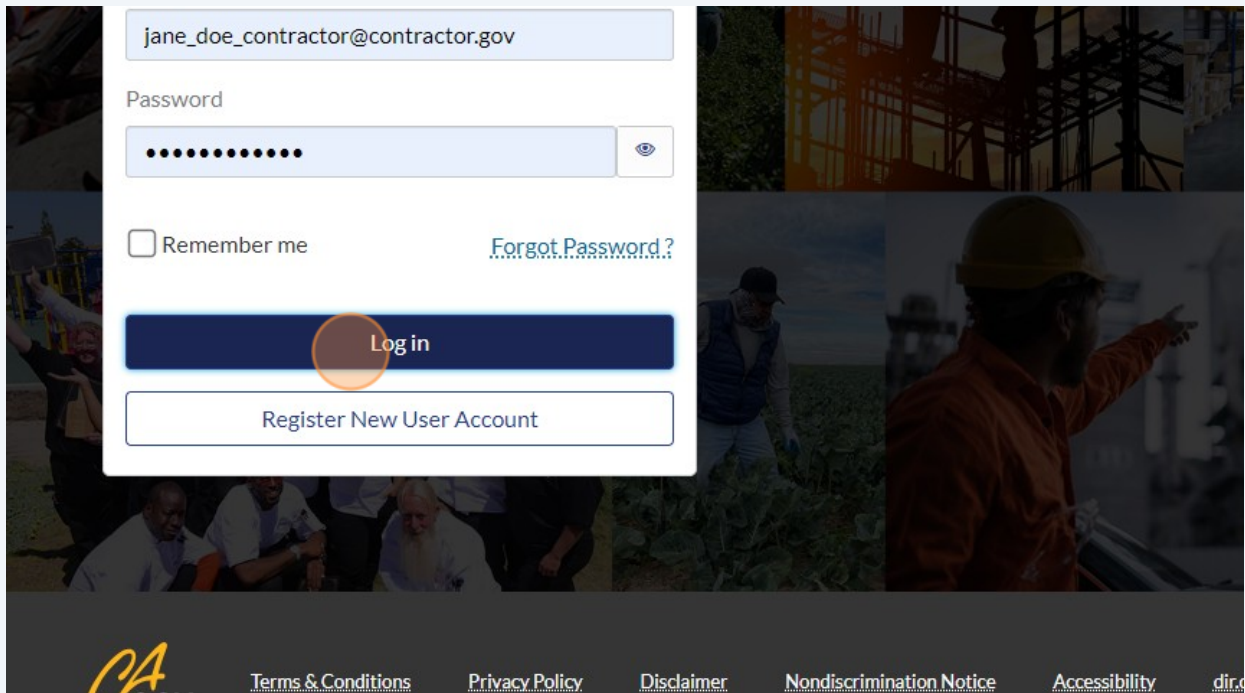


# How to Migrate your Contractor Account from Legacy System / Create New Contractor Account

1

Follow the steps outlined in the "How to Register a User Account" user guide. Then, enter the username and password that you used to register the contractor. Then click "Log in"



The screenshot shows a login interface for a contractor account. The background features a collage of construction-related images, including a worker in a hard hat and a group of people. The login form is centered and contains the following elements:

- A text input field containing the email address: `jane_doe_contractor@contractor.gov`
- A label "Password" above a password input field with masked characters (dots) and a visibility toggle icon (an eye).
- A checkbox labeled "Remember me" and a link for "[Forgot Password?](#)".
- A dark blue "Log in" button, which is highlighted with a red circle.
- A white "Register New User Account" button.

At the bottom of the page, there is a footer with the logo "CA" and several links: [Terms & Conditions](#), [Privacy Policy](#), [Disclaimer](#), [Nondiscrimination Notice](#), [Accessibility](#), and [dir.c](#).

## 2 Click "Contractor"

EST. 1927 Department of Industrial Relations Support Jane Doe

### 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 a 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

No Recommendations Found.

#### Contractor

If you work or bid on a public works project or a contract that requires the payment of prevailing wages.

It includes subcontractors who have entered into a contract with another contractor to perform a portion of the work.

As a Public Works Contractor you must have a CSLB license or SOS number.

A Contractor registration allows to submit payroll to the projects you are working on.

Recommended based on your email

No Recommendations Found.

## 3 Search any component of the Contractor Name to see if an account has already been created for your organization in the system. **Search by clicking "ENTER" on your keyboard.**

If the contractor account does not yet exist, then click "Request Approval for a new Contractor"

Industrial Relations

# Services Portal

conditions in California since 1927

What can we help you find today?

Return to Selection

### Search Contractors

Jane Doe

#### Contractor Search

Name	Contractor Status	Registration Number	CSLB	City	State	Zip	View Details
0611 Contractor New Net	Pending			Oakland	California (CA)	12345	View Details

4

If the contractor account does not yet exist, then click "Request Approval for a new Contractor"

[Return to Selection](#)

### Search Contractors

Search Contractors

Your Contractor is not shown in the results?



[Request Approval for a new Contractor](#)

Please make sure your entity is not in the list before requesting a new one.

[discrimination Notice](#)

[Accessibility](#)

[dir.ca.gov](#)

5

If you have an existing DIR registration, enter your 10-digit PWCR number in the "Please Enter the PWCR Number" field to maintain your registration status. Please note that if your PWCR number is in the format "PW-LR-1234567890", you must remove "PW-LR-" and only type in the digits.

[Industrial Relations](#)

[Back](#)

## Register a new Contractor

• Indicates required

### Legal Information

PWCR Number (numbers only)

Please Enter the PWCR Number

• Legal Entity Type DBA (Doing Business As)

Please select a legal entity type Please enter a value

• Legal Entity Name • President Name

Please enter the Legal Entity Name Please enter the president's name

CLSB Number SOS Number

Please enter the CLSB Please Enter the SOS Number

• Business Email Approved Domains

6

Select the entity type from the drop-down that pops up when you click "Please select a legal entity type"

INDUSTRIAL RELATIONS

[← Back](#)

## Register a new Contractor

• Indicates required

### Legal Information

PWCR Number (numbers only)

• Legal Entity Type

Please select a legal entity type

- None
- Sole Proprietorships
- Partnerships
- Corporation - C corp
- Corporation - S corp**
- Corporation - D corp
- Corporation - R corp
- Business Email

DBA (Doing Business As)

• President Name

SOS Number

Approved Domains

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Enter what you would like your Contractor name to be listed as in the "DBA (Doing Business As)" field. **If you do not use a DBA name, please enter your legal entity name here.**

INDUSTRIAL RELATIONS

[← Back](#)

## Register a new Contractor

• Indicates required

### Legal Information

PWCR Number (numbers only)

• Legal Entity Type

Corporation - S corp

DBA (Doing Business As)

• Legal Entity Name

• President Name

CLSB Number

SOS Number

• Business Email

Approved Domains

## 8 Complete the "President Name" field.

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# Register a new Contractor

• Indicates required

### Legal Information

PWCR Number (numbers only)

• Legal Entity Type  DBA (Doing Business As) 

• Legal Entity Name  • President Name 

CLSB Number  SOS Number

• Business Email  Approved Domains

## 9 Complete the "Business Email" field.

• Legal Entity Type  DBA (Doing Business As) 

• Legal Entity Name  • President Name 

CLSB Number  SOS Number

• Business Email  Approved Domains

### Physical Address

• Street Address 1  Suite/Floor

• City  • State

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

State of California  
Department of Industrial Relations  
EST. 1927

Support Jane Doe

Corporation - S corp Jane Doe Contracting ✓

• Legal Entity Name Jane Doe Contracting ✓

• President Name Jane Doe ✓

CLSB Number Please enter the CLSB

SOS Number Please Enter the SOS Number

• Business Email jane\_doe\_contractor@contractor.gov ✓

Approved Domains Add a tag

### Physical Address

• Street Address 1 Please enter the street address

Suite/Floor Please enter the street address

• City Please enter the city

• State Type state abbreviation or name

• Zip/Postal Code

• Country

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Enter the physical address of the contractor, and the mailing address if different from the physical address.

Department of Industrial Relations EST. 1927 Support Jane Doe

CLSB Number: Please enter the CLSB  
SOS Number: Please Enter the SOS Number

Business Email: jane\_doe\_contractor@contractor.gov  
Approved Domains: @contractor.gov

### Physical Address

Street Address 1: Please enter the street address  
Suite/Floor: Please enter the street address

City: Please enter the city  
State: Type state abbreviation or name

Zip/Postal Code: Please enter the zip code  
Country: United States

### Mailing Address

Same as Physical Address?  
 Yes  No

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Select the available crafts by clicking the > icon. **Please note that the < icon does not currently work to remove an icon from the "Selected Crafts."** If you have accidentally added a craft unintentionally, please refresh the page.

Department of Industrial Relations EST. 1927 Support Jane Doe

Business Phone Number: 1234567890  
Ext.:

### Crafts

Please select all craft(s) that apply.

Available Crafts	Add or Remove	Selected Crafts
Electrical Utility	>	
Laborer (Construction-Fence Erector-Housemover) (Engi	>	
Painter	<	
Carpenter	<	
Fence Builder (Carpenter)	<	

### What is your role with this Contractor?

Manage Contractor information, registration and users.  
 Manage projects and submit payrolls/documents.  
 I am authorized to perform both roles.

Co-Administrator Email Address: Please enter a co-administrator's email address

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Click "I am authorized to perform both roles" if you want to have all permissions in managing the contractor entity on the platform.



## What is your role with this Contractor?

- Manage Contractor information, registration and users.
- Manage projects and submit payrolls/documents.
- I am authorized to perform both roles.

Co-Administrator Email Address

Please enter a co-administrator's email address

## Personal Identity Verification

• Tax ID Number

Please enter the necessary tax id number

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Enter your 9 or 11 digit Tax ID Number in the "Tax ID Number" field.

## What is your role with this Contractor?

- Manage Contractor information, registration and users.
- Manage projects and submit payrolls/documents.
- I am authorized to perform both roles.

Co-Administrator Email Address

Please enter a co-administrator's email address

## Personal Identity Verification

• Tax ID Number

Please enter the necessary tax id number

What is a TIN, EIN, and FEIN? TIN: Taxpayer Identification Number is an identification number of 9 or 11 digits used by the Internal Revenue Service in the administration of tax laws. EIN or FEIN: Employer Identification Number — also called a Federal Employer Identification Number — is a 9 digits number used by the Internal Revenue Service to identify a company for federal tax purposes. [See IRS information here](#)

• Do you have the authority to act for and on behalf of the contractor named in this registration and understand that any untruthful information provided in this application could result in the registration being canceled?

Yes

No

• Do you accept that a fee payment will be required to submit this contractor registration request officially? The fee amount will depend on the



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Affirm the statements by clicking "Yes" and checking the box to agree to Privacy Policy and Terms and Conditions

Personal Identity Verification

• Tax ID Number

123456789

What is a TIN, EIN, and FEIN? TIN: Taxpayer Identification Number is an identification number of 9 or 11 digits used by the Internal Revenue Service in the administration of tax laws. EIN or FEIN: Employer Identification Number — also called a Federal Employer Identification Number — is a 9 digits number used by the Internal Revenue Service to identify a company for federal tax purposes. [See IRS information here](#)

• Do you have the authority to act for and on behalf of the contractor named in this registration and understand that any untruthful information provided in this application could result in the registration being canceled?

Yes  No

• Do you accept that a fee payment will be required to submit this contractor registration request officially? The fee amount will depend on the Registration period selected in the next steps of registration (1 year: \$400, 2 years: \$800, 3 years: \$1,200).

Yes  No

I agree to the [Privacy Policy](#) and Community [Terms and Conditions](#).

Register

Already have an account? [Log in](#)

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Click "Register"

Do you accept that a fee payment will be required to submit this contractor registration request officially? The fee amount will depend on the Registration period selected in the next steps of registration (1 year: \$400, 2 years: \$800, 3 years: \$1,200).

No

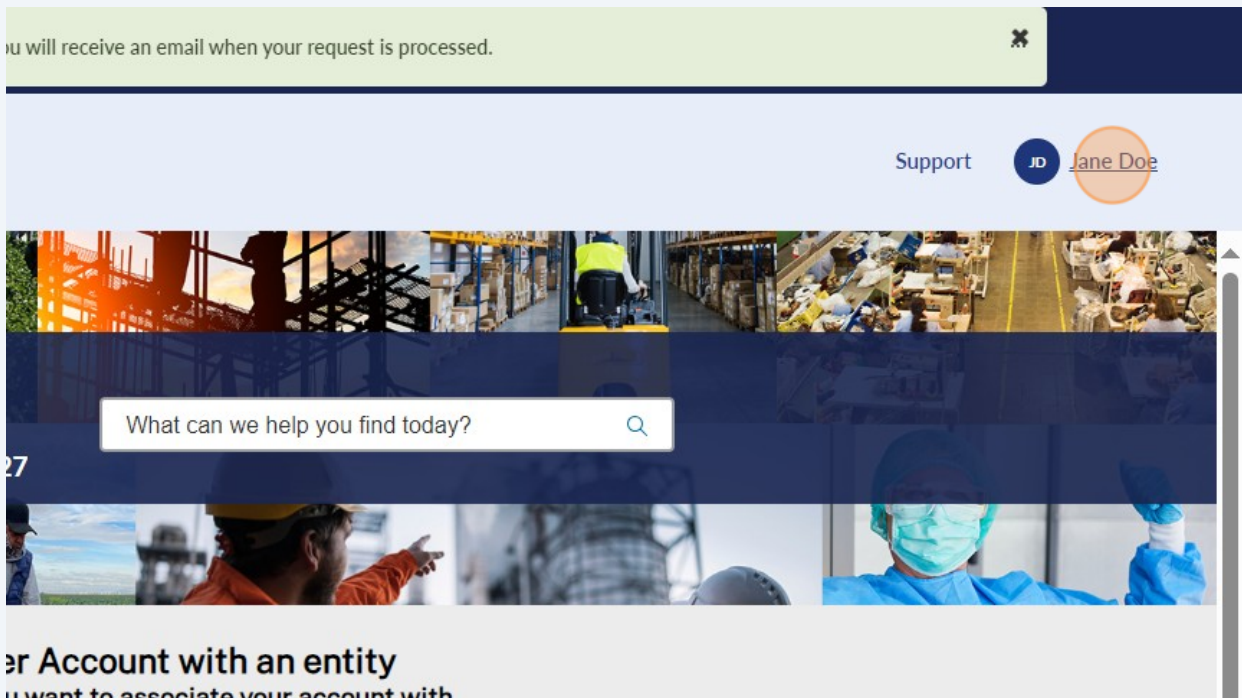
[Privacy Policy](#) and Community [Terms and Conditions](#).

Register

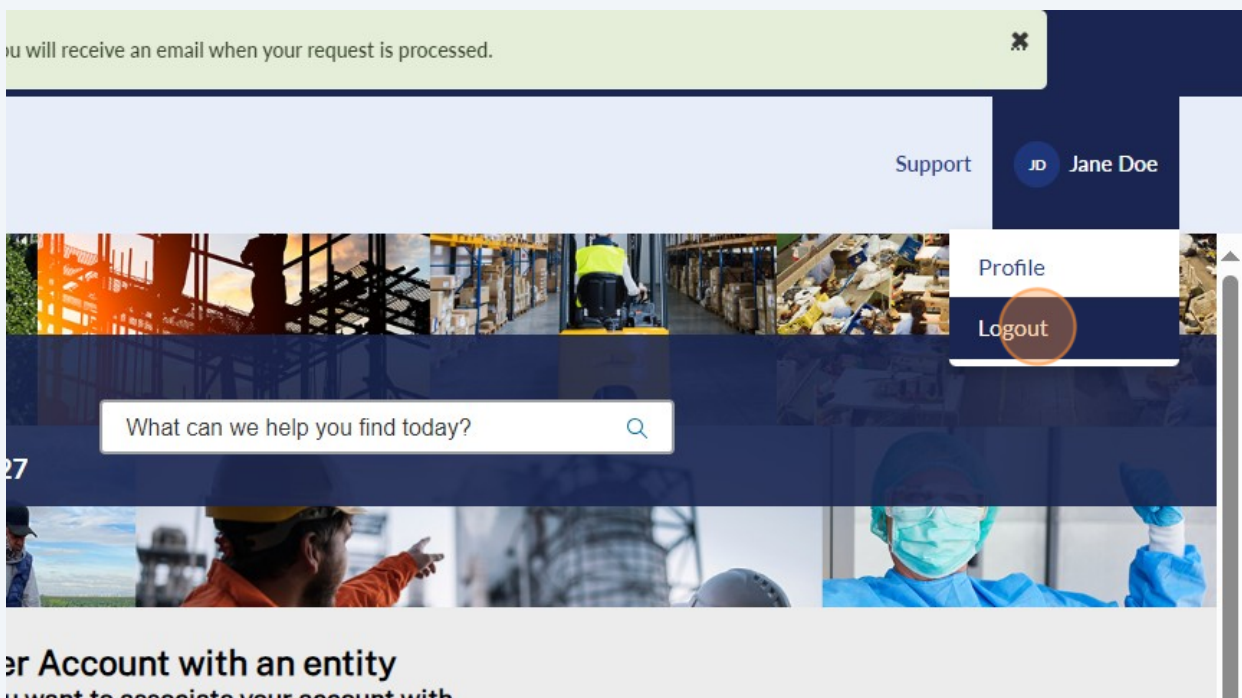
Already have an account? [Log in](#)

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17 Click on your name in the top right corner.



18 Click "Logout"



19 Click "Log in"



20 Enter your email address and password. Click "Log in"

