

How to Join a Project

1

Log in to your contractor landing page using your username and password. Click "Request Addition to a Project Team"

Associated Accounts

Welcome, Jane Doe

Jane Doe Contracting {}

DIR Approved

Registration valid from to

[Manage Contractor Employees](#) [Manage Contractor Users](#) [Manage Contractor Information](#)

[Request Addition to a Project Team](#)

My Projects

All

No records in Project

CA.GOV [Terms & Conditions](#) [Privacy Policy](#) [Disclaimer](#) [Nondiscrimination Notice](#) [Accessibility](#) [dir.ca.gov](#) Copyright 2024 State of California

2

Click the drop down button on the right of the field under "Project." Search for your Project Name (or any portion of it)

The screenshot shows the 'Request Addition to Project' form. At the top, there is a navigation bar with 'Home > Request Addition to Project' and a 'Search Catalog' search bar. The main heading is 'Request Addition to Project' with the subtext 'Add your account to a Project and/or request a sub-contractor join'. A 'Submit' button is visible on the right. Under the heading, there is a legend: 'Indicates required' and '*Project'. Below this is a search dropdown menu with 'test project' entered. The dropdown shows several results, with 'Test Project' selected. The selected item is highlighted in blue and shows details: 'San Diego Municipal Bridge Works', '2024-06-01', and '2024-06-01'. A red box highlights the 'Project' label in the 'Required information' section on the right. At the bottom, there is a footer with the CA.GOV logo, links for Terms & Conditions, Privacy Policy, Disclaimer, Nondiscrimination Notice, Accessibility, and dir.ca.gov, and a copyright notice for 2024 State of California.

3

Once you have selected the project you want to be added to, click the (i) icon to confirm the details of the project. **Verify that the Project ID is the correct project DIR Project ID before requesting to join. Please note, after a contractor has joined a project, they will need to reach out to DIR Public Works to have that project removed.**

The screenshot shows the 'Request Addition to Project' form with the project and contractor selected. The 'Project' field is labeled '*Project' and contains 'Test Project' with an information icon (i) circled in orange. The 'Contractor' field is labeled '*Contractor' and contains 'Example Contractor for Testing' with an information icon (i). Below these fields is a 'Project Additions' section with a checkbox for 'Request a sub-Contractor'. A 'Submit' button is visible on the right. The top navigation bar includes the State of California Department of Industrial Relations logo, 'eCPR Public Search', 'Public Works Support', 'Contractors', 'Projects', 'Services', and 'You'. The bottom navigation bar has 'Home > Request Addition to Project' and a 'Search Catalog' search bar.

4

Review the details of the project to confirm that this is the project you want to be added to.

The screenshot shows a web application interface for adding a project. A modal window titled "Test Project" is open, displaying the following fields:

Field	Value
Number	20240507790
State	Approved
Name	Test Project
Stage	-- None --
Awarding Body	San Diego Municipal Bridge Works
Project ID	20240507790
Contract Number	465151300
Project Number	134567891
Type	Design / Build
Associated PLA	Yes
Operate LCP	Yes
Language Included	Yes
Active	<input checked="" type="checkbox"/>
Amount	13456789

5

You have the optionality to select a sub-Contractor. Click "Request a sub-Contractor" if you are working with a sub-Contractor

The screenshot shows a web application interface for adding a project. The form contains the following sections:

- *Project**: Test Project
- *Contractor**: Jane Doe Contracting
- Project Additions**: Request a sub-Contractor

The "Request a sub-Contractor" checkbox is highlighted with an orange circle.

6

Search for any identifying information of the sub-Contractor (Name, DBA, or Address)

EST. 1927 Industrial Relations

Home > Request Addition to Project

Search Catalog

Request Addition to Project

Add your account to a Project and/or request a sub-contractor join

* Indicates required

*Project

Test	Test Test	Test	Test
test	111 e st	aok	99999
Test - Cindy - Roebbelen	1 Hawks Flight	El Dorado Hills	95762
Test 05062024	374 Howe Street56	Oaklandy	94561
Test 05072024	1234 This Street12	Oakland	94611
Test 1234	1234 Test AveBldg 123	Riverside	92507
test ΔR	1515 Grey Street 14th	San Bernardino	99999

Submit

Required information

Specify sub-Contractor to request be added to this project

CA .GOV Terms & Conditions Privacy Policy Disclaimer Nondiscrimination Notice Accessibility dir.ca.gov Copyright 2024 State of California

7

Click "Submit" to complete the form

CA .GOV

DIR State of California Department of Industrial Relations EST. 1927

Support Contractors Projects Services Your information Jane Doe

Home > Request Addition to Project

Search Catalog

Request Addition to Project

Add your account to a Project and/or request a sub-contractor join

*Project

Test Project

*Contractor

Jane Doe Contracting

Project Additions

Request a sub-Contractor

*Specify sub-Contractor to request be added to this project

Test

Submit