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

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 Screen](https://www.dir.ca.gov/Public-Works/PublicWorks.html)
2. 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>.

3. 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>.
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.

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

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

Change Password
**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.

---

**My Dashboard**

- 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)

```
License Registration Number: 1000002166
Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000006562, CW000123456).

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

Registration Type: Public Works
```

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

```
License Registration Number: PW-LR-1000025793
Enter complete registration, license, permit, or certificate number (e.g., CW-LR-000006562, CW000123456).

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

Registration Type: Public Works
```

   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.
6. 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

7. 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.

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/Access/Approval/vipform_VIP_FormWizard?id=a07w0000001lF86

8. 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.
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>.

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”.

![Image of My Dashboard with New and Link Existing Registration options]
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.

![Contractor Information Screen]

* 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**
  --None--

- **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?**
  --None--

**Contractor Trade Name or doing business as (DBA)**

- **Action**
  Trade Name or DBA
  Active

- **Save & Exit**
  **Delete & Exit**
  **Next**

![Next Button Highlighted]

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).

a. Corporation
   i. Click << Add Role>> button to add corporate information, President’s name is required.

b. Limited Liability Company (LLC)
   i. Click << New>> button to add Member(s) Legal Name and Legal Entity Type.
c. Sole Proprietor
   i. Click <+ New> button to add Sole Proprietor’s information.

   

   d. Limited Liability Partnership / Limited Partnerships (LLP/LP)
      i. Click <+ New> button to add Partner(s) Legal Name and Legal Entity Type.
e. Joint Venture
   i. Click <New> button to add Joint Venture Partner(s) Legal Name and Legal Entity Type.
   ii. At least two Joint Venture Partner Names is required

f. General Partnership
   i. Click <New> button to add Partner(s) Legal Name and Legal Entity Type.
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.
7. Contractor Address
   a. All fields with an asterisk “*” must be completed, click <Next> to continue to the next page.

8. Crafts or Classification
   a. Please select at least one craft or classification that your company performs, click <Next> to continue.
9. **Worker’s Compensation**
   a. All fields with an asterisk “*” must be completed, click <Next> to continue.

   ![Worker's Compensation Form](image1)

9. **Contractor Certification**
   a. Contractor must answer the following questions with an asterisk “*”, click <Next> to continue.

   ![Contractor Certification Form](image2)
10. Lapse in Registration
   a. Contractor must answer the following question with an asterisk “*”, click <Next> to continue.

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.
12. Penalty of Perjury
   a. All fields with an asterisk “*” are must be completed, click <Next> to continue.

13. Penalty of Perjury Statement
   a. Penalty Perjury Statement will appear, review the statement if you agree, click <Next> to continue.
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 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 must go through the previous pages and review the required fields.

   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.

15. After the registration has been submitted, click <Return to home> to get to the “My Dashboard” screen to continue with payment.
16. CREDIT CARD PAYMENT

a. On “My Dashboard” click <Pay Now> for to pay for registration.

My Dashboard

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.

<table>
<thead>
<tr>
<th>Action</th>
<th>Business Name</th>
<th>Registration #</th>
<th>Registration Type</th>
<th>Submitted Date</th>
<th>Status</th>
<th>Effective Date</th>
<th>Expiration Date</th>
<th>Payment Status</th>
<th>Balance Due</th>
<th>Exam Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Now</td>
<td>Contractor Legal Name</td>
<td>PAUL 15000224297</td>
<td>Public Works</td>
<td>02/19/19</td>
<td>Pending Payment</td>
<td>07/11/19</td>
<td>09/30/19</td>
<td>Not Paid</td>
<td>400.00</td>
<td></td>
</tr>
</tbody>
</table>

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 $400.00
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
d. Confirm & Submit Pay Credit
   i. Review information, if accurate click <Confirm & Submit Payment> to finalize the registration process.

   ![Confirm & Submit Pay Credit]

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

17. CHECK / ACH PAYMENT
   a. If you select Check/ACH, 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.

   ![Mail Confirmation]

   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](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

   21
RENEWING A REGISTRATION

1. To renew, login to account.

   ![Login Screen]

   To apply for your license or registration, you must create an online account. If you handle registrants 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**

   ![Dashboard Screen]
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
   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

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.”
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.

   *My Dashboard*

   ![My Dashboard Image]

   ![Payment Type]

   ![Registration Details]

6. After registration has been submitted, click <Return to home> to get to “My Dashboard” to continue with payment.
7. CREDIT CARD PAYMENT
   a. On “My Dashboard” click <Pay Now> for to pay for registration.

   ![My Dashboard](image)

   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](#).

   ![Registration Table](image)

   ![Select Payment](image)

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

   ![Select Payment](image)
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
d. Confirm & Submit Pay Credit
   i. Review information, if accurate click <Confirm & Submit Payment> to finalize the registration process.

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://cada--UAT.cs32.my.salesforce.com/servlet/servlet.ImageServer?id=0D00000000110R&asid=518e920000004IEX>
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.

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

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

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