

How to Register a Project

1

Log in to your awarding body account using your username and password. Click "New Project Registration"

DIR Services Portal
Improving working conditions in California since 1927

What can we help you find today?

Associated Accounts

Welcome, Bob McBobster
AwardingBody123

New Project Registration

My Projects

Search My Projects

Name	Project Number	State	Stage	Awarding Body
TestProject123	123456	Approved		AwardingBody123

2

The "Awarding Body" field will auto-fill with your Awarding Body Name that you registered with. Click the "Prime Contractor" field. Enter the primary contractor that will work on this project. Note that you can add multiple contractors in this field.

Search any portion of the Contractor Name. Select the contractor once the name pops up. If the name is not visible, try searching for their DBA (Doing Business As) name. If it is still not showing up, request that the contractor register with the system (Steps 19-22 in this user guide)

The screenshot shows the 'Project Registration' form in the State of California Department of Industrial Relations (DIR) system. The form is titled 'Project Registration' and includes a 'Register a Project' sub-header. On the left, there is a 'Form Sections' sidebar with four sections: 1. Project Information (highlighted with a blue box and a '1' in a square), 2. Compliance & Agreements, 3. Job Site Address, and 4. Contractor. The main form area contains several required fields, each marked with a red dot: 'Awarding Body' (filled with 'AwardingBody123'), 'Prime Contractor' (filled with 'Test' and 'SampleJohnDoe'), 'Project Name' (with a text input 'Enter project name'), 'Project Type' (with a dropdown menu showing '-- None --'), 'Brief Project Description' (with a text input '300 Character Limit'), 'Contract Amount (\$)' (with a text input '0.00'), and 'Total Project Cost (\$)' (with a text input '0.00'). A 'Submit' button is located at the top right. A 'Required information' section on the right side of the form lists 'Project Name', 'Project Type', 'Brief Project Description', and 'Contract Amount (\$)' with red boxes around them. The top navigation bar includes 'Support', 'Contractors', 'Projects', 'Services', 'Your information', and a user profile for 'Bob McBobster'.

3

Click the "Project Name" field. Enter the Project Name you want this project to be labeled as moving forward.

The screenshot shows the 'Project Registration' form on the State of California Department of Industrial Relations website. The form is titled 'Project Registration' and includes a 'Submit' button. The 'Project Name' field is highlighted with an orange border and contains the text 'Project Sample'. Other fields include 'Awarding Body' (AwardingBody123), 'Prime Contractor' (Test, SampleJohnDoe), 'Project Type' (None), 'Brief Project Description' (300 Character Limit), 'Contract Amount (\$)' (0.00), and 'Total Project Cost (\$)' (0.00). A 'Form Sections' sidebar on the left lists: 1. Project Information, 2. Compliance & Agreements, 3. Job Site Address, and 4. Contractor. A 'Required Information' sidebar on the right lists: Project Type, Brief Project Description, and Contract Amount (\$).

4

Select the Project Type.

The screenshot shows the 'Project Registration' form with the 'Project Type' dropdown menu open. The dropdown menu is open, showing a search bar and a list of options: -- None --, Design / Build, Job Order / Task (highlighted with an orange circle), Lease / Lease Back, HomeKey, Maintenance, and Other / Non-public Works. The 'Project Name' field contains 'Project Sample'. Other fields are the same as in the previous screenshot. The 'Form Sections' and 'Required Information' sidebars are also visible.

5

Enter a brief description of the project. This should be accurate and help identify the project for contractors, the public, and the DIR

CA.GOV
DIR State of California Department of Industrial Relations EST. 1927

Support Contractors Projects Services Your information **BM** Bob McBobster

SECTIONS

- 1 Project Information
- 2 Compliance & Agreements
- 3 Job Site Address
- 4 Contractor

Show all

- Indicates required
- Awarding Body
AwardingBody123
- Prime Contractor
Test SampleJohnDoe
- Project Name
Project Sample
- Project Type
Job Order / Task
- Brief Project Description
300 Character Limit
- Contract Amount (\$)
0.00
- Total Project Cost (\$)
0.00

Date

Estimated Start Date
YYYY-MM-DD

Estimated Completion Date
YYYY-MM-DD

First Advertised Bid Date
Project Award Date

Submit

Required Information

- Brief Project Description
- Contract Amount (\$)
- Total Project Cost (\$)

6

Enter the amount of the contract with the Primary Contractor that you entered above. Then, enter the Total Project Cost for this project, including all of the contractors that you are paying to complete it.

The screenshot shows the DIR (Department of Industrial Relations) web portal. The header includes the CA.GOV logo, the DIR logo (EST. 1927), and the text "State of California Department of Industrial Relations". Navigation links include "Support", "Contractors", "Projects", "Services", and "Your information". The user is logged in as "Bob McBobster".

The main form area contains the following sections:

- Prime Contractor:** A dropdown menu with "Test" and "SampleJohnDoe" selected.
- Project Name:** A text input field containing "Project Sample".
- Project Type:** A dropdown menu with "Job Order / Task" selected.
- Brief Project Description:** A text input field containing "Sample Project for Demo".
- Contract Amount (\$):** A text input field containing "10000000".
- Total Project Cost (\$):** A text input field containing "10000000".
- Date:** A section with several date input fields (YYYY-MM-DD) and calendar icons. A tooltip "Show Calendar for Estimated Start Date" is visible over the "Estimated Start Date" field.

On the right side, there is a "Submit" button and a "Required information" section with a red warning box that reads: "Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774, 1776, 1777, 1813 and 1815 of the Labor Code?".

7 Enter the timeline of the project.

The Estimated Start Date is the date when the contractor will begin working. The Estimated End Date is the date when the contractor will end working. The Estimated End Date needs to be AFTER the Estimated Start Date.

The First Advertised Bid Date (when contractors find out about the project) should be BEFORE the Project Award Date (when contractors are told they will be working on the project), and both should be BEFORE the Contract Date (when the contract is signed).

The screenshot shows a web form for entering project information. The header includes the CA.GOV logo and the State of California Department of Industrial Relations (DIR) logo. The navigation bar contains links for Support, Contractors, Projects, Services, Your information, and a user profile for Bob McBobster. The main form area is titled "Date" and contains several date selection fields:

- Estimated Start Date: 2024-06-20
- Estimated Completion Date: 2024-06-20
- First Advertised Bid Date: 2024-06-20
- Project Award Date: 2024-06-20
- Contract Date: YYYY-MM-DD

A calendar for June 2024 is displayed, showing the date 20 (Thursday) selected. Below the calendar is a "Project Number" field with the placeholder text "Enter project number". There is also an optional section for uploading a copy of the contract and first advertised bid date. A "Submit" button is located on the right side of the form. A red warning box on the right side of the form states: "Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?".

8

Enter the Project Number. It is an optional internal field for your own record-keeping. This is different from the DIR Project ID which is autogenerated and will appear on the project after registering.

The screenshot shows the DIR Project Registration form. At the top, there is a navigation bar with the DIR logo (EST. 1927) and the text "State of California Department of Industrial Relations". To the right of the logo are links for "Support", "Contractors", "Projects", "Services", and "Your information", along with a user profile for "BM Bob McBobster". The form contains several input fields: "Contract Date" (set to 2024-06-20), "Project Number" (containing "123" and highlighted with an orange box), and "Contract Number" (containing "1234"). Below these fields, there is a section for optional uploads with a list: "Contract" and "First Advertised Bid Date (e.g. Newspaper posting / Online Ad)". A "Submit" button is located on the right side. A red warning box on the right states: "Required information: Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?". At the bottom, there are "Previous" and "Next" buttons, with the "Next" button highlighted with an orange circle.

9

Answer all of the questions relating to your project registration.

The screenshot shows the DIR Project Registration form. At the top, there is a navigation bar with the DIR logo (EST. 1927) and the text "State of California Department of Industrial Relations". To the right of the logo are links for "Support", "Contractors", "Projects", "Services", and "Your information", along with a user profile for "BM Bob McBobster". The form is titled "Project Registration" and includes a "Register a Project" section. On the left, there is a "Form Sections" sidebar with a list: "1 Project Information", "2 Compliance & Agreements" (highlighted with a blue box), "3 Job Site Address", and "4 Contractor". The main form contains several questions with radio button options: "Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?" (Yes/No), "Will you operate a DIR-approved Labor Compliance Program (LCP) for this project?" (Yes/No), "Is there a Project Labor Agreement (PLA) associated with this project?" (Yes/No), and "Does this project require a skilled and trained workforce (STW)?" (Yes/No). A "Submit" button is located on the right side. A red warning box on the right states: "Required information: Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?". At the bottom, there is an "Add attachments" button.

10 Click "Next"

Sections

- 1 Project Information
- 2 Compliance & Agreements
- 3 Job Site Address
- 4 Contractor

Show all

• Is language included in the Contract Award to effectuate the requirements of Section 1771, 1774-1776, 1777.5, 1813 and 1815 of the Labor Code?
 Yes No

• Will you operate a DIR-approved Labor Compliance Program (LCP) for this project?
 Yes No

• Is there a Project Labor Agreement (PLA) associated with this project?
 Yes No

• Does this project require a skilled and trained workforce (STW)?
 Yes No

Add attachments

Submit

Previous Next

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11 Enter an address for the job site.

Form Sections

- 1 Project Information
- 2 Compliance & Agreements
- 3 Job Site Address
- 4 Contractor

Show all

Project Registration
Register a Project

Address

Add Remove All

Actions	Address Line 1	Address Line 2	City	County	State	Zip Code
No data to display						

Add attachments

Submit

Previous Next

12 Enter the address then click "Add"

The screenshot shows a web application interface for the State of California Department of Industrial Relations (DIR). A modal window titled "Add Row" is open, allowing a user to enter address information. The form fields are as follows:

- Address Line 1:** A text input field containing "Address 1".
- Address Line 2:** An empty text input field.
- City:** A text input field containing "City".
- County:** A dropdown menu with "Colusa" selected.
- State:** A text input field containing "California".
- Zip Code:** A text input field containing "00000".
- Description:** A large, empty text area.

At the bottom right of the modal, there are two buttons: "Cancel" and "Add". The "Add" button is highlighted with an orange circle. The background shows a sidebar with navigation items like "Project In", "Compliance", "Agreements", "Job Site A", and "Contracto". The footer contains the CA.GOV logo and various legal notices.

13

You have the option of adding a few addresses. To add an additional address, click "Add"

The screenshot shows the 'Project Registration' form in the 'Job Site Address' section. The 'Form Sections' sidebar on the left lists: 1. Project Information, 2. Compliance & Agreements, 3. Job Site Address (highlighted), and 4. Contractor. The main form area has a search bar and a 'Submit' button. Below the search bar is the 'Address' section with an 'Add' button (circled in orange) and a 'Remove All' button. A table contains one row with the following data:

Actions	Address Line 1	Address Line 2	City	County	State	Zip
	Address 1		City	Colusa	California	00

Below the table is an 'Add attachments' link. At the bottom are 'Previous' and 'Next' buttons.

14

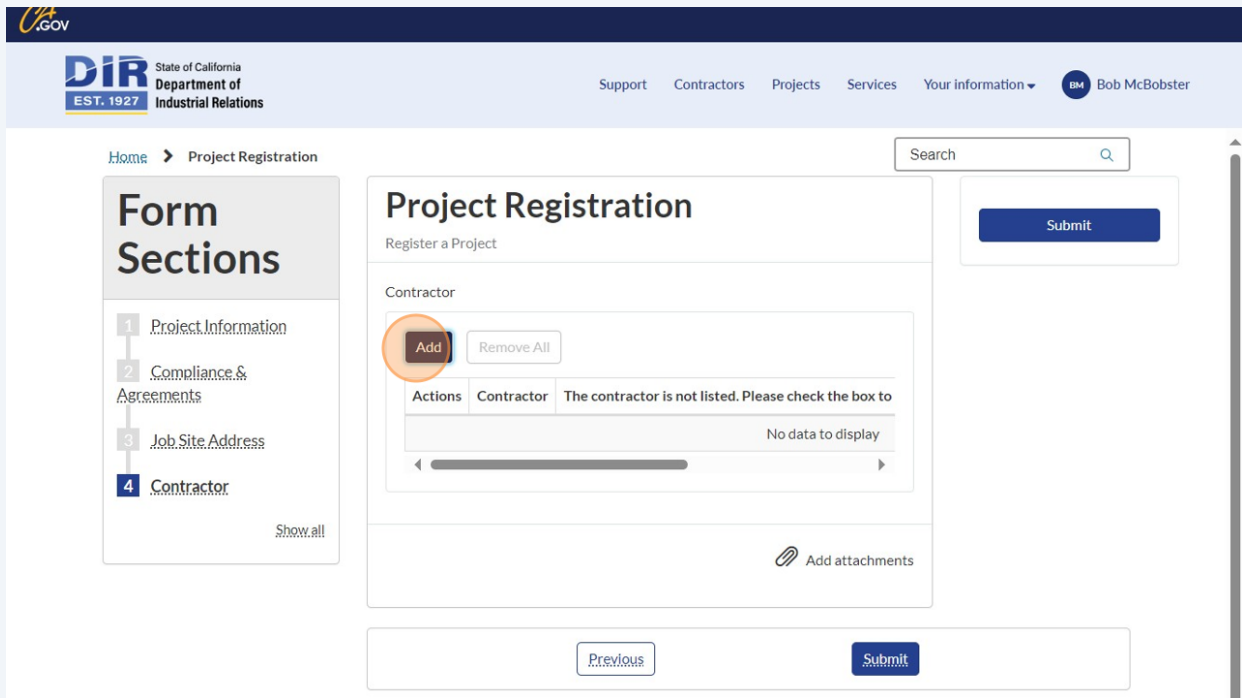
Click "Next"

This screenshot shows the same 'Project Registration' form, but now with two address entries in the table. The 'Add' button is now blue. The table data is as follows:

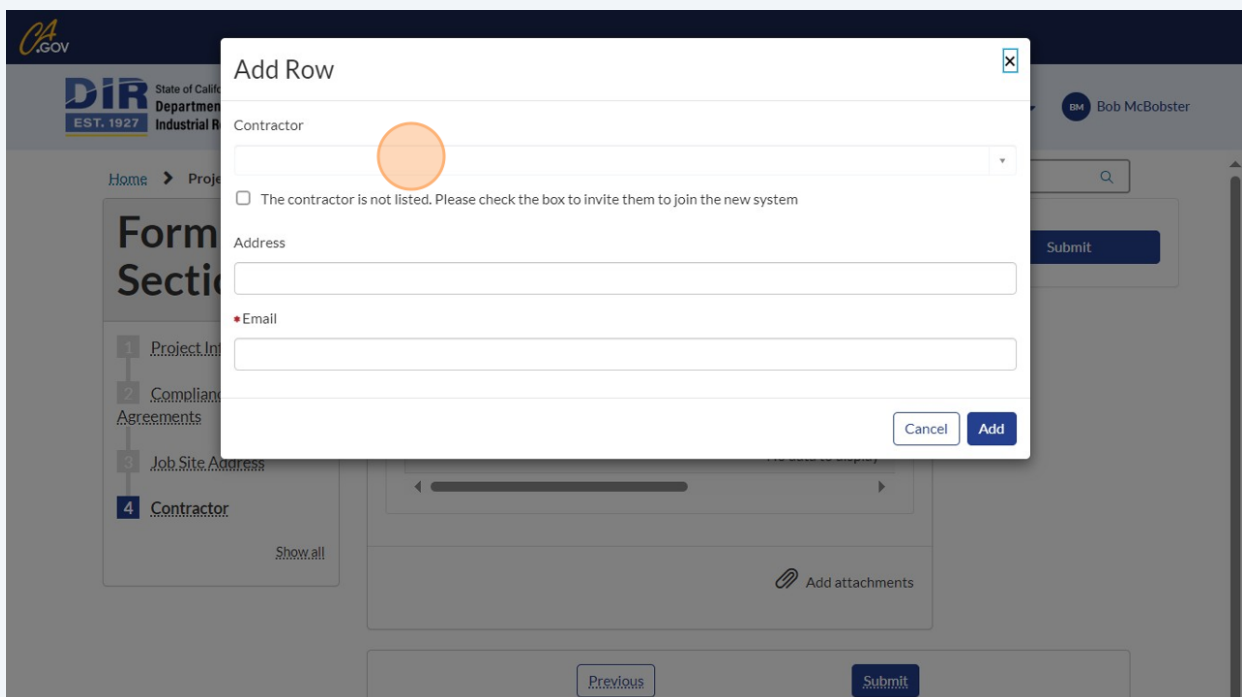
Actions	Address Line 1	Address Line 2	City	County	State	Zip
	Address 1		City	Colusa	California	00
	Address 2		City	Calaveras	California	

The 'Next' button at the bottom right is now highlighted with an orange circle.

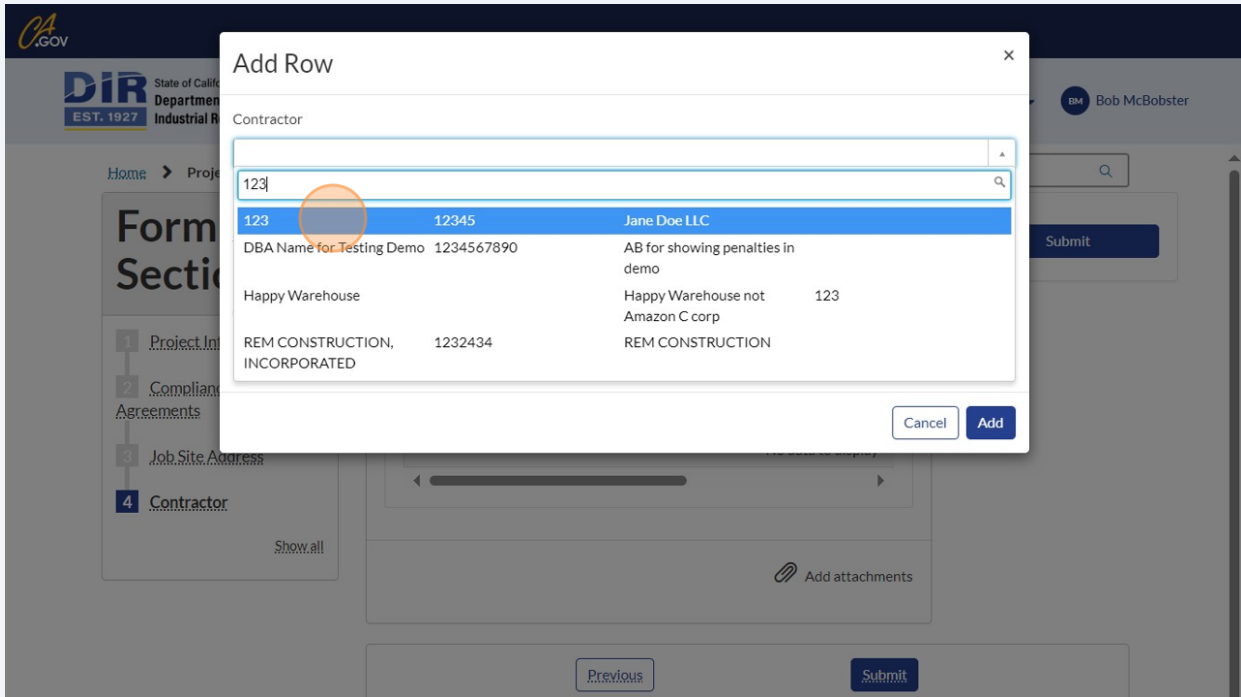
15 If you did not add all of the contractors in Step 2, you can add them by clicking "Add"



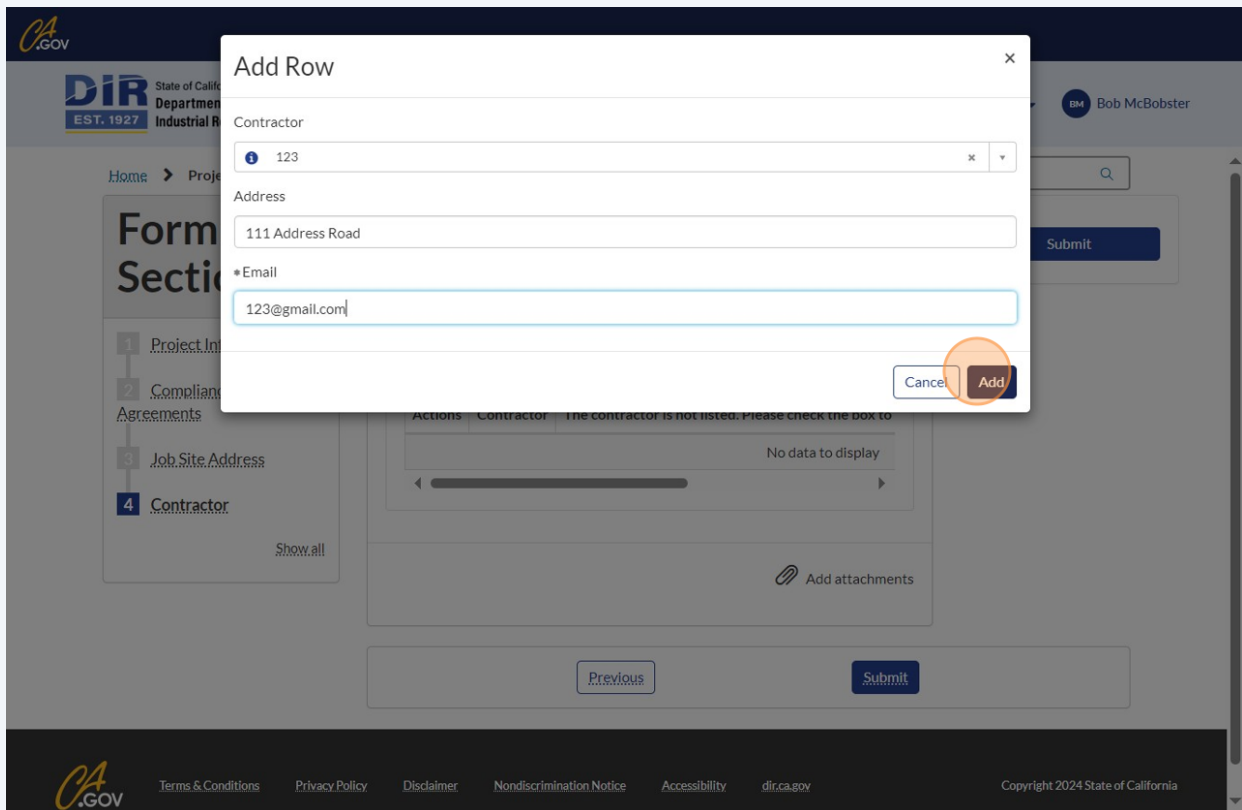
16 You can search for contractors that have are already DIR registered



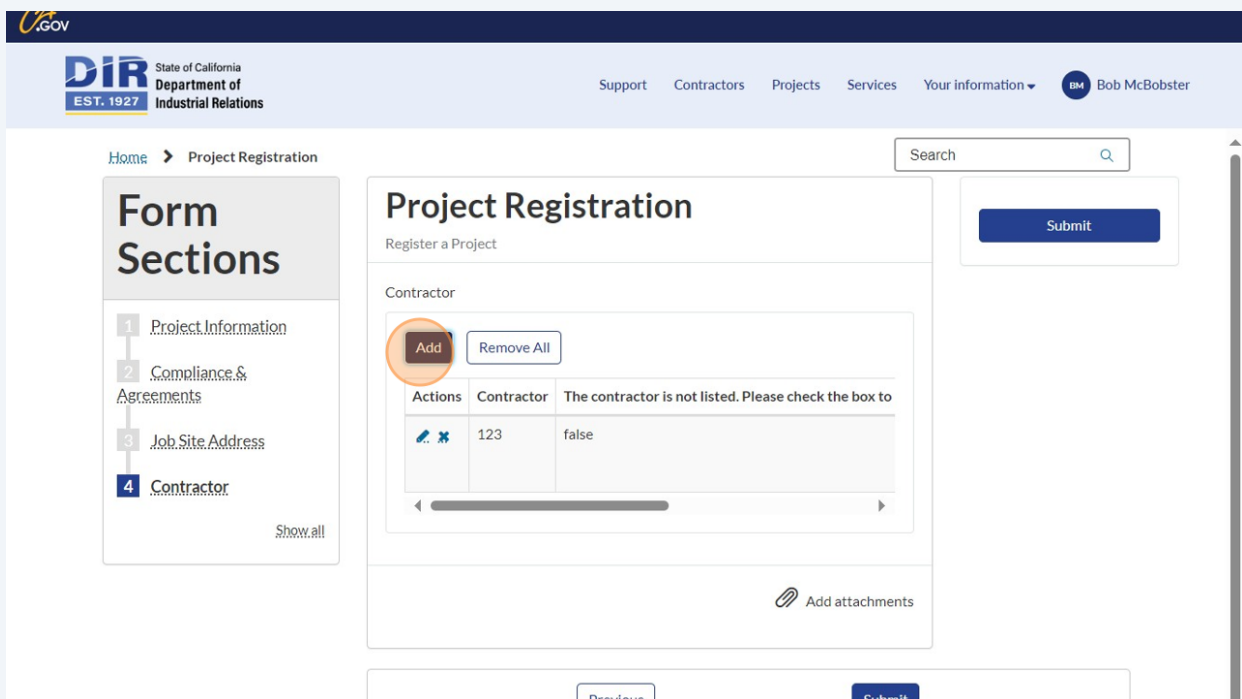
17 Type in the contractor name, DBA, or other identifying information to search



18 Click "Add"

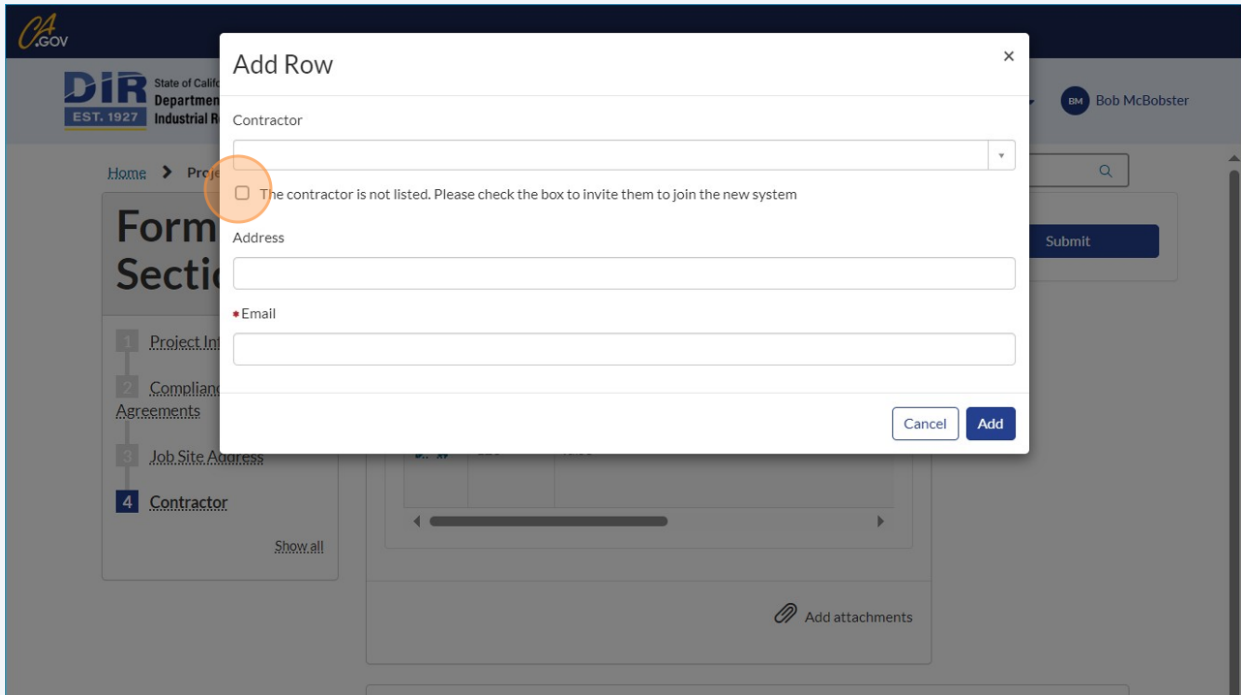


19 To add a contractor that has not yet registered with the system, follow Steps 19-22. Click "Add"



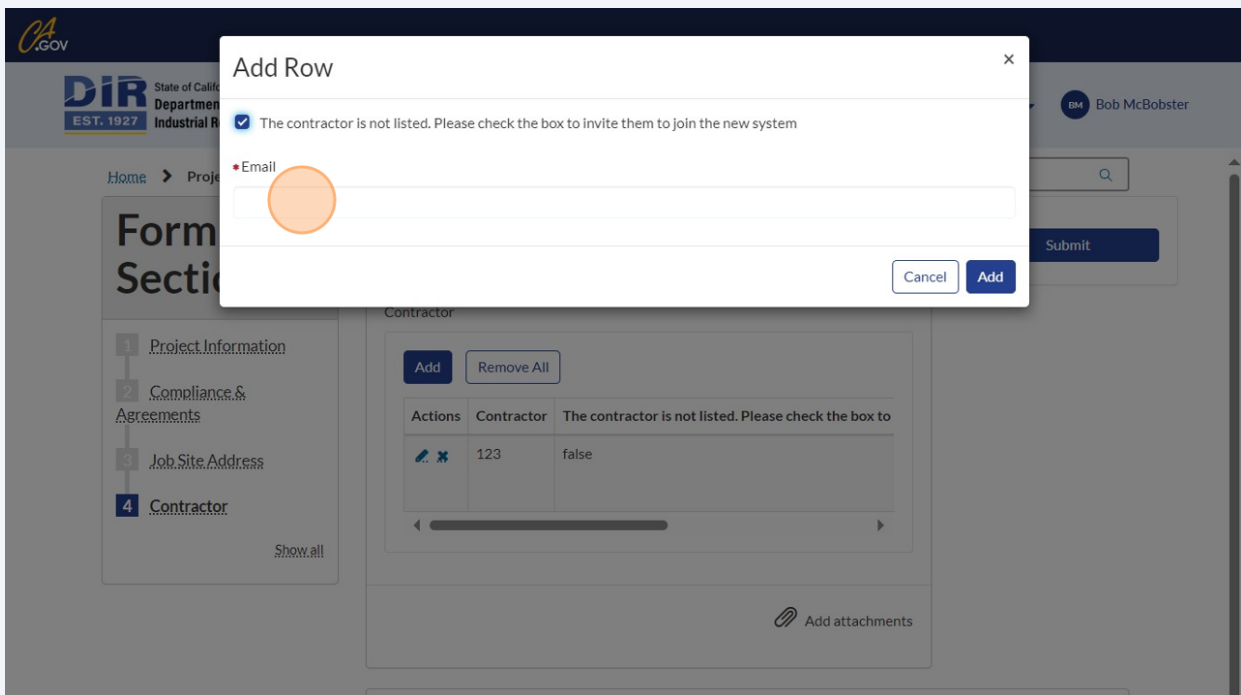
20

Click "The contractor is not listed. Please check the box to invite them to join the new system"

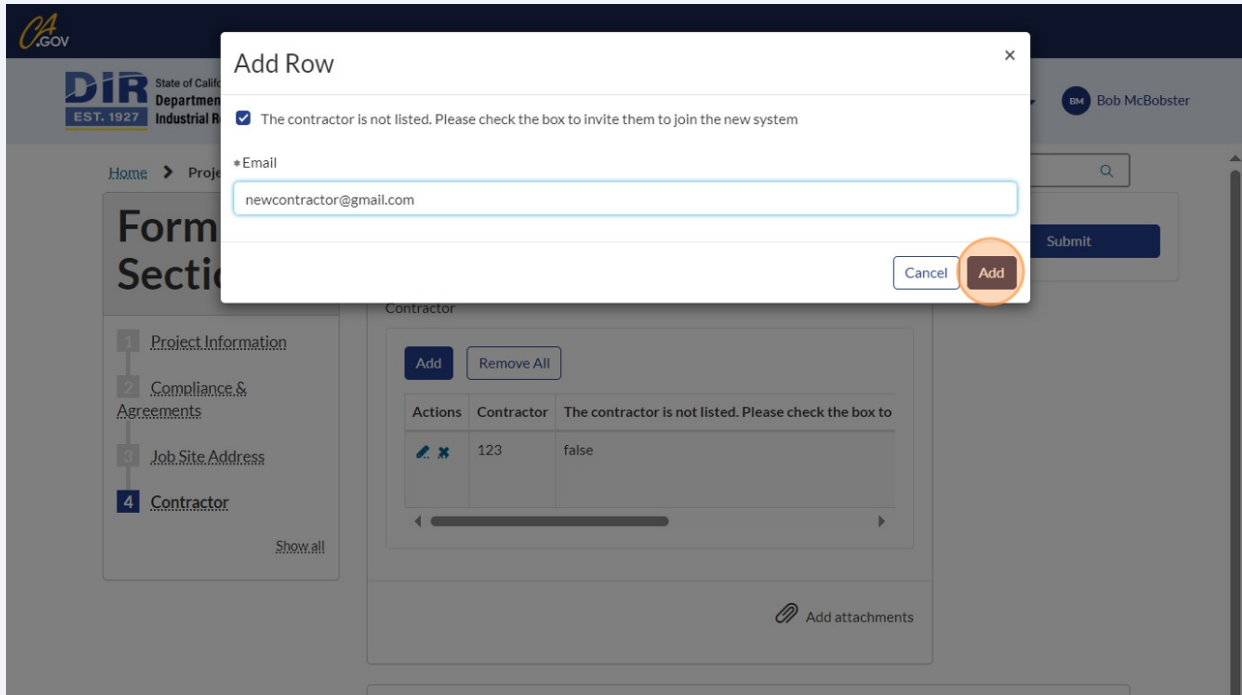


21

Click the "Email" field. Enter the contractor's email address. They will receive an email invite to register with DIR and join the project.



22 Click "Add"



23 Click "Submit"

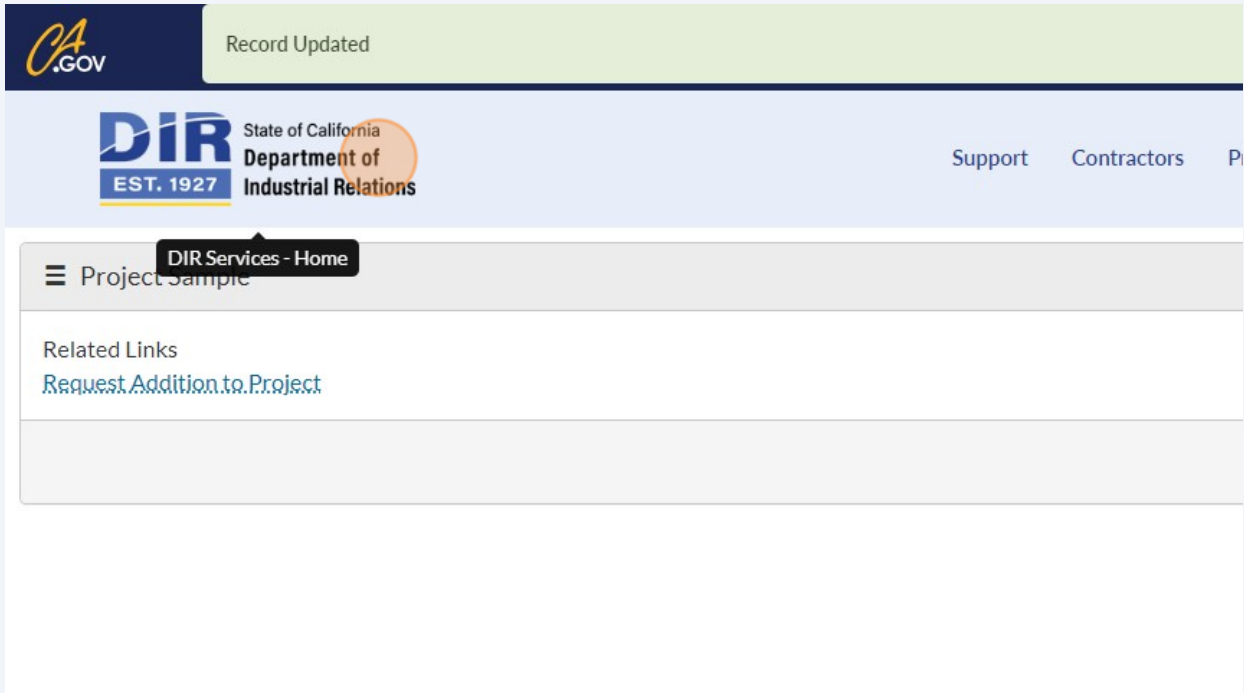
The screenshot shows the 'Project Registration' form in the DIR system. The form is titled 'Project Registration' and includes a 'Register a Project' section. The 'Contractor' section contains a table with two rows. The first row has '123' in the 'Contractor' column and 'false' in the 'The contractor is not listed. Please check the box to' column. The second row has an empty 'Contractor' column and 'true' in the 'The contractor is not listed. Please check the box to' column. The 'Submit' button is highlighted with an orange circle. The 'Previous' button is also visible.

Actions	Contractor	The contractor is not listed. Please check the box to
	123	false
		true

24 After submitting, refresh the page to view the draft project. Click "Submit" if you want to move this project registration out of the draft stage. Note that it will be visible via the public project search when submitted.

The screenshot shows the 'Project Details' page in the DIR system. The page displays various fields for project information, including 'Project Number', 'Associated PLA', 'Language Included', and 'Amount'. The 'Submit' button is highlighted with an orange circle. The 'Project Number' field contains the value '123456789'. The 'Associated PLA' field contains the value 'Yes'. The 'Language Included' field contains the value 'Yes'. The 'Amount' field contains the value '123456789'. The 'Award Date' field contains the value '2024-05-27'.

25 Return to your landing page by clicking the DIR logo in the top left corner



26 You will now see the project you just registered listed in your "My Projects". Please note, it will now also appear in the public project search. Contractors will be able to join the project to submit eCPRs.

