Work Sharing Employer: Link an Account

If you previously managed a Work Sharing plan through the mail, you will need to create a new online account and link the new account to your existing plan (whether your plan is current or expired).

Getting Started
View the Create an Account guide for information on creating your online account.

Once you create your account, go to the Log in to Work Sharing page at worksharing.edd.ca.gov/employer and log in.

Important: Use a Chrome, Edge, Firefox, or Safari browser.

Link Your Account
Select Link your online account to the existing plan in the banner at the top of the Work Sharing Employer Home page to start the linking process, then:

1. On the Link to an Existing Plan page, select whether you have a Notice of Work Sharing Plan Approval or Notice of Work Sharing Plan Denial and select Next.
   - Select Neither of these if you don’t have a Work Sharing notice. On the Request Manual Link page you can apply for a new plan or request to submit online certifications, but a Work Sharing representative must link your account before you can submit forms or manage your account online.

2. Answer all of the questions asked about information on your notice and select Next.
   - Important: Enter the information exactly as it appears on your notice. Otherwise, we cannot automatically link your account, and a Work Sharing representative must link your account.

3. If your answers match the information on your notice, your account will automatically be linked to your existing Work Sharing plan. Select Work Sharing Portal to manage your account.
Failure to Link an Account

If the information you provide doesn’t match your selected Work Sharing notice, answer the follow-up question on the We Cannot Link to an Existing Plan page and select Submit.

You can still apply for a new plan but must wait for a Work Sharing representative to link your account before you can submit forms or manage your account online.