

How to Create an Account for an Awarding Body or Development Proponent

1

Enter the username and password that you used to register your user account. Then click "Log in"

State of California
Department of
Industrial Relations
EST. 1927

Support Reg

User name / Email
jane.doe@awardingbody.gov

Password
.....

Remember me [Forgot Password?](#)

Log in

Register New User Account

DIR Services Portal
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Browse Services
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2

Click "Awarding Body or Development Proponent"

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Associate your User Account with an entity

Select the entity type you want to associate your account with.



Awarding Body or Development Proponent

If you work for an entity that awards a contract for public works.

The awarding body can be any kind of public agency, department, board, official or a private entity using public funds, and is sometimes known as the project owner.

Or if you are the developer who submits an application for streamlined approval.

A Development proponent approval allows to submit projects and award contractors.

Recommended based on your email

If you work or bid on a public project, you are responsible for the payment of prevailing wages.

It includes subcontractors working for another contractor to perform the work.

As a Public Works Contractor, you must have a Public Works Contract number.

A Contractor registration allows you to submit projects and award contractors.

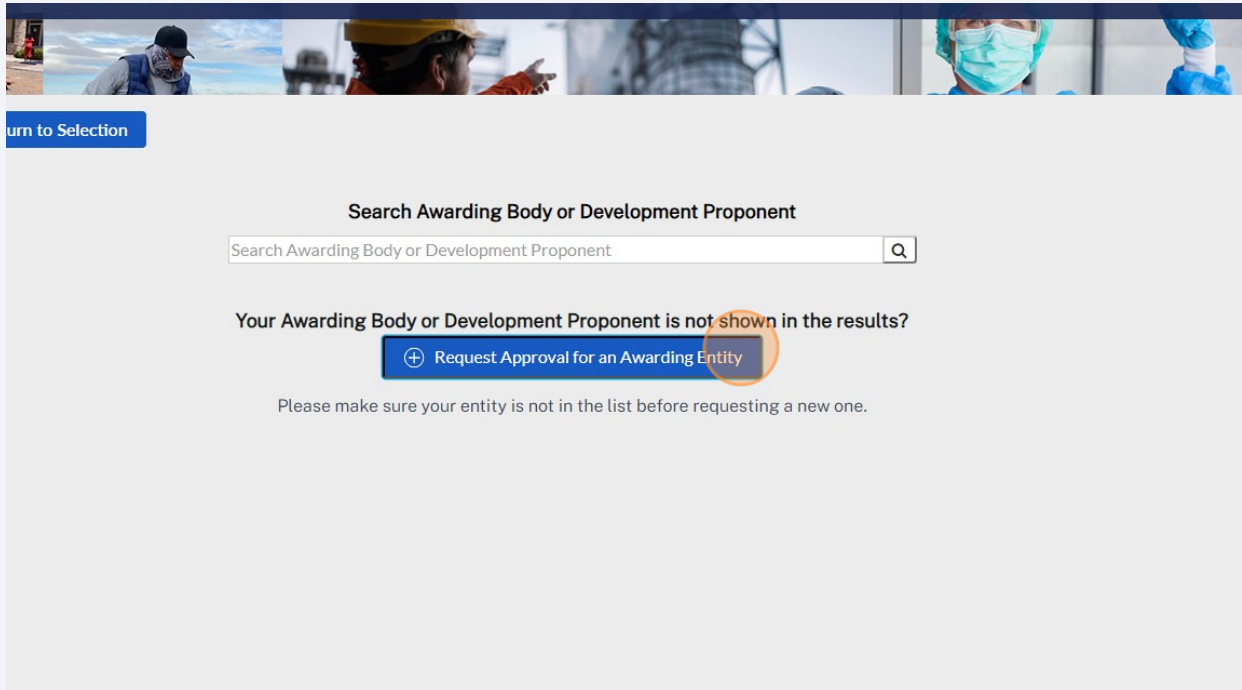
Recommended

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Search for your awarding body name in the search box. You can do this by searching for any component of the Awarding Body Legal Name, exactly as it appeared in PWC-100.

When you search, click "ENTER" on your keyboard, not the magnifying glass.

If your awarding body did not have an account with PWC-100 and no one from your organization has already created an account in the new platform, then your awarding body will not populate in the search. In this case, click "Request Approval for an Awarding Entity"



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Enter all legal information as it relates to the awarding body. Be sure to add information as it would appear on any legal paperwork. Fill out all fields that have an * indicating that it is a required field.

For the "Approved Domains" field, you can add any email domains that are used within your organization that should automatically be approved to link to this account. For instance, you may add the domain "awardingbody.gov" so that any user with an email address ending with "@awardingbody.gov" will be automatically approved if they request to join your organization. Note: this is an optional feature.

• Indicates required

What type of awarding entity are you registering?

Awarding Body Development Proponent

Awarding Body Information

Please provide the following information to request your Awarding Body approval

• TIN/EIN/FEIN • Awarding Body Legal Name

• Awarding Body Type

Entity Website (Optional) • Business Email

Approved Domains

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Enter your full address where legal documentation should be mailed, if the need arises.

Awarding Body Information

Please provide the following information to request your Awarding Body approval

<ul style="list-style-type: none">TIN/EIN/FEIN <input type="text" value="123456789"/>	<ul style="list-style-type: none">Awarding Body Legal Name <input type="text" value="Test Awarding Body"/>
<ul style="list-style-type: none">Awarding Body Type <input type="text" value="State Agency"/>	
<ul style="list-style-type: none">Entity Website (Optional) <input type="text" value="awardingbody.gov"/>	<ul style="list-style-type: none">Business Email <input type="text" value="admin2@awardingbody.gov"/>
<ul style="list-style-type: none">Approved Domains <input type="text" value="awardingbody.gov"/> Add a tag	

Correspondence information

<ul style="list-style-type: none">Street address <input type="text" value="Enter Address line"/>	<ul style="list-style-type: none">Unit/Suite <input type="text"/>
<ul style="list-style-type: none">City <input type="text" value="Enter City"/>	<ul style="list-style-type: none">State <input type="text" value="Type state abbreviation or name"/>
<ul style="list-style-type: none">Country <input type="text" value="Enter Country"/>	<ul style="list-style-type: none">Zip/Postal code <input type="text" value="Enter ZIP Code"/>
<input type="checkbox"/> Billing Different	

Co-Administrator

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If you would like to have a co-administrator for the entity you are creating, enter their email address in the "Co-Administrator Email Address" field. This will allow them to manage the awarding body account with the same permissions that you have. Your co-administrator will receive an email notification. **Please direct them to check their Spam folder for the email.**

Correspondence information

• Street address: 1234 Evergreen Street ✓ Unit/Suite: 1234 ✓

• City: Sacramento ✓ • State: California (CA) ✓

• Country: United States of America ✓ • Zip/Postal code: 12345 ✓

Billing Different

Co-Administrator

Provide the official email of your Awarding Body or the email of an additional employee with the authorization to manage the entity account and its users. An email invitation will be sent to create a user account.

Co-Administrator Email address:

Why provide additional email?
In case a co-administrator account is lost or compromised, another administrator can perform critical tasks while the other account is recovered. Ideally, each administrator account should be managed by a separate individual.

By clicking continue, you agree to the [Terms and Conditions](#) and [Privacy Statement](#)

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Affirm that you agree with the Terms and Conditions and Privacy Statement by clicking the checkbox.

Provide the official email of your Awarding Body or the email of an additional employee with the authorization to manage the entity account and its users. An email invitation will be sent to create a user account.

Co-Administrator Email address: ✓

By clicking continue, you agree to the [Terms and Conditions](#) and [Privacy Statement](#)

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Click "Register" at the bottom of the page. **If the button is gray and does not allow you to proceed, scroll up and ensure that you have completed all required fields.** If you have and it is still not turning blue, then refresh the page and complete relevant fields again.

To access the landing page of your awarding body with the ability to create and manage projects, **you must log out and log back in using your created username and password.**

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Register 

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