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](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*
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)