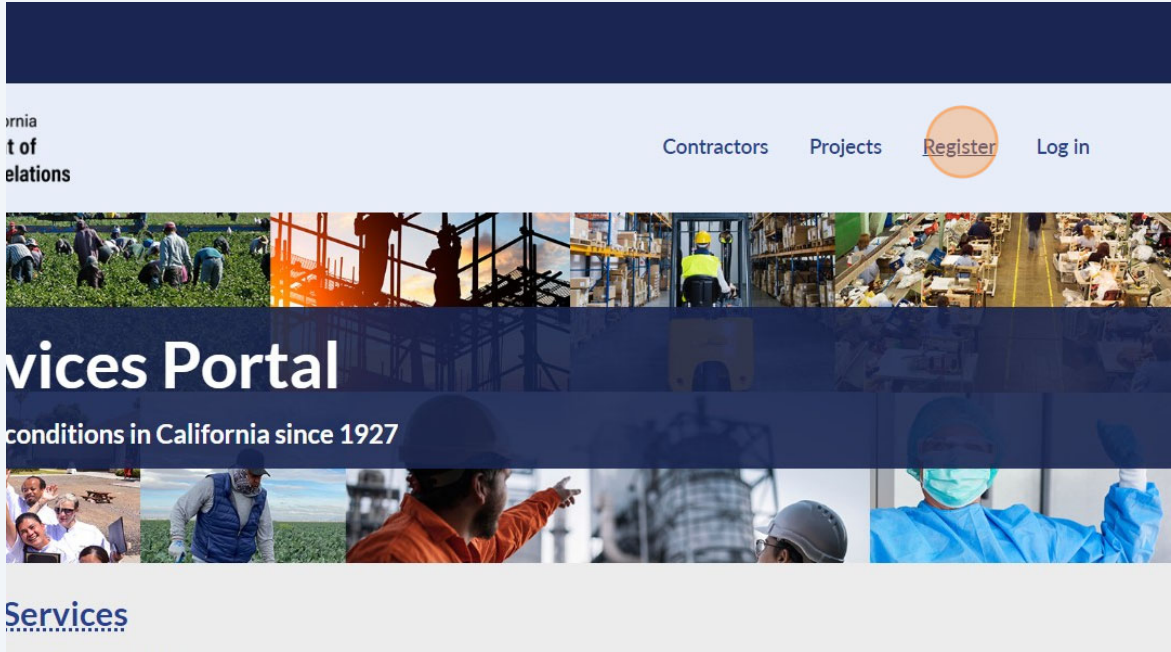


How to Create a User Account

1 Click "Register"



2

Click "As a Public Works Contractor or Awarding Body"

The screenshot shows the top navigation bar of the Department of Industrial Relations website. The header includes the logo "EST. 1927 Department of Industrial Relations" and navigation links for "Contractors", "Projects", "Register", and "Log in". A dark blue box on the left contains the text "Your government working for you" and "Register to use the DIR Services Portal and manage your information:". On the right, under the heading "Register", there is a section "I want to register..." with two buttons: "As a QME Physician" and "As a Public Works Contractor or Awarding Body". The latter button is highlighted with an orange circle. The footer contains the CA.GOV logo and various policy links: "Terms & Conditions", "Privacy Policy", "Disclaimer", "Nondiscrimination Notice", "Accessibility", "dir.ca.gov", and "Copyright 2024 State of California".

3

Enter all relevant information about you: First Name, Middle Name, Last Name, etc. If you are a member of a public or government Awarding Body, you should use an email with the official domain of your organization to create your account instead of a personal email. Using an official email will help in linking your user account to your organization.

The screenshot displays the "Create New User Account" form. At the top, it features the "CA.GOV" logo and the "DIR State of California Department of Industrial Relations EST. 1927" logo, along with navigation links for "Contractors", "Projects", "Register", and "Log in". The form title is "Create New User Account". A legend indicates that a red asterisk (*) denotes required fields. The form includes three input fields: "First Name" (with a red asterisk and an orange circle highlighting the field), "Middle Name (Optional)", and "Last Name" (with a red asterisk). Below the form, a yellow callout box provides instructions: "If you are a member of a public or government Awarding Body, you should use an email with the official domain of your entity to create your account instead of a personal email. Example: admin@awardingbodyname.edu".

4 Create a password in accordance with the requirements.

domain of your entity to create your account instead of a personal email.
Example: admin@awardingbodyname.edu

* Email Address ✓

* Phone number

* Password ✕

* Confirm Password Password does not match

Your password requires:

- Minimum 8 characters
- Maximum 100 characters
- At least 1 lowercase letter(s)
- At least 1 uppercase letter(s)
- At least 1 digit(s)
- At least 1 special character(s) from these options !@#%&*?+-=

5 Review the Terms and Conditions and Privacy Policy. Click the checkbox to affirm that you have read and understand both documents.

mail Address ✓

* Phone number

assword ✓

* Confirm Password

By clicking continue, you agree to our [Terms and Conditions](#) and Community [Privacy Policy](#).

Register

ave an account?

6 Click "Register"

Department of Industrial Relations EST. 1927

Contractors Projects Register Log in

domain of your entity to create your account instead of a personal email.
Example: admin@awardingbodyname.edu

* Email Address cookiecreamice@123.com ✓

* Phone number 5555555555 ✓

* Password ✓

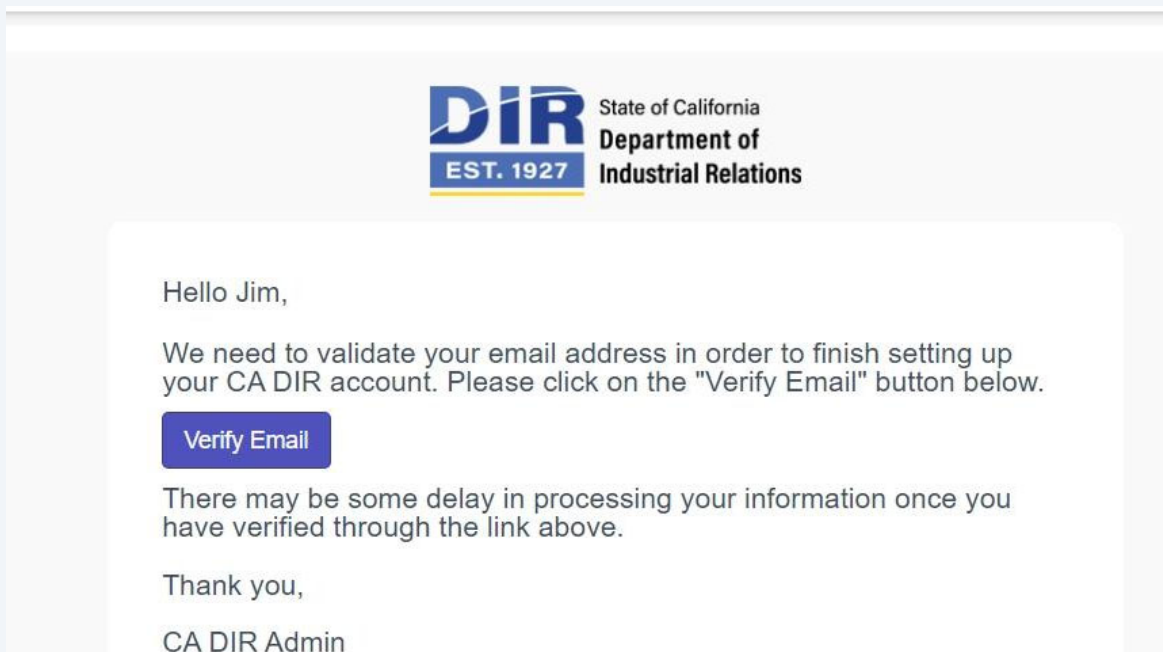
* Confirm Password ✓

By clicking continue, you agree to our [Terms and Conditions](#) and Community [Privacy Policy](#)

Register

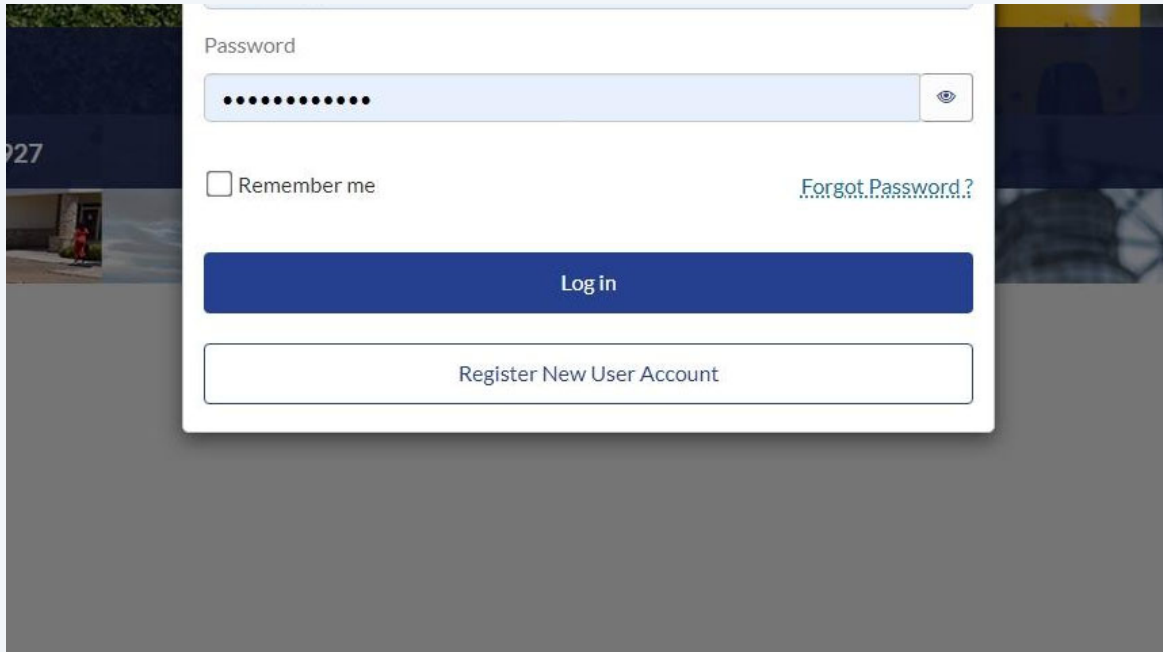
Already have an account? [Log in](#)

7 You will receive an email containing the verification link. Open the email and click the "Verify Email" button. This will verify your email address.



8

Log in to your account using the username and password that you have created.



927

Password

.....

Remember me [Forgot Password?](#)

Log in

Register New User Account