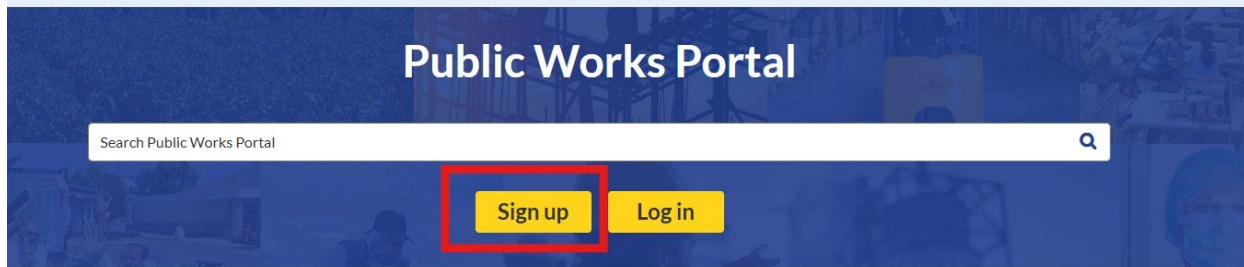


Create a New Awarding Body

Step 1: Navigate to <https://dirhelp.service-now.com/pw>. On the Public Works Portal landing page, click Sign up.



Step 2: When asked "What will this account be used for?", select I am an awarding body, then click Go to next section.



Create an account

Highlight Required Information

• Indicates required

What will this account be used for?

Your selection will customize the next step.

 I am an awarding body I need to submit projects and award contracts for Public Works	 I am a contractor I need to submit payments for prevailing wages and payroll data
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Step 3: Fill in your personal account details: First name, Last name, Email, Password, and Re-enter Password. Click Go to next section.

Create an account

Highlight Required Information

* Indicates required

Your account details

* First name

* Email

* Last name

* Password

Re-enter 'Password'

Return to previous step

Go to next section

Step 4: On the Business/organization registration code page, select No for "Do you have a registration code?" then select Create a new business/organization.

Business/organization registration code

Do you have a registration code?

Yes

No

I need to...



Look up an existing business/organization



Create a new business/organization

Return to previous step

Go to next section

Step 5: Fill out your awarding body business information. Check the required acknowledgement boxes at the bottom of the page.

The following fields are required for new contractors: Awarding body entity type, Legal entity name, business email, business phone, Address Details, TIN (only include numbers)

Crafts

Select a craft or classification

Begin typing a craft or classification to continue

Personal identity verification

The TIN is an identification number of 9 or 11 digits used by the Internal Revenue Service (IRS) in the administration of tax laws. The Employer Identification number (EIN), also called the Federal Employer Identification Number (FEIN), is a 9 digit number used by the IRS to identify a company for federal tax purposes. [Visit the IRS website for more information.](#)

Tax ID number (TIN)

* I have the authority to act for and on behalf of the company named in this registration and understand that any untruthful information provided in this application could result in the registration being cancelled.

* You will not have to pay a fee to create your account, but you will need to pay a fee to complete your registration once you create your account. The fee will be based on your Registration period (1 year: \$400, 2 years: \$800, and 3 years: \$1200).

* I accept a fee payment will be required to submit this contractor registration request officially.

Return to previous step

Go to next section

Step 6: Review all of your details in the summary section, then click Create your account.

I accept a fee payment will be required to submit this contractor registration request officially. Yes No [Jump to section](#)

Associate your User Account with this Business/Organization

Please review the information of the business/organization selected before submitting your association request.

By submitting this request, you are verifying that you have the authority to act for and on behalf of the business/organization named in this registration and understand that any untruthful information provided in this application could result in legal investigation.

By submitting this form, you agree to our [Terms and Conditions](#) and [Privacy Statement](#).

[Return to previous step](#) [Create your account](#)

Step 7: After submission, you will need to verify your new account via email. Your new Awarding Body will be visible on your PWCR dashboard. You will also receive a registration code that other contacts can use to automatically link to your business.

The example code below is “1772ef18”. You can provide this code to any secondary users to auto approve their link requests.

Welcome, Jakoby

City of Cybertron

Identification Number: ACCT0042770
Registration Code: 1772ef18

I want to...

[Edit my company information](#) [Edit my business contacts](#)
[Unlink myself from business](#)

Project Actions

[Register new project](#)

Filters

- My favorites
- All projects
- Active projects
- Archived projects

Active Projects

Search by name, awarding body, etc.

Project Name	DIR Project ID	Type	Project number	State	Start date	End date
☆ Einstein Brand New High School Build	20240551599	Design / Build		Approved		
☆ Test Project	2024056360	Design / Build	123	Approved		

Viewing 1 - 2 of 2