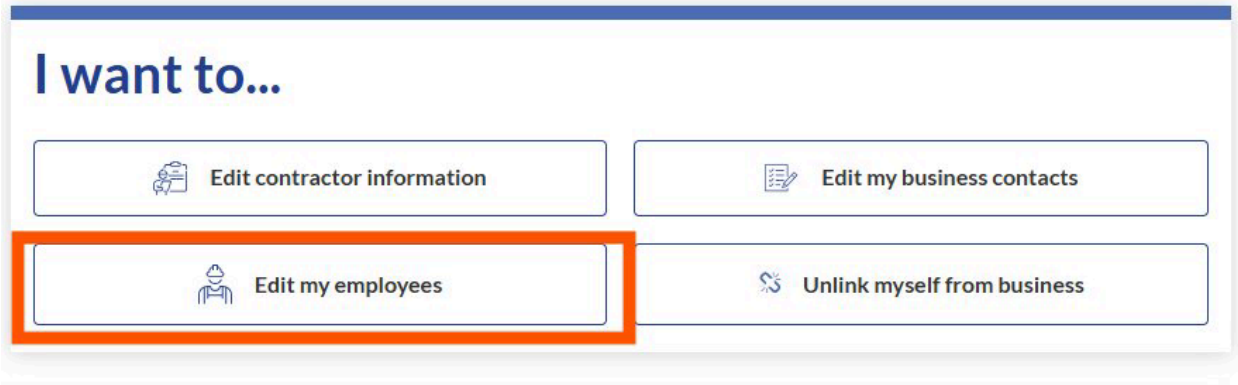


# Add a New Employee

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**Step 1:** As a contractor, navigate to the main landing page at <https://services.dir.ca.gov/pw> and click Edit my employees.



**Step 2:** Click Add New Employee.



**Step 3:** Fill out all employee information and click Go to next section. Enter the employee's address information and click Go to next section. Optionally add classifications for the employee, then click Submit.

The following fields are mandatory for all employees: First Name, Last Name, Social Security Number, Street Address, Zip, City, State

• Indicates required

## Employee Address

• Street Address


Unit/ Suite

Building Name

• Zip

• City

• State

 Add attachments

**Step 4:** The employee will now appear in your employee list under your contractor account.

Employees						Keyword Search <input type="text"/>	<input type="button" value="Q"/>
 All > Active = true > First Name = test							
First Name <input type="text"/>	Last Name	Employee ID	City	Zip	Delete		
test	New 2		1	11111	<input type="button" value="Delete"/>		
test	tset		tset	33333	<input type="button" value="Delete"/>		