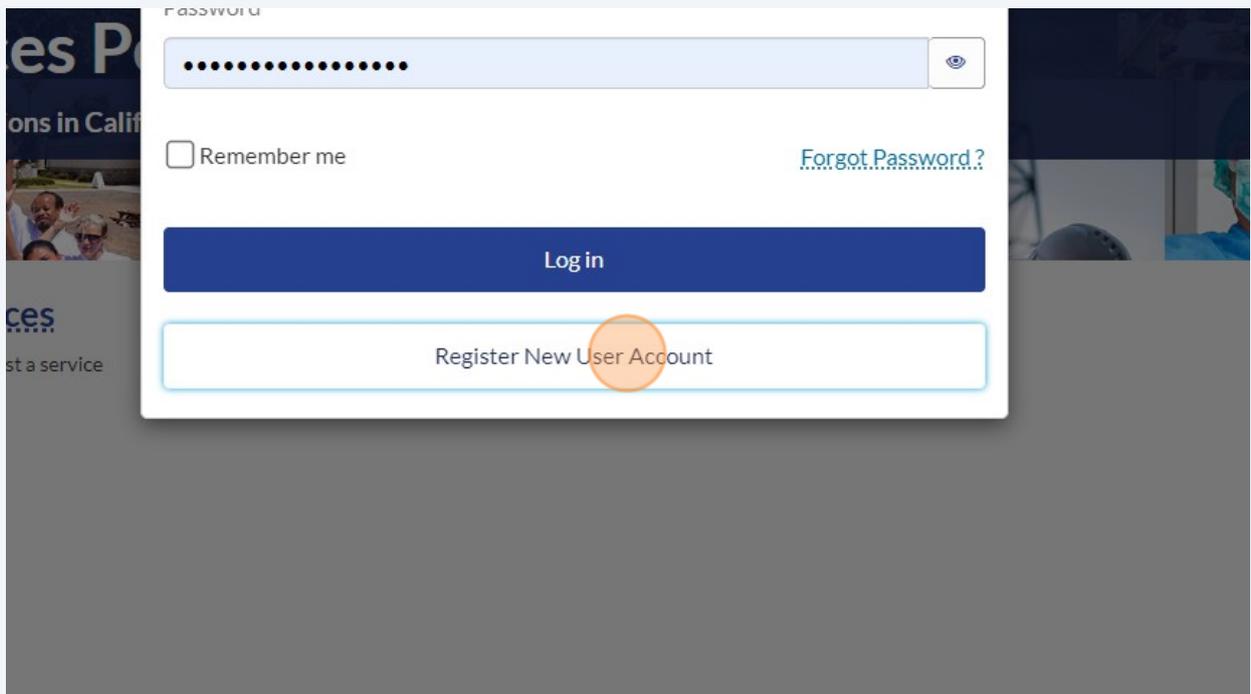


How to Link Your User Account to an Awarding Body or Development Proponent

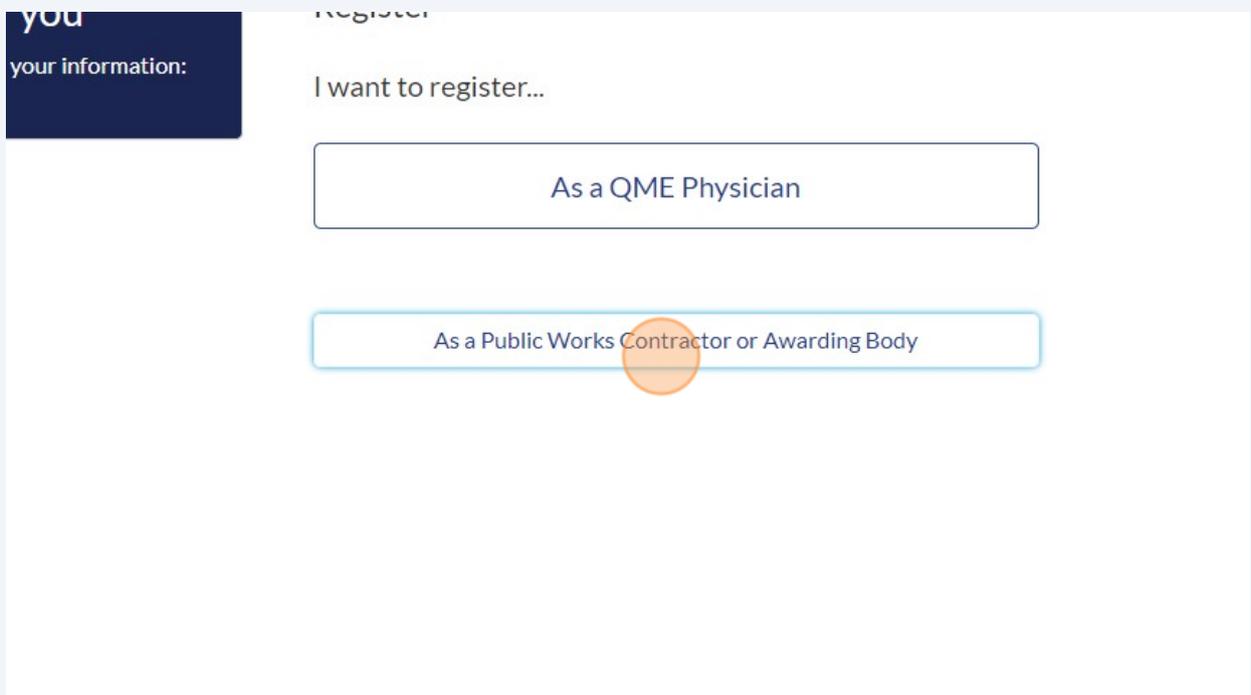
1 Click "Log in"



2 If you have not yet created a user account, click "Register New User Account"



3 If you have not yet created a user account, click "As a Public Works Contractor or Awarding Body"



4

If you have not yet created a user account, fill in all relevant information and verify your email

[← Back](#)

Create New User Account

* Indicates required fields

* First Name

Enter first name

Middle Name (Optional)

Enter middle name

* Last Name

Enter last name

If you are a member of a public or government Awarding Body, you should use an email with a domain of your entity to create your account instead of a personal email.

5

Log in to your account. Click "Log in"

Your request has been submitted and is pending review. You will receive an email when your request is processed.

EST. 1927 Industrial Relations

DIR Services Portal

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[Browse Services](#)
Report an issue or request a service

User name / Email
sample_awardingbody@gmail.com

Password
.....

Remember me [Forgot Password?](#)

Log in

Register New User Account

6

Click "Awarding Body or Development Proponent" box

DIR Services Portal
Improving working conditions in California since 1927

What can we help you find today?

Associate your User Account with an entity

Select the entity type you want to associate your account with.

Awarding Body or Development Proponent

If you work for an entity that awards a contract for public works.

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.

Or if you are the developer who submits an application for streamlined approval.

A Development proponent approval allows to submit projects and

Contractor

If you work or bid on a public works project or a contract that requires the payment of prevailing wages.

It includes subcontractors who have entered into a contract with another contractor to perform a portion of the work.

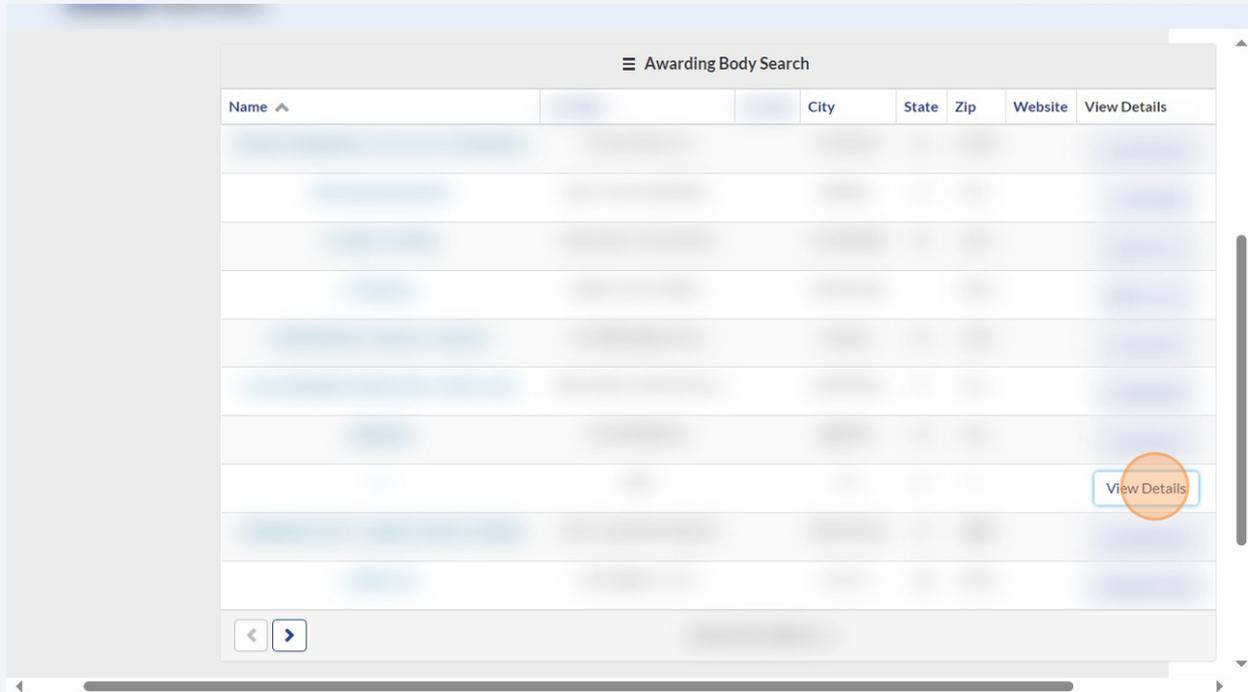
As a Public Works Contractor you must have a CSLB license or SO number.

A Contractor registration allows to submit payroll to the projects

7

Type your awarding body name. You can search for any component of the legal entity name. **Search using the "ENTER" button on your keyboard.** Click "View Details" when you find the appropriate awarding body.

If you are unsure what your Awarding Body is, check the project search. You can find a project you know your Awarding Body is responsible for and find the Awarding Body listed on it—this will be the name of your Awarding Body you should search and link your user account with.



8

Review the information to ensure that it is the right awarding body. Click "Submit Association Request." This request may be auto-approved. If it is not, then it needs to be approved by the primary contact of the contractor. You can log in and out of your account to see if your associated request has been auto-approved or manually approved. If you have not yet been approved, please reach out to the contractor business email or phone number.

Associate your User Account with an Entity

Information

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

Name: 1

Legal Name:

Business Structure:

Email Address:

Phone Number:

Physical Address:

asdf

dasf, ads asdf

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](#)

Submit Association Request