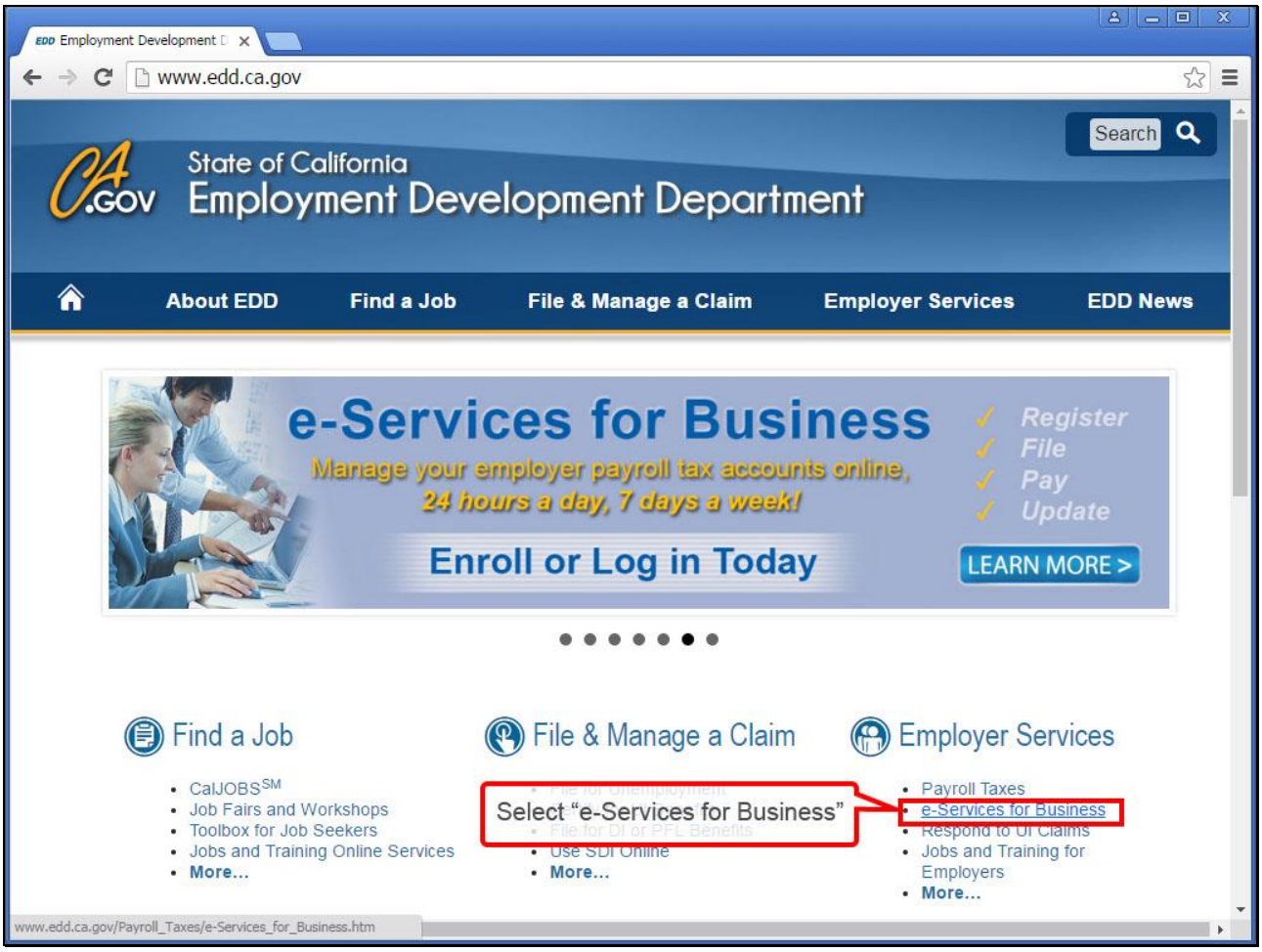
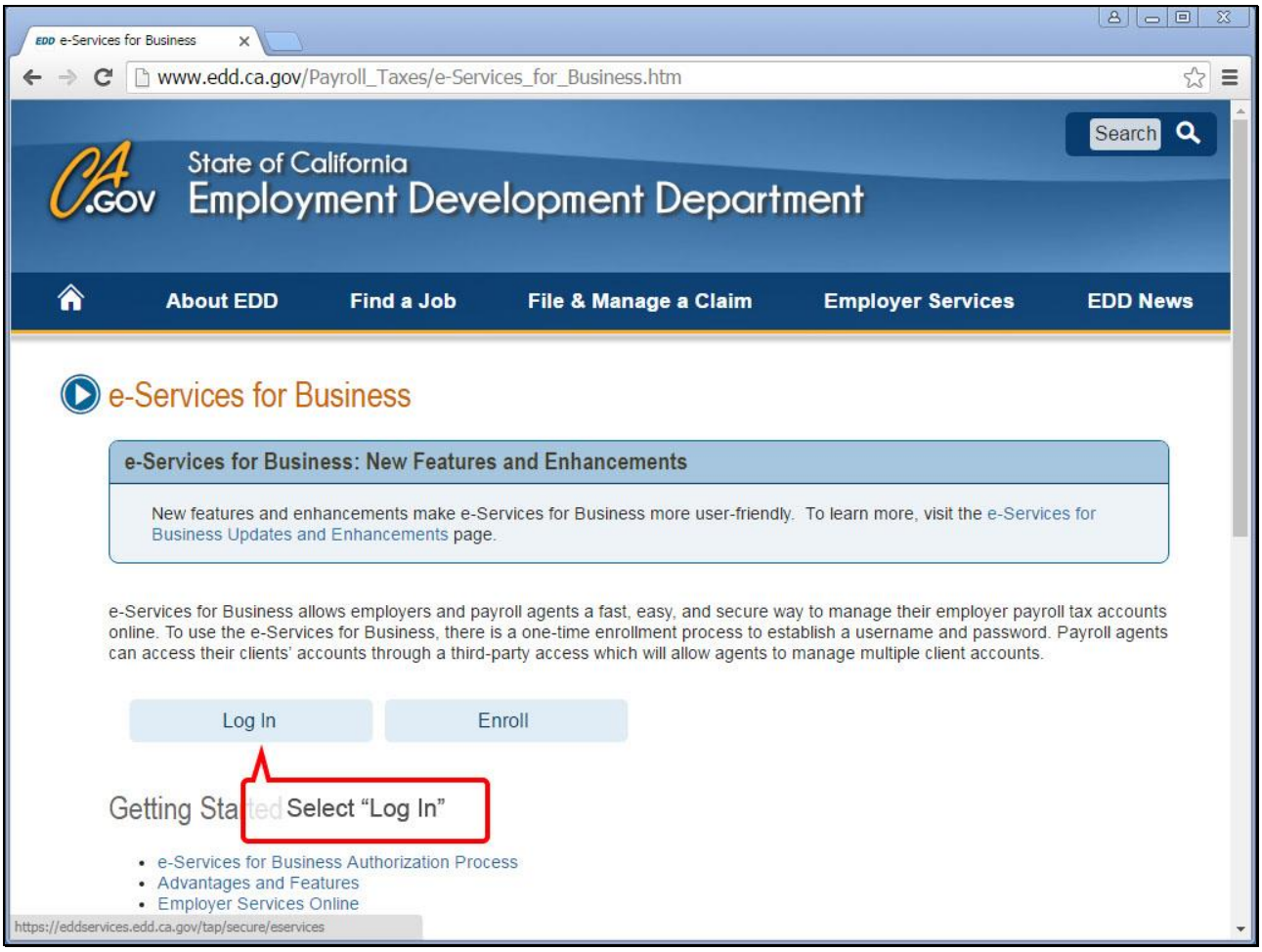
Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to complete the enrollment process to log in and use e-Services for Business.



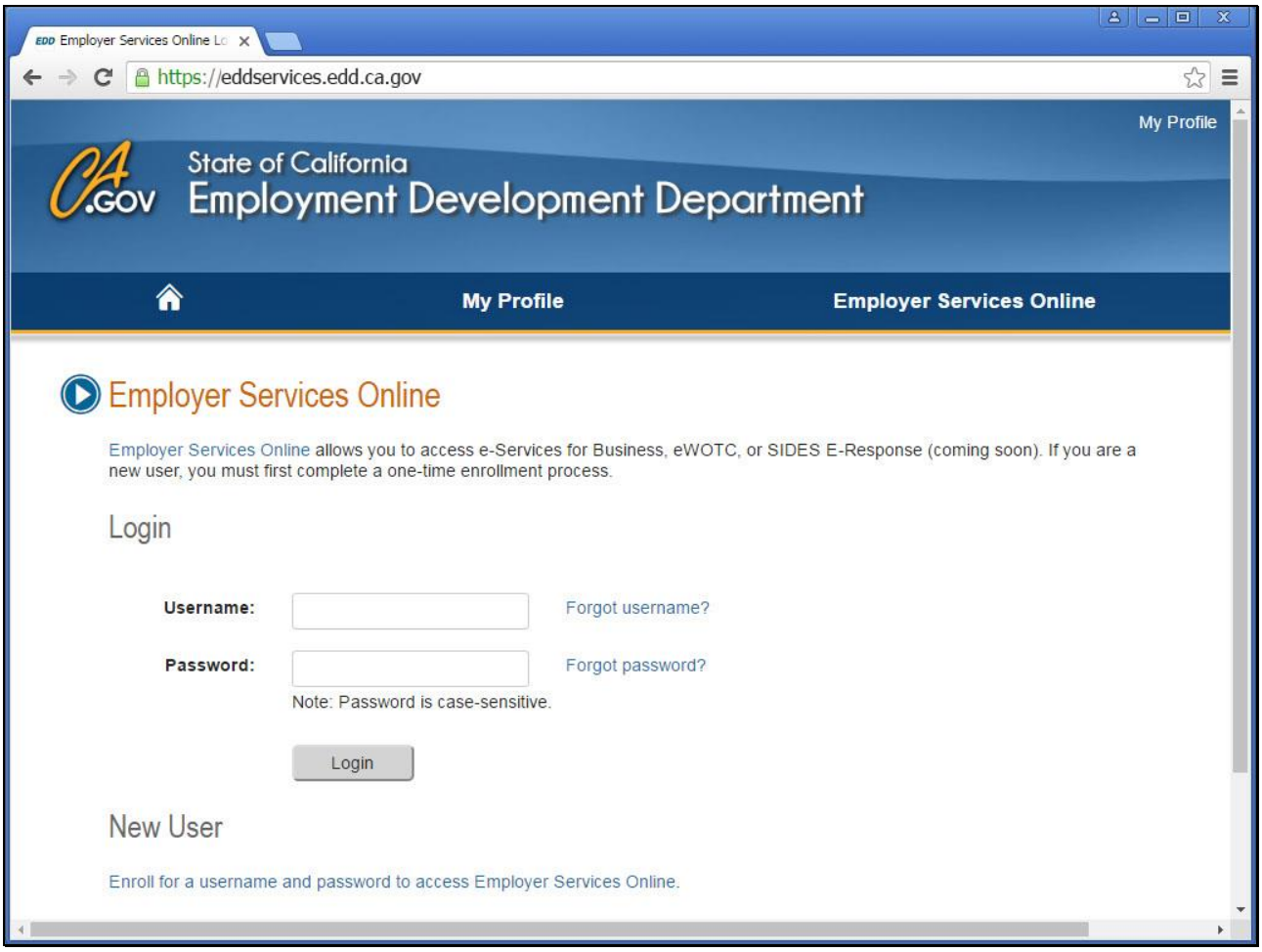
Slide notes

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.



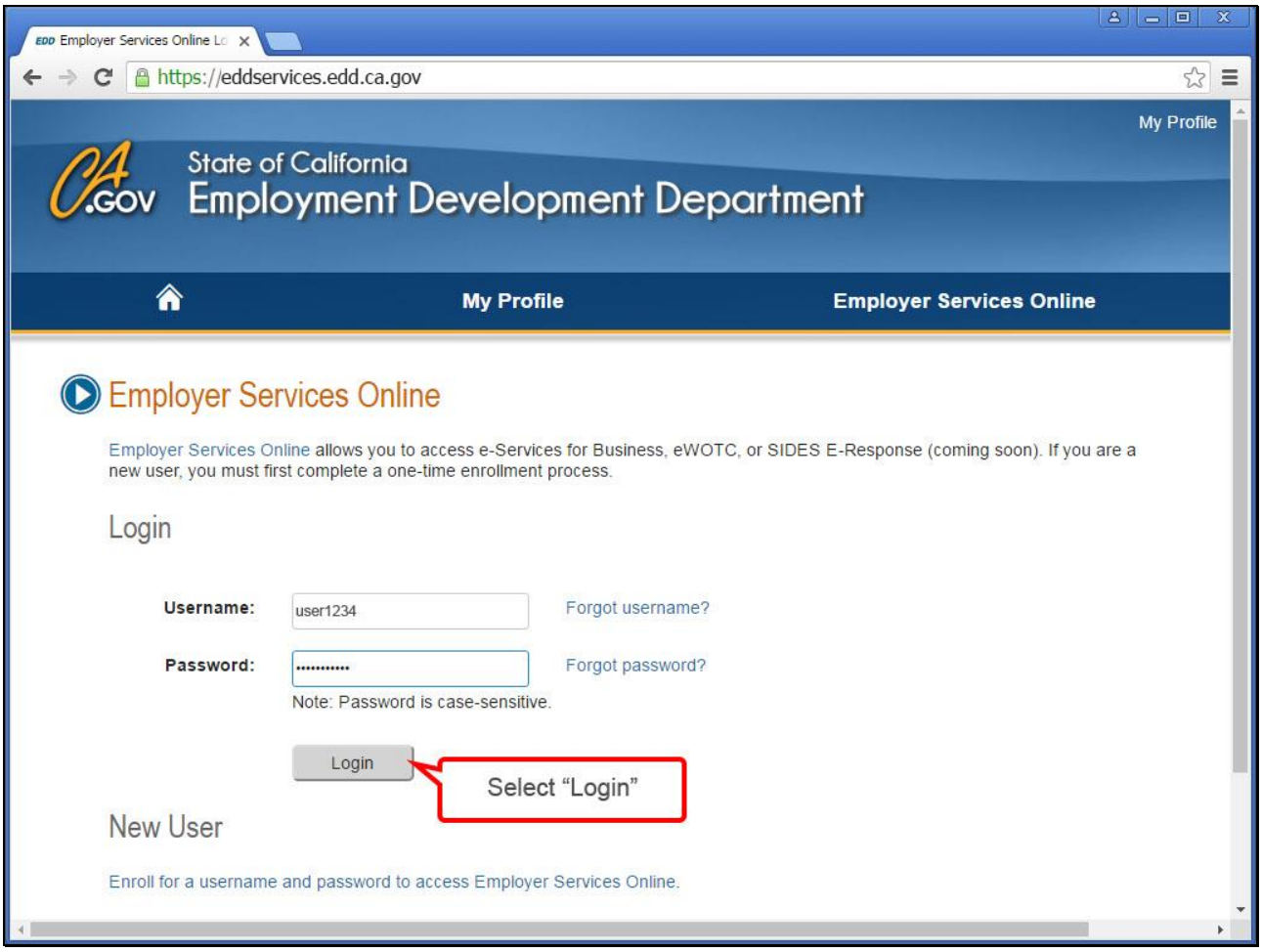
Slide notes

To begin, select the "Log In" button.



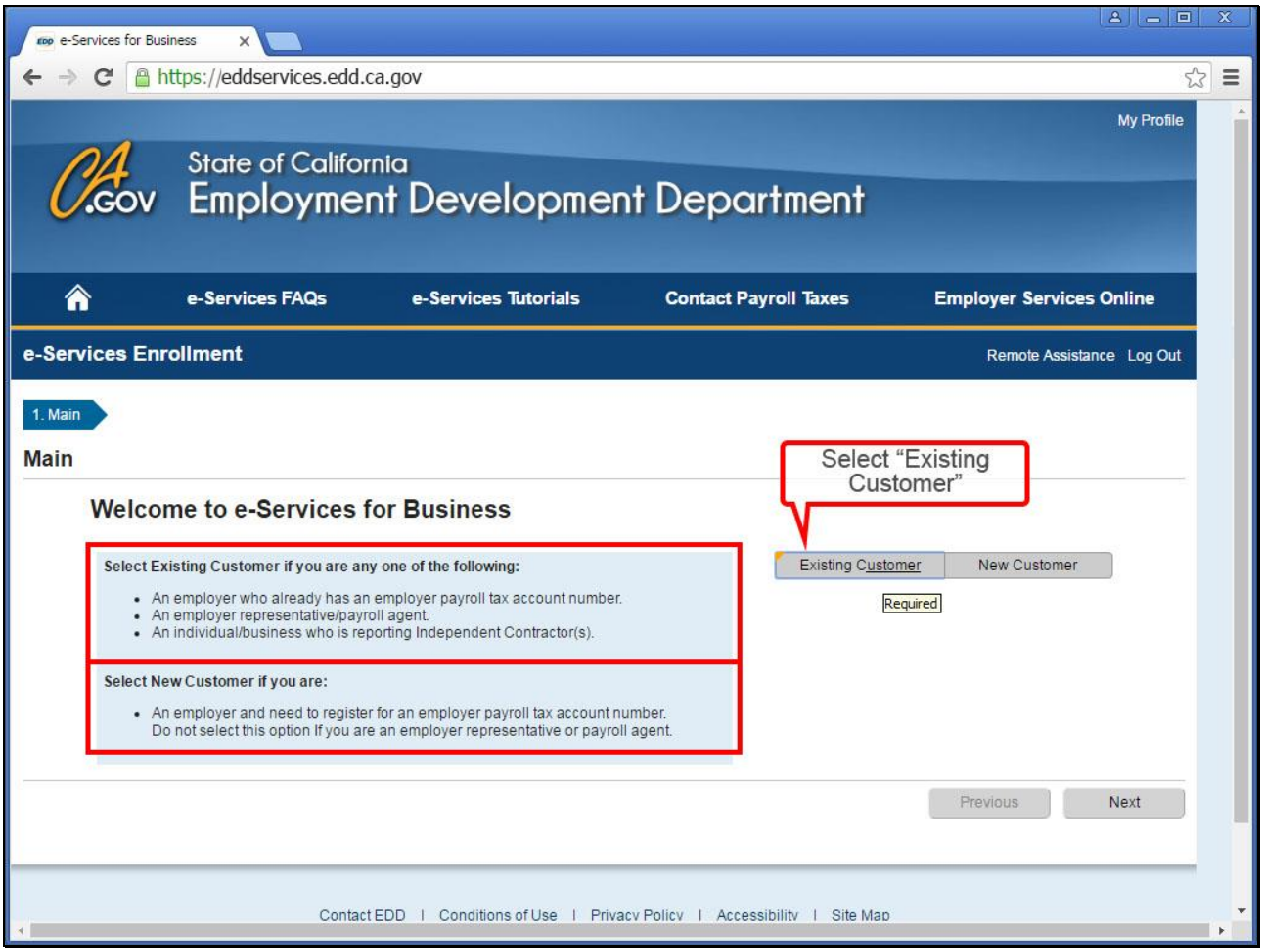
Slide notes

You should already have a username and password established. Enter your username and password.



Slide notes

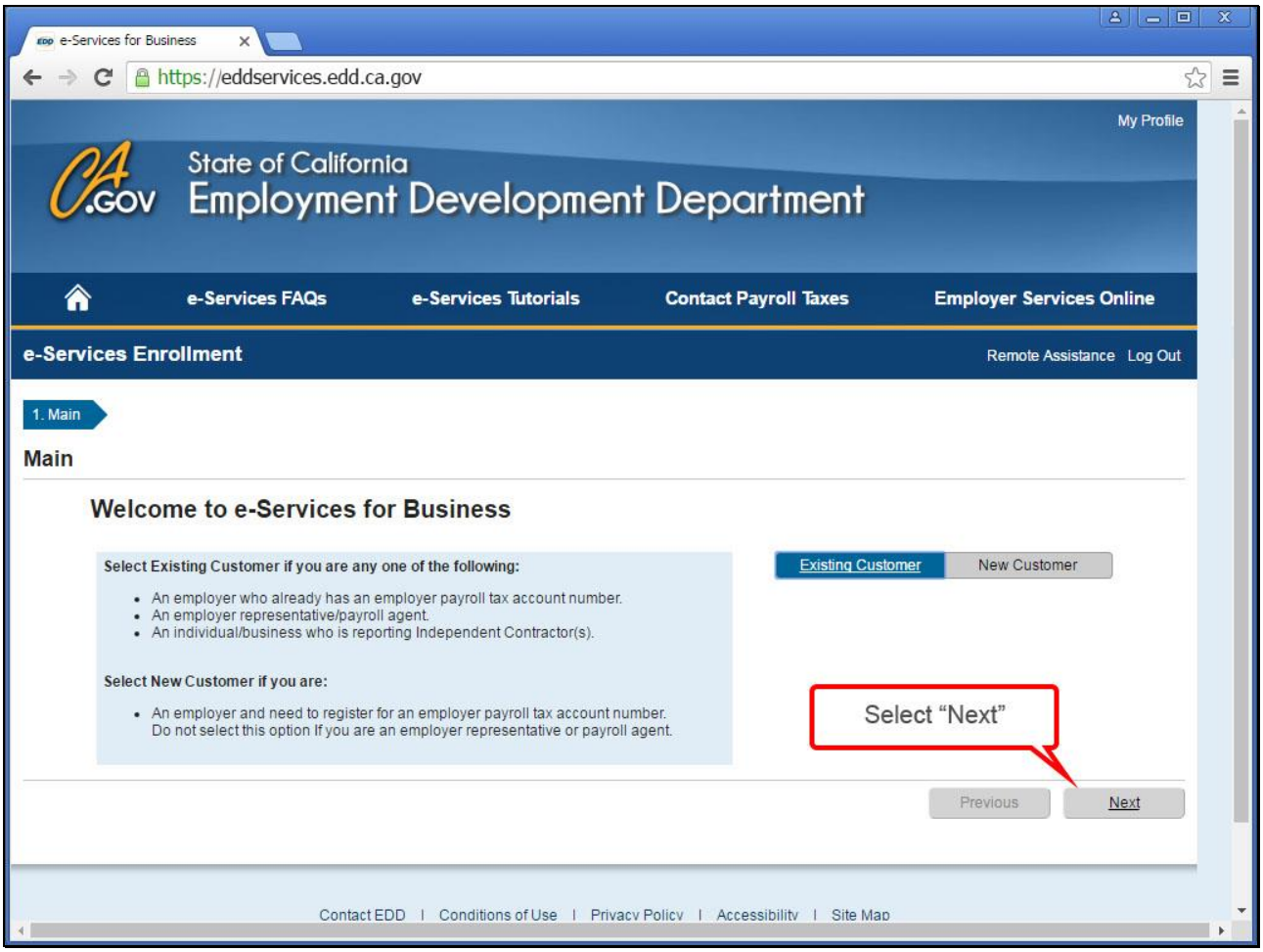
Select "Login" to begin using e-Services for Business.



Slide notes

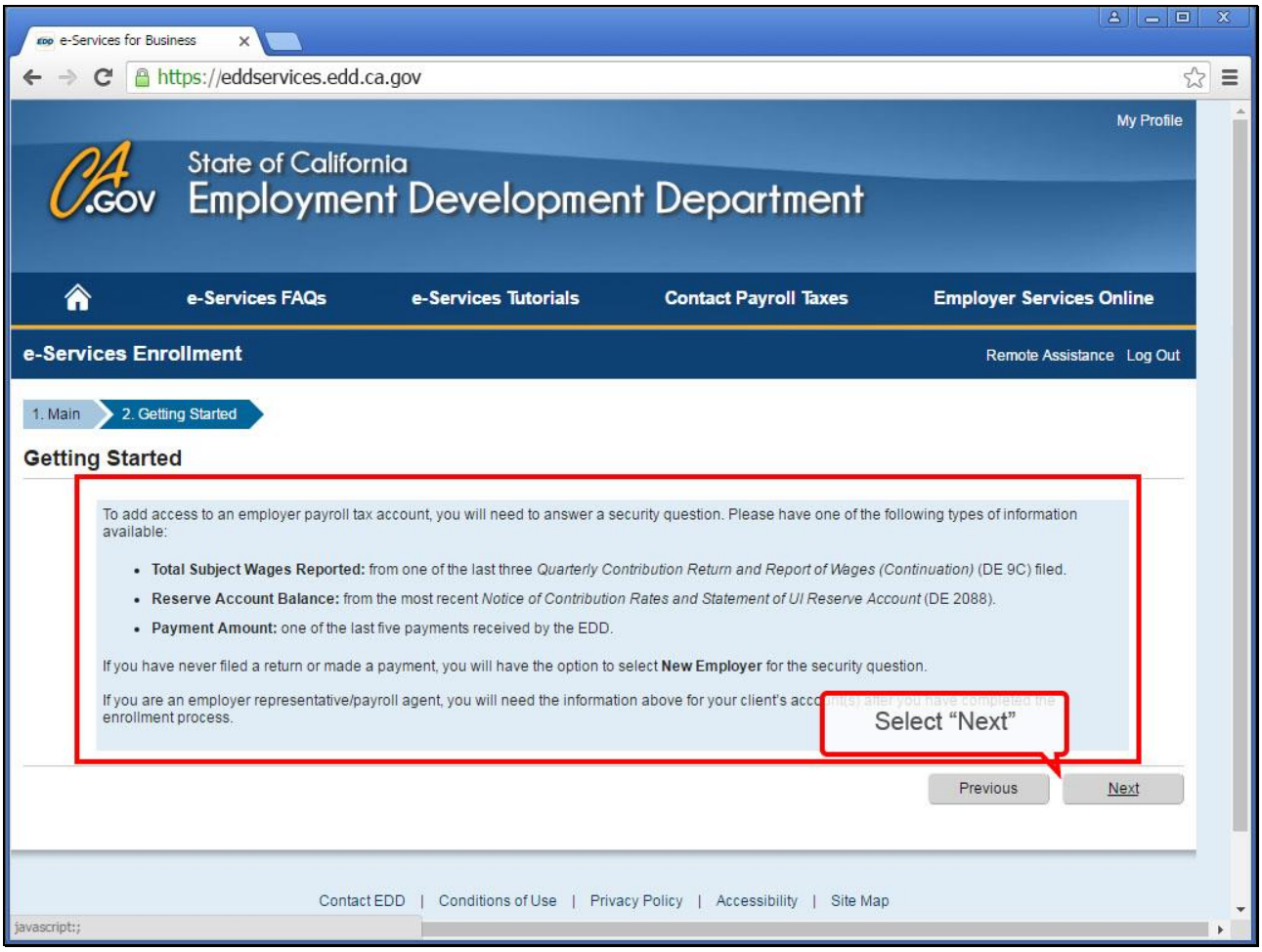
To begin this enrollment, select whether you are an "Existing Customer" or "New Customer." An "Existing Customer" is an employer who already has an Employer Payroll Tax Account Number or is an employer representative/payroll agent.

Select "New Customer" if you are an employer and would like to apply for an Employer Payroll Tax Account Number. If you are an employer representative or a payroll agent, do not select this option. For this tutorial, we are going to select "Existing Customer."



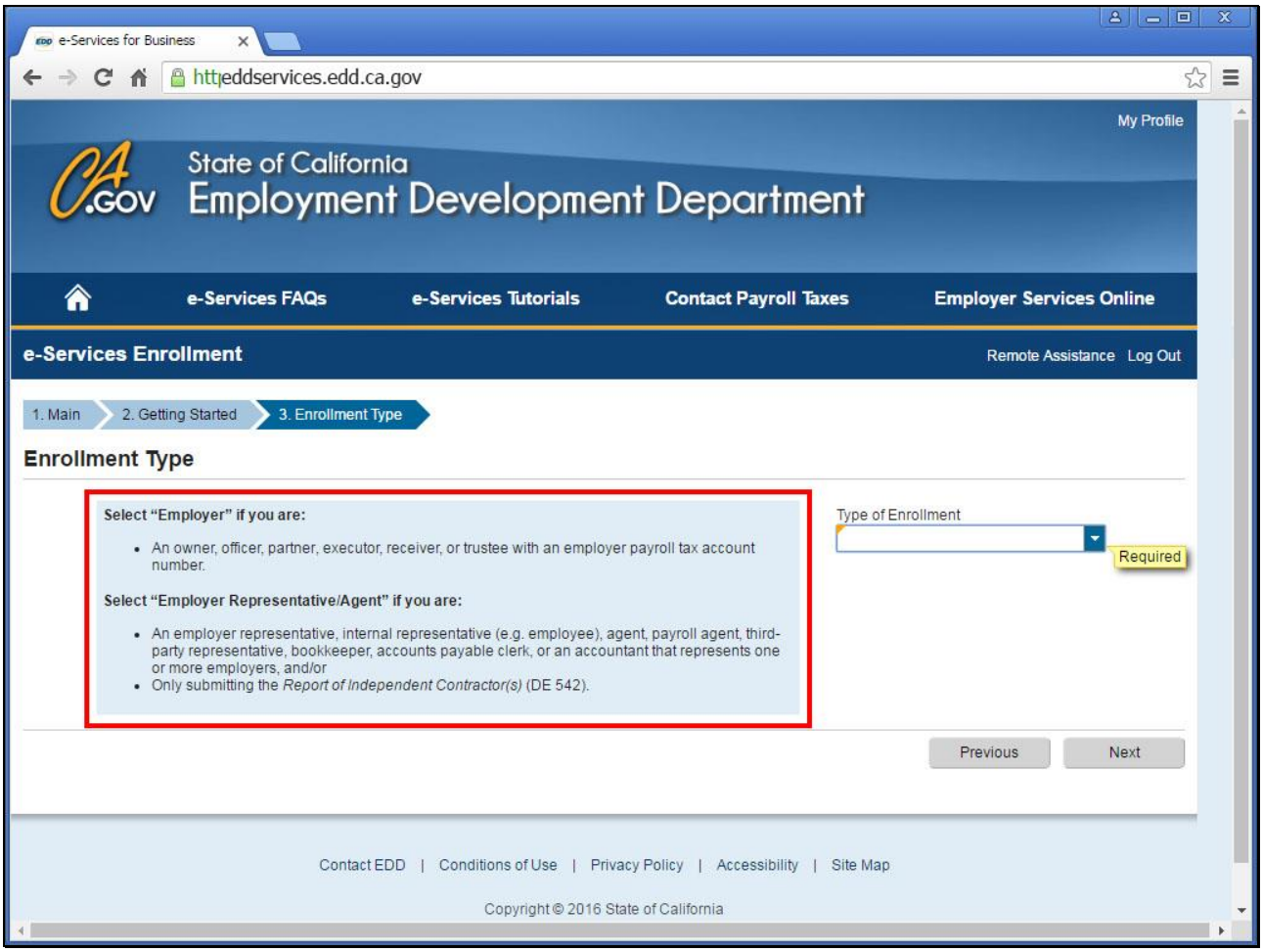
Slide notes

Select "Next" to continue.



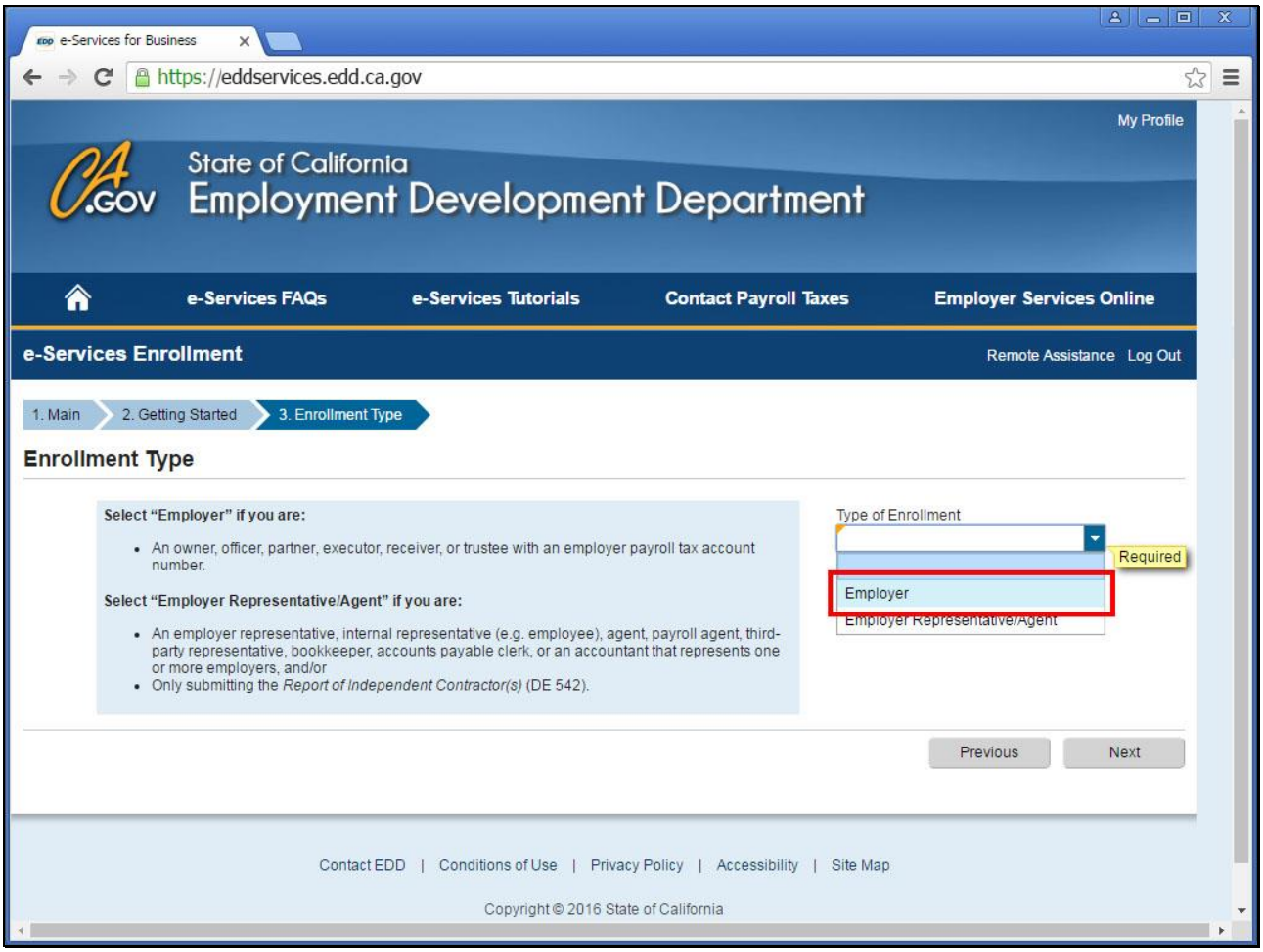
Slide notes

To add access to an employer payroll tax account, you will need to answer a security question. Be prepared to answer one of the questions listed here. Select "Next" to continue.



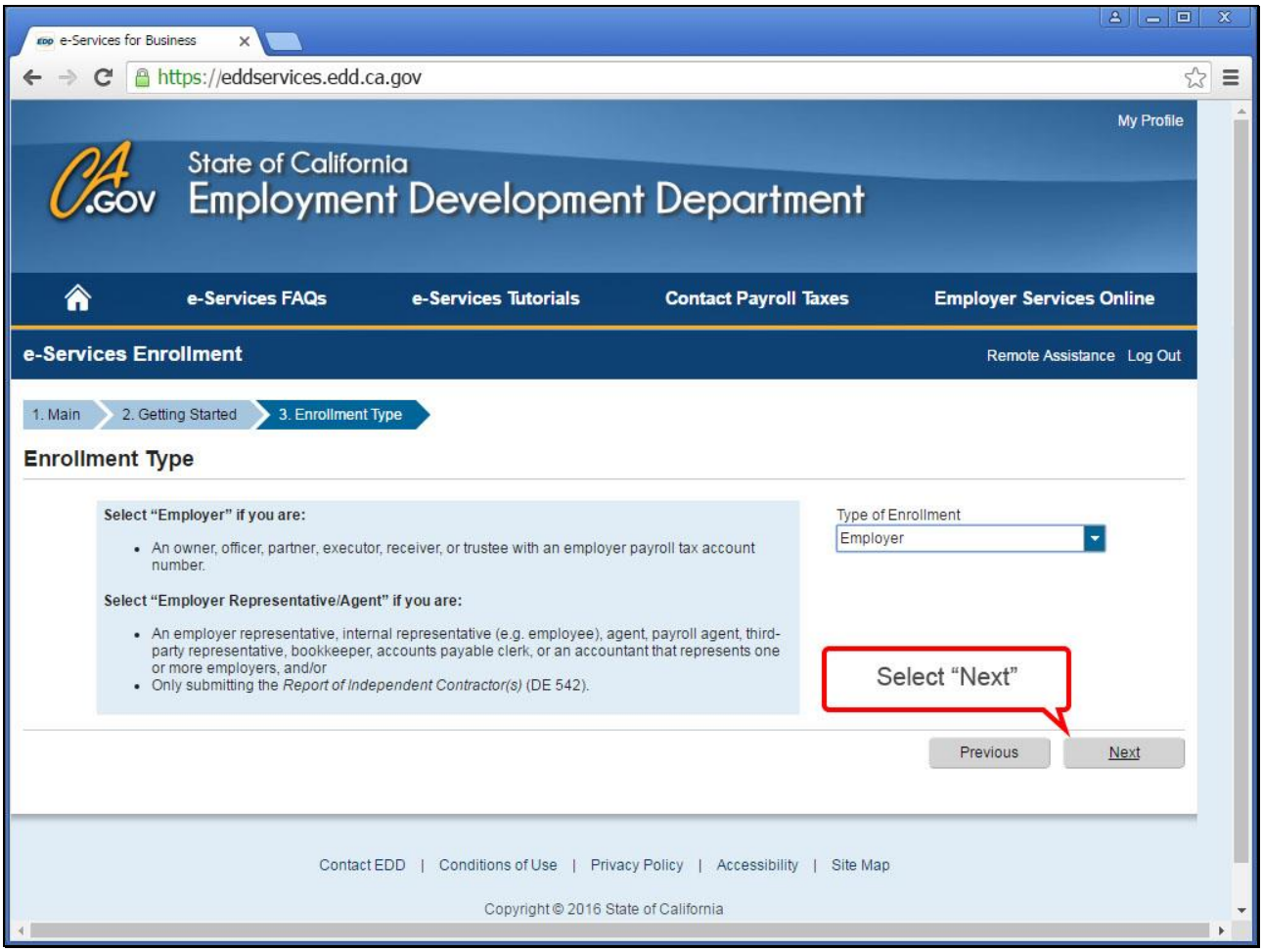
Slide notes

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



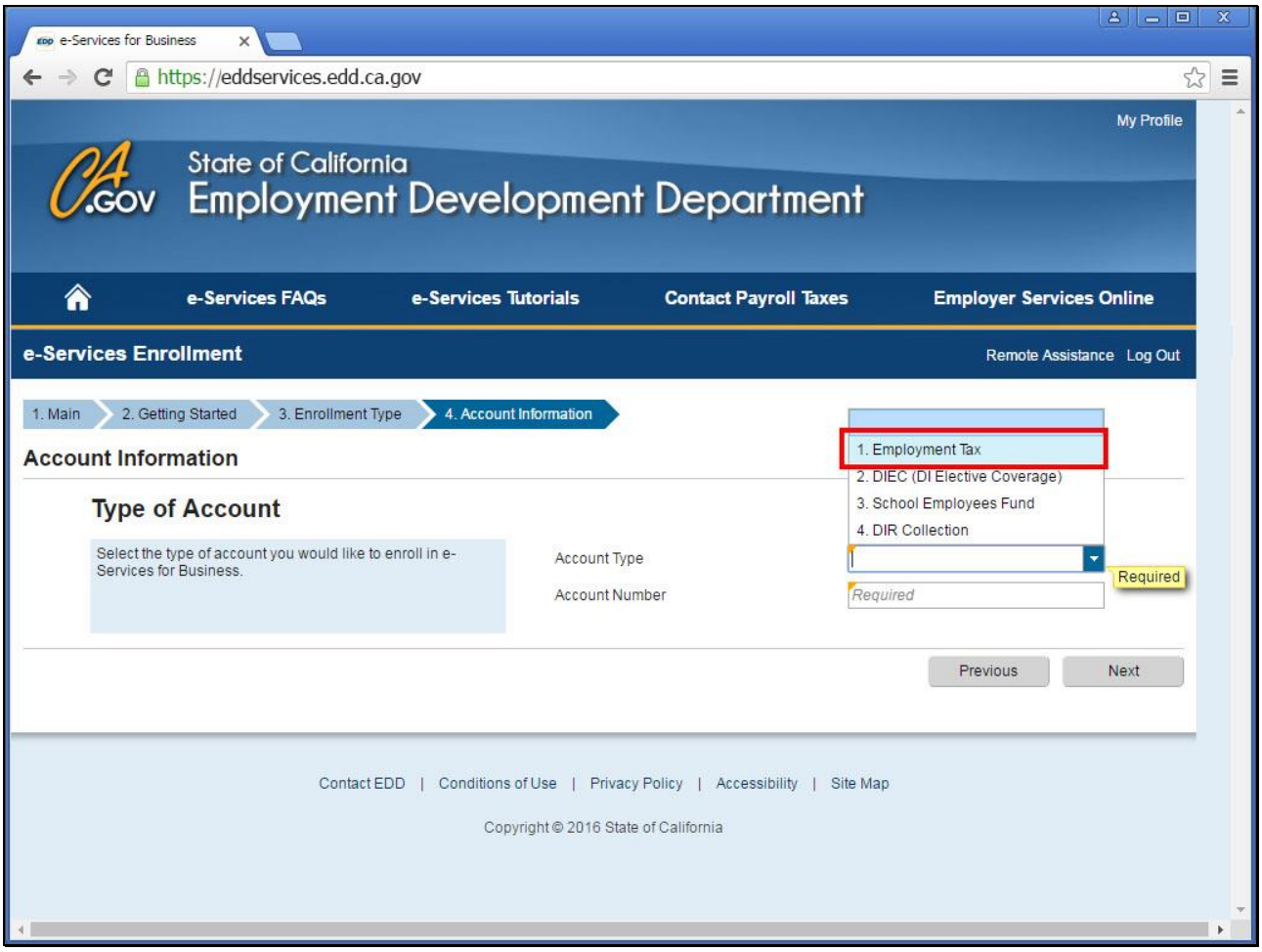
Slide notes

In this example, we are going to choose "Employer."



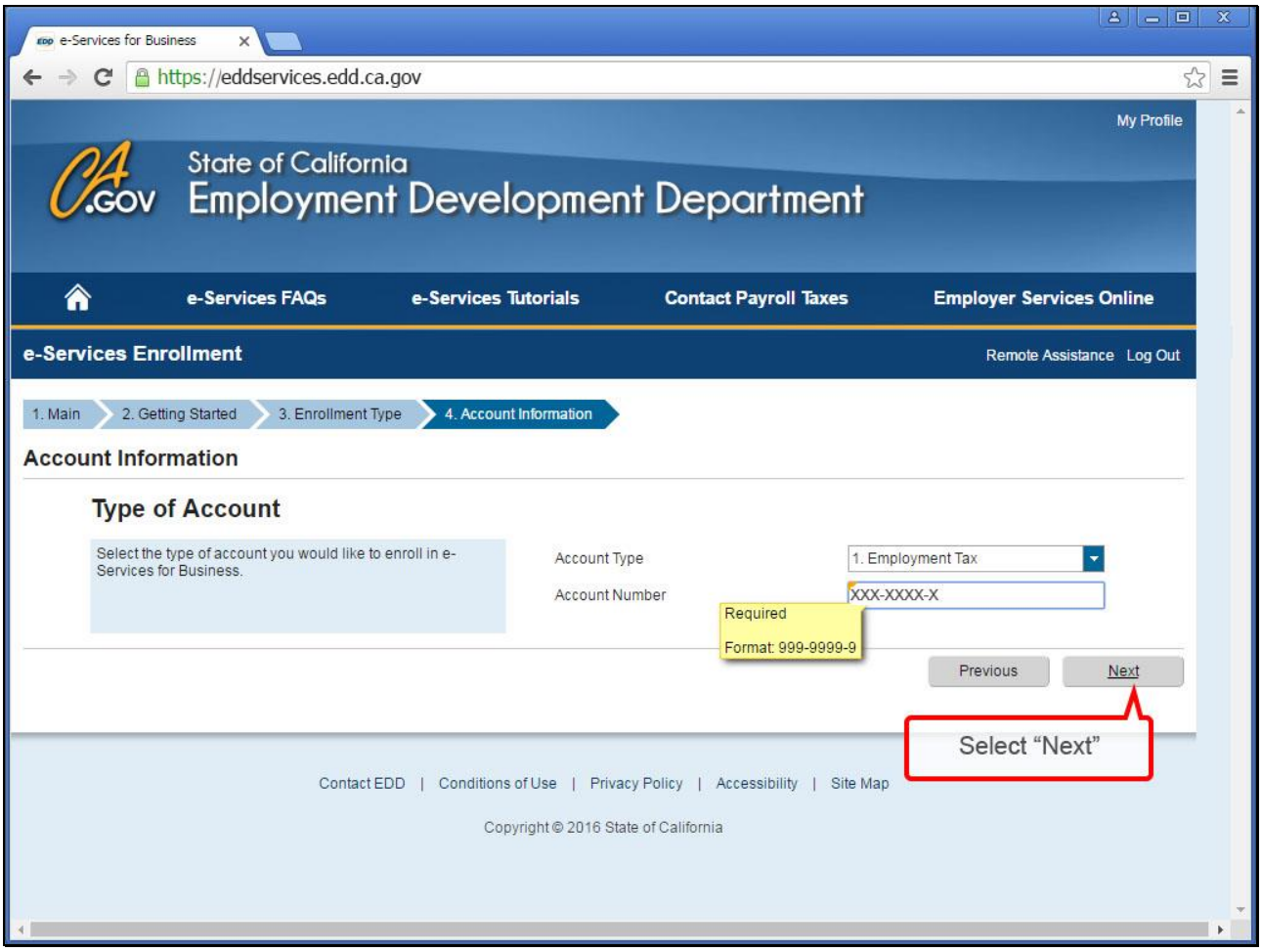
Slide notes

Then select "Next."



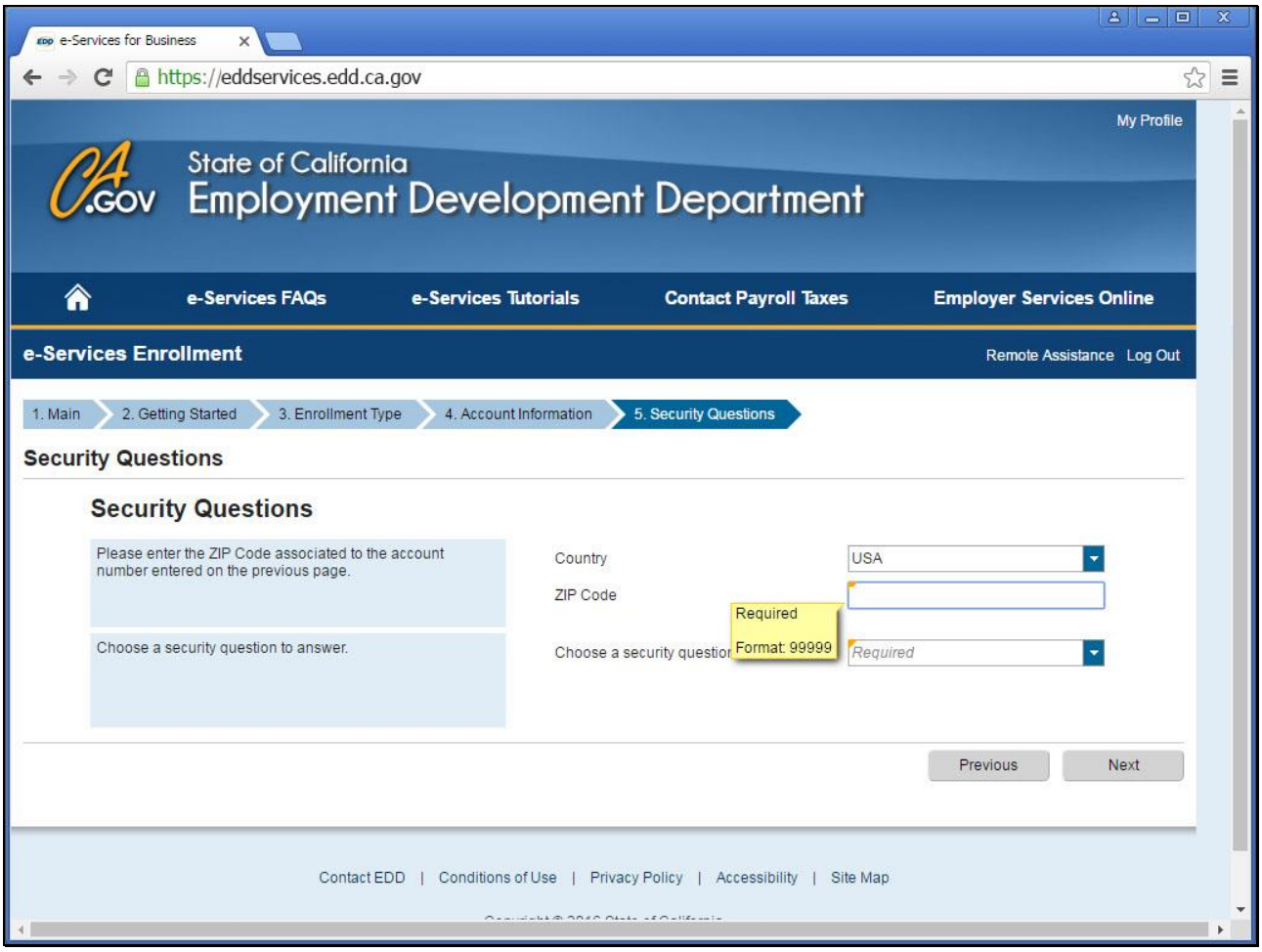
Slide notes

The "Account Type" has four choices. This depends on what type of employer you are. Most employers will select "Employment Tax."



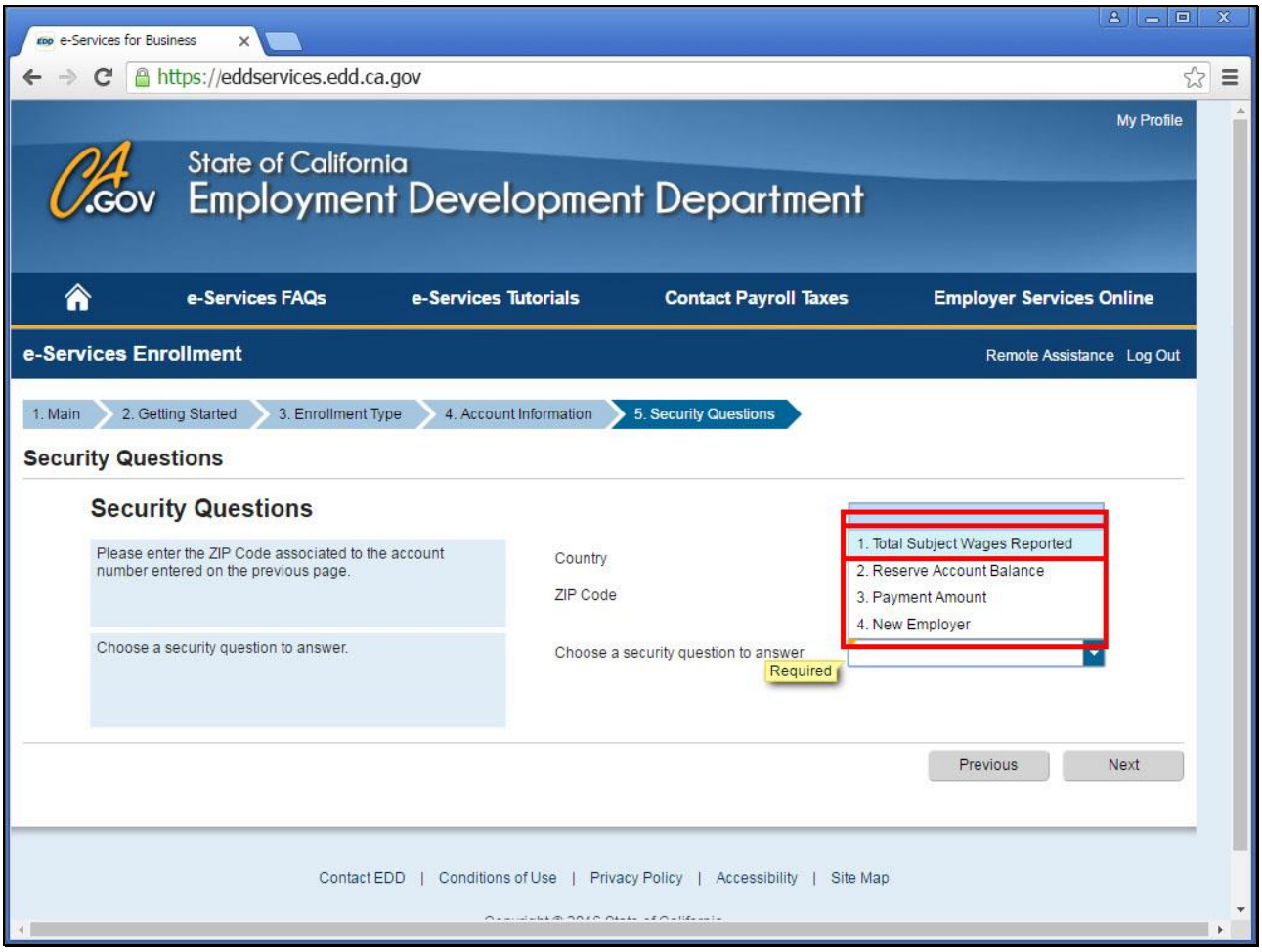
Slide notes

Select "Next" after entering the Account Type and Account Number.



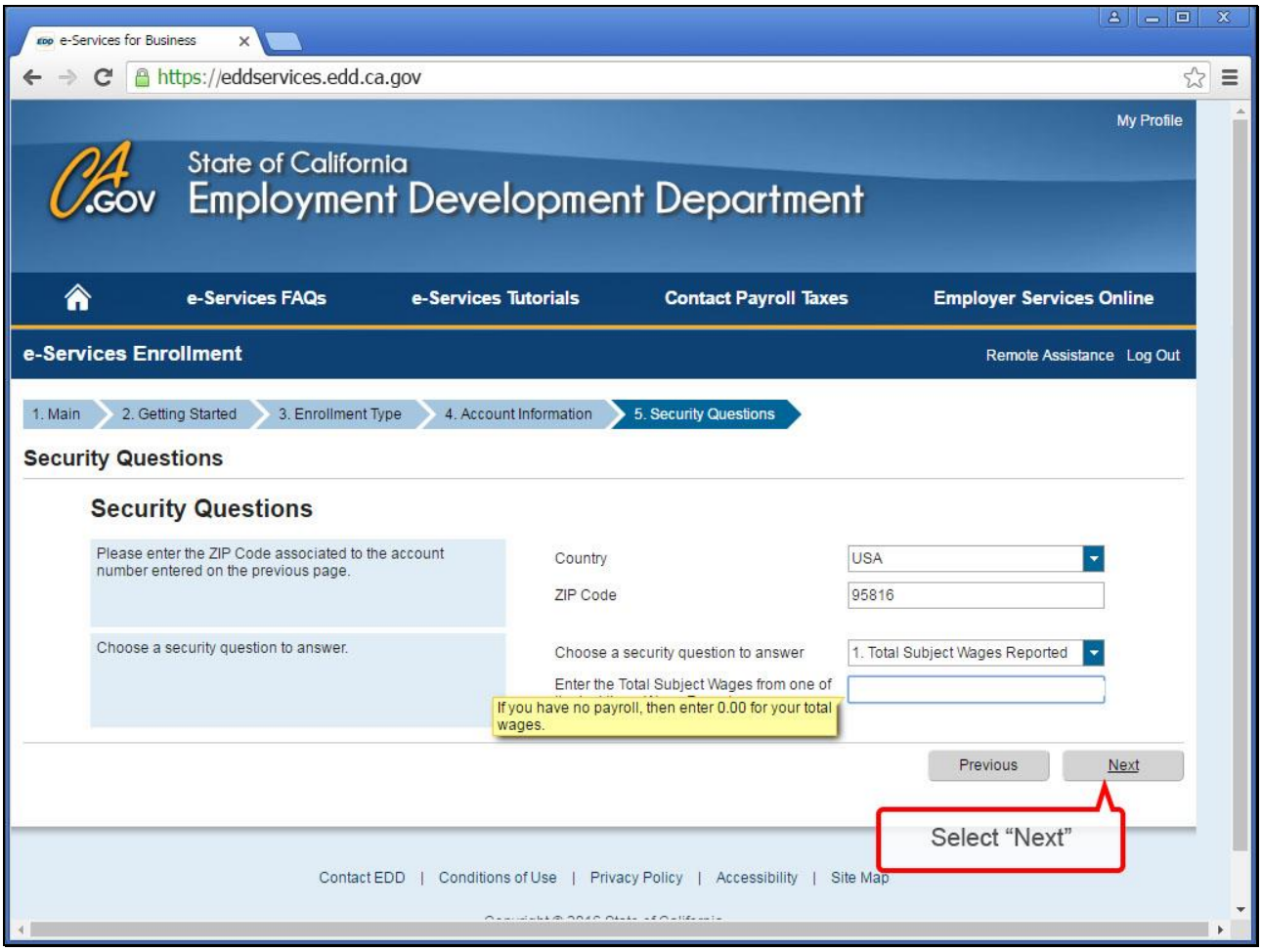
Slide notes

Enter your ZIP Code then, choose an additional question to answer.



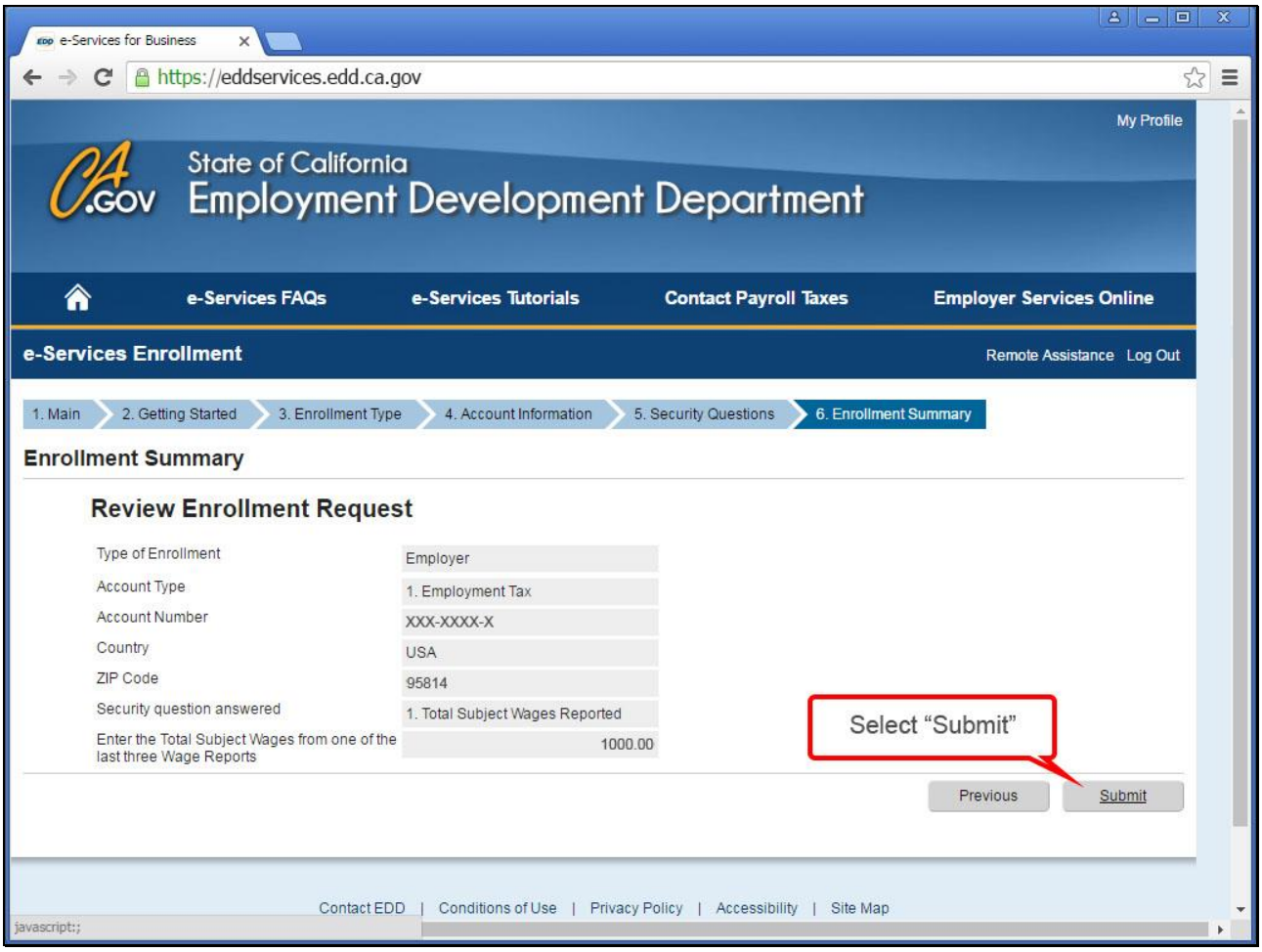
Slide notes

These are the four choices available. For this example, we select "Total Subject Wages Reported."



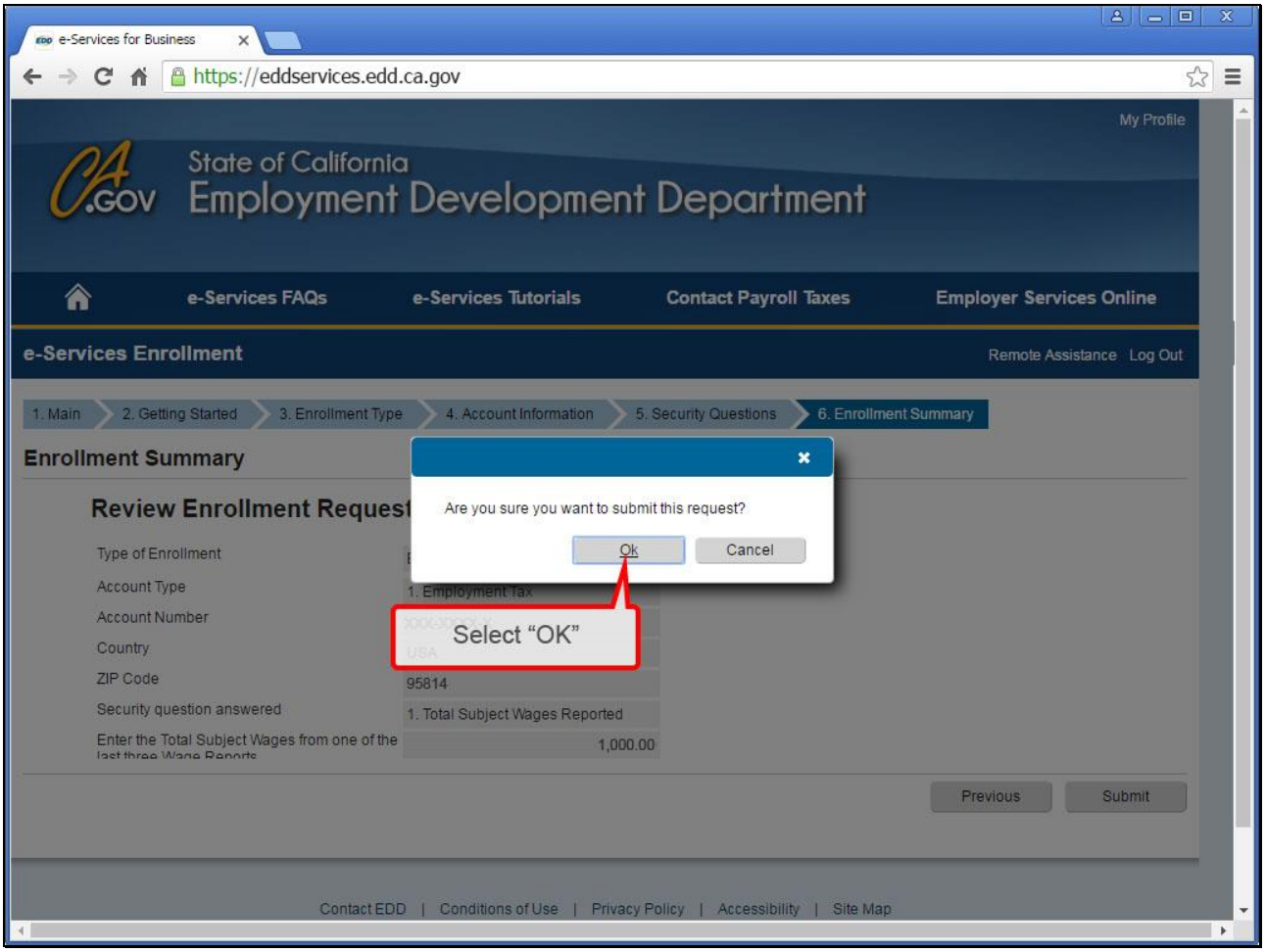
Slide notes

If you choose "Total Subject Wages Reported," you must enter the total subject wages from one of the last three Wage Reports received by the EDD. Select "Next" to continue.



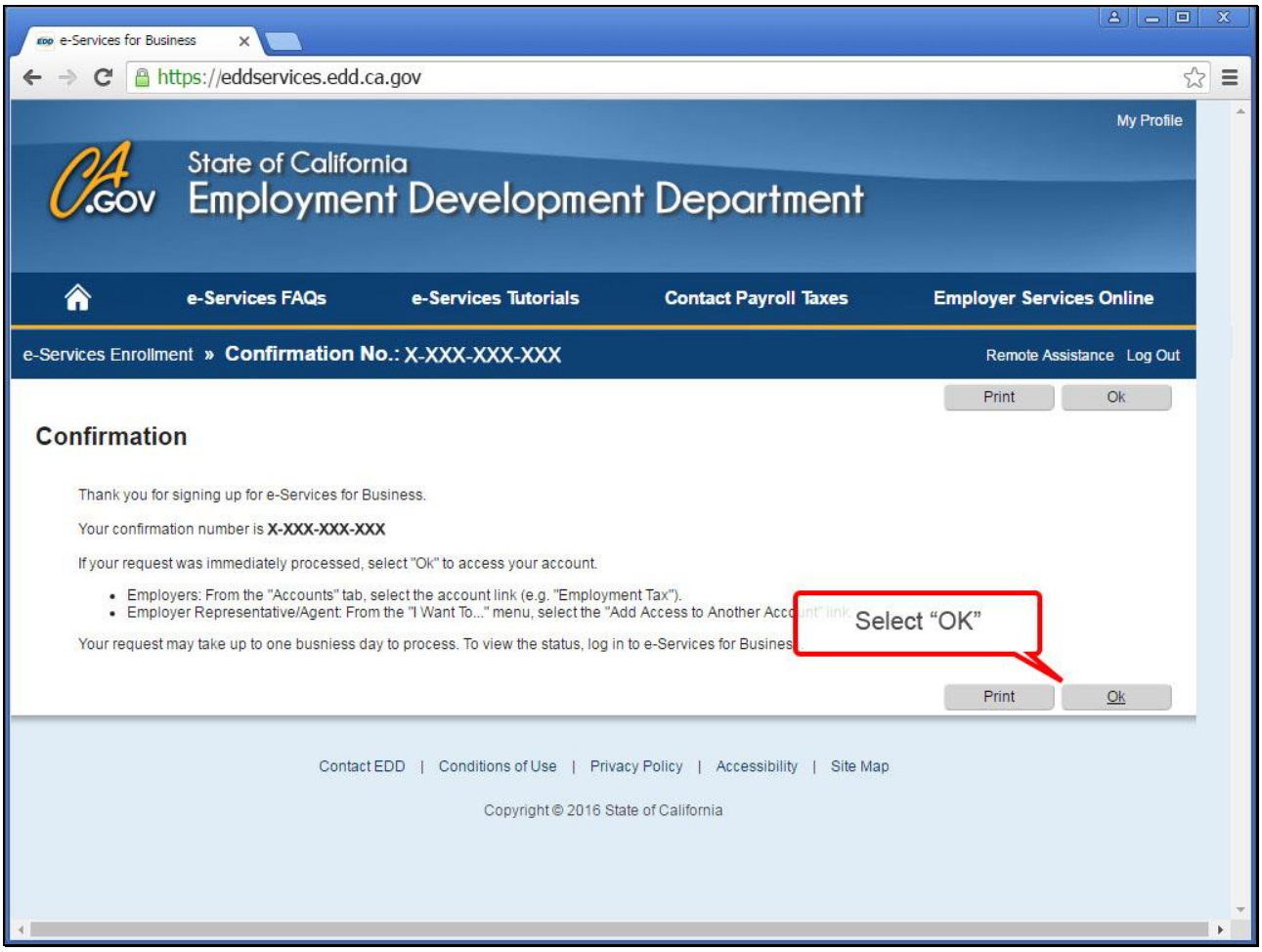
Slide notes

Here is a summary of the enrollment information you provided. Select "Submit" and send this request.



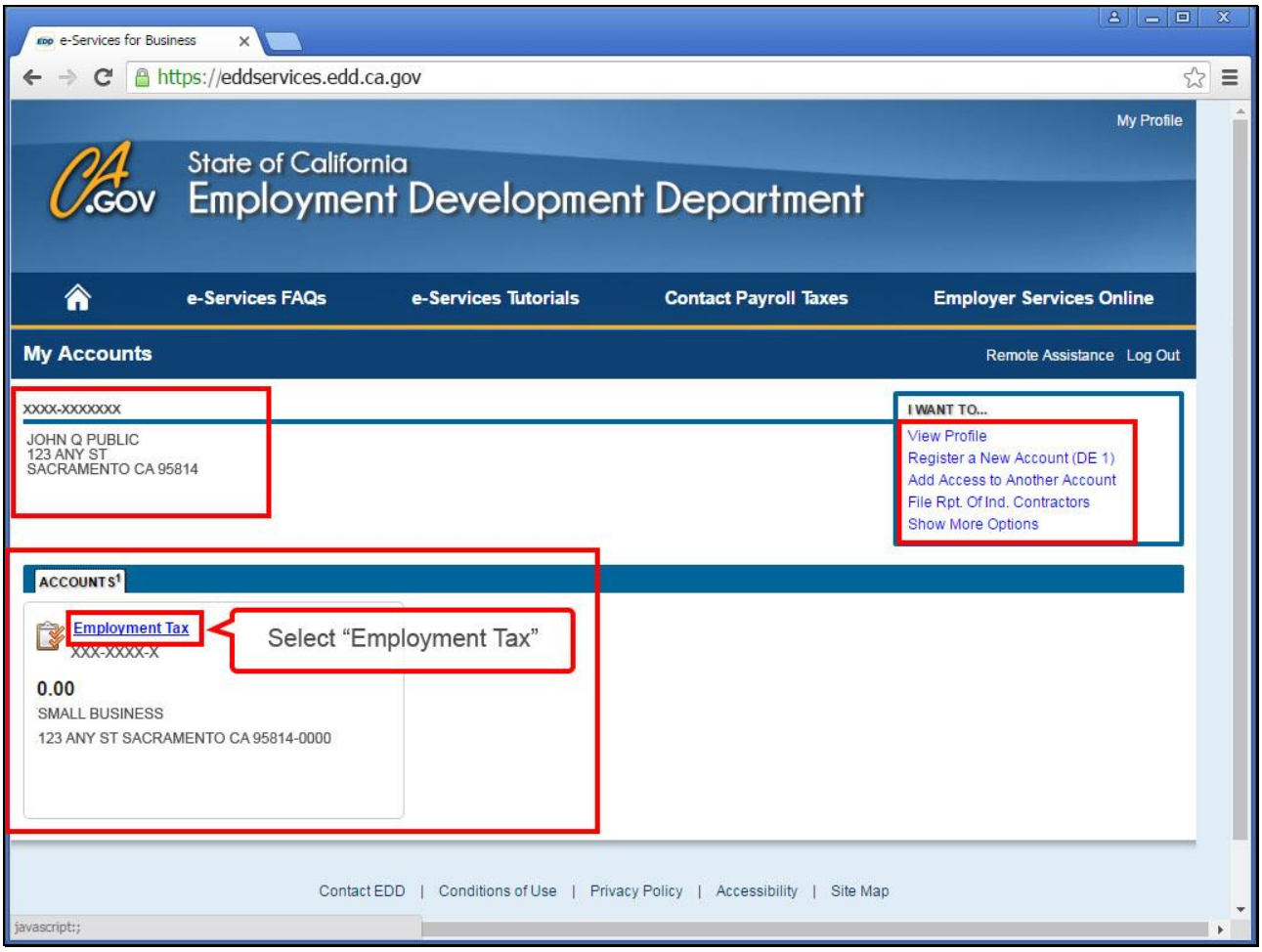
Slide notes

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



Slide notes

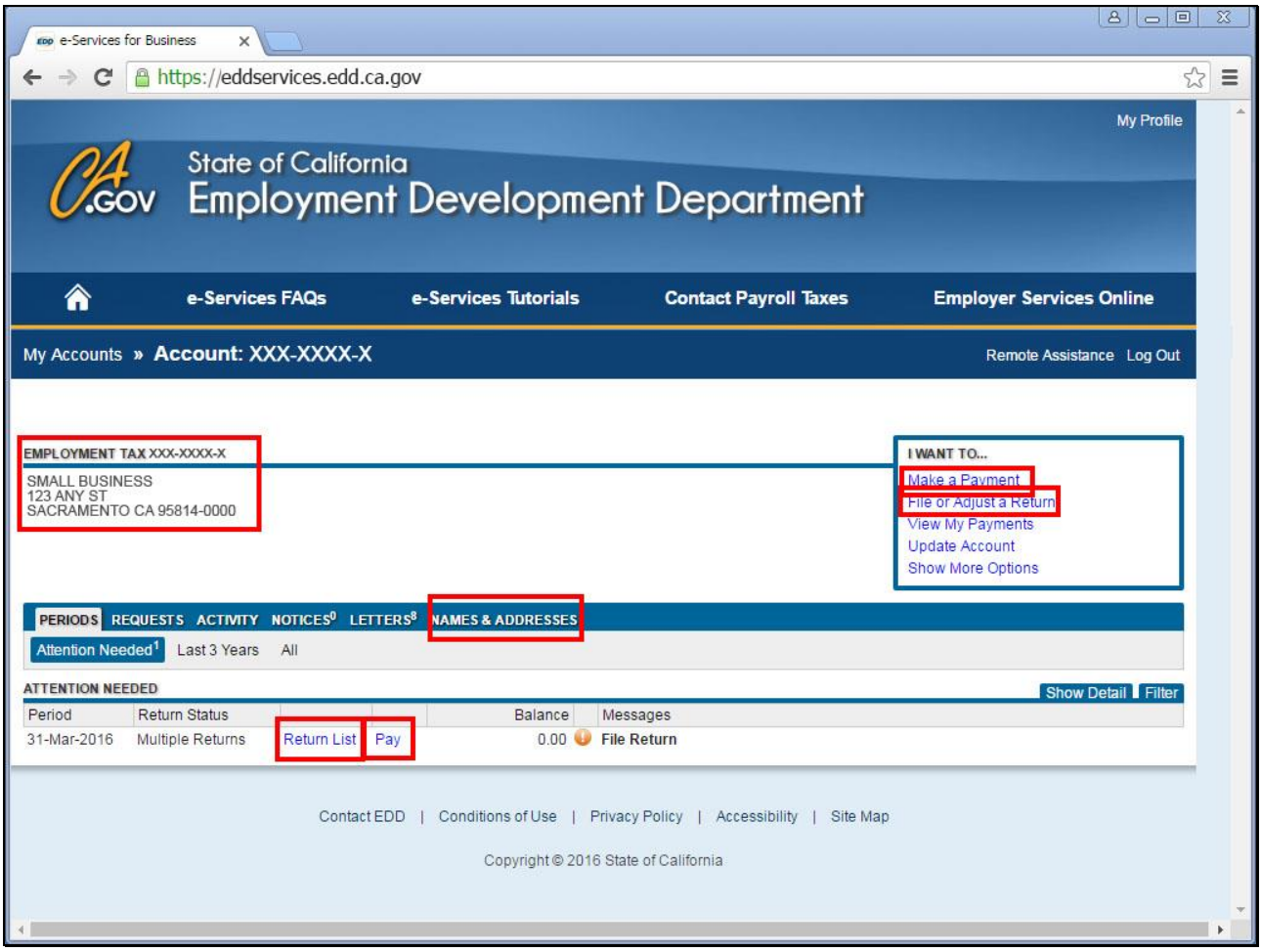
Here is your confirmation number for the enrollment request you completed. You can print a copy for your records, and then select "OK" to continue.



Slide notes

Here we are at the e-Services for Business home page. This screen shows you a summary of your taxpayer information. The summary section displays your profile details including taxpayer names and addresses.

Select the hyperlinks in this section to navigate to windows that allow you to perform the stated action. Select the “Employment Tax” hyperlink under “Accounts” to be taken to the Account home page.



Slide notes

This is the Account home page. This screen shows you a summary of the account information you selected on the previous screen. From the Account home page, you are able to make a payment, file a return, update your address, and many other useful actions covered in our other tutorials.

Slide notes

Thank you for taking the time to watch this tutorial on how to enroll and navigate through e-Services for Business. Be sure to view our other tutorials demonstrating how to make a payment, file a return, 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.