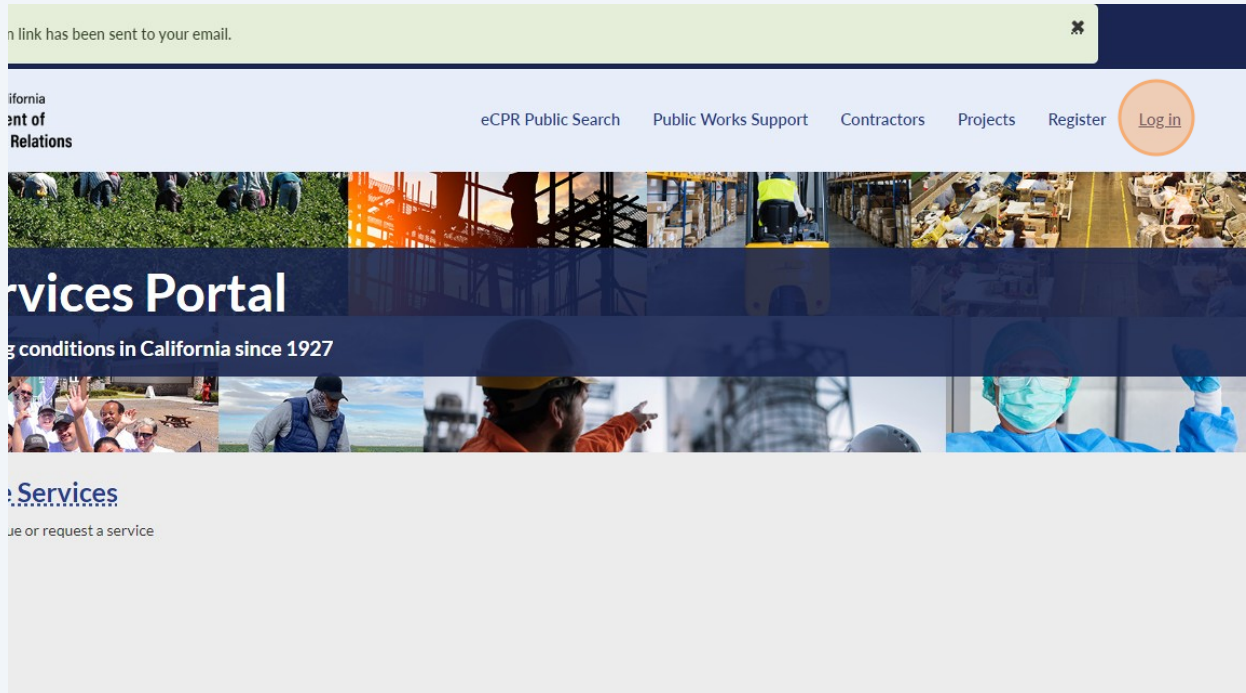


# How to Register or Renew a Contractor

- 1 Log in using the username and password that you created for your contractor.




## 2 Click "Contractor"

**DIR Services Portal**  
Improving working conditions in California since 1927

What can we help you find today?

### 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

  
**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 SO number.

A Contractor registration allows to submit payroll to the projects

## 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"

[Return to Selection](#)

### Search Contractors

#### ☰ Contractor Search

Name	Contractor Status	Registration Number	CSLB	City	State	Zip	View Details
123	Pending		12345	Oakland	California	94611	<a href="#">View Details</a>
Jane.Doe.Contracting	Pending			Los Angeles	California	12345	<a href="#">View Details</a>

Rows 1 - 2 of 2

**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.

4

**Please note: if you already have access and are logged into your contractor in the new DIR Public Works Website Services, you can skip to Step 21**

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.

← Back

## Register a new Contractor

• Indicates required

### Legal Information

PWCR Number (numbers only)  
Please Enter the PWCR Number

• Legal Entity Type  
Please select a legal entity type

• DBA (Doing Business As)  
Please enter a value

• Legal Entity Name  
Please enter the Legal Entity Name

• President Name  
Please enter the president's name

CLSB Number  
Please enter the CLSB

SOS Number  
Please Enter the SOS Number

• Business Email  
Approved Domains

5

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

## Register a new Contractor

• Indicates required

### Legal Information

PWCR Number (numbers only)

Please Enter the PWCR Number

• Legal Entity Type

Please select a legal entity type

• DBA (Doing Business As)

Please enter a value

• Legal Entity Name

Please enter the Legal Entity Name

• President Name

Please enter the president's name

CLSB Number

Please enter the CLSB

SOS Number

Please Enter the SOS Number

• Business Email

Approved Domains

6

Enter what you would like your Contractor name to be listed as in the "DBA (Doing Business As)" field.

## Register a new Contractor

• Indicates required

### Legal Information

PWCR Number (numbers only)

Please Enter the PWCR Number

• Legal Entity Type

Sole Proprietorships

• DBA (Doing Business As)

Please enter a value

• Legal Entity Name

Please enter the Legal Entity Name

• President Name

Please enter the president's name

CLSB Number

Please enter the CLSB

SOS Number

Please Enter the SOS Number

• Business Email

Approved Domains

## 7 Complete the "Legal Entity Name" field.

[← Back](#)

# 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

## 8 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

• Zip/Postal Code  • Country

9

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.

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

The screenshot shows the contractor profile form on the State of California Department of Industrial Relations website. The header includes the DIR logo and navigation links. The form contains several input fields:

- CLSB Number: Please enter the CLSB
- SOS Number: Please Enter the SOS Number
- Business Email: jane\_def@contractor.gov
- Approved Domains: @contractor.gov (with an 'Add a tag' button)
- Physical Address section (highlighted with an orange box):
  - 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: Please enter the country
- Mailing Address section (partially visible)

10 Complete the "Business Phone Number" field.

Department of Industrial Relations EST. 1927 eLPK PUBLIC SEARCH PUBLIC WORKS SUPPORT Contractors PR

ESTD USA

### Mailing Address

Same as Physical Address?  
 Yes  No

\* Business Phone Number Ext.

Please enter a business phone number

### Crafts

Please select all craft(s) that apply.

Available Crafts	Add or Remove	Selected Crafts
<ul style="list-style-type: none"><li>Test Craft to be Archived</li><li>Driver (On/Off Hauling)</li><li>Housemover (Laborer)</li><li>Modular Furniture Installer (Carpenter)</li></ul>	<div style="text-align: center;"><input type="button" value="&gt;"/> <input type="button" value="&lt;"/></div>	

11 Select the available crafts by clicking the ">" icon.

Same as Physical Address?  
 Yes  No

\* Business Phone Number Ext.

1234567890

### Crafts

Please select all craft(s) that apply.

Available Crafts	Add or Remove	Selected Crafts
<ul style="list-style-type: none"><li>Test Craft to be Archived</li><li>Driver (On/Off Hauling)</li><li>Housemover (Laborer)</li><li>Modular Furniture Installer (Carpenter)</li></ul>	<div style="text-align: center;"><input type="button" value="&gt;"/> <input type="button" value="&lt;"/></div>	

### What is your role with this Contractor?

Manage Contractor information, registration and users.  
 Manage projects and submit payrolls/documents.

12 Remove crafts that you selected accidentally by clicking the "<" icon.

**Mailing Address**

Same as Physical Address?  
 Yes  No

Business Phone Number: 1234567890 Ext.

**Crafts**

Please select all craft(s) that apply.

Available Crafts	Add or Remove	Selected Crafts
<ul style="list-style-type: none"><li>Test Craft to be Archived</li><li>Housemover (Laborer)</li><li>Modular Furniture Installer (Carpenter)</li><li>Slurry Seal Worker (Laborer)</li></ul>	<ul style="list-style-type: none"><li><input type="button" value="Add"/></li><li><input checked="" type="button" value="Remove"/></li></ul>	<ul style="list-style-type: none"><li>Driver (On/Off Hauling)</li></ul>

**What is your role with this Contractor?**

Manage Contractor information, registration and users.  
 Manage projects and submit payrolls/documents.

13 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



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

CA.GOV

DIR State of California Department of Industrial Relations EST. 1927

eCPR Public Search Public Works Support Contractors Projects Jane DEF

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 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](#)

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

CA.GOV

DIR State of California Department of Industrial Relations EST. 1927

eCPR Public Search Public Works Support Contractors Projects Jane DEF

TAX ID NUMBER

999999999

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](#)

## 16 Click "Register"

ave the authority to act for and on behalf of the contractor named in this registration and understand that any untruthful information  
l in this application could result in the registration being canceled?

No

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

No

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

Register

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

& Conditions

[Privacy Policy](#)

[Disclaimer](#)

[Nondiscrimination Notice](#)

[Accessibility](#)

[dir.ca.gov](#)

Copyright 2024

## 17 Click on your name in the top right corner.

[eCPR Public Search](#)

[Public Works Support](#)

[Contractors](#)

[Projects](#)

JD

Jane DEE

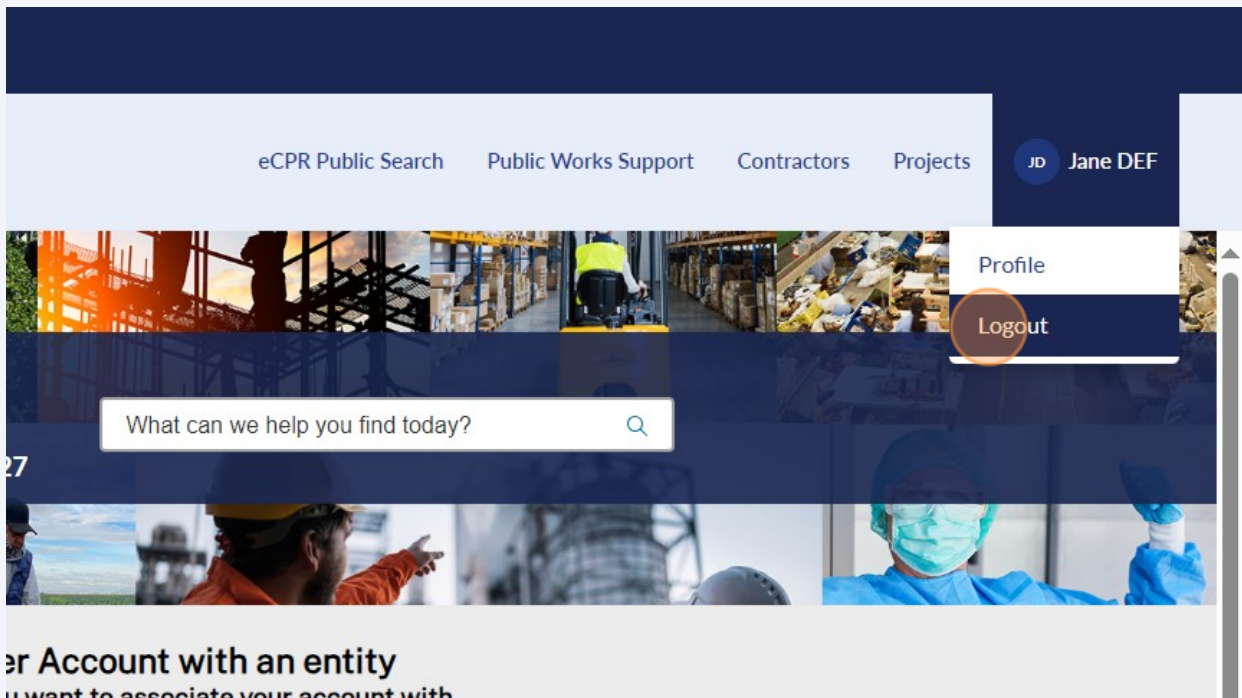
What can we help you find today?



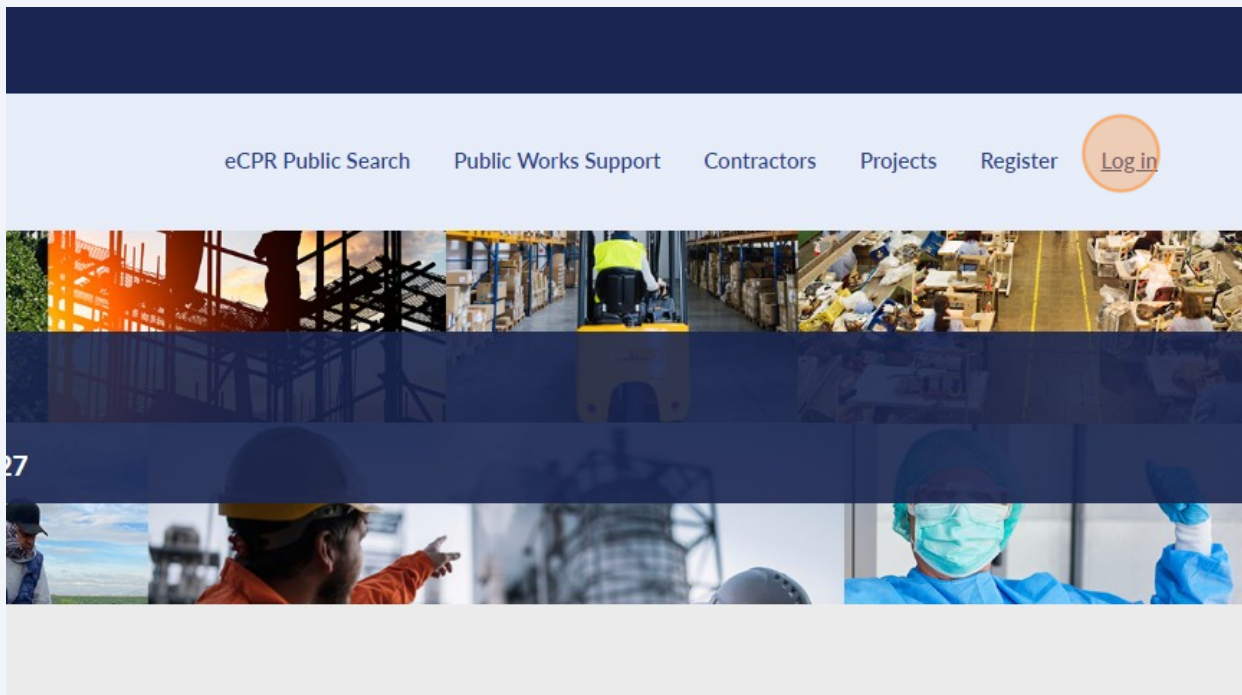
er Account with an entity

u want to associate your account with

18 Click "Logout"



19 Click "Log in"



20

Log in using your username and password that you created earlier.

Services P  
ing conditions in Calif  
se Services  
issue or request a service

jane\_def@contractor.gov

Password

Remember me [Forgot Password?](#)

Log in

Register New User Account

21

If your contractor has never registered with DIR, you will have select "Complete registration application" under "Contractor Registrations in Progress"

g conditions in California since 1927

ociated Accounts

Contractor Registrations in Progress

Registration Status

Contracting

Registration In-Progress

Complete registration application

Requested: 2024-06-24 16:02:11

Provide additional information and pay the fee to complete registration.

Welcome, Jane DEF

EF Contracting 2000001261

22

If your DIR registration is expired or will expire soon, you will have select "Renew Registration" by clicking "Associated Accounts"

The screenshot shows the DIR Services Portal interface. At the top, there is a navigation bar with the DIR logo and the text "State of California Department of Industrial Relations". Below the navigation bar is a search bar and a user profile dropdown. The main content area features a banner with the text "DIR Services Portal" and "Improving working conditions in California since 1927". A search bar is present with the placeholder text "What can we help you find today?". Below the banner, there is a section titled "Associated Accounts" with a dropdown arrow. This section contains a table with columns "Account" and "Status". The table lists three accounts: "test1\_registration\_Legal Entity Name", "test1\_registration\_DBA", and "test1\_registration\_CLSB". The status for the first account is "Registration Expired". To the right of the table, there is a message: "DIR registration has expired" and "Registration valid from 2020-00-20 to 2020-00-30". A "Renew Registration" button is highlighted with an orange box. Below the table, there is a welcome message: "Welcome, TEST1\_NEWUSER\_FirstName TEST1\_NEWUSER\_LastName" and "test1 registration DBA 2000001271".

23

Confirm the contents of all fields. Click "Next"

The screenshot shows the DIR registration form. On the left, there is a sidebar with a list of steps: 1. General Information, 2. Crafts, 3. Certification, 4. Workers Compensation, 5. Agent of Service, 6. Penalty of Perjury, and 7. Period and Payment. The "General Information" step is selected. The main content area is titled "General Contractor Information" and contains several fields: "User Account" (Jane DEF), "User Account Email" (jane\_def@contractor.gov), "Phone" (1234567890), "Existing Contractor Record" (Jane DEF Contracting), "Entity Type" (Sole Proprietorships), and "President" (Jane DEF). There is an "Add attachments" button. On the right, there is a "Submit" button and a "Required information" section with two red boxes: "Do you lease employees through a Professional Employer Organization (PEO)?" and "I certify under penalty of perjury that all the information". At the bottom, there is a "Previous" button and a "Next" button, which is highlighted with an orange circle. The 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.

24 Confirm that the Crafts listed are correct. Then, click "Next"

Home > Contractor Registration

## Form Sections

- 1 General Information
- 2 Crafts
- 3 Certification
- 4 Workers Compensation
- 5 Agent of Service
- 6 Penalty of Perjury
- 7 Period and Payment

Show all

### Contractor Registration

Contractor Registration

Finish registering a newly created contractor.

• Indicates required

#### Crafts

Crafts

Modular Furniture Installer (Carpenter)

Add attachments

Submit

Required information

Do you lease employees through a Professional Employer Organization (PEO)?

I certify under penalty of perjury that all the information

Previous Next

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

25 Review the Personal Identity Verification questions. Then, click "Next"

### Personal Identity Verification

Please provide the following information of TIN, EIN, or FEIN to verify your identity:

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?

Choose

Yes

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).

Choose

Yes

Add attachments

Submit

Required information

Do you lease employees through a Professional Employer Organization (PEO)?

I certify under penalty of perjury that all the information

Previous Next

26 Affirm whether you lease employees. Then, click "Next"

Worker's Compensation Insurance Name

Insurance Effective Start Date

Insurance Effective End Date

Professional Employer Organization

Respond Yes or No to the following statement

Do you lease employees through a Professional Employer Organization (PEO)?

HELP A PEO is a firm that contracts with employers to provide services that include human resources, payroll and employee benefits.

-- None --

Add attachments

Submit

Required information

Do you lease employees through a Professional Employer Organization (PEO)?

I certify under penalty of perjury that all the information provided is true and correct and understand that untruthful information provided in this application is a crime.

Previous Next

27 Complete the relevant Agent of Service fields.

1 General Information

2 Crafts

3 Certification

4 Workers Compensation

5 Agent of Service

6 Penalty of Perjury

7 Period and Payment

Show all

Submit

Required information

I certify under penalty of perjury that all the information provided is true and correct and understand that untruthful information provided in this application is a crime.

\* Indicates required

Agent of Service

Agent of Service Name

The agent of service is the person or legal entity that will be notified if the business is named in a lawsuit. The agent of service is on record with the California Secretary of State.

Agent of Service Address

Street

City

State

## 28 Click "Next"

The screenshot shows a registration form with several input fields: a text field at the top, a 'State' dropdown, a 'Zip Code' text field, and a 'Suite/Floor' text field. To the right, there is a 'Submit' button and a 'Required information' section with a red warning box containing the text: "I certify under penalty of perjury that all the information provided is true and correct and understand that any untruthful information provided in this application". At the bottom of the form, there is an 'Add attachments' button with a paperclip icon. Below the form are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with an orange circle. The footer contains links for 'Terms and Conditions', 'Privacy Policy', 'Disclaimer', 'Nondiscrimination Notice', 'Accessibility', and 'dir.ca.gov', along with the text 'Copyright 2024 State of California'.

## 29 Attest to the Penalty of Perjury statement.

The screenshot shows the 'Penalty of Perjury' section of a registration form. On the left, there is a navigation menu with steps: 1. Certification, 2. Workers Compensation, 3. Agent of Service, 4. Penalty of Perjury (highlighted with a blue bar), and 5. Period and Payment. Below the menu is a 'Show all' link. The main content area is titled 'Penalty of Perjury' and contains the following text: "Carefully review all content entered into this registration process. You are required to provide the information below and agreement under penalty of perjury that all information entered is true and correct." Below this text are two input fields: 'Penalty of Perjury Acceptance Date' with the value '2024-06-24 00:00:00' and 'Name' with the value 'Jane DEF'. Below the name field is a checkbox with a red asterisk, which is highlighted with an orange circle. The text next to the checkbox reads: "I certify under penalty of perjury that all the information provided is true and correct and understand that any untruthful information provided in this application could result in the registration being canceled and legal investigation?". At the bottom of the form, there is an 'Add attachments' button with a paperclip icon. Below the form are two buttons: 'Previous' and 'Next'. To the right, there is a 'Submit' button and a 'Required information' section with a red warning box containing the text: "I certify under penalty of perjury that all the information provided is true and correct and understand that any untruthful information provided in this application". The footer contains the 'CA' logo, links for 'Terms & Conditions', 'Privacy Policy', 'Disclaimer', 'Nondiscrimination Notice', 'Accessibility', and 'dir.ca.gov', along with the text 'Copyright 2024 State of California'.



### 30 Click "Next"

perjury that all information entered is true and correct.

Penalty of Perjury Acceptance Date  
2024-06-24 00:00:00

Name  
Jane DEF

\* I certify under penalty of perjury that all the information provided is true and correct and understand that any untruthful information provided in this application could result in the registration being canceled and legal investigation?

Add attachments

Previous Next

Submit

Required information  
Payment Period  
Is this registration a renewal of an existing registration?

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

### 31 Select your payment period (registration duration).

California Department of Industrial Relations

eCPR Public Search Public Works Support Contractors Projects Services Your information Jane DEF

#### Registration Period and Payment

Registration Period and Payment

\* Payment Period

-- None --

1 Year - \$400

2 Years - \$800

3 Years - \$1200

Amount Due

Use my Personal Information  
Yes

\* Would you like to use manual payment (e.g., check)?  
-- None --

Submit

Required information  
Payment Period  
Is this registration a renewal of an existing registration?

32 Answer all of the questions in the form.

**Note that if the date you select a from date of June 24th for a 1 year payment period, your registration will only be valid for 6 days, expiring June 30th. If you are renewing your registration, please select a day within the new fiscal year. Note: The fiscal year is from July 1st to June 30th of the FOLLOWING year.)**

The screenshot shows a web form titled "Registration Period and Payment" with a sidebar on the left containing a navigation menu with items: 3 Certification, 4 Workers Compensation, 5 Agent of Service, 6 Penalty of Perjury, and 7 Period and Payment (highlighted). A "Show all" link is below the menu. The main form area contains the following fields:

- Registration Period and Payment
- Payment Period: A dropdown menu showing "1 Year - \$400".
- Is this registration a renewal of an existing registration?: A dropdown menu showing "-- None --".
- Have you ever bid, been listed on a bid proposal, been awarded or worked on a Public Works & Prevailing Wage project without first registering with DIR in the last 12 months AND have NOT paid a penalty for this already?: A dropdown menu showing "-- None --".
- Payment Registration Valid From: A date input field showing "YYYY-MM-DD" with a calendar icon.
- Amount Due: A text input field showing "400".
- Use my Personal Information: A dropdown menu showing "Yes".

On the right side of the form, there is a blue "Submit" button and a "Required information" section with two red boxes containing the questions: "Is this registration a renewal of an existing registration?" and "Have you ever bid, been listed on a bid proposal, been awarded or worked on a Public Works & Prevailing Wage project without first registering with DIR in the last 12 months AND have NOT paid a penalty for this already?".

33

Decide whether you would like to use manual payment. "Yes" indicates that you will have to mail a check. "No" indicates that you will pay through the online portal.

The screenshot shows a web form for payment registration. At the top, there is a dropdown menu with "No" selected and a "Submit" button. Below this is a section for "Payment Registration Valid From" with a date field containing "2024-06-24" and a "Show Calendar" button. The "Amount Due" is set to "400". There is a "Use my Personal Information" dropdown set to "Yes". A red box highlights the question "Would you like to use manual payment (e.g., check)?" with a dropdown menu currently set to "-- None --". Below this are fields for "First Name" (Jane), "Last Name" (DEF), and "Email" (jane\_def@contractor.gov). A "Call Phone Number" field is partially visible at the bottom.

34

Attest that the information on the form is accurate and answer the question. Then, click "Submit"

The screenshot shows a confirmation page from the State of California Department of Industrial Relations. The header includes the DIR logo and navigation links like "eCPR Public Search", "Public Works Support", "Contractors", "Projects", "Services", and "Your information". The user is identified as "Jane DEF". The form contains fields for "Suite/Floor", "City", "State", and "Zip". A confirmation message asks: "Do you confirm that the registration period selected is correct and understand that after submitting the registration request the information cannot be modified and the payment is non-refundable?". Below this is a dropdown menu with "No" selected, which is highlighted with an orange box. At the bottom right, there is an "Add attachments" button and a "Submit" button.

35

Click "New User? Register Here" if you are registering for the first time. If you already have an account with the payment platform, you can log in directly.

36

Enter your email in the "\*E-Mail:" field. Please use the same email as the one with which you registered on the DIR website.

37 Create a password for your account.

Registration Information


\* Indicates required field

**Create New Account**

\*E-Mail:

\*New Password:

\*Re-Type New Password:

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Billing Address**

\*First Name:


M.I.:

38 Enter your billing address.

\*E-Mail:

\*New Password:

\*Re-Type New Password:

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Billing Address**

\*First Name:

M.I.:

\*Last Name:

Street Line 1:

Street Line 2:

City:


State:

Zip:

Country:

Phone:

### 39 Click "Create"

I'm not a robot  reCAPTCHA  
Privacy - Terms

#### Billing Address

\*First Name:   
M.I.:   
\*Last Name:   
Street Line 1:   
Street Line 2:   
City:   
State:   
Zip:   
Country:   
Phone:

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PayPoint Privacy Policy

### 40 Log in with the account you just created.

... of California  
Department of  
Industrial Relations

... your new username and password to continue.

#### Enter Email Address & Password

[New User? Register Here](#)

Email Address:   
Password:   
[Forgot Password?](#)

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41

Select a security question for your account and enter the answer. Remember this answer as it may serve as a verification for future log-in attempts.

ent of  
l Relations

[Payment History](#) | [Enrollment Settings](#)

dit

### Security Question

To enhance the security of your account, please choose a security question and provide an answer. This answer will be required if you forget the password to your account.

\* Question:

\* Answer:

[Save](#) [Exit](#)

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[PayPoint Privacy Policy](#)

42

Click "Save"

[Payment History](#) | [Enrollment Settings](#)

### Security Question

To enhance the security of your account, please choose a security question and provide an answer. This answer will be required if you forget the password to your account.

\* Question:

\* Answer:

[Save](#) [Exit](#)

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[PayPoint Privacy Policy](#)

43 Click the "Pay by credit card" field.

\* Indicates required field

### Your Information

\* Name: Jane DEF  
\* Email: jane\_def@contractor.gov  
\* Amount: 400

### Choose Method Of Payment

Pay with new account

Pay by electronic check  
 Pay by credit card

VISA MasterCard American Express DISCOVER

Back Next Exit

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44 Click "Next"

Name: Jane DEF  
\* Email: jane\_def@contractor.gov  
\* Amount: 400

### Choose Method Of Payment

Pay with new account

Pay by electronic check  
 Pay by credit card

VISA MasterCard American Express DISCOVER

Back Next Exit

and trade names used in this material are the property of their respective

Powered by Pay  
PayPoint Privacy



45 Enter your payment information.


\*Zip:   
\*Phone:   
\*E-Mail:

**Payment Details**

\*Payment Amount: 400.00 USD

**Payment Method**

\*Name on Card:   
\*Card Number:   
\*Expiration Date: \* Month   
\* Year   
\*Card Verification Value(CVV2):  [What's This?](#)


I'm not a robot   
reCAPTCHA  
Privacy - Terms

46 You can click the "Click here to store this account information for your next payment" field if you want the system to save your payment information. This is not required.

\*Payment Amount: 400.00 USD

**Payment Method**

\*Name on Card:   
\*Card Number:   
\*Expiration Date: \* Month   
\* Year   
\*Card Verification Value(CVV2):  [What's This?](#)

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**Save Account**

[Click here to store this account information for your next payment](#) Your account information will be saved for your convenience.  
Name Account(Optional):

**Recurring Payment**


Make this a recurring payment

[Back](#) [Next](#) [Exit](#)

**47** Review all of the details on the summary page. Click "Pay Now"

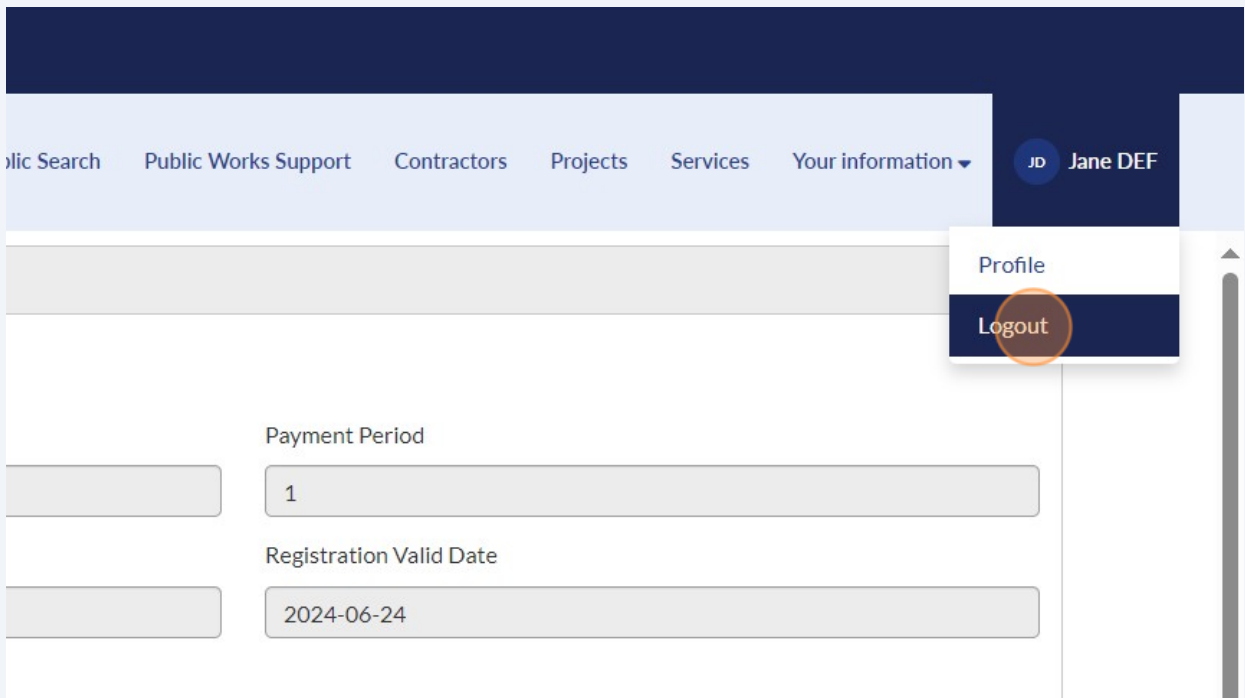
111 This Street San Francisco, CA 12345 (123) 456-7890 jane_def@contractor.gov
<b>Payment Method</b>
Credit Card  Jane DEF
<b>Payment Amount</b>
Amount: 400.00 USD
Total: 400.00 USD
<b>Account Information</b>
Save Account As: Credit Card (x1111)
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>

**48** Log out by clicking your name in the top right corner.

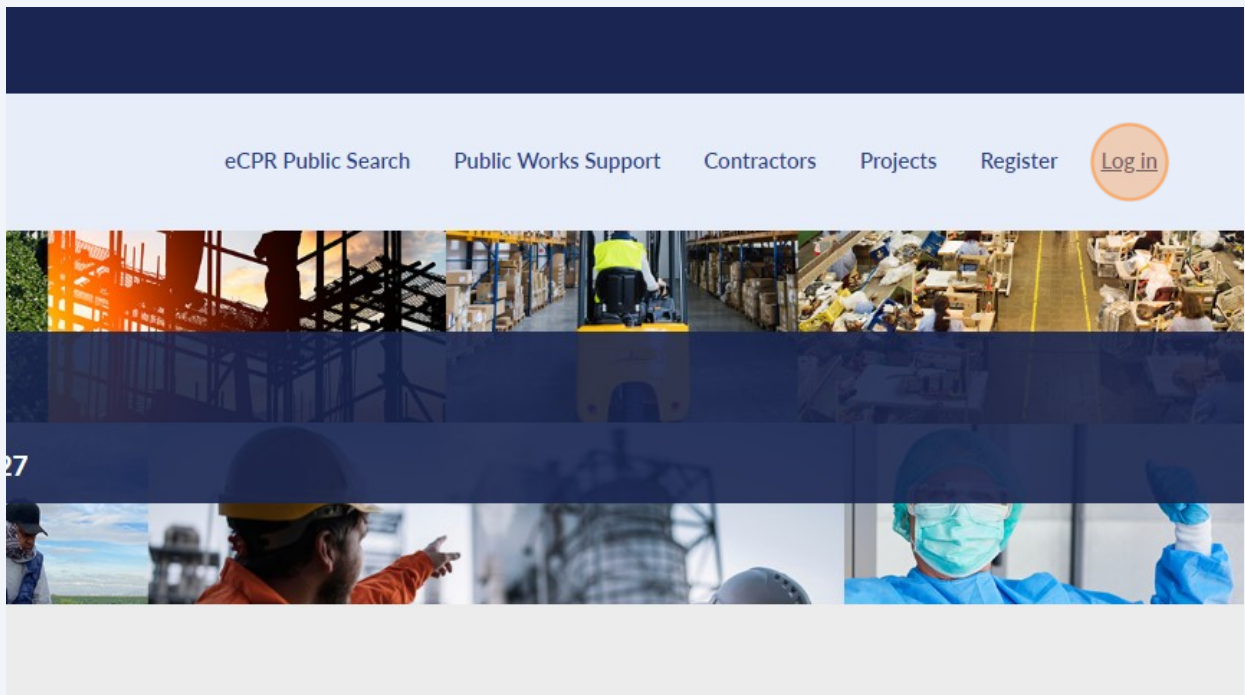
Public Search   Public Works Support   Contractors   Projects   Services   Your information ▾    Jane DEF

	Payment Period
	1
	Registration Valid Date
	2024-06-24

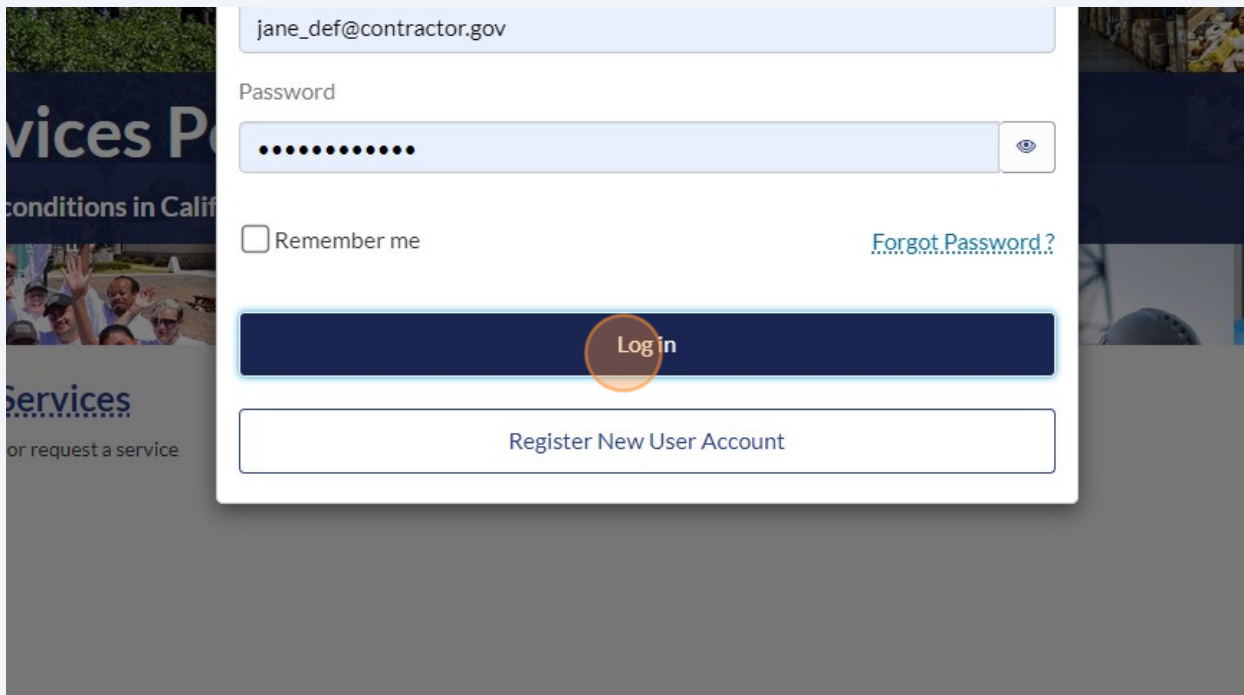
49 Click "Logout"



50 Click "Log in"



51 Click "Log in"



52 You will see "DIR Approved" if your registration payment has been received. If your landing page is not showing "DIR Approved," try logging out and logging back in. If it is still not updating the status of your registration, then you can contact the DIR Support Team and they will be able to assist you.

