

GUIDE – How to link a user to PWCR number

(Public Works Contractor Registration) number

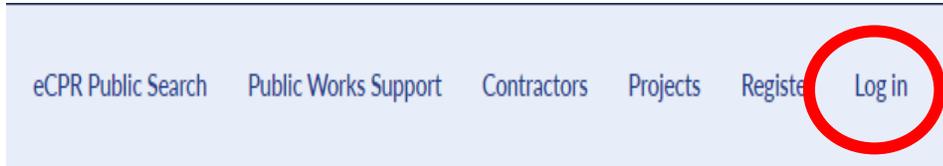
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STEP 1. Sign up at the TOP RIGHT HAND of the Public Works Online Portal by clicking “**LOG IN**” - <https://services.dir.ca.gov/gsp>



STEP 2. A new window will open, click on “**REGISTER NEW USER ACCOUNT**”

A screenshot of the login page. The page has a white background and a dark border. At the top left, the text "Log in" is displayed in a large, bold font. Below this, there are two input fields: "User name / Email" and "Password". The "Password" field has a small eye icon to its right. Below the input fields, there is a checkbox labeled "Remember me" and a link labeled "Forgot Password?". At the bottom of the form, there are two buttons: a dark blue button labeled "Log in" and a white button with a blue border labeled "Register New User Account". The "Register New User Account" button is circled in red.

STEP 3. On the next screen click, “**AS A PUBLIC WORKS CONTRACTOR OR AWARDING BODY**”

Register

I want to register...

As a Public Works Contractor or Awarding Body

As a QME Physician

WARNING
DO NOT click "as a QME Physician"

STEP 4. Fill out all fields on next webpage to create your USER account

Create New User Account

• Indicates required fields

• First Name Middle Name (Optional)

• Last Name

If you are a member of a public or government Awarding Body, you should use an email with the official domain of your entity to create your account instead of a personal email.
Example: admin@awardingbodyname.edu

• Email Address • Phone number

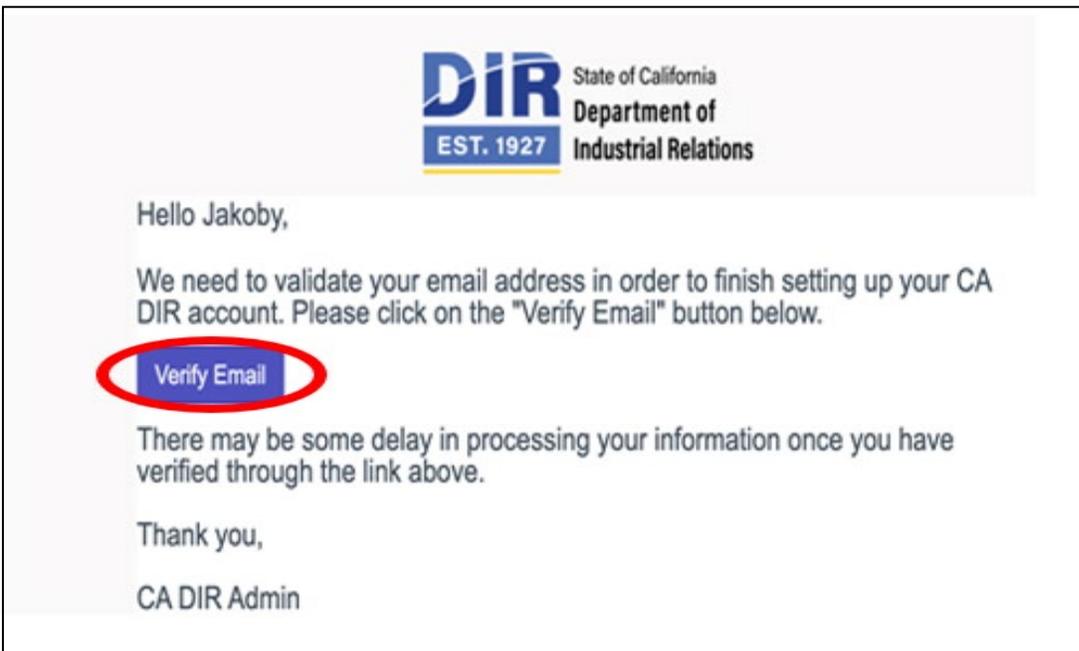
• Password • Confirm Password

By clicking continue, you agree to our [Terms and Conditions](#) and Community [Privacy Policy](#)

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

STEP 5. Check your email. Check your junk/spam folders also.

You need to click the **“VERIFY EMAIL”** button in an email that will be sent to you.

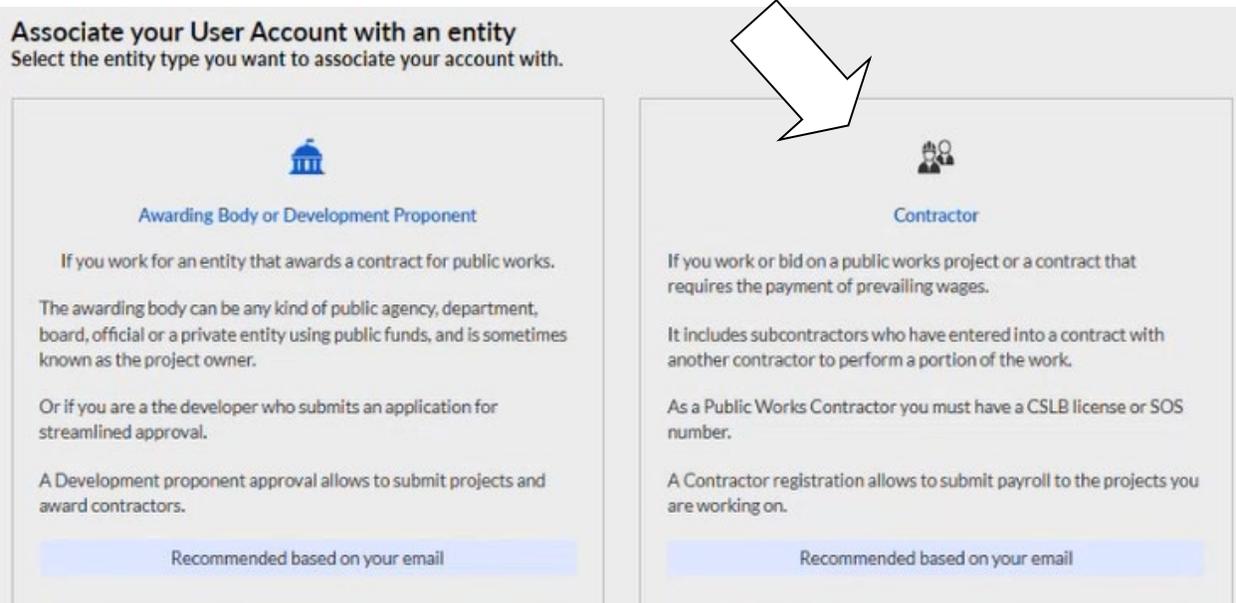


STEP 6. Return back to PW system home page <https://services.dir.ca.gov/gsp>

Click on **“LOG IN”**. You have now successfully signed up your email to the new PW system.



STEP 7. Click the **“CONTRACTOR”** box



STEP 8. Click the “YES” button

Search for Your Business or Company

Input Your Information

Do you have a Public Works Contractor Registration (PWCR) Number?

Yes

No

I don't know

STEP 9. Search for your business using any of the 3 fields – PWCR Number, CSLB Number, or Legal Entity Name

Search for Your Business or Company

Input Your Information

PWCR Number

CSLB Number

Legal Entity Name

STEP 10. When you find your business, click “SELECT THIS ENTITY” and the business information will appear on the right hand sidebar.

Contractor List			
Legal Entity Name 	Doing Business As (DBA)	PWCR	CSLB
Jakoby Electrical Enterprises, Inc.		1000004374	Select this entity

STEP 11. This screenshot below is of the right hand sidebar that displays your business. If this is your business, click the blue button “LINK TO THIS ACCOUNT”.

Contractor Information

Legal Entity Name

Jakoby Electrical Enterprises, Inc.

PWCR

1000004374

CSLB

Type

Contractor

Mailing Address

123 Street Name

Physical Address

123 Street Name

Mailing Address - City

Sacramento

Mailing Address - State

California

Mailing Address - Zip

94602

STEP 12. The window below will display so that you can confirm the information is the business you want to link to. Click the blue button “SUBMIT”

Associate your User Account with an Entity

Please review the information of the entity selected before submitting your association request.

Name: **Jakoby Electrical Enterprises, Inc.**
Legal Name: **Jakoby Electrical Enterprises, Inc.**
Business Structure: **Partnerships**

Email Address: **abc@gmail.com**
Phone Number: **9161234567**

Physical Address:
123 Street Name
123 Street Name
Sacramento, California 94602

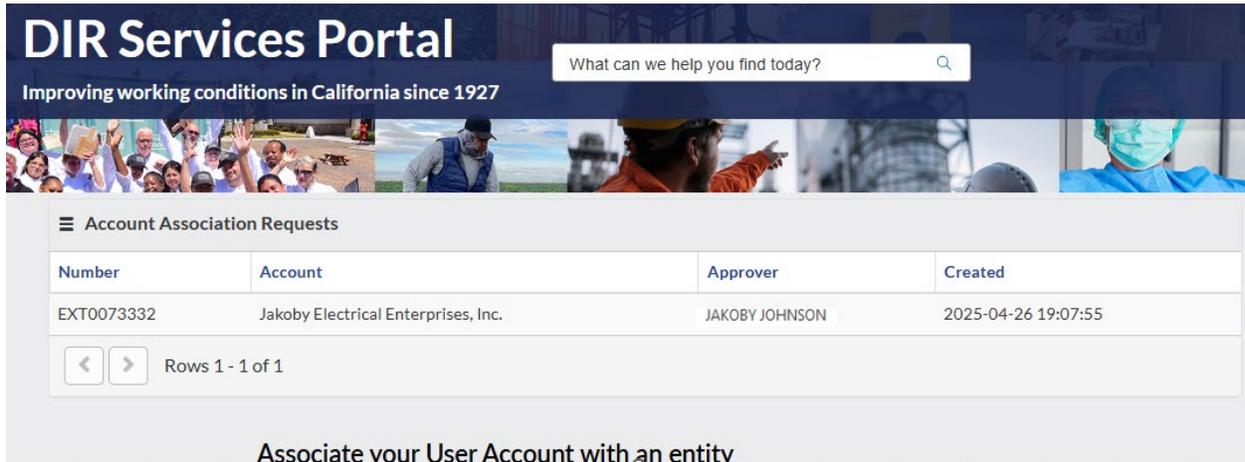
By submitting this request you are verifying that you have the authority to act for and on behalf of the contractor named in this registration and understand that any untruthful information provided in this application could result in legal investigation.

By clicking continue, you agree to our [Terms and Conditions](#) and [Privacy Statement](#)

STEP 13. Your dashboard will now display your request to link and who will have to approve it.

Here below, the approver is “JAKOBY JOHNSON”.

(!) Reach out to your approver to make sure they approve your request to link.



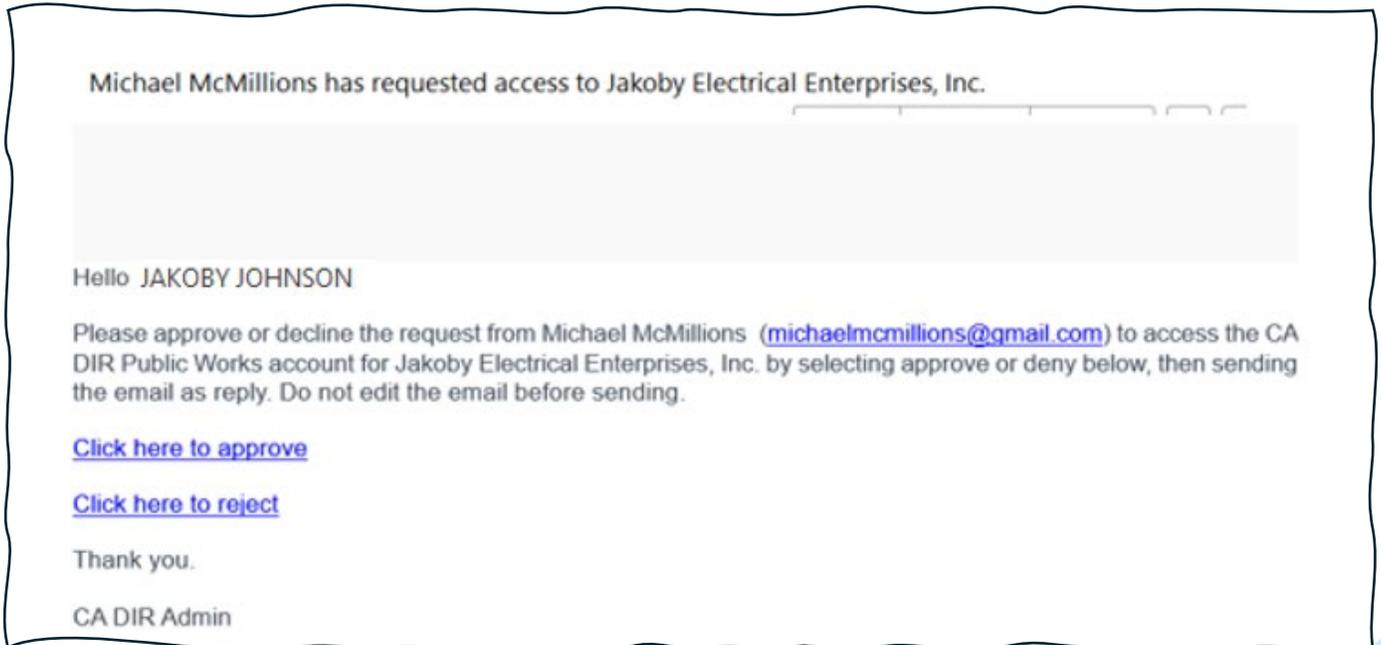
The screenshot shows the DIR Services Portal dashboard. At the top, there is a search bar with the text "What can we help you find today?". Below the search bar is a banner image with the text "Improving working conditions in California since 1927". The main content area is titled "Account Association Requests" and contains a table with the following data:

Number	Account	Approver	Created
EXT0073332	Jakoby Electrical Enterprises, Inc.	JAKOBY JOHNSON	2025-04-26 19:07:55

Below the table, there are navigation arrows and the text "Rows 1 - 1 of 1". At the bottom of the dashboard, there is a link that says "Associate your User Account with an entity".

STEP 14. The email that the APPROVER receives looks like the screenshot below. The approver will need to click “CLICK HERE TO APPROVE” and a new email will open.

(!) Please do NOT modify or type in any additional text in the email. Simply send it as it is to APPROVE the request.



The screenshot shows an email notification. The subject line is "Michael McMillions has requested access to Jakoby Electrical Enterprises, Inc.". The body of the email starts with "Hello JAKOBY JOHNSON". It then says "Please approve or decline the request from Michael McMillions (michaelmcmillions@gmail.com) to access the CA DIR Public Works account for Jakoby Electrical Enterprises, Inc. by selecting approve or deny below, then sending the email as reply. Do not edit the email before sending." Below this text are two links: "[Click here to approve](#)" and "[Click here to reject](#)". The email ends with "Thank you." and "CA DIR Admin".

STEP 15. Once your link request is approved, please sign back into the system and your dashboard will display the following information.

STEP 16. Click “COMPLETE REGISTRATION to begin the registration and/or registration renewal process.

Contractor Registrations in Progress

Contractor	Registration Status	
Jakoby Electrical Enterprises, Inc. Jakoby Electrical Enterprises, Inc.	Registration In-Progress	Complete Registration

Provide additional information and pay the fee to complete registration.

Welcome, Michael McMillions

Jakoby Electrical Enterprises, Inc. 1000004374

Pending [Manage Contractor Employees](#)

Provide additional information and pay the fee to complete registration.

[Complete Registration](#)

Registration valid from July 1, 2023 to June 30, 2024

STEP 17. Complete all 6 form sections and proceed with paying for your PWCR number (Public Works Contractor Registration Number)

Form Sections

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

Contractor Registration

Contractor Registration

• Indicates required

General Contractor Information

Phone	9161234567	President	Charles Smith
TIN, EIN, or FEIN	123456789	Entity Type	Partnerships
Crafts	* Boilermaker-Blacksmith		

(!) PLEASE NOTE - Selecting "YES" to any of the first 3 questions will disqualify you from registering.

[Home](#) > [Contractor Registration](#) Search

Form Sections

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

[Show all](#)

Contractor Registration

Contractor Registration

• Indicates required

Contractor Certification

Do you have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award?

• Choose

• Are you currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works?

• Have you paid a \$2000 penalty due to a being in violation of the registration requirement in the last 12 months?

• 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 AND have NOT paid a penalty for this already?

STEP 18. Complete section 3 – Workers Compensation Information

Sections

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

[Show all](#)

Contractor Registration

• Indicates required

Workers Compensation

• Do you have workers compensation insurance?

Yes

Example:

Worker's Compensation Insurance
Travelers Property Company of America
Policy: UB0A123456789F
Effective from 01/01/2023 to 01/01/2024

• Policy Number

| **I**

• Worker's Compensation Insurance Name

• Insurance Effective Start Date

YYYY-MM-DD

• Insurance Effective End Date

YYYY-MM-DD

STEP 19. Complete section 4 – Agent of Service information

Sections

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

[Show all](#)

Contractor Registration

- 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

Suite/Floor

- City

- State

- Zip Code

STEP 20. Section 5 – Period and Payment Section

(1) PLEASE NOTE, the registration year(s) you are paying for run from July 1 to June 30th of the subsequent payment period.

(2) No matter what day of the year you pay, your registration will always expire June 30th of the fiscal year you pay for.

(a) For example, if you pay for your registration June 1st, it will expire on June 30th.

(3) Early Registration/Renewal Period - The 1 exception is when you are registering during the early registration/renewal period which is May 1st-June30th.

(4) During this period of time, you can register and choose to start your registration July 1st.

(5) The screen below will display your start and end date of registration to ensure clarity.

(6) If there are any applicable penalties due to working without a registration, the penalty amount will now be displayed in the “penalty” field.

5 Period and Payment

6 Penalty of Perjury

[Show all](#)

FISCAL YEAR runs from July 1 of current year to June 30th of the following year.
ALL REGISTRATIONS expire JUNE 30th of the year they are paying towards.

*How many fiscal years do you want to register for?

3 Years

Start effective immediately

Effective Date

2025-04-26

Expiration Date

2027-06-30

Registration Amount (in USD)

1200

Penalty Amount (in USD)

0

Amount Due (in USD)

1200

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?

*Choose

Yes

STEP 21. Penalty of Perjury section

Once you click the “I Certify” button, you will be redirected to the payment processing company's website (FISERV).

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

[Show all](#)

• Indicates required

Penalty of Perjury

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.

Penalty of Perjury Acceptance Date

Name

I certify under penalty of perjury that I have the authority to act for and on behalf of the contractor named in this registration. All information provided is true and correct. I understand that any untruthful information provided in this application could result in the registration being canceled or revoked.

• I certify

[Previous](#)

[Submit](#)

STEP 22. This is the FISERV payment processing companys website. You'll need to sign up your email AGAIN for a FISERV account to be able to pay for your registration.

CLICK "NEW USER? REGISTER HERE"

The screenshot shows the 'Public Works Registration' page from the State of California Department of Industrial Relations (DIR). The page features a 'Sign In' section with a yellow highlighted instruction: 'If you're new to Fiserv PayPoint®, click "NEW USER?" to sign up and proceed with payment. This login is different from your PW login.' A red mouse cursor points to the 'NEW USER?' link. Below the instruction is a login form titled 'Enter Email Address & Password' with fields for 'Email Address' and 'Password', a 'Forgot Password?' link, and a 'Submit' button. A white arrow points from the 'NEW USER?' link to the 'Submit' button. The footer contains the text 'All trademarks, service marks and trade names listed in this document are the property of their respective owners.' and 'Powered by Fiserv'.

STEP 23. Complete the required information to create a new FISERV user account

* Indicates required field

Create New Account

*E-Mail:

*New Password:

*Re-Type New Password:

I'm not a robot 

Billing Address

*First Name:

M.I.:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Country:

Phone:



STEP 24. FISERV will bring you back to the sign up screen.

LOG IN with your newly created email and password

Sign In

Please login using your new username and password to continue.

If you're new to Fiserv PayPoint®, click "NEW USER?" to sign up and proceed with payment. This login is different from your PW login.

Enter Email Address & Password

[New User? Register Here](#)

Email Address:

Password:

[Forgot Password?](#)



STEP 25. FISERV will now require you to select a SECURITY QUESTION to complete your account sign up.

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: --- select a security question ---

* Answer: --- select a security question ---

- What is the first name of your oldest uncle/aunt?
- In what city did you meet your spouse/significant other?
- In which city did your father grow up?
- In which city were you living at age 16?**
- What is the nickname of your oldest sibling?
- What was the make/model of your first car?
- What is the middle name of your oldest child?
- What was the name of your first stuffed animal?
- In what city or town did your mother and father meet?
- In what city was your mother born?
- What was your father's occupation when you were in high school?
- What is the name of a college you applied to but didn't attend?
- In what city does your oldest cousin live?
- What is your maternal grandmother's first name?
- What is your paternal grandfather's first name?
- What was your first pet's name?
- What is the first name of your first manager?
- In what city did you honeymoon?

STEP 26. Next, you'll be able to fill out your billing information, and payment method to complete your payment for your PUBLIC WORKS CONTRACTOR REGISTRATION (PWCR) fee(s)

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

City:

State:

*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 

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):

Click "Pay Now" to finalize your payment. You will be redirected back to PW with your Registration confirmation.

Address
Billing Address: Jon Dough 123 Street Sacramento, CA 95123 (916) 123-4567 jondough@gmail.com
Payment Method
Credit Card  john dough x1111 06/32
Payment Amount
Amount: 400.00 USD
Total: 400.00 USD
Back Pay Now Exit



STEP 27. Finally, once you click “PAY NOW”, your payment will be complete and your PWCR will now be activated.

Successfully Updated!! Kindly refresh this page to see the confirmation values

OK

State of California
Department of Industrial Relations
Public Works Support
Services
MM Michael McMill

Your information ▾

TRANSACTION0011469

Transaction Record

First Name	Michael	Payment Period	3
Last Name	McMillions	Registration Valid Date	2025-04-26
Renewal Amount	1200	Registration Violation Penalty Required	No
Penalty Amount	0	Penalty of Perjury Acceptance Date	2025-04-26 19:17:00
Payment Amount	1200	Name	Michael McMillions
User Account Email	michaelmcmillions@gmail.com		
Confirmation Number			
• Transaction Status	Pending		
Number	TRANSACTION0011469		

STEP 28. The next screen is your TRANSACTION RECORD summary.

You will need to click the “DIR” logo at the top left to return to your user dashboard

Successful
Industrial Relations
McMill

[Your information](#)

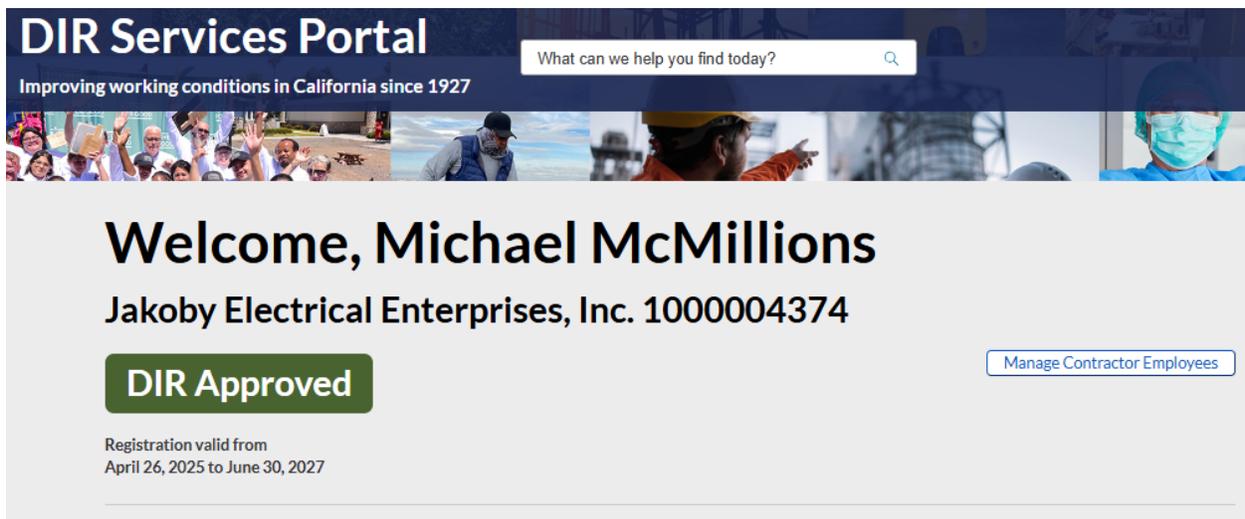
TRANSACT0011469

Transaction Record

First Name	Michael	Payment Period	3
Last Name	McMillions	Registration Valid Date	2025-04-26
Renewal Amount	1200	Registration Violation Penalty Required	No
Penalty Amount	0	Penalty of Perjury Acceptance Date	2025-04-26 19:17:00
Payment Amount	1200	Name	Michael McMillions
User Account Email	michaelmcmillions@gmail.com		
Confirmation Number	25042627185276		
Transaction Status	Successful		
Number	TRANSACT0011469		

STEP 29. Your user dashboard now successfully displays

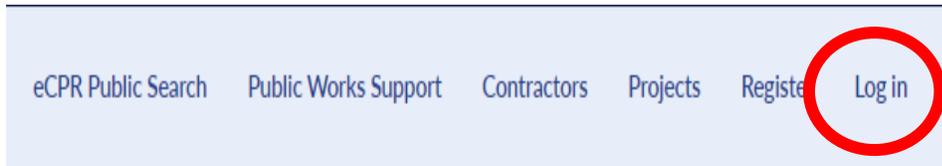
- (1) Your username from the email you signed up (Michael McMillion)
- (2) The contractor account that you created and linked to your email (JAKOBY ELECTRICAL ENTERPRISES)
- (3) Your Legacy PWCR number (1000004374)
- (4) Your contractor registration status (successfully paid = DIR APPROVED)
- (5) The period of the registration you have successfully paid for
 - a. (April 26, 2025 to June 30, 2027)



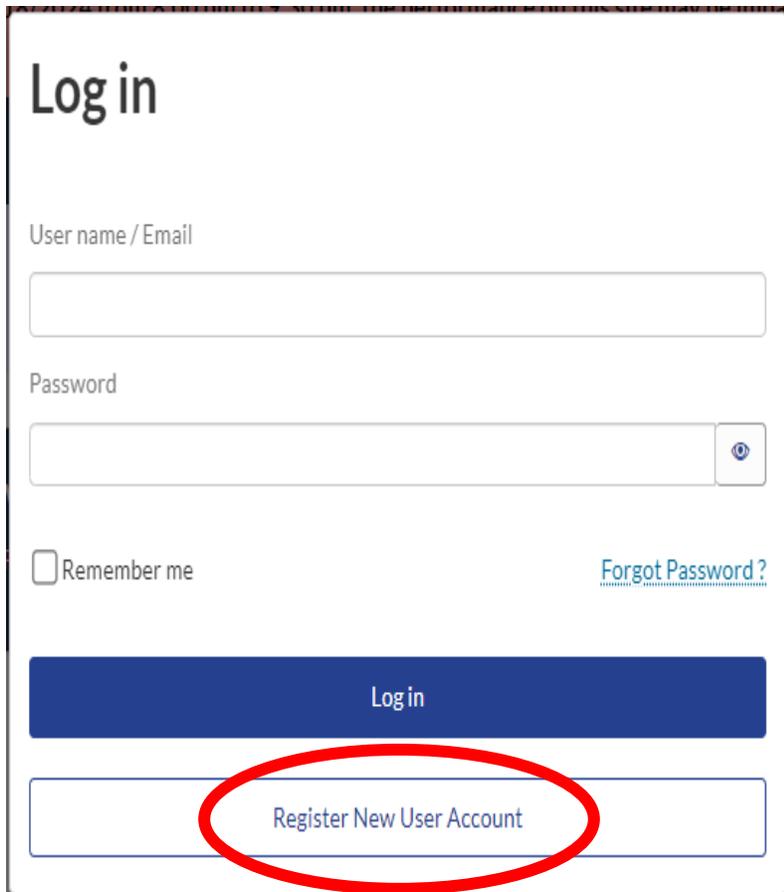
The screenshot shows the 'DIR Services Portal' header with the tagline 'Improving working conditions in California since 1927'. A search bar contains the text 'What can we help you find today?'. Below the header is a row of five images: a group of people, a construction worker, a person in a hard hat, a person in a hard hat, and a person wearing a face mask. The main content area features a large 'Welcome, Michael McMillions' heading, followed by 'Jakoby Electrical Enterprises, Inc. 1000004374'. A green badge reads 'DIR Approved'. To the right is a button labeled 'Manage Contractor Employees'. At the bottom left, it states 'Registration valid from April 26, 2025 to June 30, 2027'.

2.How to link to a NEW PWCR number

STEP 1. Sign up at the TOP RIGHT HAND of the Public Works Online Portal by clicking **“LOG IN”** - <https://services.dir.ca.gov/gsp>



STEP 2. A new window will open, click on **“REGISTER NEW USER ACCOUNT”**

A screenshot of the login page. The page has a white background with a dark blue header area. The title 'Log in' is at the top left. Below it are two input fields: 'User name / Email' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields is a checkbox labeled 'Remember me' and a link 'Forgot Password?'. At the bottom of the form are two buttons: a dark blue 'Log in' button and a white 'Register New User Account' button. The 'Register New User Account' button is circled in red.

STEP 3. On the next screen click, “**AS A PUBLIC WORKS CONTRACTOR OR AWARDING BODY**”

Register

I want to register...

As a Public Works Contractor or Awarding Body

As a QME Physician

WARNING
DO NOT click "as a QME Physician"



STEP 4. Fill out all fields on next webpage to create your USER account

Create New User Account

• Indicates required fields

• First Name Middle Name (Optional)

• Last Name

If you are a member of a public or government Awarding Body, you should use an email with the official domain of your entity to create your account instead of a personal email.
Example: admin@awardingbodyname.edu

• Email Address • Phone number

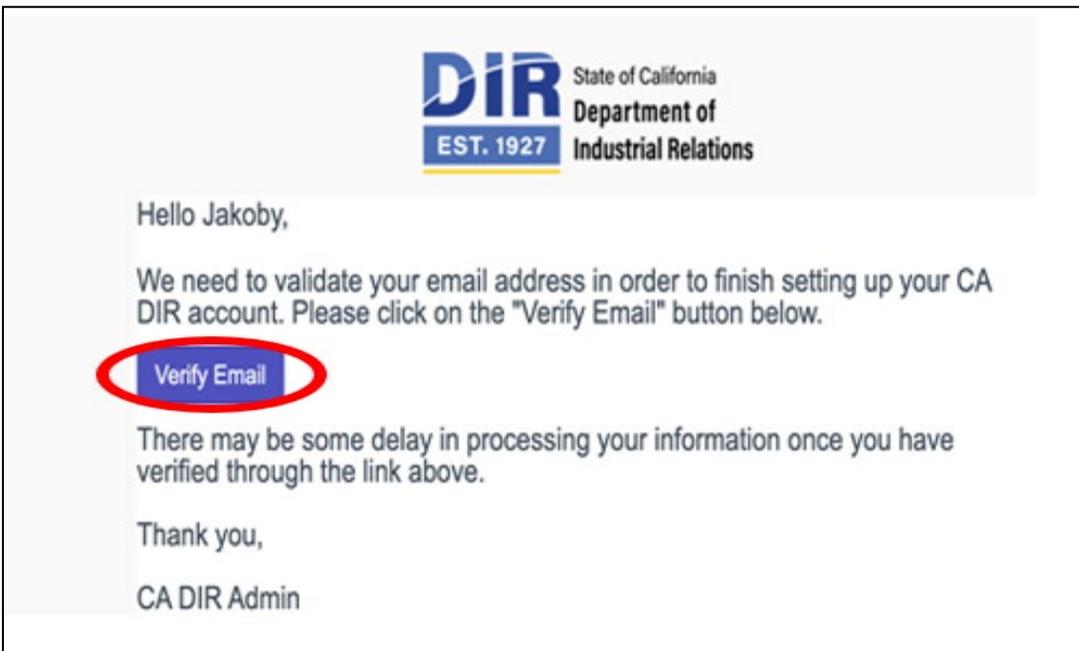
• Password • Confirm Password

By clicking continue, you agree to our [Terms and Conditions](#) and Community [Privacy Policy](#)

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

STEP 5. Check your email. Check your junk/spam folders also.

You need to click the **“VERIFY EMAIL”** button in an email that will be sent to you.



STEP 6. Return back to PW system home page <https://services.dir.ca.gov/gsp>

Click on “**LOG IN**”. You have now successfully signed up your email to the new PW system.



STEP 7. Click the “CONTRACTOR” box

Associate your User Account with an entity
Select the entity type you want to associate your account with.

 <p>Awarding Body or Development Proponent</p> <p>If you work for an entity that awards a contract for public works.</p> <p>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.</p> <p>Or if you are a the developer who submits an application for streamlined approval.</p> <p>A Development proponent approval allows to submit projects and award contractors.</p> <p>Recommended based on your email</p>	 <p>Contractor</p> <p>If you work or bid on a public works project or a contract that requires the payment of prevailing wages.</p> <p>It includes subcontractors who have entered into a contract with another contractor to perform a portion of the work.</p> <p>As a Public Works Contractor you must have a CSLB license or SOS number.</p> <p>A Contractor registration allows to submit payroll to the projects you are working on.</p> <p>Recommended based on your email</p>
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STEP 8. To create a NEW contractor, click the “NO” button

Search for Your Business or Company

Input Your Information

Do you have a Public Works Contractor Registration (PWCR) Number?

STEP 9. Complete all required fields that have the red asterisk

Create a New PWCR

• Indicates required

Legal Information

• Legal Entity Type	Do you have a DBA?
<input type="text" value="Corporation"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
• Legal Entity Name	• President Name
<input type="text" value="Please enter the Legal Entity Name"/>	<input type="text" value="Please enter the president's name"/>
CSLB Number	• SOS Number
<input type="text" value="Please enter the cslb"/>	<input type="text" value="Please Enter the SOS Number"/>
• Business Email	Approved Domains
<input type="text"/>	<input type="text" value="Add a tag"/>

Physical Address

• Street Address 1	
<input type="text" value="Please enter the street address"/>	
• City	• State

** Please note that you cannot use a DASH “-“ in the TAX ID NUMBER field shown below.

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.

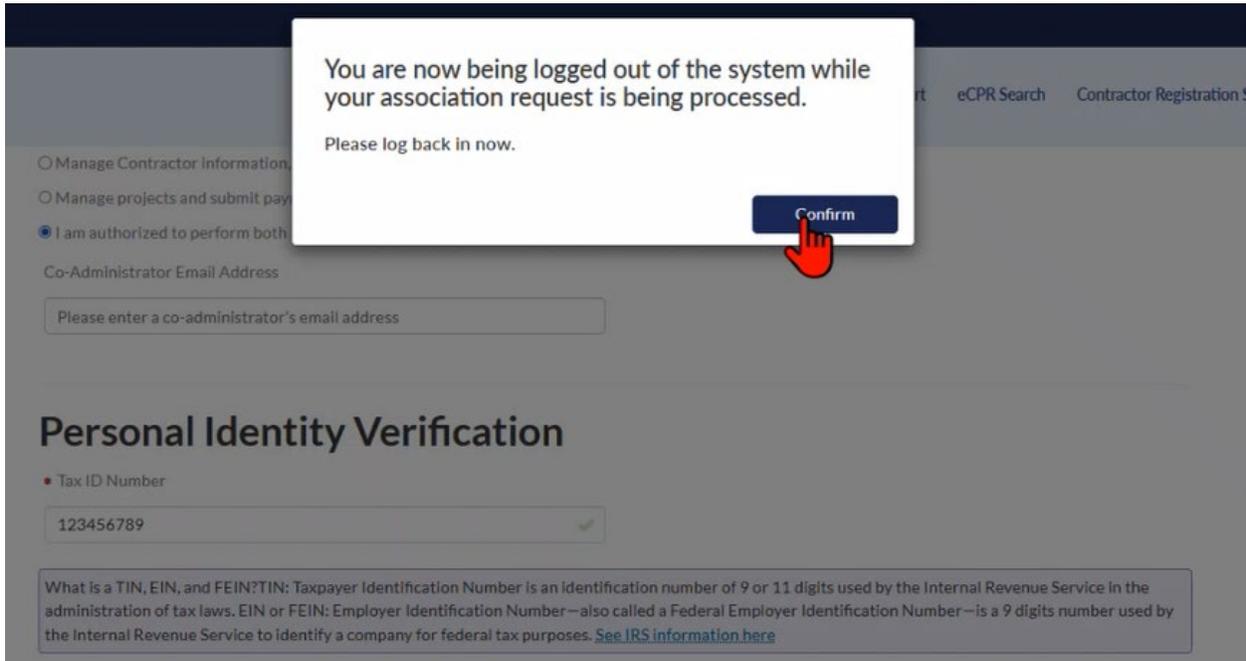
Co-Administrator Email Address

Personal Identity Verification

• 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](#)

STEP 10. Once you complete this form, the system will log you out to update and link your user account to your newly created contractor.



STEP 11. When you sign back in, you will now see your user dashboard that displays your username and the newly created contractor you linked to.

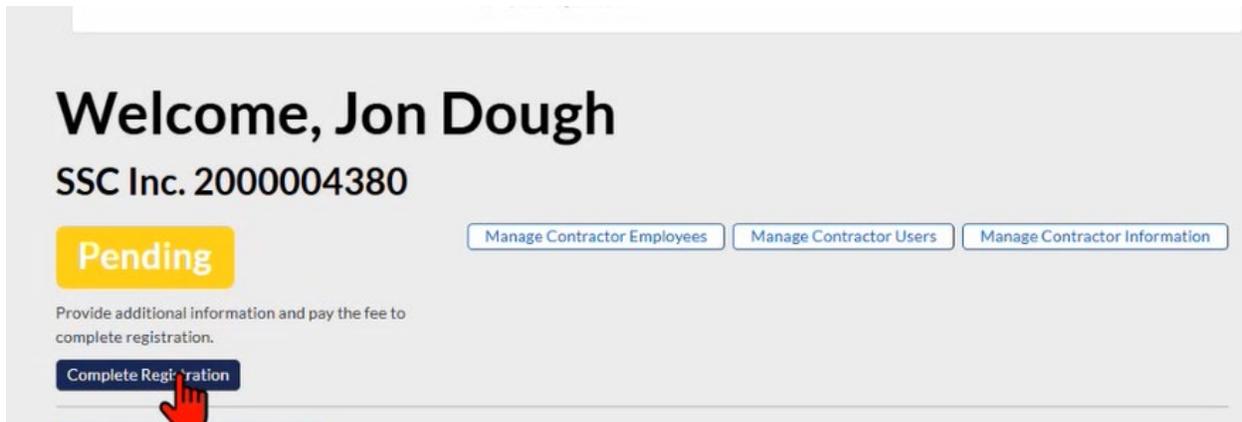


** You are now the PRIMARY CONTACT.

(!) PLEASE NOTE – You are the main person that will need to approve any other users that sign up and want to link to your business. You will get emails where you will need to approve/reject requests for users to link to your business.

STEP 12. HOW TO REGISTER AND PAY REGISTRATION FEE

Next click the blue button “COMPLETE REGISTRATION” button



Welcome, Jon Dough
SSC Inc. 2000004380

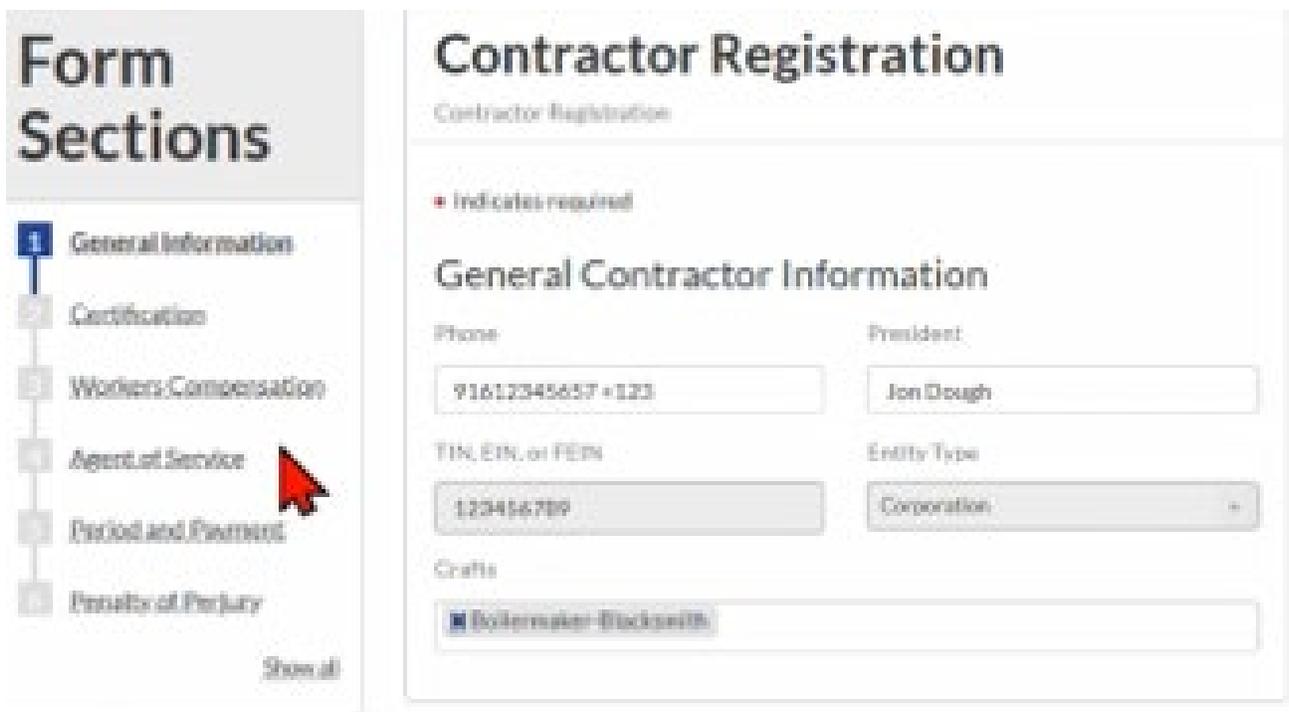
Pending

Provide additional information and pay the fee to complete registration.

[Manage Contractor Employees](#) [Manage Contractor Users](#) [Manage Contractor Information](#)

[Complete Registration](#)

STEP 13. Fill out all the required fields in 6 SECTION REGISTRATION FORM



Form Sections

- 1 General Information
- 2 Certification
- 3 Workers Compensation
- 4 Agent of Service
- 5 Period and Payment
- 6 Profile of Facility

[Show all](#)

Contractor Registration

Contractor Registration

• Indicates required

General Contractor Information

Phone: 91612345678 +123

President: Jon Dough

TIN, EIN, or FEIN: 123456789

Entity Type: Corporation

Crafts: Boilermaker-Blacksmith

(!) PLEASE NOTE - Selecting "YES" to any of the first 3 questions below will disqualify you from registering.

[Home](#) > [Contractor Registration](#) Search

Form Sections

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

[Show all](#)

Contractor Registration

Contractor Registration

• Indicates required

Contractor Certification

Do you have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award?

• Choose

• Are you currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works?

• Have you paid a \$2000 penalty due to a being in violation of the registration requirement in the last 12 months?

• 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 AND have NOT paid a penalty for this already?

STEP 14. Complete section 3 – Workers Compensation Information

Sections

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

[Show all](#)

Contractor Registration

• Indicates required

Workers Compensation

• Do you have workers compensation insurance?

Yes

Example:

Worker's Compensation Insurance
Travelers Property Company of America
Policy: UBOA123456789F
Effective from 01/01/2023 to 01/01/2024

• Policy Number

|

• Worker's Compensation Insurance Name

• Insurance Effective Start Date

YYYY-MM-DD

• Insurance Effective End Date

YYYY-MM-DD

STEP 15. Complete section 4 – Agent of Service information

Sections

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

Show all

Contractor Registration

- 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

Suite/Floor

- City

- State

- Zip Code

STEP 16. Section 5 – Period and Payment Section

(1) PLEASE NOTE, the registration year(s) you are paying for run from July 1 to June 30th of the subsequent payment period.

(2) No matter what day of the year you pay, your registration will always expire June 30th of the fiscal year you pay for.

(a) For example, if you pay for your registration June 1st, it will expire on June 30th.

(3) Early Registration/Renewal Period - The 1 exception is when you are registering during the early registration/renewal period which is May 1st-June30th.

(4) During this period of time, you can register and choose to start your registration July 1st.

(5) The screen below will display your start and end date of registration to ensure clarity.

(6) If there are any applicable penalties due to working without a registration, the penalty amount will now be displayed in the “penalty” field.

5 Period and Payment
6 Penalty of Perjury
[Show all](#)

FISCAL YEAR runs from July 1 of current year to June 30th of the following year.
ALL REGISTRATIONS expire JUNE 30th of the year they are paying towards.

• How many fiscal years do you want to register for?
1 Year

Start effective immediately

Effective Date
2025-04-26

Expiration Date
2025-06-30

Registration Amount (in USD)
400

Penalty Amount (in USD)
0

Amount Due (in USD)
400

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?

• Choose
-- None --

STEP 17. Penalty of Perjury section

Once you click the “I Certify” button, you will be redirected to the payment processing company's website (FISERV).

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

[Show all](#)

• Indicates required

Penalty of Perjury

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.

Penalty of Perjury Acceptance Date

2025-04-26 07:58:59

Name

Jon Dough

I certify under penalty of perjury that I have the authority to act for and on behalf of the contractor named in this registration. All information provided is true and correct. I understand that any untruthful information provided in this application could result in the registration being canceled or revoked.

• I certify

[Previous](#) [Submit](#)

STEP 18. This is the FISERV payment processing companys website. You'll need to sign up your email **AGAIN** for a FISERV account to be able to pay for your registration.

CLICK "NEW USER? REGISTER HERE"

If you're new to Fiserv PayPoint®, click "NEW USER?" to sign up and proceed with payment. This login is different from your PW login.

Enter Email Address & Password

[New User? Register Here](#)

Email Address:

Password:

[Forgot Password?](#)

Submit

STEP 19. Complete the required information to create a new FISERV user account

Create New Account

*E-Mail:

*New Password:

*Re-Type New Password:

I'm not a robot 

Billing Address

*First Name:

M.I.:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Country:

Phone:

Create **Cancel**

STEP 20. FISERV will bring you back to the sign up screen.

LOG IN with your newly created email and password

Sign In
Please login using your new username and password to continue.

If you're new to Fiserv PayPoint®, click "NEW USER?" to sign up and proceed with payment. This login is different from your PW login.

Enter Email Address & Password
New User? Register Here
Email Address: jondough@gmail.com
Password:
Forgot Password?
Submit

STEP 21. FISERV will now require you to select a SECURITY QUESTION to complete your account sign up.

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: --- select a security question ---
* Answer: --- select a security question ---

What is the first name of your oldest uncle/aunt?
In what city did you meet your spouse/significant other?
In which city did your father grow up?
In which city were you living at age 16?
What is the nickname of your oldest sibling?
What was the make/model of your first car?
What is the middle name of your oldest child?
What was the name of your first stuffed animal?
In what city or town did your mother and father meet?
In what city was your mother born?
What was your father's occupation when you were in high school?
What is the name of a college you applied to but didn't attend?
In what city does your oldest cousin live?
What is your maternal grandmother's first name?
What is your paternal grandfather's first name?
What was your first pet's name?
What is the first name of your first manager?
In what city did you honeymoon?

STEP 22. Next, you'll be able to fill out your billing information, and payment method to complete your payment for your PUBLIC WORKS CONTRACTOR REGISTRATION (PWCR) fee(s)

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

City:

State:

*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

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):

Click "Pay Now" to finalize your payment. You will be redirected back to PW with your Registration confirmation.

Address
Billing Address: Jon Dough 123 Street Sacramento, CA 95123 (916) 123-4567 jondough@gmail.com
Payment Method
Credit Card  john dough x1111 06/32
Payment Amount
Amount: 400.00 USD Total: 400.00 USD
Back Pay Now Exit

STEP 23. Finally, once you click “PAY NOW”, your payment will be complete and your PWCR will now be activated.

EM REQUIREMENTS - 1771.4(a)(3)
r registration requirements as well as the requ
lling Agencies will not be penalized for hiring un
ing or working on a Public Works jobs as a resul
It is important to note that the requirement to s
ment in the administration of their public works
Code section 1776 to ensure continued compliance with all other public works requirements.

Successfully Updated!! Kindly refresh this page to see the confirmation values

Commissioner using DIR's online eCPR system is t
ability to register nor provide eCPRs due to system
ges. Once the stay of enforcement is lifted, contract
ection 1776 which is unaffected by this notice. The
awarding bodies and general contractors should rely

Public Works Support eCPR Search Contractor Registration Search Project Registration Search

TRANSACTION0011466

Transaction Record

First Name	Jon	Payment Period	1
Last Name	Dough	Registration Valid Date	2025-04-26
Renewal Amount	400	Registration Violation Penalty Required	No
Penalty Amount	0	Penalty of Perjury Acceptance Date	2025-04-26 07:58:59
Payment Amount	400	Name	Jon Dough
User Account Email	jondough@gmail.com		
Confirmation Number			

STEP 24. The next screen is your TRANSACTION RECORD summary.

You will need to click the “DIR” logo at the top left to return to your user dashboard

State of California
Department of
Industrial Relations

Public Works Support eCPR Search Contractor Registration Search Project Registrat

DIR Service Home

TRANSACTION0011466

Transaction Record

First Name	Jon	Payment Period	1
Last Name	Dough	Registration Valid Date	2025-04-26
Renewal Amount	400	Registration Violation Penalty Required	No
Penalty Amount	0	Penalty of Perjury Acceptance Date	2025-04-26 07:58:59
Payment Amount	400	Name	Jon Dough
User Account Email	jondough@gmail.com		
Confirmation Number	25042627184207		
Transaction Status	Successful		
Number	TRANSACTION0011466		

STEP 25. Your user dashboard now successfully displays

- (6) Your username from the email you signed up (Jon Dough)
- (7) The contractor account that you created and linked to your email (SSC Inc.)
- (8) Your PWCR number (200004380)
- (9) Your contractor registration status (successfully paid = DIR APPROVED)
- (10) The period of the registration you have successfully paid for
 - a. (April 26, 2025 to June 30, 2025)

The screenshot shows a user dashboard for Jon Dough. At the top, it says "Welcome, Jon Dough" and "SSC Inc. 2000004380". Below this, there is a green button that says "DIR Approved". To the right of this button are three smaller buttons: "Manage Contractor Employees", "Manage Contractor Users", and "Manage Contractor Information". Below the "DIR Approved" button, it says "Registration valid from April 26, 2025 to June 30, 2025". At the bottom of the dashboard, there is a blue button that says "Request Addition to a Project Team", with a red mouse cursor pointing to it.