

CalJOBS Employer Registration Steps

www.caljobs.ca.gov

1. From the homepage select the “Sign In” option on the top right which will allow you to register your organization.



2. At the bottom of the “Sign In” in “Option 3” select the “Employer” option.

Option 3 - Create a User Account

If you would like to become a fully registered user with CalJOBS and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

 Individual 14 min(s) estimated	 Employer 14 min(s) estimated	 Provider 10 min(s) estimated
Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.	Register as this account type on behalf of your company. Here you will gain access to industry data, labor market information and job applicants for your business. You can also post job openings online.	Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.

- To begin the Employer Identification and Registration, an Employment Development Department (EDD) account number must be entered to confirm the organization.

• Indicates required fields.

For help click the information icon next to each section.

Employer Identification

 For help click the information icon.

* **Employment Development Department (EDD) Account #:** Do not enter dashes. 8 digit account # example 11122223

* **Confirm EDD Account #:**

Cancel

Continue

- If you operate a business and employ one or more employees, you must register as an employer with the Employment Development Department (EDD) when you pay wages in excess of \$100 in a calendar quarter. If you are a household employer of one or more household workers, you must register with the EDD when you pay cash wages of \$750 or more in a calendar quarter. To register with EDD:

Use [e-Services for Business](#) to register for your employer payroll tax account number. It's **fast**, **easy**, and **secure**, and available 24 hours a day, 7 days a week.

- Create a username and password.
 - Go to [e-Services for Business](#).
 - Select the **Enroll** box.
 - Enter the required information and select **Continue**.
 - Select the verification link in the email sent to you by the EDD to complete the enrollment process.

Important: If you do not verify your email address within 24 hours, you will need to restart the enrollment process.
- Log in to [e-Services for Business](#).
 - Select **New Customer**.
 - Select **Register for Employer Payroll Tax Account Number**.
 - Complete the online registration application.
 - Select **Submit**.

- Once the EDD Account number has been entered the following page will ask for the organizations information to complete the registration process in CalJOBS.



Please enter the following login information and click the Save button when you are finished.
Be sure to remember your User Name and Password. You will need them to access this system again.

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place.

* Indicates required fields.

For help click the information icon.

Login Information

For help click the information icon.

* **User Name:** Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ - _)

* **Password:** Enter Password (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are # @ \$ % ^ . ! * _ +)

* **Confirm Password:**

* **Security Question:** The response to the security question will be required if you forget your user name or password.

* **Security Question Response:** Use Letters and numbers. Special characters are not allowed.

Employer Identification

For help click the information icon.

* **Company Name:**

Company Name as Registered with EDD's Tax Branch
Employment 11122333
Development
Department (EDD)
Account #:

Primary Location Information

For help click the information icon.

* **Zip code:**

Mailing Address

For help click the information icon.

Check here if Mailing Address is the same as the address above.

* **Mailing Address 1:**

Mailing Address 2:

Mailing Address 3:

* **Mailing City:**

* **Mailing State:**

* **Mailing Country:**

* **Mailing Zip/Postal:**

99999 or 99999-9999

Contact Information

For help click the information icon.

* **Job Title:**

* **First Name:**

Middle Initial:

* **Last Name:**

* Primary Phone: - - Ext

Alternative Phone: - - Ext

Contact Text Message
Phone Number: - -

Fax: - -

* Contact Email Address:

* Confirm Contact Email
Address:

[Read Our Email Security Policy](#)

* Please select a method
in which you prefer to
receive your
notifications:

Company Website:
e.g. (<http://www.companywebsite.com>)

Company Job
Application Website:
e.g.
(<http://www.companywebsite.com>)

Company Information

 For help click the information icon.

* Industry Title (NAICS): [Search for Industry Code \(NAICS\)](#)

* No. Of Employees
(Company Size):

* Type of Employer:

* Are you a Federal
Contractor?: Yes, I am a Federal Contractor
 No, I am not a Federal Contractor

Are you ADA
Compliant?: Yes, I am ADA compliant
 No, I am not ADA compliant

Would you like to be designated as a [Second
Chance Employer](#)?: Yes No

- When you select “Yes” for the Second Chance Employer designation an additional section will appear asking for permission to display for jobseekers.

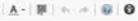
Would you like to be designated as a [Second
Chance Employer](#)?: Yes No

Can we display that you are a [Second Chance
Employer](#) to jobseekers?: Yes No

Company Profile

Enter a profile of your company for job seekers to view including a summary of your major products and services.
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

B I U T 

Format - Font - Size - 

[\[Clear Text \]](#) [\[Remove All Formatting \]](#)

Special Characteristics

 For help click the information icon.

Check each special characteristic that applies to your company:

- Union Shop
- Non-Union Shop
- Veteran Friendly
- Minority Owner
- Veteran Owner
- Woman Owner

Registered Apprenticeship Program Number:

Benefits Offered

 For help click the information icon.

Benefits not specified No benefits provided Benefits provided outlined below

You have a written affirmative action plan



- When the information has been filled out make sure to “Save” the information and from their two “Notice to Employers” will appear regarding nondiscrimination and hiring practices based on individual’s unemployment status and credit information. Once those have been read through an option will appear to add locations and contacts for the organization, or to go to the Dashboard that has been created.



Employer Test Company has been successfully registered.
Please make a selection below to continue.

What would you like to do next?



[Add Locations and Contacts.](#)

To add additional locations or contacts, please click the link above.



[My Dashboard](#)

To find more information about other services offered to employers, please click the link above.

- The dashboard will provide various options on Recruitment Services, Recruitment Plans, Employments Services, mail, and additional resources and assistance.

Menu Information Home Accessibility My Dashboard Sign Out Services for Individuals Services for Employers

 **Welcome to My Employer Workspace Employer Test, [View your Profile and Contact Information.](#)**
This page introduces you to features available in the system, lets you customize the content you are interested in, and offers suggestions to you. Please make a selection from the items below.

[My Employer Dashboard](#) [Directory of Services](#) [How We Can Help You](#)

▼ Services Preview

▼ Widgets

▼ My Messages

1 Unread Messages

Read Messages

[Enter the Message Center](#)

▼ My Correspondence

Letters

Correspondence Templates

[Enter the Correspondence Center](#)

▼ My Calendar

November 2021

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Appointments

All Events

Events Registered

[Request Appointment](#)

▼ Recruitment Services

[Manage Jobs](#)
Select this option to add a new, or change an existing, job listing you wish to display online using our Job Order System.

[Candidate Search](#)
Select this option to find and review the Résumés of candidates that have the qualifications you need.

[Virtual Recruiter](#)
Create a system candidate search alert.

[More Recruitment Services](#)

▼ My Recruitment Plan

Job Orders Created
Viewed by 0 Individuals

Résumés Viewed

Virtual Recruiter Saved Résumé Alerts

[View Your Recruitment Plan](#)

▼ Education Services

[Training Providers and Schools](#)
Locate information on specific training providers and schools.

[Training and Education Programs](#)
Locate a training or educational program.

[Eligible Training Provider List](#)
Select this option to view a list of programs approved for financial assistance through the Workforce Innovation and Opportunity Act

[More Education Services](#)

▼ Labor Market Services

[Labor Market Facts](#)
Find answers to commonly asked questions about the local labor market.

[Area Profile](#)
Access a summary of the labor market in a selected area.

[Industry Profile](#)
Access labor market information on industries in a selected area.

[Occupational Profile](#)
Access labor market information on occupations in a selected area.

[Educational Profile](#)
Access labor market information on education programs in a selected area.

[More Labor Market Services](#)

▼ Need help or more information

[Assistance Center](#)
Find the answers to your questions or issues.

[Learning Center](#)
Watch self paced training videos and tutorials.

Note that help is available on most pages by clicking the information icon

▼ Latest News and Announcements

[RESFA Orientation Video](#)

[Configure Dashboard Widgets](#)

- To create a new job post, select the “Recruitment Plan” option to begin posting new jobs. Unless a job order (job post) is created searching individual candidates will not be allowed. Templates have been created to assist in creating the new posts.



Use this folder to manage your Job Orders.

By clicking the *Add New Job Order* button you may enter Job Orders (employment ads) that can be viewed online by local job seekers. Click on a Job Order title in the table below to view its details.

[[Employer Portfolio](#)]

[Employer Profiles](#)

[Human Resource Plan](#)

- Job Orders**
- [Job Order Templates](#)
- [Application Questions](#)
- [Job Skill Sets](#)
- [Tools and Technology](#)

For help click the information icon.

[Show All Jobs Filter Criteria](#)

0 Records Found

SEARCH CRITERIA: Internal jobs only and Complete jobs

[Add New Job Order](#)