

Instructions – How to create an online EDD account for SDI

- 1) Locate the SDI account number for your LEA
 - Escape → System → Setup → Organizations
 - **Note** – only Escape users who are Org Manager or above can see the Org Record, ask if you need assistance obtaining this account number
 - Click into your LEA
 - The tax account numbers are located under section #6 – HR/Payroll Setup
 - SDI = State Tax Id (DI)
- 2) Create a login with the Employment Development Department
 - <https://eddservices.edd.ca.gov/tap/secure/eservices>
 - **Choose** Enroll for a username and password to access Employer Services online
 - Once the login is created, click on **Add Access to Another Account**

CA.gov State of California
Employment Development Department

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≡ e-Services for Business Welcome, [Redacted] Settings Log Out

Home Main

Logon [Redacted]
Balance: \$0.00

Alerts There is 1 request saved to finish later

I Want To Show All

- Register a New Account (DE 1)
- Add Access to Another Account
- Upload a Bulk Payment File
- Upload a Bulk Return File
- Make Multiple Payments
- Manage Payment Sources

3) Choose account type: Employment Tax

- Enter SDI account number gathered from Escape
- Enter Zip Code
- Choose one of the security questions to answer (*Recommended: Total Subject Wages Reported*)
 - Run a Pay91 in Escape to find the Subject Wages for SDI for prior quarters (SDI Wages)

Add Access to Another Account

To add access to an employer payroll tax account, you will need to answer one of the following security questions.

- **Total Subject Wages Reported:** from one of the last three *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C) filed.
- **Reserve Account Balance:** from the most recent *Notice of Contribution Rates and Statement of UI Reserve Account* (DE 2088).
- **Payment Amount:** one of the last five payments received by the EDD.

1. Account Validation

Account Validation

Account Type: ▼

Account Number Required

Country ▼

ZIP Code Required

Security Question

Choose a security question to answer ▼ Required

Cancel

Next >