



# SDI Online Tips for Physicians and Practitioners

The following information will assist you in creating a State Disability Insurance (SDI) Online account and filing your physician/practitioner certifications for Disability Insurance (DI) or Paid Family Leave (PFL) claims through SDI Online.

## Getting Started

### To create a Physician/Practitioner account through SDI Online, you will need:

- Legal name.
- Valid e-mail address.
- Date of birth.
- Last four digits of your Social Security number.
- California Driver License or California Identification Card number.
- A valid physical address.
- A valid phone number.
- Medical license type.
- Medical license number.

### To add a medical representative to your Physician/Practitioner account on SDI Online, you will need:

- Representative's legal name.
- Valid e-mail address.
- Date of birth.
- Last four digits of their Social Security number.
- Treatment address where the medical representative is located.

## Using SDI Online

### To file a DI or PFL Physician/Practitioner certification through SDI Online, you will need:

- Your username and password.
- Physician/practitioner's phone number.
- Patient's receipt number or last four digits of Social Security number.
- Patient's last name.
- Patient's treatment information, including treatment start date.
- Claim information: disability start date, International Statistical Classification of Diseases (ICD) 9 or 10 code(s), diagnosis, etc.

### After filing:

- Save the receipt numbers for future reference.
- Check for messages in your SDI Online account.
- Keep SDI Online account information current (address, phone numbers, etc.).
- To submit a Supplementary Certificate, search by claim identification number and patient's last name.