

## **Public Works Contractor Registration (PWCR)**

In an effort to streamline the registration process, we have made improvements to our online registration system. These changes should make the process easier for businesses to meet registration requirements. Please review the links and screen shots below to familiarize yourself with some of the changes that were been made. For any questions and concerns, please send an email to the Public Works Unit email address – [PublicWorks@dir.ca.gov](mailto:PublicWorks@dir.ca.gov)

URL to website information: <https://www.dir.ca.gov/Public-Works/PublicWorks.html>

URL to Online Application: <https://mycadir.force.com/registrations/CommunityLogin>

URL to PWCR Search: <https://cadir.force.com/ContractorSearch>

### **CREATING ACCOUNT**

1. **All registrants, whether new or renewing, will need to create a new account to login.** Registrants who are renewing will be able to link their information to a new account, but they must create an account first. Users can create an online account by clicking hyperlink **<create an online account>**.



### Login

To apply for your license or registration, you must [create an online account](#). If you handle registration account.

Your username and password in the old system will not work.


Username / Email Address

Password

- To create an account, registrants must complete the "Create an Account" form. **The fields marked with an asterisk "\*" are required.** Required Fields below: First and Last Name, Email, Password. Once all information has been filled out, you will have to click the box on the bottom right hand side to verify "I'm not a robot". Then finally, click **<Create Account>**.

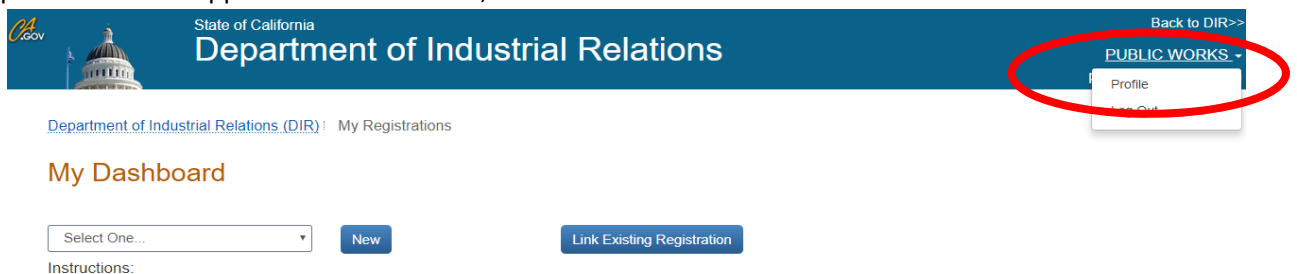
## Create an Account

Please fill out the following fields to create a new account. Required fields are indicated with an asterisk.

<b>First Name*</b>	<b>Middle Name</b>	<b>Last Name*</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Email*</b>		<b>Confirm Email*</b>	
<input type="text"/>		<input type="text"/>	
<i>DLSE correspondence for all applications created under this account will be sent to this e-mail address except business license, registration, permit, or certificate (defect letters, renewal notices, exam notices, etc.)</i>			
<b>Title</b>		<b>Phone</b>	
<input type="text"/>		<input type="text"/>	
<b>Address Line 1</b>			
<input type="text"/>			
<b>Address Line 2</b>			
<input type="text"/>			
<b>City / Province</b>	<b>State</b>	<b>Postal Code</b>	<b>Country</b>
<input type="text"/>	CA ▼ <small>(Only required for US addresses)</small>	<input type="text"/>	United States of America ▼
<b>Please create a password*</b>		<b>Confirm your password*</b>	
<input type="text"/>		<input type="text"/>	
<i>Passwords must be at least 8 characters long and include at least one uppercase, one lowercase, one number and one character: - ! # \$ % = + _ &lt; &gt;</i>			
<input type="checkbox"/> I'm not a robot		 <small>reCAPTCHA Privacy - Terms</small>	

**Create Account**

- To update information on an account, go to the top right hand corner and click on your account name. A drop down box will appear and once it does, click **<Profile>**.



The screenshot shows the top navigation bar of the Department of Industrial Relations website. The user's account name, "PUBLIC WORKS", is circled in red. A dropdown menu is open, showing options for "Profile" and "Log Out".

State of California  
 Department of Industrial Relations  
 Back to DIR >>  
 PUBLIC WORKS  
 Profile  
 Log Out

Department of Industrial Relations (DIR) | My Registrations

My Dashboard

Select One...

Instructions:

4. On the Profile section you can update any field except for the email. Once you have completed your updates, click **<Update Profile>** to save. If you have a new email, you will need to create a new account. Again, you cannot update your email address.

### Profile

The email attached to your account cannot be updated. If your email has changed, you will need to create a new account.

<b>First Name*</b> Public	<b>Middle Name</b> 	
<b>Last Name*</b> Works	<b>Title</b> 	
<b>Email*</b> pwtesthb@gmail.com	<b>Phone</b> 8445226734	
<b>Address Line 1*</b> 1515 Clay Street		
<b>Address Line 2</b> Suite 100		
<b>City</b> Sacramento	<b>State</b> CA	<b>Zip</b> 95825
<a href="#">Back</a> <a href="#">Update Profile</a> <a href="#">Change Password</a>		

5. To change password click **<Change Password>** on the Profile page.

<b>Address Line 2</b> Suite 100		
<b>City</b> Sacramento	<b>State</b> CA	<b>Zip</b> 95825
<a href="#">Back</a> <a href="#">Update Profile</a> <a href="#">Change Password</a>		

6. Type in the required fields, and click **<Update>** to save.

### Change Password

<b>Old Password*</b> *****
<b>New Password*</b> *****
<b>Confirm Password*</b> *****
<a href="#">Update</a> <a href="#">Cancel</a>

## LINKING EXISTING REGISTRATION

1. An account must be created before linking to a registration. If an account has not been created please refer to the “Creating Account” section.
2. Once the account is created, registrants will automatically be logged in and directed to the “My Dashboard” screen where they can link to an existing registration, or create a new registration.
3. If a user has an existing registration with DLSE, they can click the **<Link Existing Registration>** button to transfer over their previous registration information from the legacy system to the new online registration system or link a current registration.
  - a. PLEASE NOTE: if you are doing a Public Works registration that the last bullet point only pertains to Car Wash.

[Department of Industrial Relations \(DIR\)](#): My Registrations

### My Dashboard

Public Works

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

4. Registrants must enter the License Registration Number, Mailing City (indicated on their previous registration), and Registration Type which would be “Public Works”. Your License Registration Number for
  - a. Legacy Registration does NOT need the prefix **ONLY the 10-digits** (e.g. 1000002166)

### Link Existing Registration

To access your current registration, enter the information below and click search to find and link. Once linked, you can modify your account information, or process renewals. This includes renewal applicants renewing an existing registration.

**License Registration Number**

Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000008582, CW000123456).

**Mailing City**

Mailing City must match the mailing city on your current registration, license, permit, or certificate. This field is case sensitive.

**Registration Type**

- b. New Registration must include the prefix **“PW-LR-”** before the 10-digits registration numbers. (e.g. PW-LR-1000025793).

[Department of Industrial Relations \(DIR\)](#) : [My Registrations](#) : [Link Registration](#)

### Link Existing Registration

To access your current registration, enter the information below and click search to find and link. Once linked, you can modify your account information, or process renewals. This includes renewal applicants renewing an existing registration.

**License Registration Number**

Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000008582, CW000123456).

**Mailing City**

Mailing City must match the mailing city on your current registration, license, permit, or certificate. This field is case sensitive.

**Registration Type**

- c. Next, click **<Search>** to get the results.

5. If there is a current registration application that matches the information entered, the search results will display with a “Link” button. Click **<Link>** to link the application to the legacy system account.

Click the "Link" button to transfer this registration to your new account.

Legal Entity Name	License Registration Number	Action
Public Works Contractor	PW-LR-000025793	<input type="button" value="Link"/>

Showing 1 to 1 of 1 entries

- Once the registration application is linked to the user’s account, you will be redirected to the “My Dashboard” screen and you will be able to renew the application. In order to renew, the date you are registering must be 60-days or less from the registration expiration date (“Renew” link will be located in the “Registration #” column).

### My Dashboard

Select One... New Link Existing Registration

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
	Contractor Legal Name	PW-LR-1000026267 <a href="#">Update</a> <a href="#">Renew</a>	Public Works	02/08/19	Expired	07/01/17	06/30/18	Paid / No Balance Due	0.00	

- Other account users may link to an active registrations as well. An email will be sent to the business email requesting access to Registration Number.

Reply
 Reply All
 Forward

Fri 3/22/2019 11:00 AM

noreply@salesforce.com on behalf of DIR SFDCdonotreply@d

Sandbox: Someone Is asking for access to Registration Number: PW-LR-1000470086

To: DIR DLSET5

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You have been requested to grant access to Registration Number: PW-LR-1000470086

Please Follow link below to approve access:

[http://uat-cadir.cs32.force.com/AccessApproval/vipform\\_VIP\\_FormWizard?id=a02r0000001sE8s](http://uat-cadir.cs32.force.com/AccessApproval/vipform_VIP_FormWizard?id=a02r0000001sE8s)

- It will be up to whomever access the business email to grant permission by clicking on the link, completing the “Access Request” section, and then submit.

ACCESS REQUEST

Registration Number  
PW-LR-1000470086

Approved?  
--None--

Approved By

Date Approved  
mm/dd/yyyy

You must complete all information to submit and grant access to the registration.

Submit

## NEW CONTRACTOR REGISTRATION

1. An account must be created before creating a new registration. If account has not been created, please refer to “Creating Account” section. If you already created a contractor registration in the past, go to “Link Existing Registration”.

2. To start a new registration, select “**Public Works**” from the dropdown menu and click **<New>**.

[Department of Industrial Relations \(DIR\)](#) | My Registrations

### My Dashboard

Public Works

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.


3. If the system finds active registration(s) associated with your account, a pop-up message will appear. If you understand the terms and would like to continue, select “Yes”.

An active registration linked to your account has been found.

You may be creating a duplicate registration. If you continue, fees will be required and refunds are not permitted. Do you want to proceed?

email stating your application has been submitted and send it with the IRS Form 8821. Upon receipt of the

4. Complete the “Contractor Information” screen. **The fields marked with an asterisk “\*” are required.** Each Contractor Legal Entity Type (Corporation, Limited Liability Company, Sole Proprietor, Limited Partnerships, Joint Venture, and General Partnership) will have specific requirements. After you complete the required fields, click **<Next>** to continue to the next page.

 In Progress  
Contractor Information

[Save & Exit](#) [Delete & Exit](#) [Save](#)

\* indicates a required field

Contractor Information

\* Contractor Legal Name

Please enter the same business name as is registered with the CA Secretary of State. For sole proprietorship and partnership, the legal entity name must match the full name(s) on driver's license.

\* Contractor Legal Entity

\* Business Email


This is a required field if you are submitting online.

CSLB and/or Professional License Number(s)

\* Is a CSLB and/or Professional License Number Required?

Contractor Trade Name or doing business as (DBA)

[+ Add Trade Name/DBA](#)

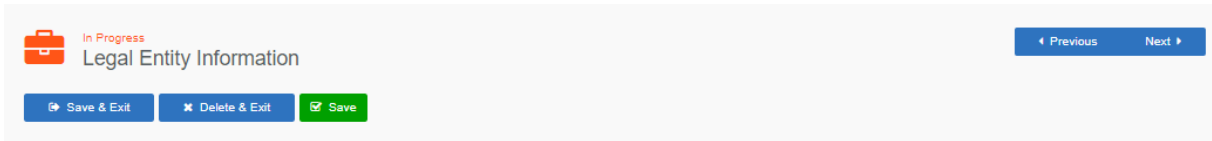
Action	Trade Name or DBA	Active 
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[Save & Exit](#) [Delete & Exit](#) [Save](#) [Next >](#)

- a. Be aware that if you click “**Delete & Exit**” button, the progress of your registration will be deleted and you will have to start over from the beginning if you did not go to the very end and submit the registration.



5. Legal Entity Information has specific requirements for each the Legal Entity Type (Corporation, Limited Liability Company, Sole Proprietor, Limited Partnerships, Joint Venture, and General Partnership).



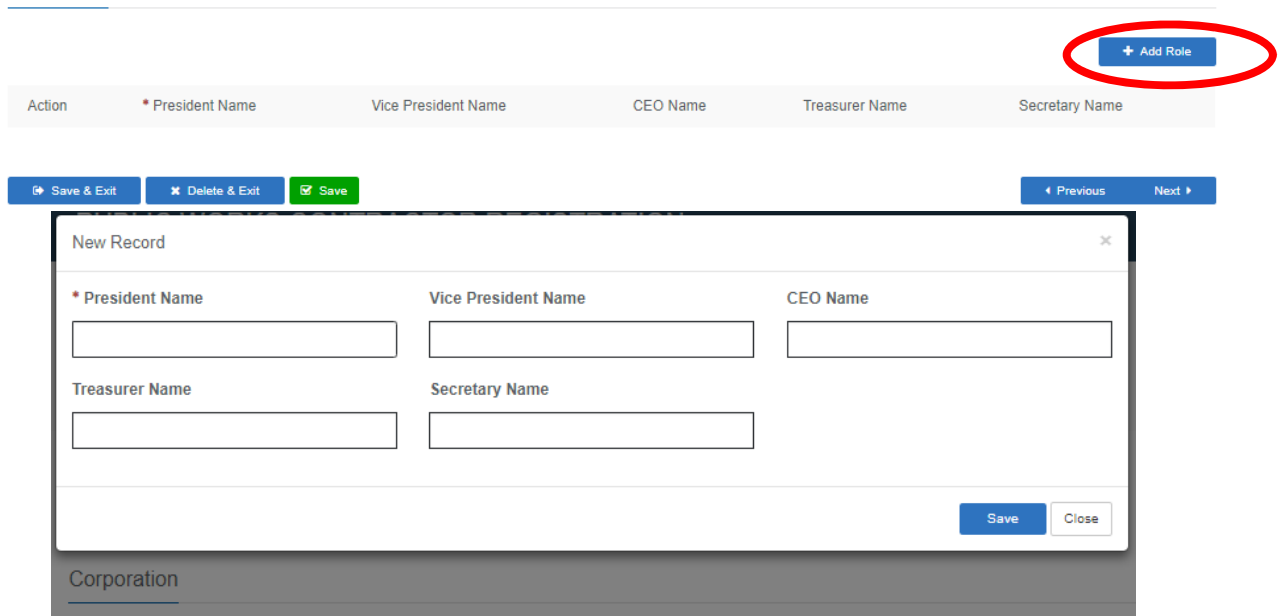
\* indicates a required field

a. Corporation

- i. Click **<+ Add Role>** button to add corporate information, President's name is required.

Use the +Add Role button under the Corporation section to add a President. This is required.

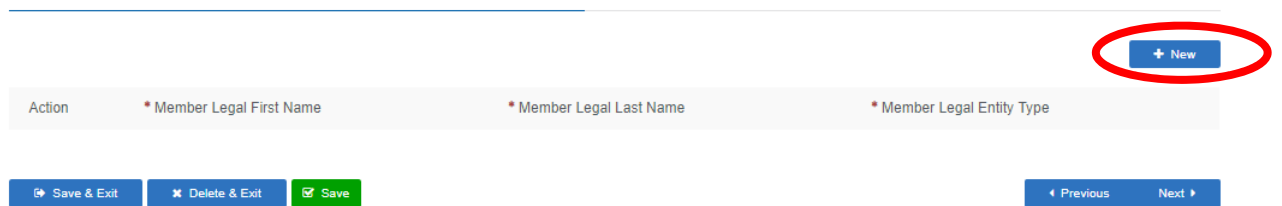
Corporation



b. Limited Liability Company (LLC)

- i. Click **<+ New>** button to add Member(s) Legal Name and Legal Entity Type.

Limited Liability Company Member Names (At Least One Required)



c. Sole Proprietor

- i. Click **<+ New>** button to add Sole Proprietor's information.

Sole Proprietor

Action	* First Name	* Last Name	SSN ⓘ	Re-type SSN ⓘ	ITIN ⓘ	Re-type ITIN ⓘ
<b>+ New</b>						

Save & Exit
Delete & Exit
Save
Previous
Next

d. Limited Liability Partnership / Limited Partnerships (LLP/LP)

- i. Click **<+ New>** button to add Partner(s) Legal Name and Legal Entity Type.

General Partner Names (At Least One Required)

Action	* Partner Legal Name	* Partner Legal Entity Type
<b>+ New</b>		

Save & Exit
Delete & Exit
Save
Previous
Next

New Record

\* Partner Legal Name      \* Partner Legal Entity Type

     --None--

Save      Close

\* indicates a required field

General Partner Names (At Least One Required)

e. Joint Venture

- i. Click **<+ New>** button to add to Joint Venture Partner(s) Legal Name and Legal Entity Type.
- ii. At least two Joint Venture Partner Names is required

\* indicates a required field

Joint Venture Partner Names (At Least Two Required)

**+ New**

Action      \* Joint Venture Partner Legal Name      \* Joint Venture Partner Legal Entity Type

Save & Exit      Delete & Exit      Save      Previous      Next

New Record

\* Joint Venture Partner Legal Name      \* Joint Venture Partner Legal Entity Type

     --None--

Save      Close

\* indicates a required field

Joint Venture Partner Names (At Least Two Required)

f. General Partnership

- i. Click **<+ New>** button to add to Partner(s) Legal Name and Legal Entity Type.

\* indicates a required field

Partner Names (At Least Two Required)

**+ New**

Action      \* Partner Legal Name      \* Partner Legal Entity Type

Save & Exit      Delete & Exit      Save      Previous      Next

New Record
✕

**\* Partner Legal Name**

**\* Partner Legal Entity Type**

--None--

\* indicates a required field

Partner Names (At Least Two Required)

6. Agent for Service

- a. This selection may NOT apply to all Entity Type. Agent for Service is required for the following Entity Types: Corporation, LLC, and LLP/LP.
- b. All fields with an asterisk "\*" must be completed, click **<Next>** to continue to the next page.

In Progress

Agent for Service

Agent of Service

Action	* Agent of Service Name	* Street Address	* Mailing City / Province	* Mailing State	* Mailing Postal Code ⓘ
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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.

New Record
✕

**\* Agent of Service Name**

**\* Street Address**

**\* Mailing City / Province**


**\* Mailing State**

CA

**\* Mailing Postal Code**

## 7. Contractor Address

- a. All fields with an asterisk "\*" must be completed, click <Next> to continue to the next page.

 In Progress  
Contractor Address

[Save & Exit](#) [Delete & Exit](#) [Save](#)

\* indicates a required field

Contractor Physical Address

\* Street Address  County

\* City  \* State

\* Zip Code  \* Country

Mailing Address Same as Physical

Contractor Mailing Address

\* Street Address  County


\* City  \* State

\* Zip Code  \* Country

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

## 8. Crafts or Classification

- a. Please select at least one craft or classification that your company performs, click <Next> to continue.

 In Progress  
Crafts

Please select at least 1 craft

<input type="checkbox"/> Asbestos	<input type="checkbox"/> Boilermaker-Blacksmith	<input type="checkbox"/> Bricklayer/Brick Tender	<input type="checkbox"/> Carpenter
<input type="checkbox"/> Carpet, Linoleum, Resilient Tile Layer	<input type="checkbox"/> Cement Mason	<input type="checkbox"/> Consultant	<input type="checkbox"/> Driver (On/Off Hauling)
<input type="checkbox"/> Drywall Installer/Lather/Finisher	<input type="checkbox"/> Electrical Utility	<input type="checkbox"/> Electrician	<input type="checkbox"/> Elevator Constructor
<input type="checkbox"/> Field Surveyor	<input type="checkbox"/> General Building	<input type="checkbox"/> General Engineering	<input type="checkbox"/> Glazier
<input type="checkbox"/> Inspector/Field Soils, Material Tester	<input type="checkbox"/> Iron Worker	<input type="checkbox"/> Laborer	<input type="checkbox"/> Landscape
<input type="checkbox"/> Marble Mason/Finisher	<input type="checkbox"/> Operating Engineer	<input type="checkbox"/> Painter	<input type="checkbox"/> Parking/Highway/Improvement
<input type="checkbox"/> Plasterer/Tender	<input type="checkbox"/> Plumber	<input type="checkbox"/> Roofing	<input type="checkbox"/> Sheet Metal Worker
<input type="checkbox"/> Stator Rewinder	<input type="checkbox"/> Teamster	<input type="checkbox"/> Terrazzo Worker/Finisher	<input type="checkbox"/> Tile Setter/Finisher
<input type="checkbox"/> Water Well Driller			

[Save & Exit](#) [Delete & Exit](#) [Save](#) [Previous](#) [Next](#)

## 9. Worker's Compensation

- a. All fields with an asterisk "\*" must be completed, click <Next> to continue.

**In Progress**  
Workers Compensation

Save & Exit Delete & Exit Save

\* indicates a required field

Workers Compensation

\* Do you lease employees through a Professional Employer Organization (PEO)?

--None--

A PEO is a firm that contracts with employers to provide services that include human resources, payroll and employee benefits.

Please provide your current workers' compensation insurance information below:

\* Workers' Compensation Selection

--None--

Save & Exit Delete & Exit Save Previous **Next**

## 9. Contractor Certification

- a. Contractor must answer the following questions with an asterisk "\*", click <Next> to continue.

**In Progress**  
Contractor Certification

Save & Exit Delete & Exit Save Previous Next

\* indicates a required field

Contractor Certification

Liability Certification

\* I certify that I do not 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.

--None--

Debarment Certification

\* I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

--None--

CSLB Certification

\* I certify that one of the following is true: (1) I am licensed by the Contractors State License Board (CSLB) in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code; or (2) my business or trade is not subject to licensing by the CSLB.

--None--

\* I understand refunds are not authorized.

--None--

Save & Exit Delete & Exit Save Previous **Next**

## 10. Lapse in Registration

- a. Contractor must answer the following question with an asterisk "\*", click <Next> to continue.

**In Progress**  
Lapse in Registration

Save & Exit Delete & Exit Save Previous Next

California law requires all contractors to register with DIR prior to bidding, being listed on a bid proposal, being awarded or engaging in the performance of any public work contract on or after January 1, 2018. Have you ever bid, been listed on a bid proposal, been awarded or worked on a public works project without first registering with DIR between the period below?

From: To:  
January 1, 2018 March 8, 2019

\* Lapse in Registration  
--None--

At the end of the registration process, you must certify that the information provided is true and accurate. If during an investigation, the information provided is found to be incorrect, a citation may be issued, or you could be disqualified from future registrations, or both.

Save & Exit Delete & Exit Save Previous **Next**

## 11. Registration Periods

- a. Contractor can register up to three fiscal years at a time and can select any increments. (eg. 1 year, 2 years, or 3 years) , click <Next> to continue.

**In Progress**  
Registration Period

Save & Exit Delete & Exit Save Previous Next

1: Registration valid today – June 30, 2019 (\$400)  
2: Registration valid today – June 30, 2020 (\$800)  
3: Registration valid today – June 30, 2021 (\$1,200)

\* Registration Period(s)  
--None--

*You can register for one, two, or three registration periods.*

Save & Exit Delete & Exit Save Previous **Next**

## 12. Penalty of Perjury

- a. All fields with an asterisk "\*" are must be completed, click <Next> to continue.

**In Progress**  
Penalty of Perjury

Save & Exit Delete & Exit Save Previous Next

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### Penalty of Perjury

Carefully review all content entered into the application. You may edit your information by clicking on each section heading in the top navigation menu.

You are required to provide your full name, title, and agreement under penalty of perjury that all information entered is true and correct.

\* First Name Middle Name \* Last Name

\* Title/Company Position

I certify that I have the authority to act for and on behalf of the contractor named in this registration. I certify under penalty of perjury that all of the information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the registration being canceled.\*

Save & Exit Delete & Exit Save Previous **Next**

## 13. Penalty of Perjury Statement

- a. Penalty Perjury Statement will appear, review the statement if you agree, click <Next> to continue.

**In Progress**  
Penalty of Perjury Statement

Save & Exit Delete & Exit Save

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### Penalty of Perjury

I, , the undersigned, am , Contractor Legal Name with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the certification being canceled.

Date  
2/8/2019

Save & Exit Delete & Exit Save Previous **Next**



#### 14. Payment Method

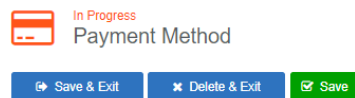
- a. Each selection (Contractor Information, Legal Entity Information, Agent for Service, Contractor Address, Crafts, Workers Compensation, Contractor Certification, Lapse in Registration, Registration Periods, Penalty of Perjury, and Penalty of Perjury Statement) with an asterisk "\*" fields must be completely filled out in order for you to be able to click the "Submit" button.

- b. If you recieved the following message:

*"You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works.*

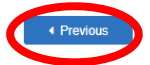
*Please review all information that has been entered."*

You must go throught the previous pages and review the required fields.



You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works.

Please review all information that has been entered.



- c. If the system accepts the online registration, you can complete the registration process by making payment by either check/ACH or credit card for registration submitted online. Please Note, there is no online payment method available to those who submit a paper application. Paper applications, must mail their registration along with a cashier's check or money order made **payable to Division of Labor Standards Enforcement to the address: PO Box 511215, Los Angeles, CA 90051-3013**. Please include the contractor registration number on the check.

- i. All fields with an asterisk "\*" are must be completed, click **<Submit>** to continue.

**In Progress**  
Payment Method

[Save & Exit](#) [Delete & Exit](#) [Save](#)

You have successfully completed the Public Works Contractor Registration application.

*NOTE: Your registration will not be finalized until payment is processed.*

Save or print a copy of your registration affidavit form.

**PWCR Fee Payment Summary**

Contractors acquiring a public works contractor registration number should pay any fees and/or penalties if applicable by credit card. **With credit card payment, contractors can expect a registration number within 24 hours.** Otherwise, any other form of payment will take up to eight weeks for verification of payment and may impact further fees and/or penalties.

Public Works Contractor Registration Fee Refund Policy  
In accordance with Labor code section 1725.5 this fee is nonrefundable.

\* Payment Method  
--None--

\* Ready to Complete Payment?  
--None--

[Save & Exit](#) [Delete & Exit](#) [Save](#)

**Submit**

[Previous](#)

Information: Registrations will not be active unless payment has been paid in full. Following the submission you will be able to immediately pay your fees due. If this is not complete within 7 days you will be required to enter all information again.

Payment Type  
Check/ACH  
Check/ACH  
Credit

15. After the registration has been submitted, click **<Return to home>** to get to the "My Dashboard" screen to continue with payment.

Thank you for submitting your registration. Your Registration will not be active until you have paid all of the required fees.

Registration Effective Date: 07/01/19

Number of Years: 1

Expiration Date: 06/30/19

**Return to home**

## 16. CREDIT CARD PAYMENT

- a. On "My Dashboard" click **<Pay Now>** for to pay for registration.

### My Dashboard

Select One...

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
<a href="#">Email a Copy</a>	Contractor Legal Name	PW-LR-1000026267 <a href="#">Pay Now</a>	Public Works	02/08/19	Pending Payment	07/01/19	06/30/19	Not Paid	400.00	

- b. Click on **<Enter Payment Info>** to input Credit Card information.

### Select Payment

Total amount due: **\$400.00**

**Itemized fees:**

Fees and Penalties are non-refundable.  
Contractor Registration Fee(s): Year(s) x  
\$400.00. **\$400.00**

Payment Type

Credit Card

c. Submit Payment – Pay Credit

- i. The system accepts VISA, Mastercard, American Express or Discover.
- ii. All fields with an asterisk "\*" must be completed, click <Next> to continue.

Submit Payment - Pay Credit

**Payment Method**  
Credit Card

**Card Type\***  
--None--

**Card Number\***

**Security Code\***

**Expiration Month\***

**Expiration Year\***

**First Name\***

**Last Name\***

**Phone\***

**Email\***  
pwtesthb@gmail.com

**Company**

**Address\***

**Address Line 2**

**City\***  **State\*** --None--  **ZIP\***

**Country\***  
United States

d. Confirm & Submit Pay Credit

- i. Review information, if accurate click **<Confirm & Submit Payment>** to finalize the registration process.

Confirm & Submit Pay Credit

Total Amount Due  
\$400.00

Card Number  
\*\*\*\*\*1111

Security Code  
\*\*\*

Expiration Date  
\*\*\*\*\*

Name

CC Last

Phone

(916) 263-1811

Email

[pwtesthb@gmail.com](mailto:pwtesthb@gmail.com)

Company

Address

1515 Clay Street

Address Line 2

City

Sacramento

State

California

Postal Code

95825

Country

United States

[Back](#)

[Cancel Payment](#)

[Confirm & Submit Payment](#)

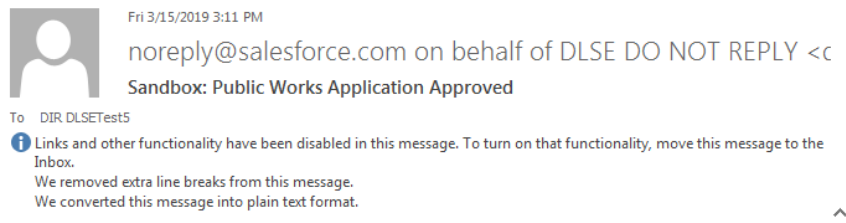
This transaction may take up to 1 minute to process. Please be patient.

17. CHECK / ACH PAYMENT

- a. If you select Check/ACH, then then a copy of your registration will be emailed to you after your submission. Please include a copy of your registration along with the check payment and mail to the following address:

State of California, Department of Industrial Relations  
Public Works Contractor Registration Unit,  
P.O. Box 511215, Los Angeles, California 90051-3013.

- b. Your registration will not be active until the payment has been received and processed. This may take up to 8 weeks.



Thank you for registering with for Public Works projects.  
Attached is the affidavit of your registration. Please keep a copy for your records. In addition, an email has been sent with a receipt of your payment.  
Registration Effective: March 15, 2019  
Registration Ends: June 30, 2021  
For questions regarding the Public Works responsibilities, please visit our website:  
<https://www.PW.ca.gov/Public-Works/PublicWorks.html>

Sincerely,  
Public Works Unit  
Division of Labor Standards Enforcement Department of Industrial Relations State of California  
<[http://cadir--UAT.cs32.my.salesforce.com/servlet/servlet.ImageServer?  
oid=00Dr00000001L0R&esid=018r0000000hHEX](http://cadir--UAT.cs32.my.salesforce.com/servlet/servlet.ImageServer?oid=00Dr00000001L0R&esid=018r0000000hHEX)>

## RENEWING A REGISTRATION

1. To renew, login to account.



### Login

To apply for your license or registration, you must [create an online account](#). If you handle registration please create only one user account.

Your username and password in the old system will not work.

Username / Email Address

Password

Login

[Forgot Your Password?](#)

2. Once you login, you will be directed to "My Dashboard" and there will be a green "Renew" button if renewal is available. Click **<Renew>** to start the renewal process.

### My Dashboard

New

[Link Existing Registration](#)

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

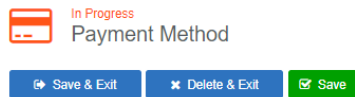
Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
	Contractor Legal Name	PW-LR-1000026267 <a href="#">Update</a> <a href="#">Renew</a>	Public Works	02/08/19	Expired	07/01/17	06/30/18	Paid / No Balance Due	0.00	

3. For the renewal registration, please review all information that auto generates from the prior year registration and updated required fields.
  - a. Please Note: To make changes to grammatical or spelling errors of your business name, you can email us [PublicWorks@dir.ca.gov](mailto:PublicWorks@dir.ca.gov)
  - b. However, you cannot change / edit your company name if it is a change in legal entity. You must create a new registration for any new legal entity and / or changes to your business name.
4. For clarification on legal name changes or additional questions, email [PublicWorks@dir.ca.gov](mailto:PublicWorks@dir.ca.gov)
5. Payment Method
  - a. Each selection (Contractor Information, Legal Entity Information, Contractor Address, Craft, Worker’s Compensation, Contractor Certification, Lapse in Registration, Registration Periods, Penalty of Perjury, and Penalty of Perjury Statement) with an asterisk “\*” fields must be completely filled out to get the “Submit” button.

You must go through the previous pages and review the required fields if you received the following message:

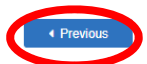
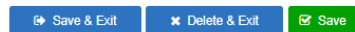
*“You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works.”*

*Please review all information that has been entered.”*



You are not ready to submit. This is because you have not completed all required information. Or have answered the Contractor Certification information that prevents you from registering with Public Works.

Please review all information that has been entered.



- b. If the system accepts the online registration you can make payment by either via check/ACH or credit card for registrations submitted online. There is no online payment method available to those who submit a paper application. Paper applications, must mail their registration along with a cashier's check or money order made payable to Division of Labor Standards Enforcement.
- i. All fields with an asterisk "\*" are must be completed, click **<Submit>** to continue.

[Department of Industrial Relations \(DIR\)](#) My Registrations

## My Dashboard

Select One...

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
<a href="#">Email a Copy</a>	Corporation	PW-LR-1000026282 <a href="#">Update</a> <a href="#">Pay Now</a>	Public Works	02/11/19	Pending Payment			Not Paid	400.00	
	Contractor Legal Name	PW-LR-1000026267 <a href="#">Update</a> <a href="#">Renew</a>	Public Works	02/08/19	Expired	07/01/17	06/30/18	Paid / No Balance Due	0.00	

Payment Type

6. After registration has been submitted, click **<Return to home>** to get to "My Dashboard" to continue with payment.

Thank you for submitting your registration. Your Registration will not be active until you have paid all of the required fees.

Registration Effective Date: 07/01/19  
 Number of Years: 1  
 Expiration Date: 06/30/19



## 7. CREDIT CARD PAYMENT

- a. On "My Dashboard" click **<Pay Now>** for to pay for registration.  
**My Dashboard**

Select One...

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "PaymentPending", "In Review", "Expired" or "Renewed".
- To renew an application, click **Renew** (link will be available 90-days before the license expiration date, until the expire date).
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Actions	Business Name	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Status
<a href="#">Email a Copy</a>	Corporation	PW-LR-1000026282 <a href="#">Pay Now</a>	Public Works	02/11/19	Pending Payment			Not Paid	400.00	

- b. Click on **<Enter Payment Info>** to input Credit Card information.

### Select Payment

Total amount due: **\$400.00**

**Itemized fees:**

Fees and Penalties are non-refundable.  
Contractor Registration Fee(s). Year(s) x  
\$400.00. **\$400.00**

Payment Type

Credit Card

c. Submit Payment – Pay Credit

- i. The system accepts VISA, Mastercard, American Express or Discover.
- ii. All fields with an asterisk "\*" are must be completed, click <Next> to continue.

Submit Payment - Pay Credit

**Payment Method**  
Credit Card

**Card Type\***  
--None--

**Card Number\***

**Security Code\***

**Expiration Month\***

**Expiration Year\***

**First Name\***

**Last Name\***

**Phone\***

**Email\***  
pwtesthb@gmail.com

**Company**

**Address\***

**Address Line 2**

**City\*** **State\*** **ZIP\***

--None--

**Country\***  
United States

Cancel Payment

Next

d. Confirm & Submit Pay Credit

- i. Review information, if accurate click **<Confirm & Submit Payment>** to finalize the registration process.

Confirm & Submit Pay Credit

Total Amount Due  
\$400.00

Card Number  
\*\*\*\*\*1111

Security Code  
\*\*\*

Expiration Date  
\*\*\*\*\*

Name

CC Last

Phone

(916) 263-1811

Email

[pwtesthb@gmail.com](mailto:pwtesthb@gmail.com)

Company

Address

1515 Clay Street

Address Line 2

City

Sacramento

State

California

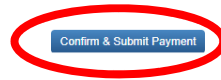
Postal Code

95825

Country

United States

[Back](#) [Cancel Payment](#)



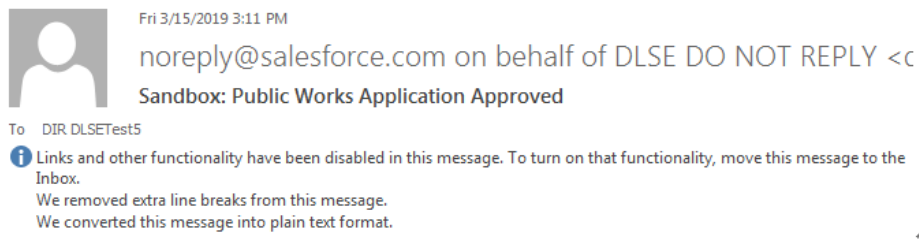
This transaction may take up to 1 minute to process. Please be patient.

8. CHECK / ACH PAYMENT

- a. If Check/ACH is selected then after submissions then a copy of your registration will be emailed. Please include a copy of your registration along with the check and mail to the following address:

State of California, Department of Industrial Relations  
Public Works Contractor Registration Unit,  
P.O. Box 511215, Los Angeles, California 90051-3013.

- b. Please note, your registration will not be active until the payment has been received and processed. This may take up to 8 weeks.



Thank you for registering with for Public Works projects.  
Attached is the affidavit of your registration. Please keep a copy for your records. In addition, an email has been sent with a receipt of your payment.  
Registration Effective: March 15, 2019  
Registration Ends: June 30, 2021  
For questions regarding the Public Works responsibilities, please visit our website:  
<https://www.PW.ca.gov/Public-Works/PublicWorks.html>

Sincerely,  
Public Works Unit  
Division of Labor Standards Enforcement Department of Industrial Relations State of California  
<<http://cadir--UAT.cs32.my.salesforce.com/servlet/servlet.ImageServer?oid=00Dr00000001L0R&esid=018r0000000hHEX>>

# PUBLIC WORKS CONTRACTOR REGISTRATION SEARCH

URL to PWCR Search: <https://cadir.cs32.force.com/ContractorSearch/> (website to be updated)

1. Search contractor registration by entering at least one criteria to display registered public works contractor(s) matching your selections. Searchable criterias: Legal name, PWCR, CLSB #, DBA, Dates, County, and City. Click **<Search>** once a searchable criteria is inputed.
  - a. Craft filters can be added as long as there is at least one search criteria.
  - b. Search results will display all of the public works contractor registrations, both current and expired.



## Public Works Contractor(PWC) Registration Search

Enter atleast one criteria to display registered public works contractor(s) matching your selections.

Note: Search results will display all of the public works contractor registrations, both current and expired. Make sure a proper registration fiscal year is selected when performing a search.

Input Label: Legal name, CSLB number, DBA, Registration number

From Date: mm / dd / yyyy

To Date: mm / dd / yyyy

County: \_\_\_\_\_ City: \_\_\_\_\_

**Search** **Reset**

Crafts (Select all that apply)

- Asbestos
- Boltermaker-Blacksmith
- Bricklayer/Brick Tender

Registrations

Search Results: \_\_\_\_\_

**Print PDF** **Export**

**Previous** **Next**

**Add all to my list** **My List (0)**

2. To view more information on the registration click on **<View Details>** and a new tab will open.

Crafts (Select all that apply)

- Asbestos
- Boltermaker-Blacksmith
- Bricklayer/Brick Tender
- Carpenter
- Carpet, Linoleum, Resilient Tile Layer
- Cement Mason
- Consultant
- Driver (On/Off Hauling)
- Drywall Installer/Lather/Finisher
- Electrical Utility
- Electrical Utility
- Electrician
- Elevator Constructor
- Field Surveyor
- General Building

Registrations

Search Results: 3 found

**Print PDF** **Export**

**Add all to my list** **My List (0)**

**View Details** **+ Add to My List**

**DIR Test**

**Detail:**

Registration Number: PW-LR-000025657

CSLB Number:

Status: Active

Mailing Address: 2031 Howe Ave Suite 100  
sacramento  
CA 90032

Craft: Boltermaker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

Email: ptsan@dli.ca.gov

Registration History

Effective Date	Expiration Date

DBA

Name	Status
Test DBA	Active

3. To "Print PDF" or "Export" registration record must be added to "My List". All registrations found can be add to my list or a single registrations can be added by click **<Add all to my list>** or **<+ Add to My List>**.

Crafts (Select all that apply)

- Asbestos
- Boiler-maker-Blacksmith
- Bricklayer/Brick Tender
- Carpenter
- Carpet, Linoleum, Resilient Tile Layer
- Cement Mason
- Consultant
- Driver (On/Off Hauling)
- Drywall
- Installer/Lather/Finisher
- Electrical Utility
- Electrical Utility
- Electrician
- Elevator Constructor
- Field Surveyor
- General Building

Registrations  
Search Results: 3 found

Previous Next

Print PDF Export

Add all to my list My List (0)

View Details Add to My List

**DIR Test**

**Detail:**  
 Registration Number: PW-LR-000025657  
 CSLB Number:  
 Status: Active  
 Mailing Address: 2031 Howe Ave Suite 100, sacramento, CA 90032

**Crafts:** Boiler-maker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

**Email:** ptsan@dlr.ca.gov

**DBA**

Registration History

Effective Date	Expiration Date

Name	Status
Test DBA	Active

4. Once there are registration records in “My List” click either <Print PDF> or <Export>. The “Export” will be in an MS Excel Worksheet.

Crafts (Select all that apply)

- Asbestos
- Boiler-maker-Blacksmith
- Bricklayer/Brick Tender
- Carpenter
- Carpet, Linoleum, Resilient Tile Layer
- Cement Mason
- Consultant
- Driver (On/Off Hauling)
- Drywall
- Installer/Lather/Finisher
- Electrical Utility
- Electrical Utility
- Electrician
- Elevator Constructor
- Field Surveyor
- General Building
- General Engineering
- Glazier
- Inspector/Field Soils,Material Tester
- Iron Worker
- Laborer
- Landscape
- Marble Mason/Finisher
- Operating Engineer
- Painter

Registrations  
Search Results: 3 found

Previous Next

Print PDF Export

Add all to my list My List (3)

View Details Remove from My List

**DIR Test**

**Detail:**  
 Registration Number: PW-LR-000025657  
 CSLB Number:  
 Status: Active  
 Mailing Address: 2031 Howe Ave Suite 100, sacramento, CA 90032

**Crafts:** Boiler-maker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Drywall Installer/Lather/Finisher

**Email:** ptsan@dlr.ca.gov

**DBA**

Name	Status
Test DBA	Active

**Term Options May 1 - July 1 - review**

View Details Remove from My List

**Detail:**  
 Registration Number: PW-LR-000025867  
 CSLB Number:  
 Status: Active  
 Mailing Address: 2031 Howe Ave Suite 100, sacramento, CA 95825

**Crafts:** Asbestos;Boiler-maker-Blacksmith;Bricklayer/Brick Tender;Carpenter;Carpet, Linoleum, Resilient Tile Layer;Cement Mason;Consultant;Driver (On/Off Hauling);Drywall Installer/Lather/Finisher;Electrical Utility;Electrical

Registration History

Effective Date	Expiration Date
7/1/2019	6/30/2021

5. The URLs of the search results and details tab can be copy and that would save that particular search criteria fields.

If you encounter any error messages, please take a screen shot of the error and send to [PublicWorks@dir.ca.gov](mailto:PublicWorks@dir.ca.gov)