

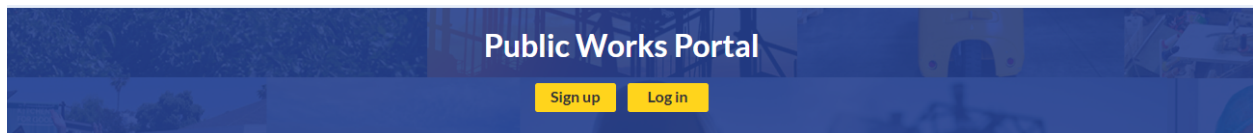
DIR Public Works Services Portal

Get Started User Guide

How to Create Your User Account

Portal URL: <https://services.dir.ca.gov/pw>

Overview



How to get started on the Public Works Portal

If you are new to the Public Works platform, for first time users of the new Public Works Portal, you will need to start by signing up your email to create an account. You'll then need to verify your email through a link sent to your email address. Lastly, you'll need to link to a newly registered business/organization or an existing business/organization within the Public Works portal.



Create a new account

Create a username and password for your new account. Your old logins will not work. Use your business/organization email.



Verify your account

Once you've completed verifying your account via email, you can access the Public Works portal to access services and submit documentation.



Link to a business/organization

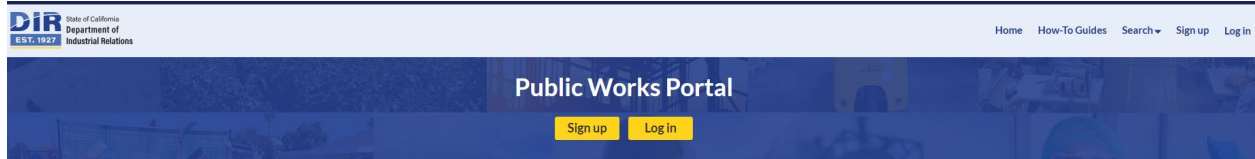
You will need to link to a business/organization with a registration code or create a new one during the account creation process.

Ready to get started on the Public Works Portal? [Create an account →](#)

Or [log in](#) if you have an existing account.

Step 1: Sign Up

To begin, click the yellow Sign Up button.



How to get started on the Public Works Portal

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Step 2: Select Awarding Body or Contractor

After clicking Sign Up, you will be presented with 2 account type options:

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

Select the account type that applies to you and proceed to the next step.

Enter Your Information

Complete all required fields on the sign up form. Required fields are marked with a red asterisk (*).

• Indicates required

Your account details

• First name

• Last name

• Email

• Phone number

• Password

Re-enter "Password"

1. Fill in your First Name, Last Name, Email Address, Phone number, and Password.
2. Re-enter your password to confirm.

Business / Organization Registration Code

If your primary contact has already signed up the business or Awarding Body organization, they will have a registration code on their dashboard.

You may enter this code to skip the approval process and link automatically to the business or Awarding Body organization

• Indicates required

Business/organization registration code

Do you have a registration code?

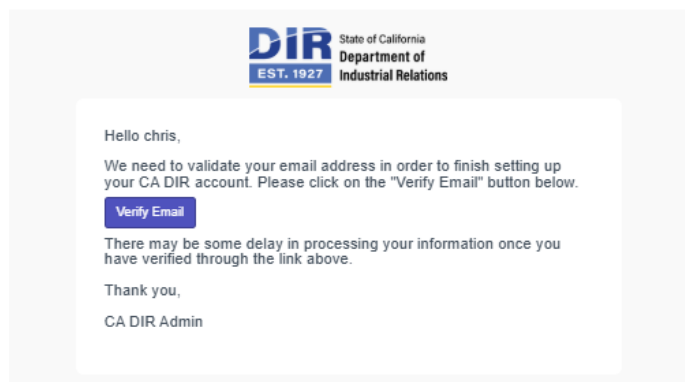
- Yes
 No

Enter your code

• Registration code

• This code allows you auto associate to an existing business. You can receive this code from the primary contact of your business. If no code is provided, your association request will require approval from the primary contact.

Note: *After submitting, you will need to verify your email address before you can log in. Check your email inbox for a verification email and follow the instructions provided.*



Step 3: You can search for an existing business/organization or create a new business/organization.

Option 1: Create a new business/organization

First example below is how to create a new business/organization.

Click “Create a new business/organization” and fill out all the required information in the fields marked by a red asterisk

I need to...



Look up an existing business/organization



Create a new business/organization

Legal information

Do you have a DBA?

- Yes
- No

Legal entity type

Legal entity name

Business/organization email

Business/organization phone

Review all information that you entered and click the blue button ‘Create your account’ at the bottom right hand side of window.

Create account

Do you have a registration code?:	No
Do you have a DBA?:	No
Legal entity type:	Corporation
Legal entity name:	ABA Contracting Inc.
Business/organization email:	aba@gmail.com
Business/organization phone:	(916) 333-4444
CSLB Number:	123456
SOS Number:	123456789
President Name:	John Doe
Street Address:	123 Street Blvd
City:	sac
State:	AZ
ZIP/Postal code:	12345
Country:	usa
Is your mailing address the same as your physical address?:	Yes
Tax ID number (TIN):	123123123
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.:	Yes
I accept a fee payment will be required to submit this contractor registration request officially. :	Yes

Associate your User Account with this Business/Organization

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

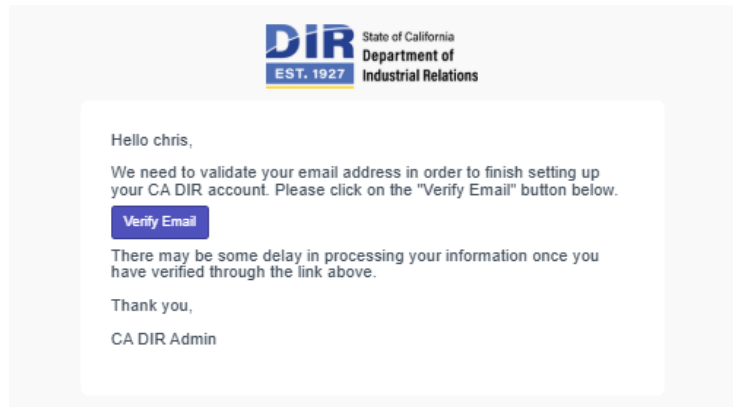
By submitting this request you are verifying that you have the authority to act for and on behalf of the business/organization named in this registration and understand that any untruthful information provided in this application could result in legal investigation.

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

NOTICE: After submission, you will receive a verification email in your Inbox. Your email must be verified before you can login to your new account.

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

Note: After submitting, you will need to verify your email address before you can log in. Check your email inbox for a verification email and follow the instructions provided.



Option 2:

Search for an Existing Business/Organization

If you selected 'Look up an Existing Business/Organization', search for the business/organization using any of the fields listed such as PWCR number, CSLB number, and/or Legal Entity Name and click the blue 'Search' button.

Next, click the blue link "Select this entity" for the business/organization you would like to link to.

Look up an existing business/organization

PWCR Number CSLB Number

Legal Entity Name

Contractor List				
Legal Entity Name	Doing Business As (DBA)	PWCR	CSLB	
Jakoby Electrical Enterprises, Inc.	Jakoby Electrical Enterprises, Inc.	2000005742	654321	Select this entity
Jakoby Electrical Enterprises, Inc.	Jakoby Electrical Enterprises, Inc.	2000005741		Select this entity

Review business/organization information

Review and confirm the information displayed is for the business/organization you would like to link to.

Jakoby Electrical Enterprises, Inc. Jakoby Electrical Enterprises, Inc. 2000005741 [Select this entity](#)

◀ ▶ Rows 1 - 2 of 2

Business/Organization Information

Legal Entity Name

Jakoby Electrical Enterprises, Inc.

PWCR

2000005741

CSLB

Type

Contractor

Mailing Address

2031 Howe Avenue Suite 100

Physical Address

Mailing Address - City

aa-Sacramento

Mailing Address - State

CA

Mailing Address - Zip

95825

Mailing Address - Country

You may be required to click the blue button 'Update Account Information' should any required information be missing.

PWCR Number

2000005741

Legal information

Do you have a DBA?

- Yes
- No

DBA (Doing Business As)

Jakoby Electrical Enterprises, Inc.

Legal entity type

Corporation ▼

Legal entity name

Jakoby Electrical Enterprises, Inc.

Review the information of the business/organization and click the blue button “Create your account” at the bottom right hand side of the page.

Review

Account type

Account details

First name:	chris
Last name:	kim
Email:	chriskim april1@gmail.com
Phone number:	(916) 123-1234
Password:	This information has been removed for security reasons

Create account

Do you have a registration code?:	No
PWCR Number:	2000005741
Do you have a DBA?:	Yes
DBA (Doing Business As):	Jakoby Electrical Enterprises, Inc.
Legal entity type:	Corporation
Legal entity name:	Jakoby Electrical Enterprises, Inc.
Business/organization email:	cashkim@mail.com
Business/organization phone:	(916) 123-1234
SOS Number:	123123
President Name:	Jakoby Johnson
Street Address:	2031 Howe Avenue Suite 100

Phone Number:	91626312345
Physical Address:	2031 Howe Avenue Suite 100 aa-Sacramento, CA 95825

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.

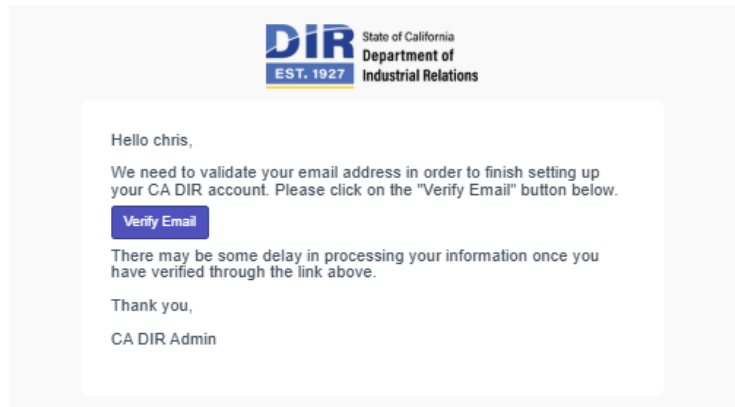
By submitting this form, you agree to our [Terms and Conditions](#) and [Privacy Statement](#)

NOTICE: After submission, you will receive a verification email in your inbox. Your email must be verified before you can login to your new account.

[Return to previous step](#)

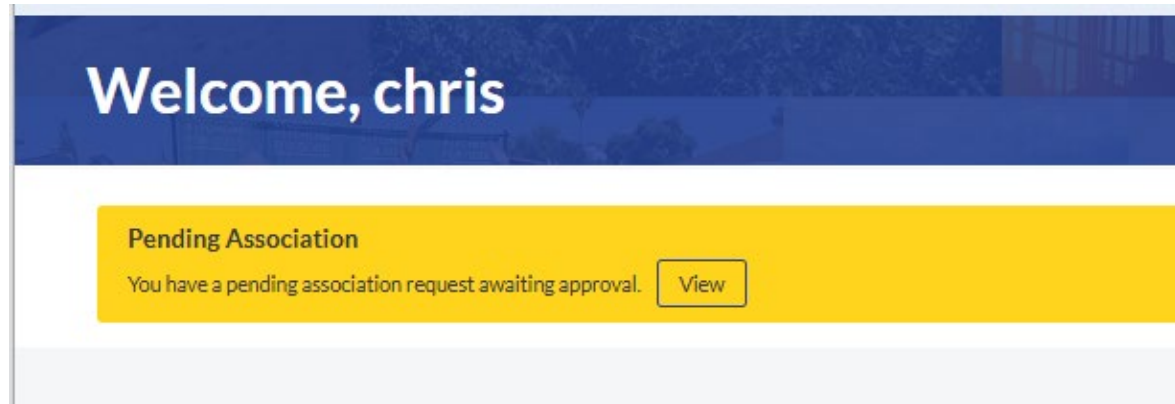
[Create your account](#)

Note: After submitting, you will need to verify your email address before you can log in. Check your email inbox for a verification email and follow the instructions provided.

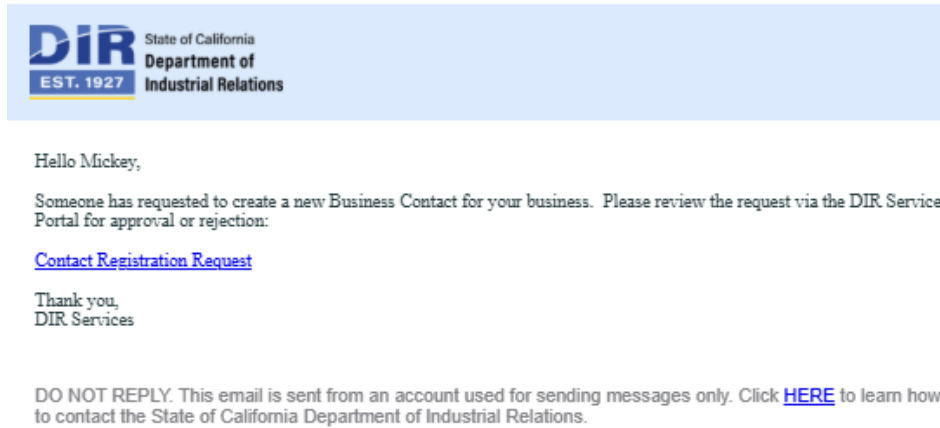


Next, the primary contact for your business/organization will receive an email for your request to link to the business/organization.

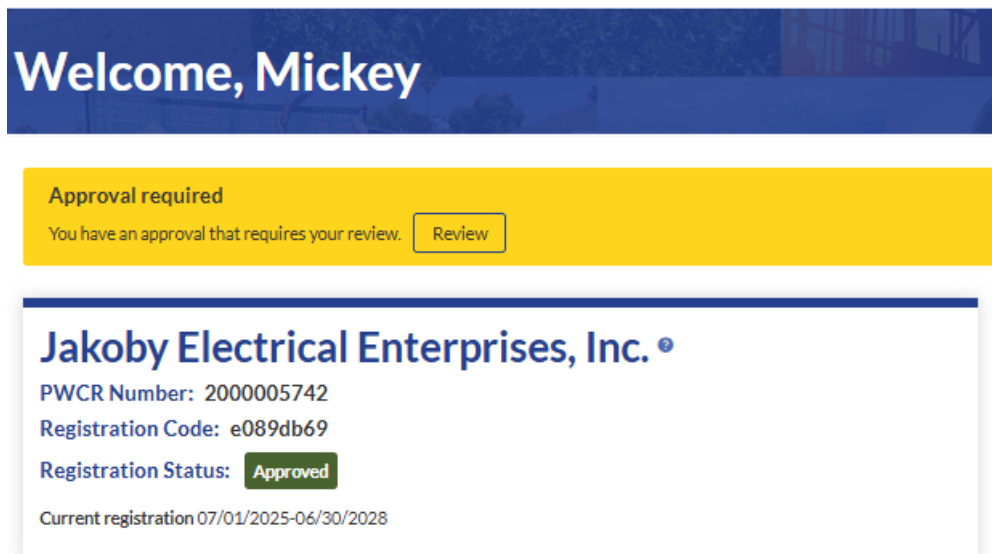
Additionally, your dashboard will also display the pending request. Click "View" to discover the primary contact name. Reach out to that individual if your request does not get approved.



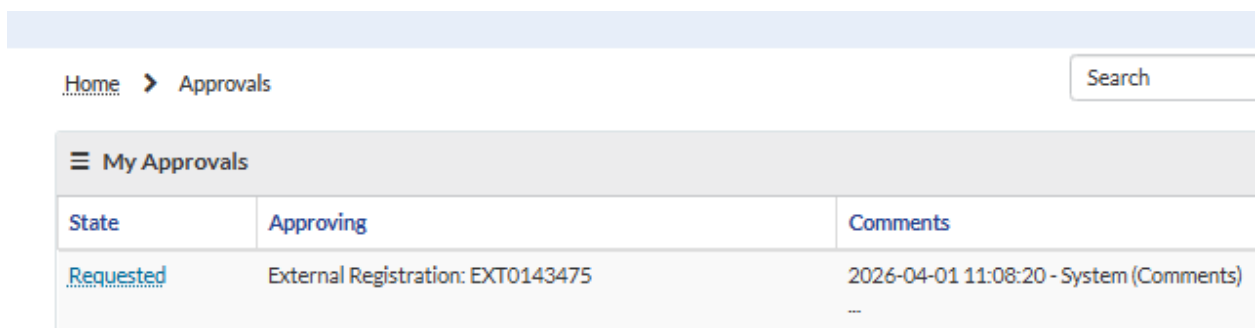
The primary contact for your business/organization will need to approve your request through email or directly on their dashboard, an example email screenshot is displayed below.



Additionally, the primary contact can also approve the link request through their dashboard as shown below. The primary contact, Mickey, should click “Review”



Then click the blue link “Requested” and then approve through this alternative path.



Then click button “approve business registration” to approve the pending link request

Approval

State Approving

Requested External Registration: EXT0143475

Activity

Type your message here... Post

System
 2026-04-01 11:08:20
 Created

S
Start

Approve Business Registration

Reject Business Registration

Save (Ctrl + s)

Your dashboard will now successfully display the business/organization dashboard.

Jakoby Electrical Enterprises, Inc. [®]

PWCN Number: 2000005742

Registration Code: e089db69

Registration Status: Approved

Current registration 07/01/2025-06/30/2028

I want to...

Edit contractor information

Edit my business contacts

Edit my employees

Unlink myself from business

Project Actions

Link to a project

Archive project

Filters

Active Projects

▼

Search by name, awarding body, etc.

Q

All

	Project Name	DIR Project ID	Awarding body	Submit new eCPR	View submitted eCPRs
☆	asdf	20250592107	California Farming Commission	Submit... ▼	View eCPRs