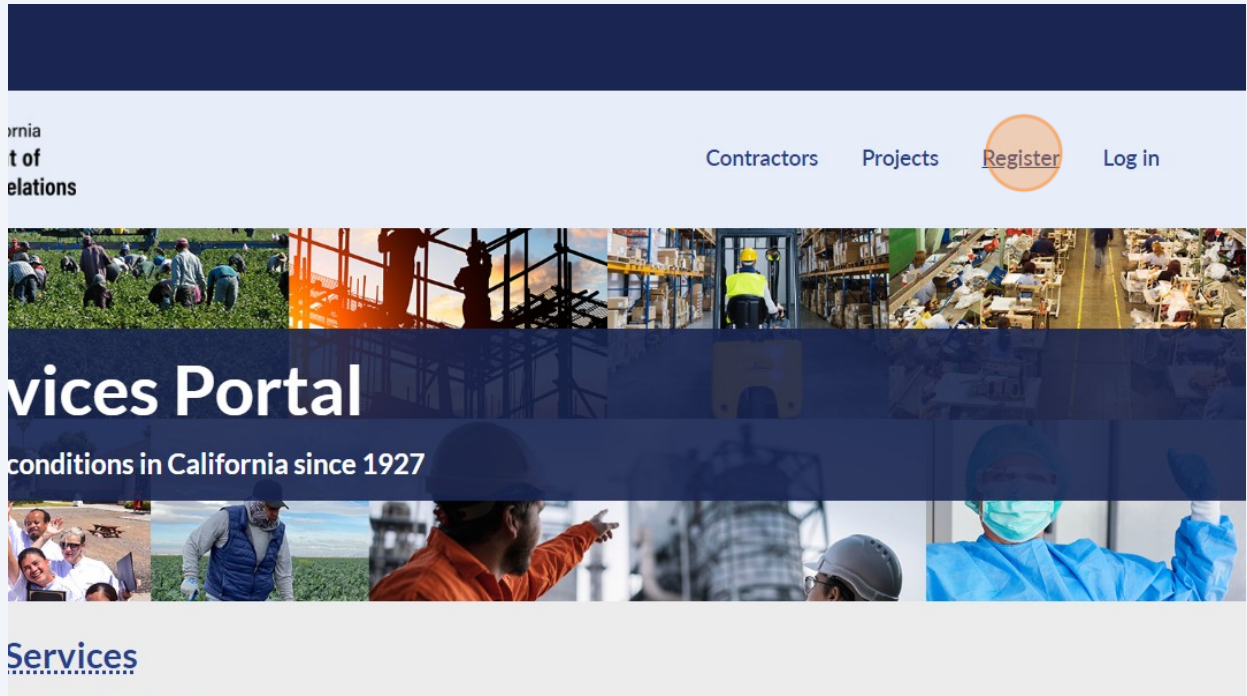


How to Create a User Account

1 Click "Register"



2 Click "As a Public Works Contractor or Awarding Body"

The screenshot shows the top navigation bar of the Department of Industrial Relations website. The logo on the left includes the text "EST. 1927" and "Department of Industrial Relations". On the right, there are links for "Contractors", "Projects", "Register", and "Log in". Below the navigation bar, a dark blue box on the left contains the text "Your government working for you" and "Register to use the DIR Services Portal and manage your information:". To the right, under the heading "Register", there is a section "I want to register..." with two buttons: "As a QME Physician" and "As a Public Works Contractor or Awarding Body". The latter button is highlighted with an orange circle. At the bottom, a dark footer contains the "CA.GOV" logo and various links: "Terms & Conditions", "Privacy Policy", "Disclaimer", "Nondiscrimination Notice", "Accessibility", "dir.ca.gov", and "Copyright 2024 State of California".

3 Enter all relevant information about you: First Name, Middle Name, Last Name, etc. If you are a member of a public or government Awarding Body, you should use an email with the official domain of your organization to create your account instead of a personal email. Using an official email will help in linking your user account to your organization.

The screenshot displays the "Create New User Account" form. At the top, the "CA.GOV" logo is on the left, and the "DIR State of California Department of Industrial Relations EST. 1927" logo is in the center. On the right, there are links for "Contractors", "Projects", "Register", and "Log in". The main heading is "Create New User Account". Below it, a red asterisk indicates required fields. The form includes three input fields: "First Name" (with an orange circle around the text "Enter first name"), "Middle Name (Optional)" (with "Enter middle name"), and "Last Name" (with "Enter last name"). A yellow callout box at the bottom provides instructions: "If you are a member of a public or government Awarding Body, you should use an email with the official domain of your entity to create your account instead of a personal email. Example: admin@awardingbodyname.edu".

4 Create a password in accordance with the requirements.

domain of your entity to create your account instead of a personal email.
Example: admin@awardingbodyname.edu

* Email Address

cookiecreamice@123.com



* Phone number

5555555555

* Password

|



Your password requires:

- Minimum 8 characters
- Maximum 100 characters
- At least 1 lowercase letter(s)
- At least 1 uppercase letter(s)
- At least 1 digit(s)
- At least 1 special character(s) from these options !@#\$\$%&*?+=

* Confirm Password

Password does not match

5 Review the Terms and Conditions and Privacy Policy. Click the checkbox to affirm that you have read and understand both documents.

mail Address

cookiecreamice@123.com



* Phone number

5555555555

assword

.....



* Confirm Password

.....

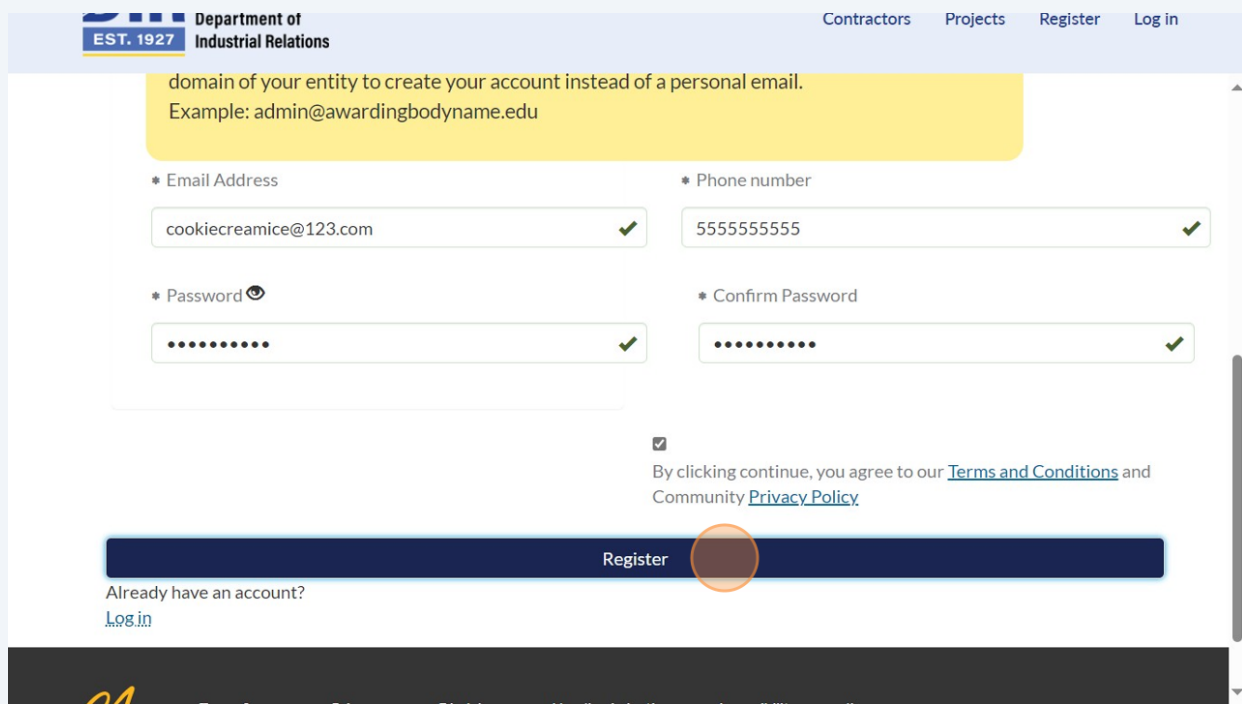


By clicking continue, you agree to our [Terms and Conditions](#) and Community [Privacy Policy](#).

Register

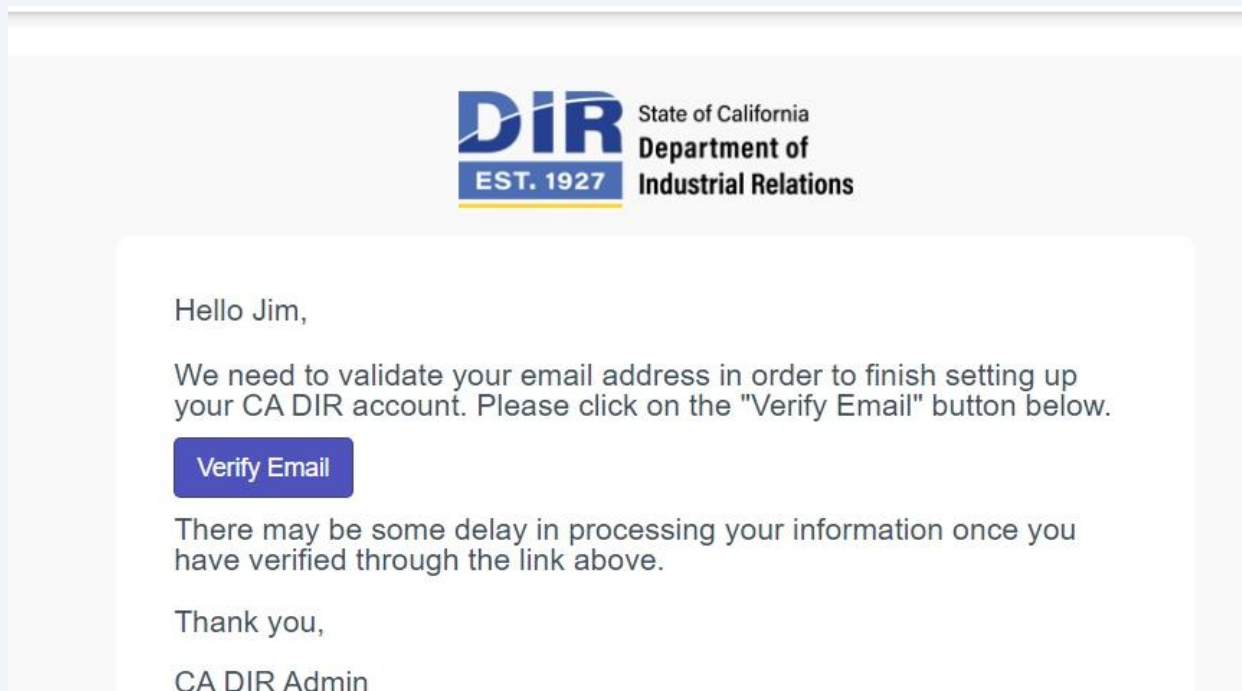
ave an account?

6 Click "Register"



The screenshot shows the registration page for the Department of Industrial Relations (DIR). The header includes the DIR logo (EST. 1927) and navigation links for Contractors, Projects, Register, and Log in. A yellow callout box highlights the instruction: "domain of your entity to create your account instead of a personal email. Example: admin@awardingbodyname.edu". The form contains four input fields: Email Address (cookiecreamice@123.com), Phone number (5555555555), Password (masked with dots), and Confirm Password (masked with dots). All fields have green checkmarks indicating they are valid. Below the fields is a checkbox for terms and conditions, which is checked. A dark blue "Register" button is highlighted with a red circle. Below the button is a link for "Already have an account? Log in".

7 You will receive an email containing the verification link. Open the email and click the "Verify Email" button. This will verify your email address.




8

Log in to your account using the username and password that you have created.

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Password

..... 

Remember me [Forgot Password?](#)

Log in

Register New User Account