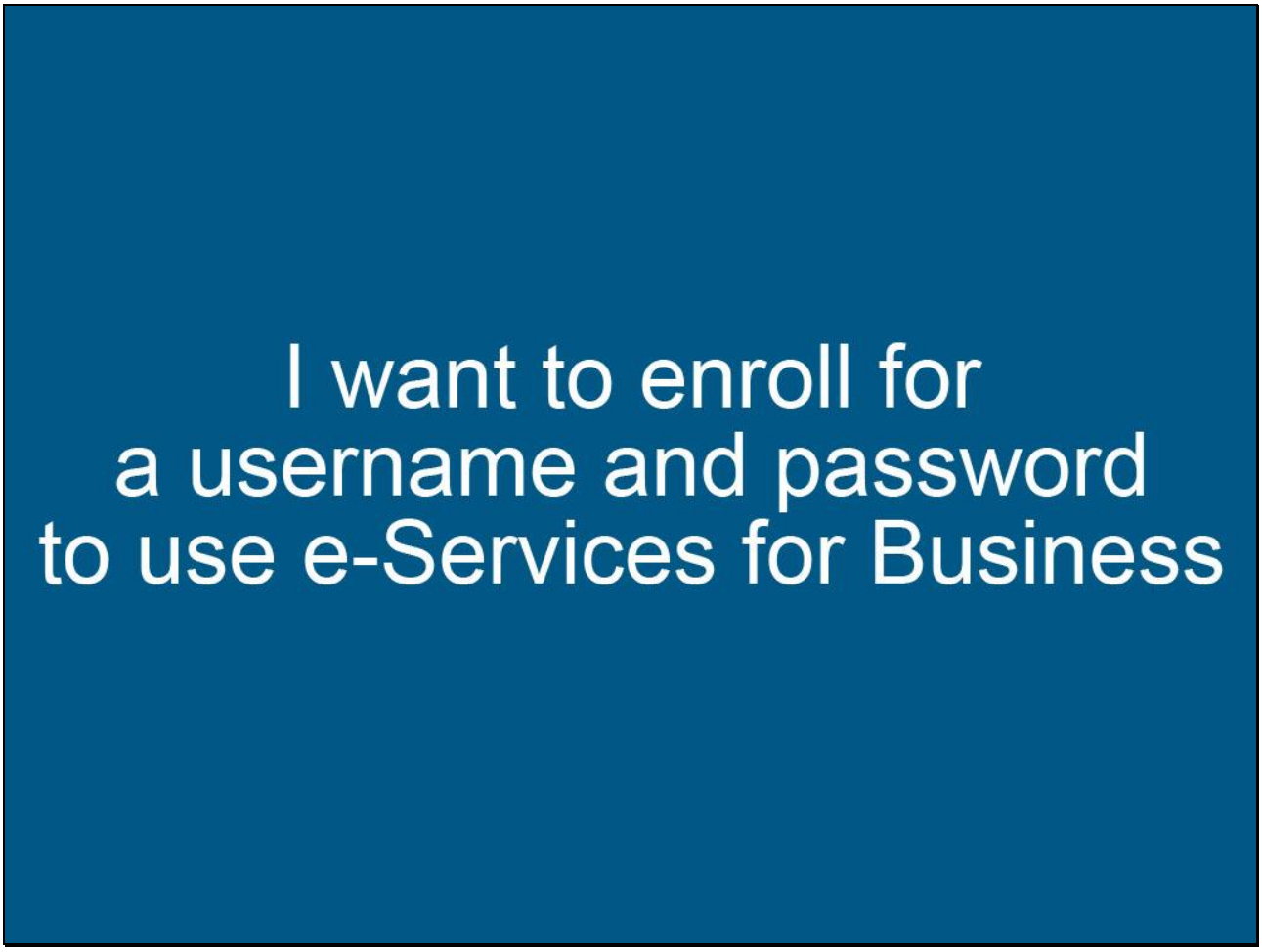
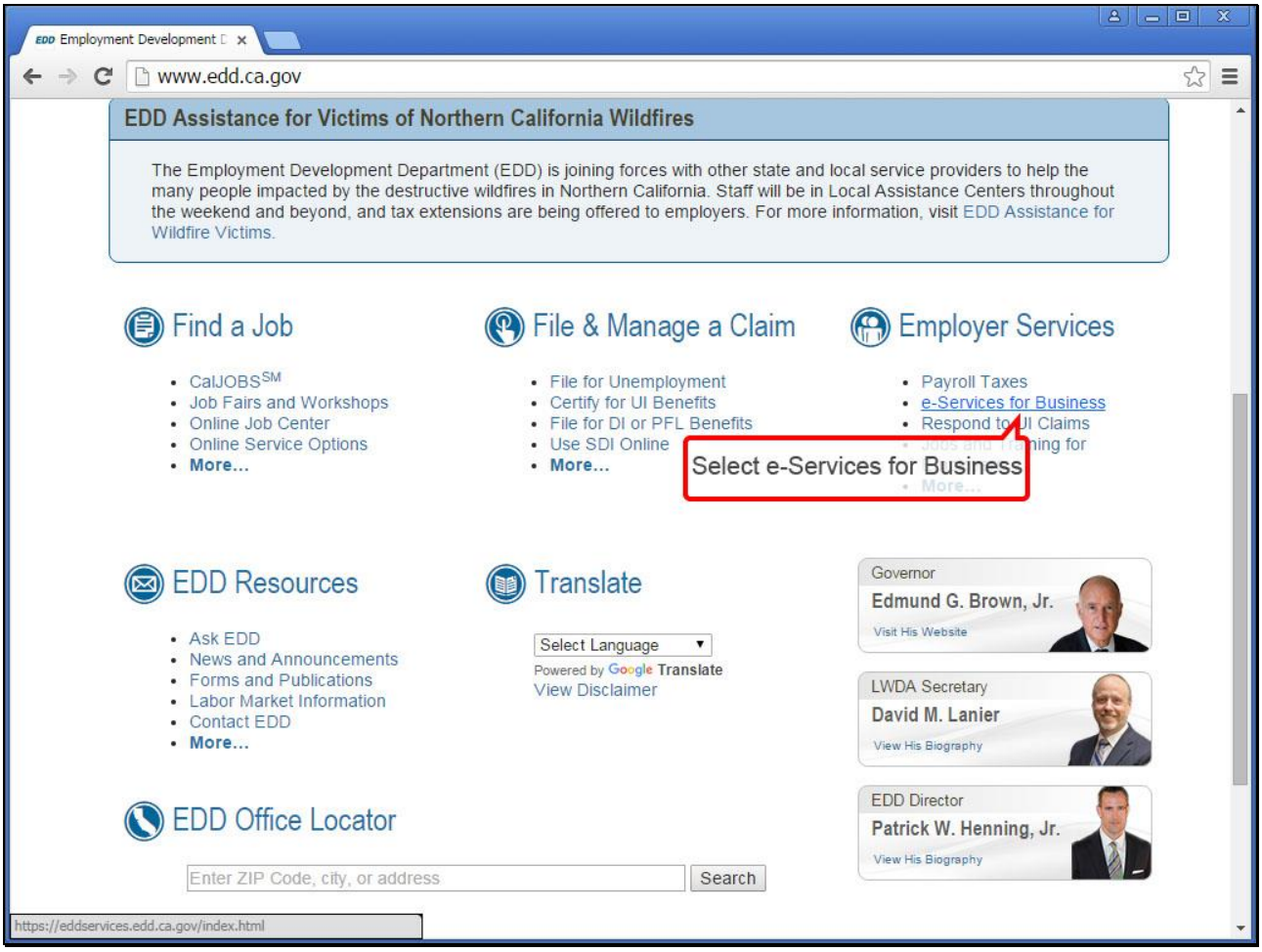
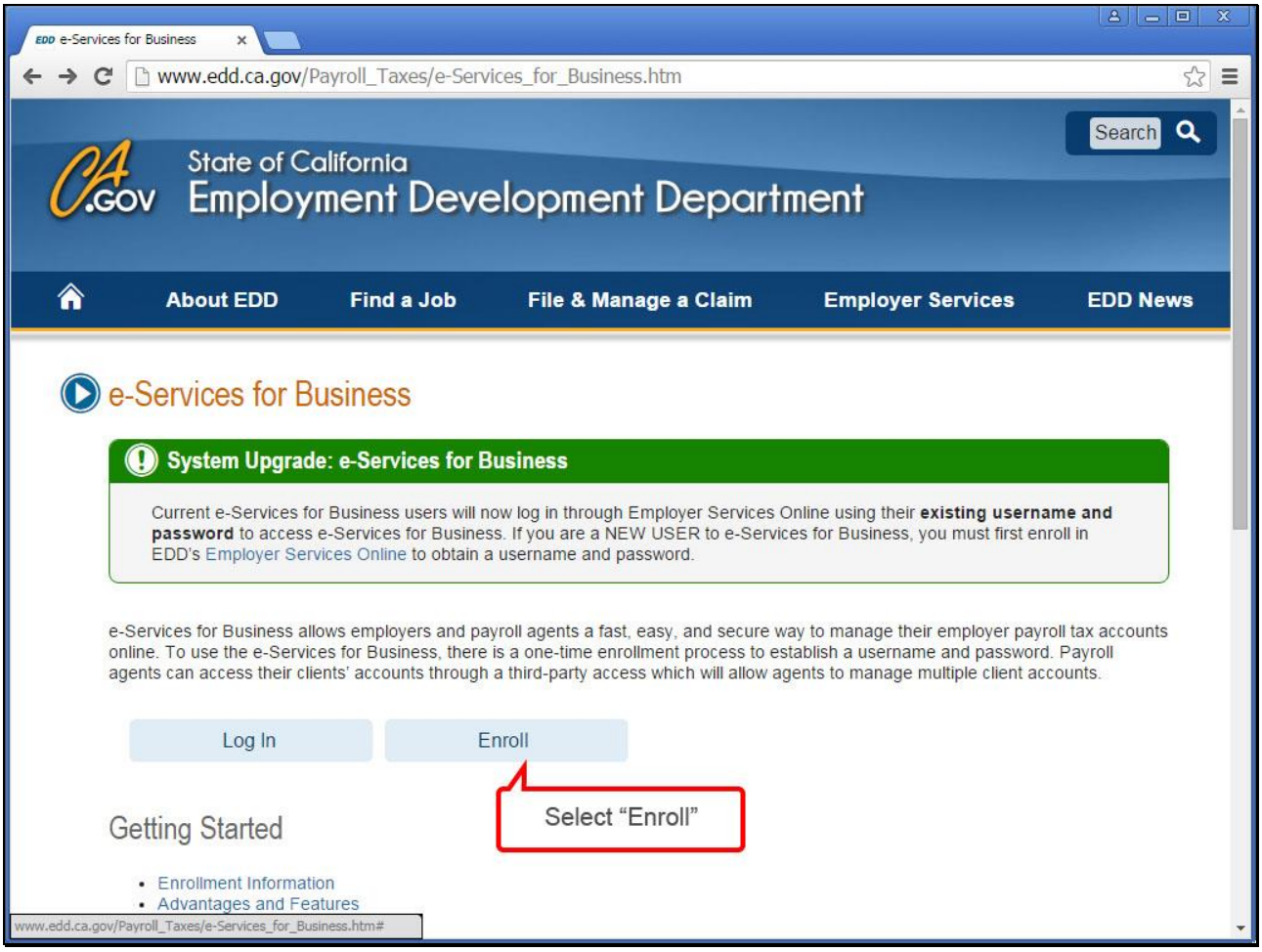


This tutorial was developed by the California Employment Development Department (EDD) to assist you with navigating through e-Services for Business. This tutorial will show you how to complete the one-time enrollment process to create a username and password for e-Services for Business.

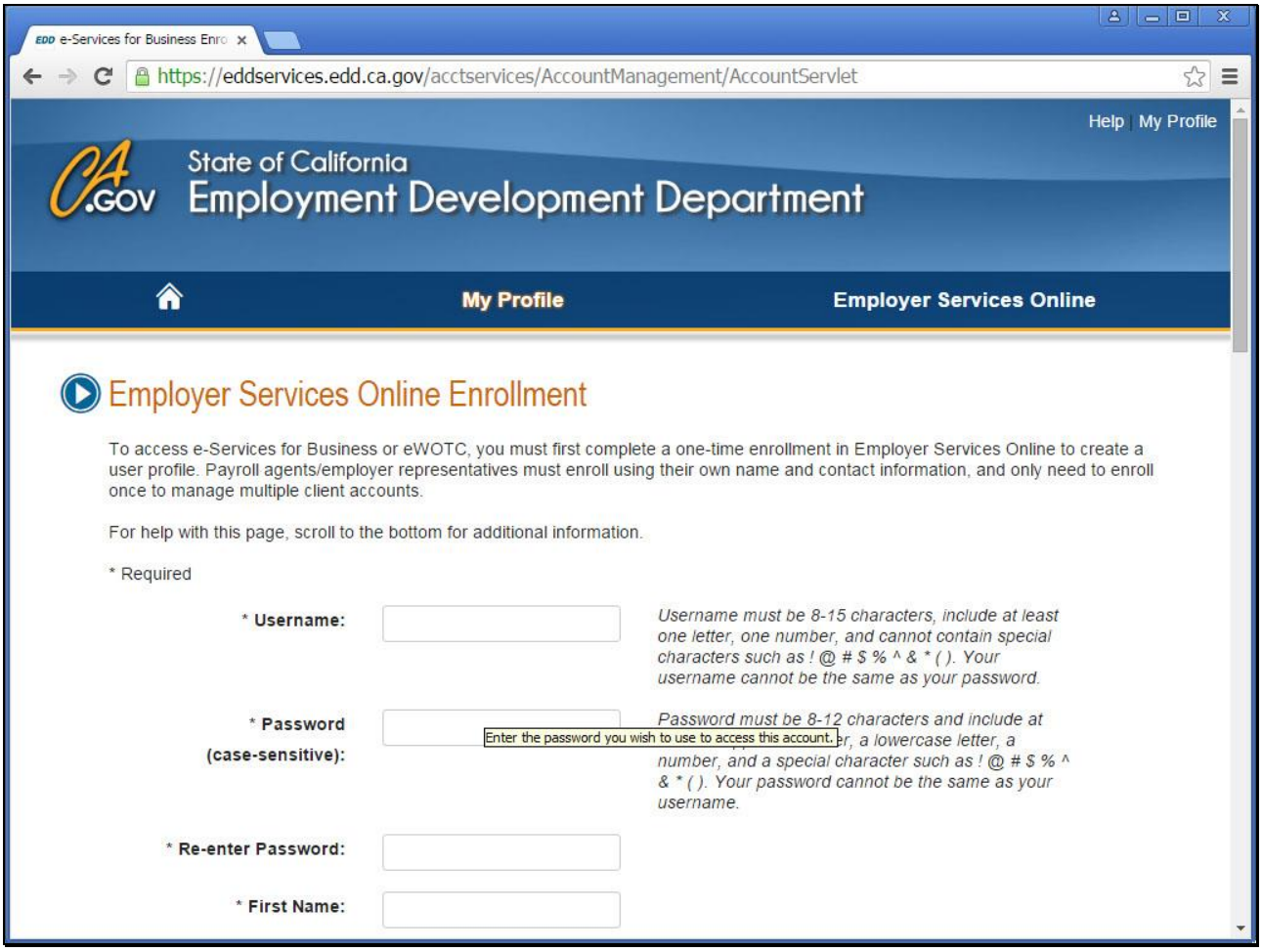
Welcome to the Employment Development Department home page.



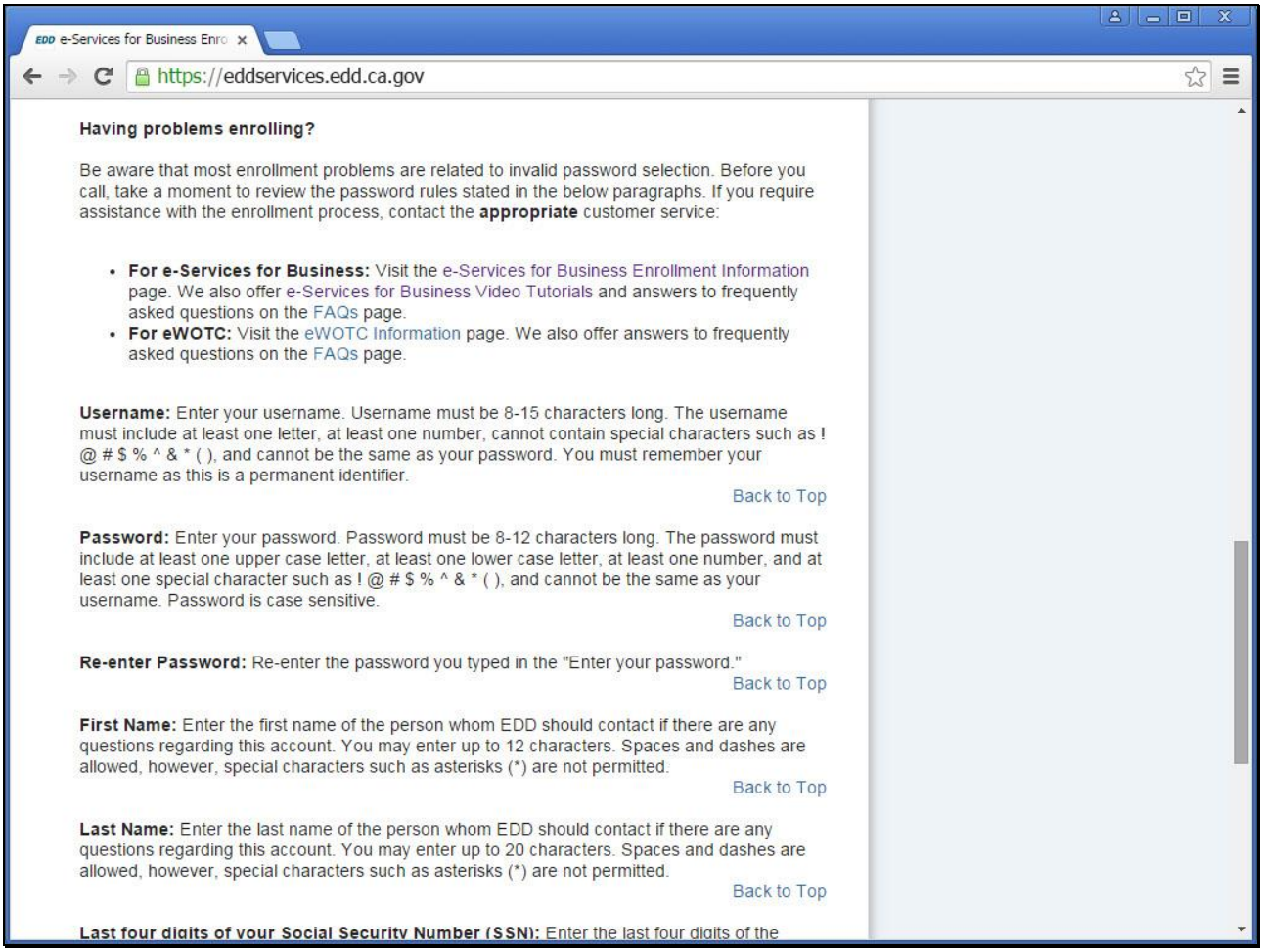
Notice the “e-Services for Business” hyperlink in the Employer Services column. Select the "e-Services for Business" hyperlink.



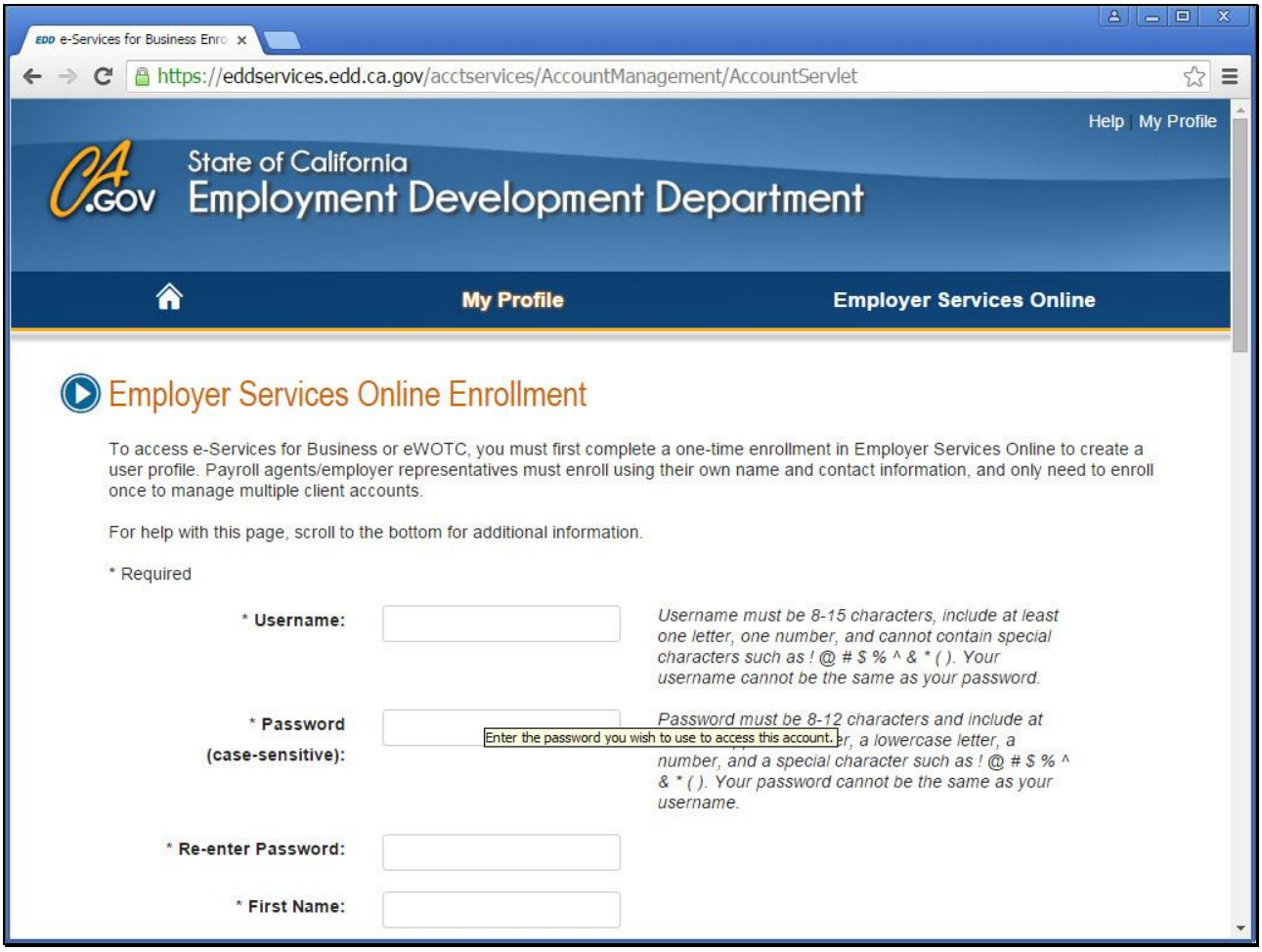
New users select "Enroll".



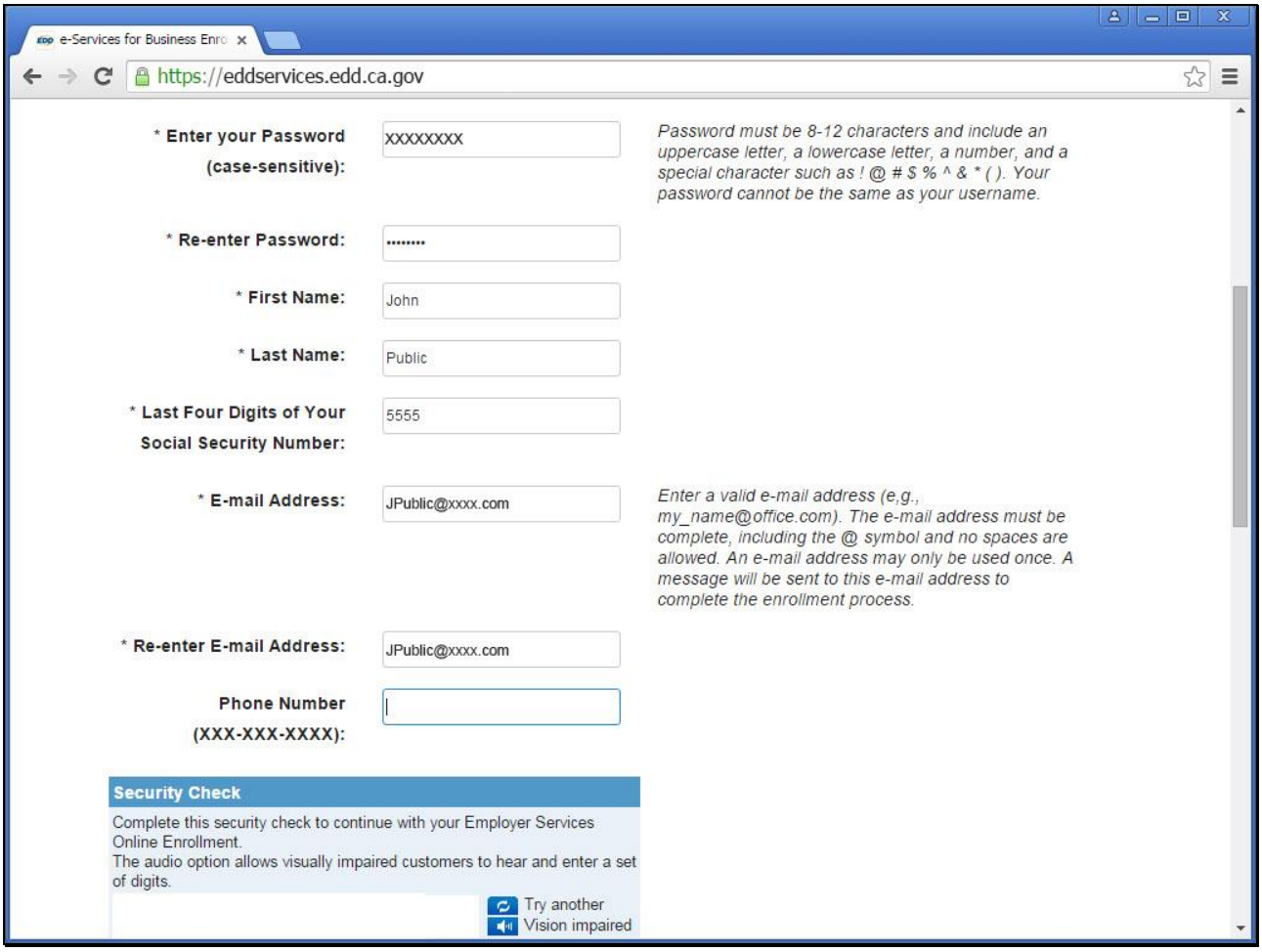
This is the Employer Services Online Enrollment Page. To begin using e-Services for Business, you must first create a username and password. Before you leave this page make a note of your username and password. To view detailed descriptions of required information, scroll down to the bottom of this page.



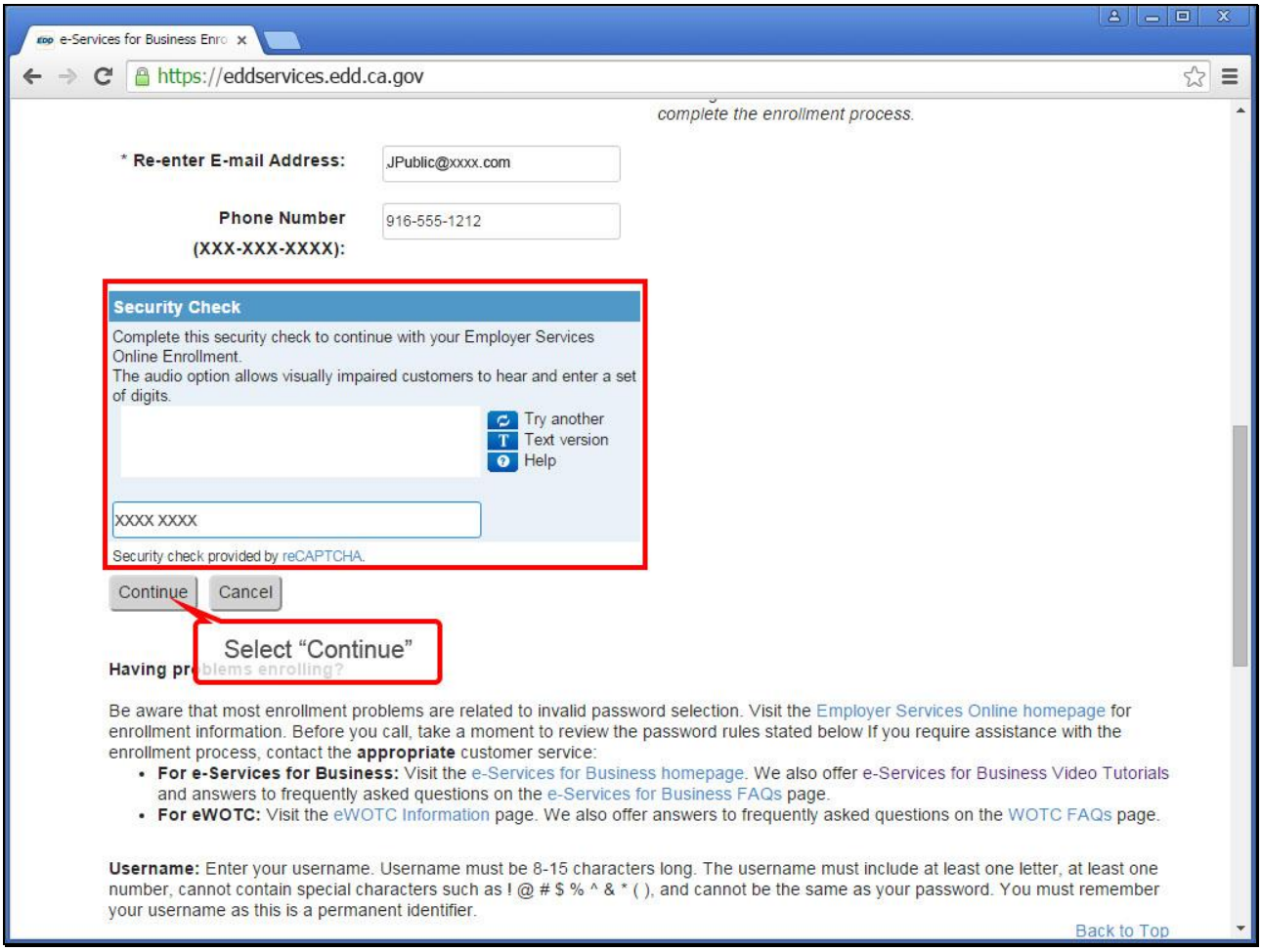
Notice the screen help tips that are available at the bottom of the page.



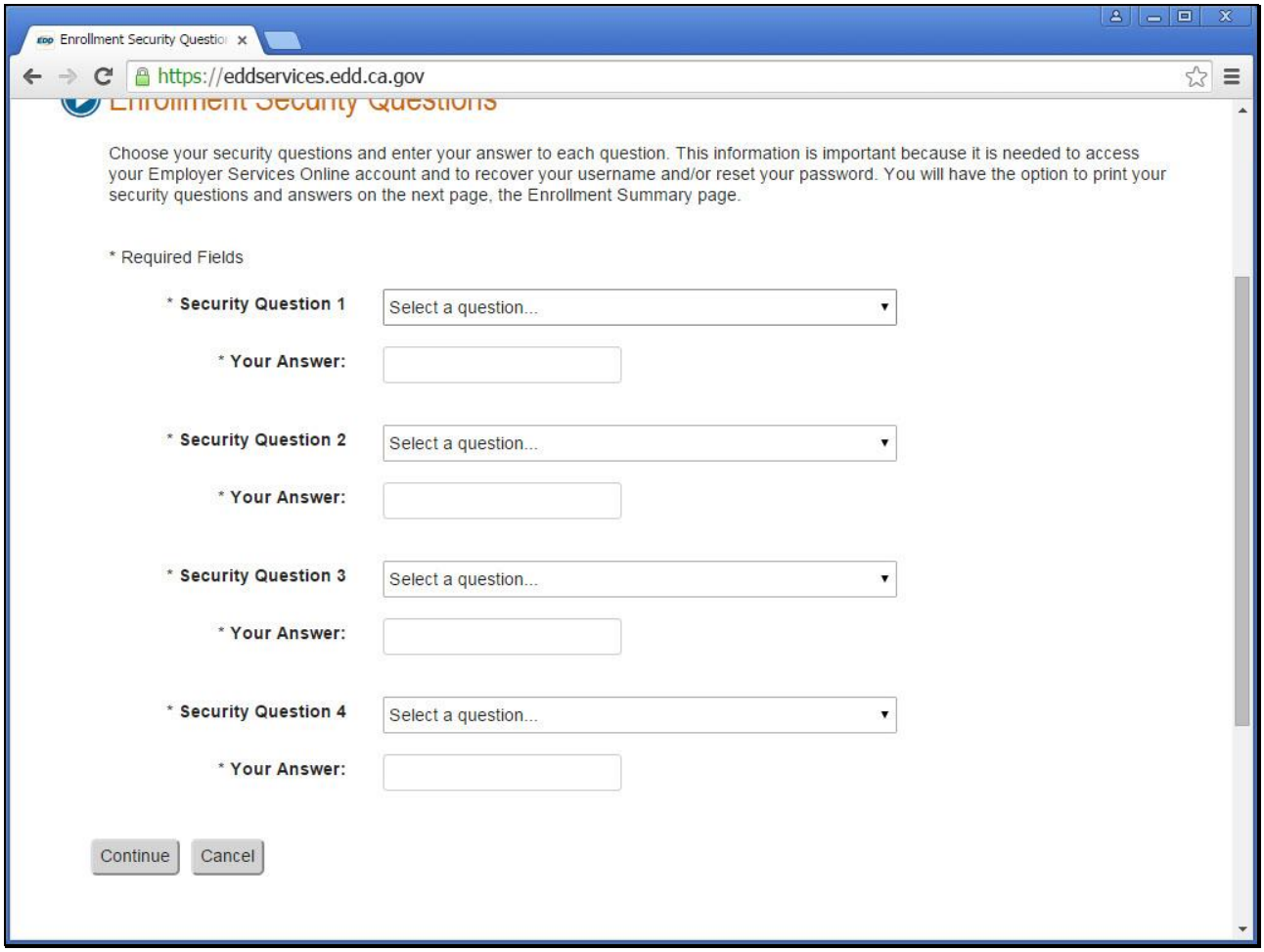
Required fields are identified with an asterisk. The username must be 8 -15 characters long. The username must be a mixture of both letters and numbers and must include at least one letter, and at least one number. Do not enter any characters that are not numbers or letters. The username is used as a 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, at least one number, and at least one special character. It cannot be the same as your username.



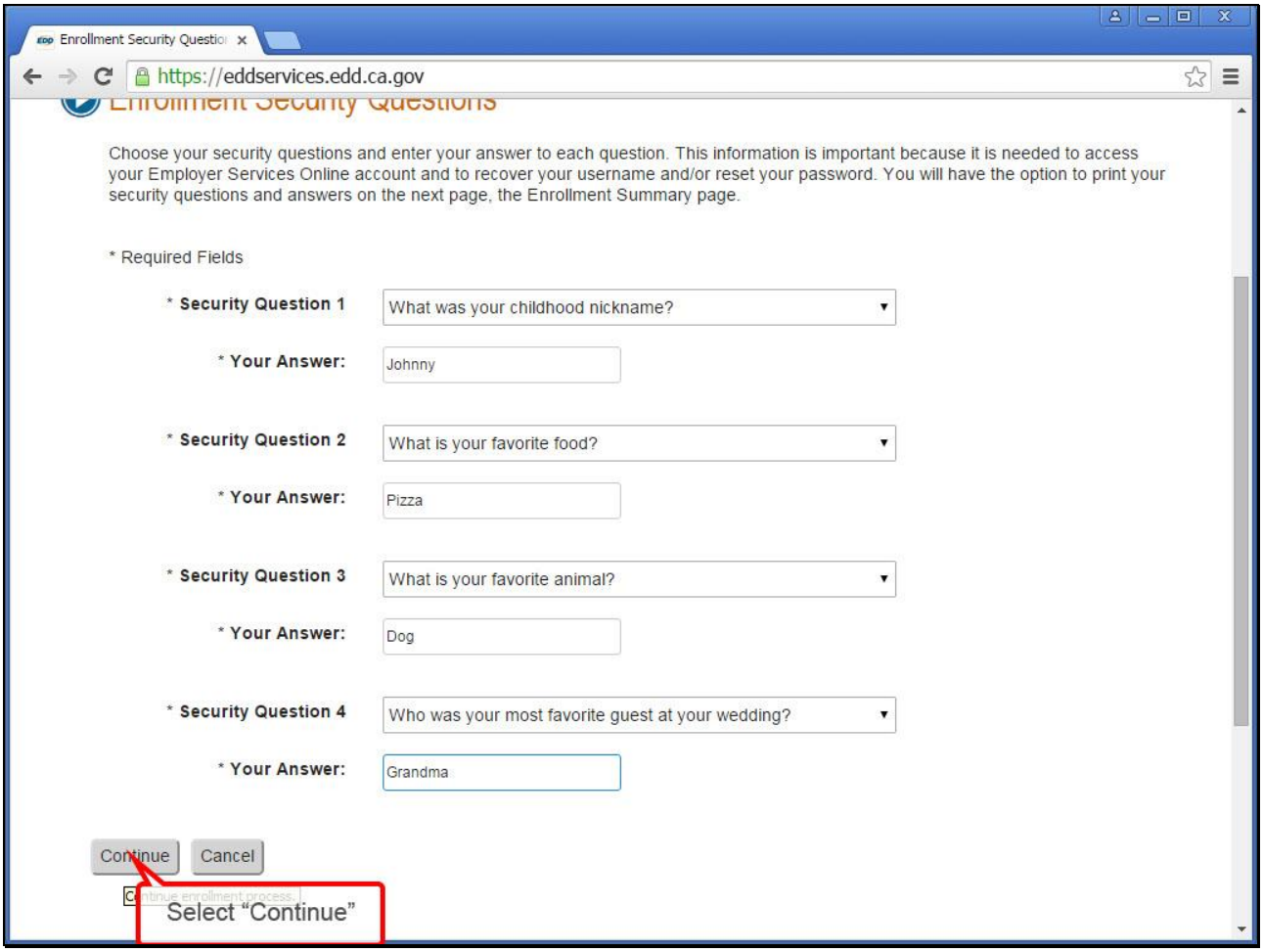
Each username requires a unique e-mail address; therefore, the e-mail cannot be associated with more than one username.



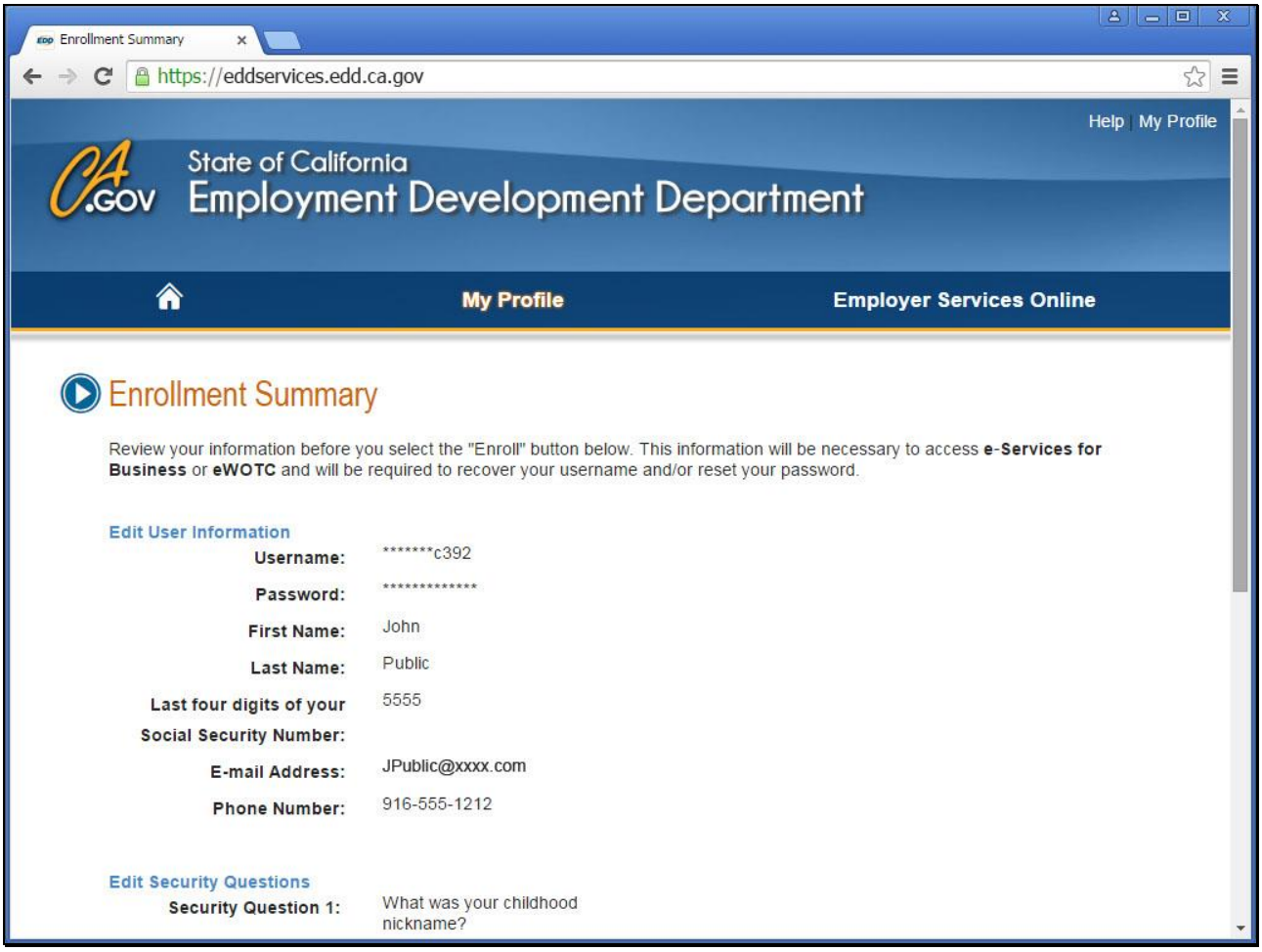
Complete the security check to continue with your e-Services for Business enrollment. The audio option allows visually impaired customers to hear and to enter a set of digits. When all the information is completed, select "Continue."



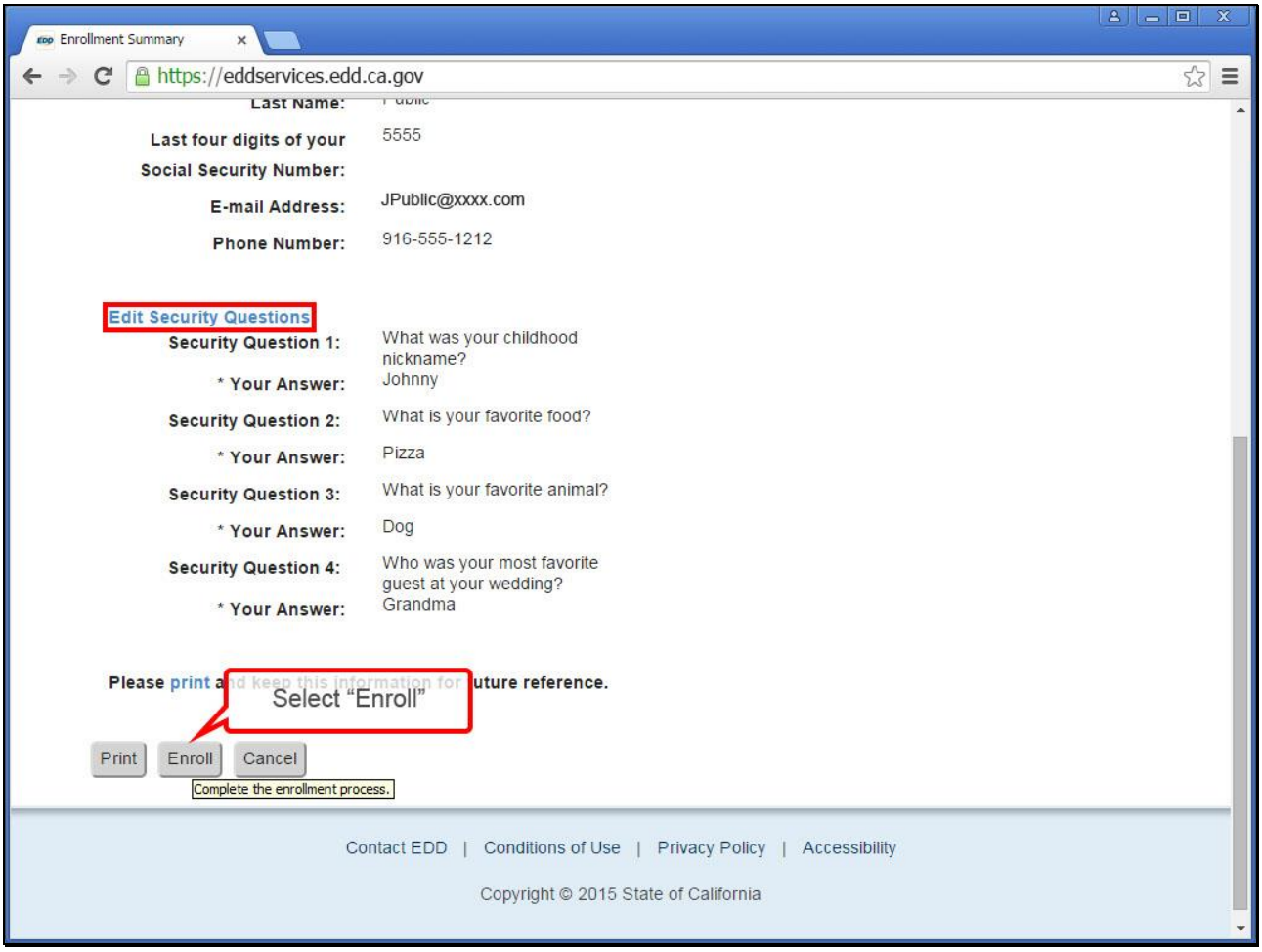
This page of four security questions is a part of your account recovery options should you forget your username and/or password. Please make a note of the answers to these questions for your records.



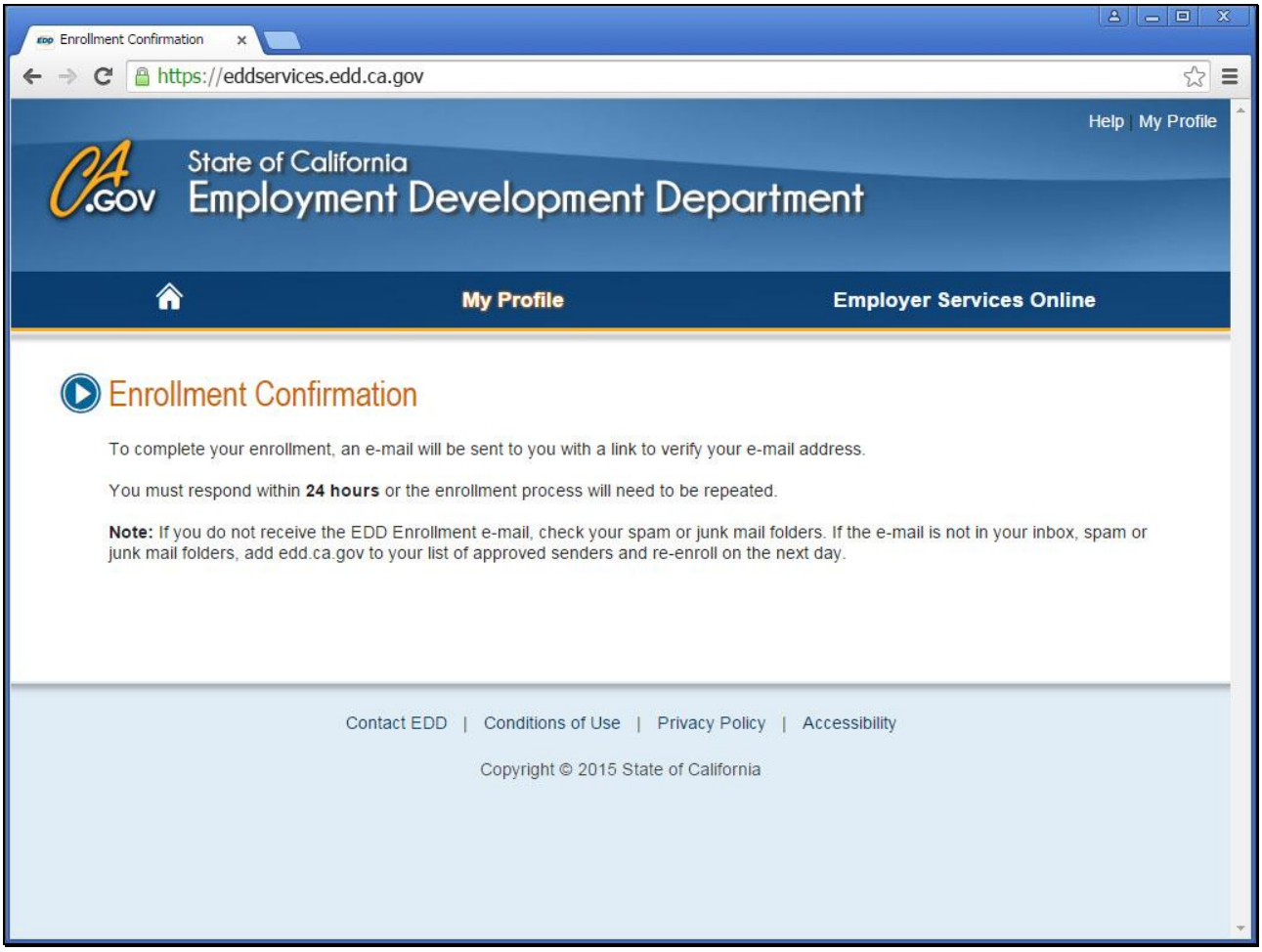
When you have completed entering all the information, select "Continue."



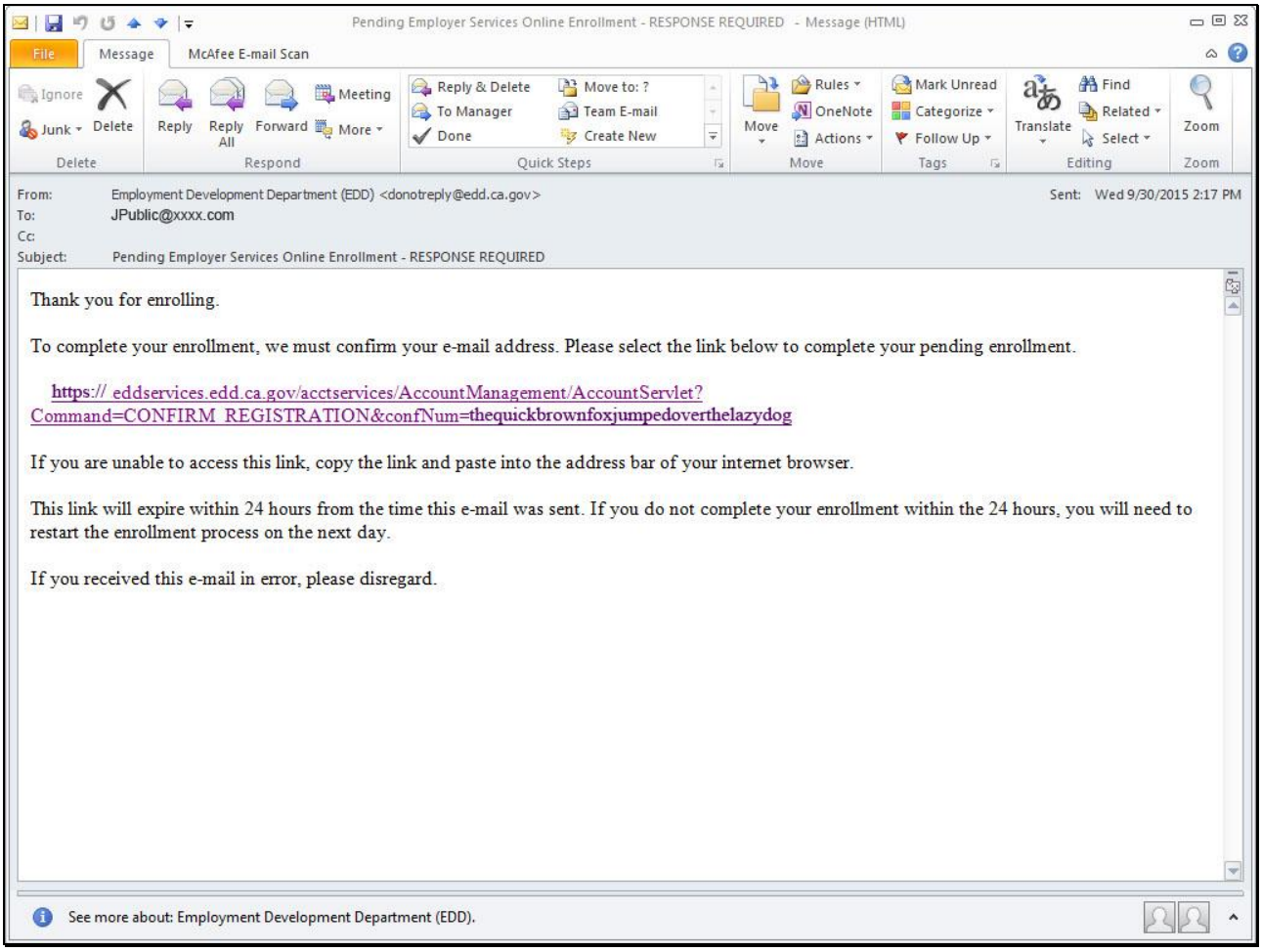
This is your Enrollment Summary. Review your information and print this page before you submit this request. This information will be necessary to access e-Services for Business and will be required to recover your username and/or reset your password.



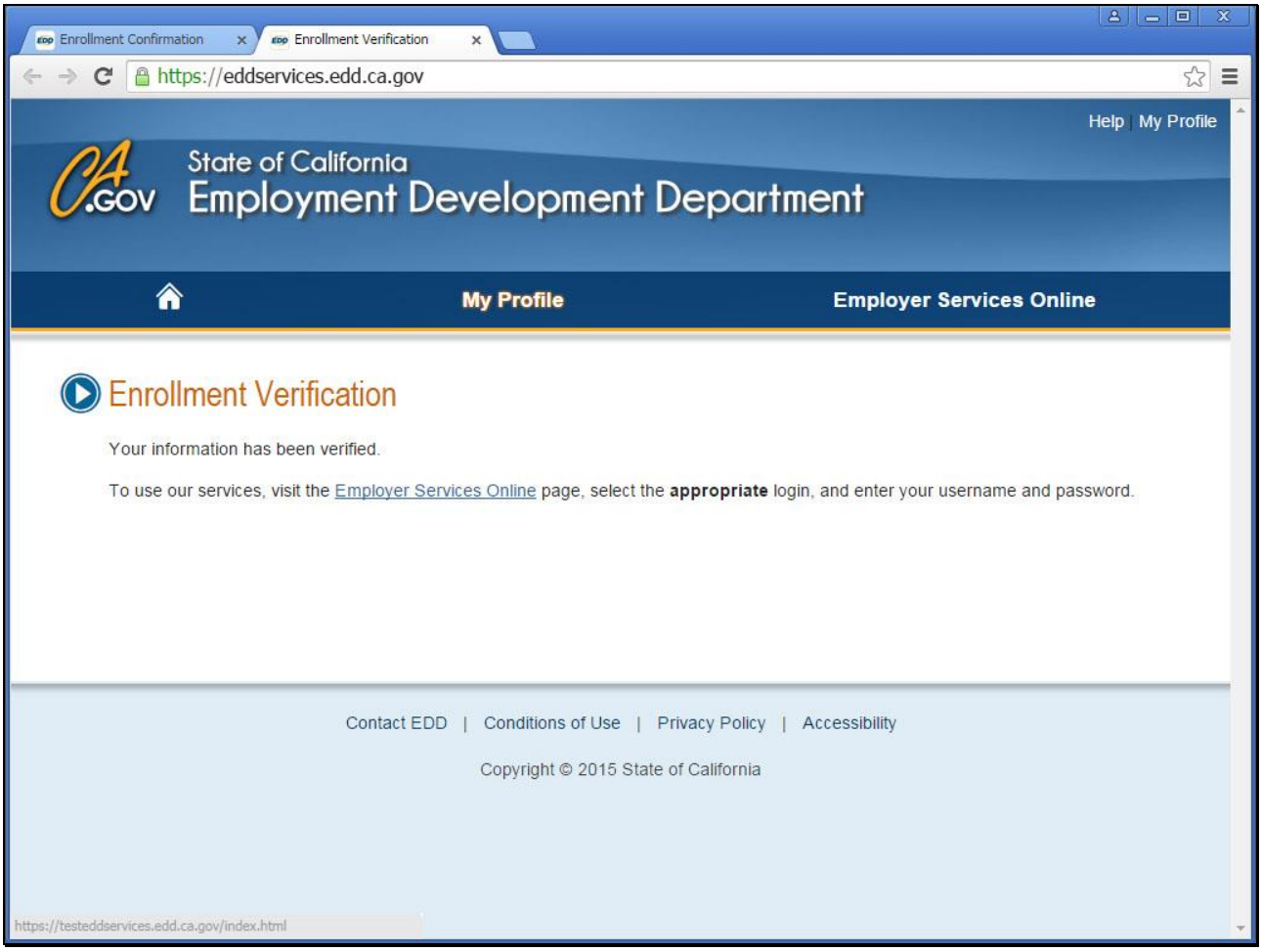
If all of the information is correct, select "Enroll." If you need to change a question or an answer select the “Edit Security Questions” hyperlink.



Your enrollment is not yet complete, an e-mail will be sent to you within three (3) hours at the e-mail address you provided, and you must respond to this e-mail to complete your enrollment. If you do not receive the EDD Enrollment e-mail, check your spam or junk mail folders. If the e-mail is not in your inbox, spam, or junk mail folders, add edd.ca.gov to your list of approved senders and re-enroll the next day.



Here is the e-mail confirmation . To complete your enrollment, you must confirm your e-mail address by selecting the link provided. Select this link to complete your pending enrollment. If you do not complete your enrollment within 24 hours, your enrollment process will be deemed unsuccessful, and you will need to restart the enrollment process.



After opening the e-mail from the EDD and selecting the link within 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 process to set up your e-Services for Business account.

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Thank you for watching this tutorial on how to create a username and password to access e-Services for Business. Be sure to view our other tutorials demonstrating how to authorize as an employer or authorize as an employer representative/payroll agent. Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.