

Work Sharing Employer: Link an Account

If you previously managed a Work Sharing plan through the mail, you will need to create a new online account and link the new account to your existing plan (whether your plan is current or expired).

Getting Started

View the [Create an Account](#) guide for information on creating your online account.

Once you create your account, go to the **Log in to Work Sharing** page at worksharing.edd.ca.gov/employer and log in.

Important: Use a Chrome, Edge, Firefox, or Safari browser.

Link Your Account

Select **Link your online account to the existing plan** in the banner at the top of the **Work Sharing Employer Home** page to start the linking process, then:

1. On the **Link to an Existing Plan** page, select whether you have a *Notice of Work Sharing Plan Approval* or *Notice of Work Sharing Plan Denial* and select **Next**.
 - Select **Neither of these** if you don't have a Work Sharing notice. On the **Request Manual Link** page you can apply for a new plan or request to submit online certifications, but a Work Sharing representative must link your account before you can submit forms or manage your account online.
2. Answer all of the questions asked about information on your notice and select **Next**.
 - **Important:** Enter the information exactly as it appears on your notice. Otherwise, we cannot automatically link your account, and a Work Sharing representative must link your account.
3. If your answers match the information on your notice, your account will automatically be linked to your existing Work Sharing plan. Select **Work Sharing Portal** to manage your account.

Failure to Link an Account

If the information you provide doesn't match your selected Work Sharing notice, answer the follow-up question on the **We Cannot Link to an Existing Plan** page and select **Submit**.

You can still apply for a new plan but must wait for a Work Sharing representative to link your account before you can submit forms or manage your account online.