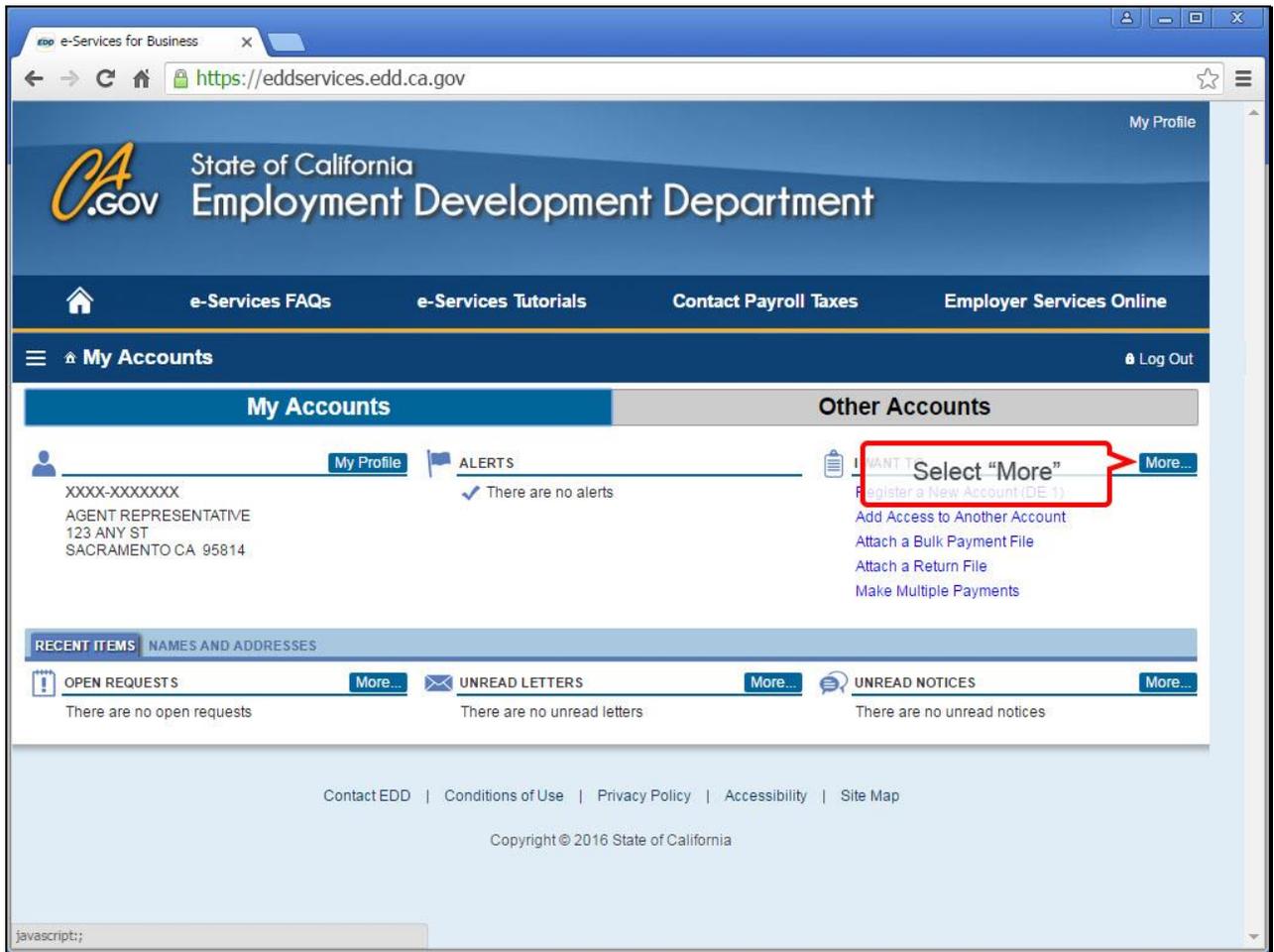


---

I Want to File a  
*Report of Independent Contractor(s)*  
(DE 542)  
or  
*Report of New Employee(s)*  
(DE 34)

**Slide notes**

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to use e-Services for Business to file a Report of Independent Contractor(s) (DE 542) and a Report of New Employee(s) (DE 34).



## Slide notes

We will begin at the e-Services for Business home page. Select the "More" link next to "I WANT TO" menu.

State of California  
Employment Development Department

e-Services FAQs   e-Services Tutorials   Contact Payroll Taxes   Employer Services Online

My Accounts » I Want To   Log Out

**I WANT TO**

- Register a New Account (DE 1)   Register a new account
- Add Access to Another Account   Adds access to a another account
- Attach a Bulk Payment File   Attach a Bulk Payment File
- Attach a Return File   Attach a Return File
- Make Multiple Payments   Make Multiple Payments

**OTHER**

- Submit a Bulk Rate Inquiry   Submit a Bulk Rate Inquiry
- View My Clients   View My Clients
- File Rpt. Of Ind. Contractors   This is a report of independent contractors

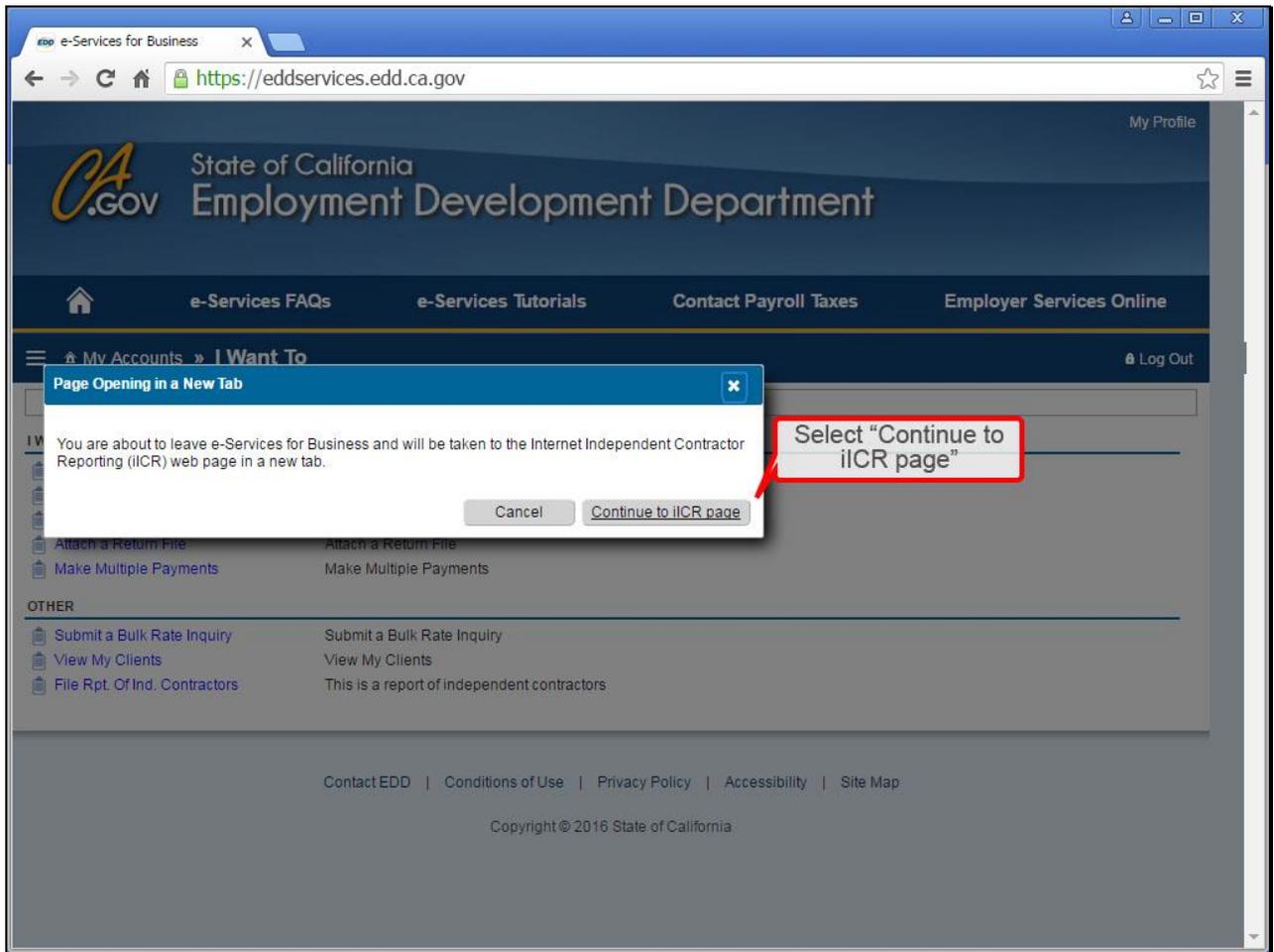
Select "File Rpt. Of Ind. Contractors"

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**Slide notes**

Select the link, "File Report of Independent Contractors."



## Slide notes

Select "Continue to iICR page."

State of California  
Employment Development Department

Tuesday, September 22, 2015 Help

## Internet Independent Contractor Reporting (iICR)

The Internet Independent Contractor Reporting (iICR) is a secure website for businesses and government entities to submit their *Report of Independent Contractor(s)* (DE 542). The iICR website uses a step-by-step approach, making independent contractor reporting easier and faster than ever before.

**Important Features of iICR:**

- Online help for completing the DE 542.
- Complete the DE 542 and submit it online.

**Please Note:** Use of your browser's "back" button may result in your being disconnected, and you will have to log back in to use iICR.

[Create New DE 542](#)

Select "Create New DE 542"

**Your DE 542 iICR Draft**

Last Modified	Status
---------------	--------

**Your Recent DE 542 iICR Submissions**

Submission Date	Confirmation No.
-----------------	------------------

**Important Links**

- Update User Profile
- iICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- ICR
- e-Services for Business
- Payroll Tax

**Contact Us**

- About iICR
- Log Out

### Slide notes

Select "Create New DE 542."

State of California  
Employment Development Department

Tuesday, September 22, 2015 Help

### Service-Recipient Information

Enter service-recipient (business or government entity) information below.

Date	Federal ID No.	CA Employer Account No.	Social Security No.
09/22/2015	XXXXXXXXXX		XXXXXXXXXX
Service-Recipient/Business Name	Contact Person		
Medium Business	Jane Q Public		
Address	Telephone No.		
789 Any St	916	-555	-1212
City	State	ZIP	
Sacramento	CA	95814	0000

**SAVE** **NEXT**

Select "Next"

#### Important Links

- Update User Profile
- iICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

#### FAQs

- ICR
- e-Services for Business
- Payroll Tax

#### Contact Us

- About iICR
- Log Out

### Slide notes

Enter service-recipient information here. When the information is completed select "Next."

[e-Services for Business](#) x [EDD - IICR - Create ICs](#) x  
<https://eddservices.edd.ca.gov>


 State of California  
**Employment Development Department**
Tuesday, September 22, 2015 [Help](#)

## ➔ Independent Contractor Information

Enter independent contractor information below.

Independent Contractor# 1

First Name	MI	Last Name	Social Security No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address		City	State
<input type="text"/>		<input type="text"/>	CA
ZIP			
<input type="text"/>	<input type="text"/>		
Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Independent Contractor# 2

First Name	MI	Last Name	Social Security No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address		City	State
<input type="text"/>		<input type="text"/>	CA
ZIP			
<input type="text"/>	<input type="text"/>		
Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

### ★ Important Links

- [Update User Profile](#)
- [iICR Home](#)
- [ICR General Information](#)
- [e-Services for Business](#)
- [Forms and Publications](#)
- [Accessibility](#)
- [EDD Home](#)

### ➔ FAQs

- [ICR](#)
- [e-Services for Business](#)
- [Payroll Tax](#)

### ➔ Contact Us

- [About iICR](#)
- [Log Out](#)

**Slide notes**

Enter the independent contractor information on this page.

e-Services for Business x EDD - IICR - Create ICs x

https://eddservices.edd.ca.gov

Independent Contractor# 5

First Name	MI	Last Name	Social Security No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City	State	
<input type="text"/>	<input type="text"/>	CA	
ZIP	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Independent Contractor# 6

First Name	MI	Last Name	Social Security No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City	State	
<input type="text"/>	<input type="text"/>	CA	
ZIP	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**SAVE** **ADD** **NEXT** Select "Next"

[Back to Top](#) | [Contact EDD](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Equal Opportunity Notice](#)

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**Slide notes**

At the bottom of the page, select "Next."

[e-Services for Business](#) x [EDD - IICR - Review/Draft](#) x  
<https://eddservices.edd.ca.gov>

State of California  
**Employment Development Department**

Tuesday, September 22, 2015 Help

## Review the DE 542 Information

Edit and submit the DE 542 information below.

Your DE 542 has been saved as a draft.

<b>Form Date</b>	<b>Federal ID No.</b>	<b>Employer Account No.</b>	<b>SSN</b>	
09/22/2015	XX-XXXXXXX		XXX-XX-XXXX	
<b>Service-Recipient Name</b>	Medium Business			
<b>Address</b>	789 Any St Sacramento, CA 95814 - 0000			
<b>Contact Person</b>	Jane Q Public	<b>Telephone</b>	916-555-1212	
<b>Independent Contractor # 1</b>				
<b>Name</b>	Joe Service		<b>SSN</b>	XXX-XX-XXXX
<b>Address</b>	741 Any St Sacramento, CA 95814- 0000			
<b>Contract Start</b>	<b>Amt. of Contract</b>	<b>Contract End</b>	<b>Ongoing Contract</b>	<a href="#">Edit</a> <a href="#">Delete</a>
09/01/2015	\$5,000.00	12/31/2015	No	

**SAVE** **ADD** **SUBMIT**

Select "Submit"

### Important Links

- Update User Profile
- iICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

### FAQs

- ICR
- e-Services for Business
- Payroll Tax

### Contact Us

- About iICR
- Log Out

### Slide notes

Before you submit the DE 542, review the information you have entered. Once you have verified the information, select "Submit" to continue.

State of California  
**Employment Development Department**

Tuesday, September 22, 2015 [Help](#)

**Submission Successful**

[Printer Friendly Version](#)

Thank you for using iICR to submit your DE 542. Please make note of your confirmation number:  
 icr00000000000000.

Do not mail or fax this report to the EDD.

Confirmation Number: icr00000000000000      Submission Date: 09/22/2015

<b>Form Date</b>	<b>Federal ID No.</b>	<b>Employer Account No.</b>	<b>SSN</b>
09/22/2015	XX-XXXXXXX		XX-XX-XXXX
<b>Service-Recipient Name</b>	Medium Business		
<b>Address</b>	789 Any St Sacramento , CA 95814 - 0000		
<b>Contact Person</b>	Jane Q Public	<b>Telephone</b>	916 - 555 - 1212

#	SSN	Independent Contractor Name and Address	Start of Contract	Amount of Contract	Contract Expiration Date	Ongoing Contract
1	XXX-XX-XXXX	Joe Service 741 Any St Sacramento , CA 95814 - 0000	09/01/2015	\$5,000.00	12/31/2015	No

**Important Links**

- Update User Profile
- iICR Home
- iCR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- iCR
- e-Services for Business
- Payroll Tax

**Contact Us**

- About iICR
- Log Out

**Slide notes**

Here you can see that the submission was successful. A printer-friendly version is available here. Close the tab to return to the e-Services for Business home page.

The screenshot shows the EDD e-Services for Business website. The user is logged in as an Agent Representative. The page displays the user's profile information, alerts, and a list of other accounts. A red box highlights the 'Employment Tax' link in the 'OTHER ACCOUNTS' section, with a callout box containing the text 'Select "Employment Tax"'. The table below shows the details of the selected account.

Account Type	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	SMALL BUSINESS	0.00

## Slide notes

To report newly hired employees, select the "Employment Tax" link to proceed to the account for which you want to file a Report of New Employee(s) (DE 34).

The screenshot shows the EDD e-Services for Business interface. At the top, the browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the State of California logo and the text "State of California Employment Development Department". Navigation links include "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online".

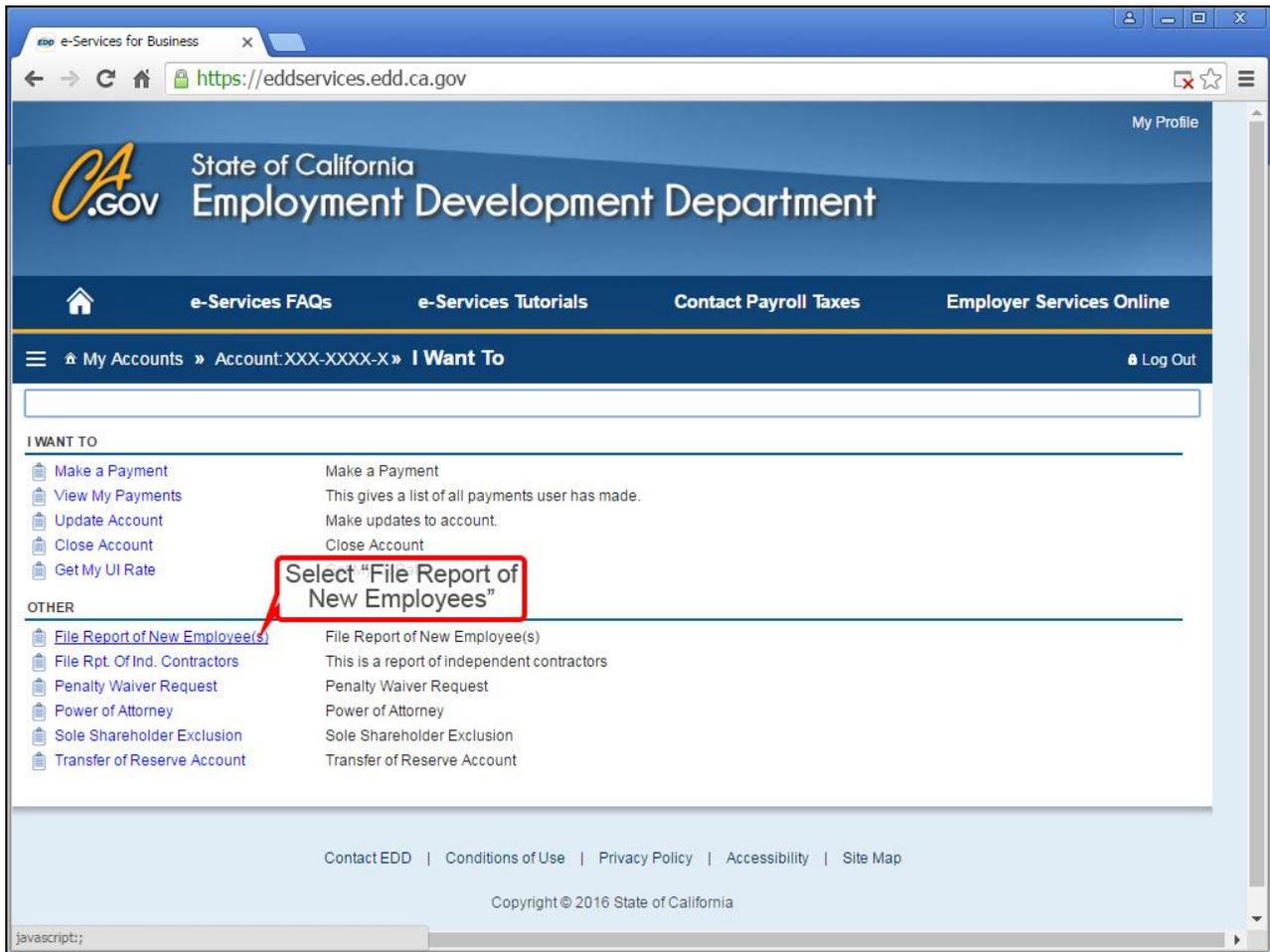
The user is logged in as "Account: XXX-XXXX-X". The main content area is divided into three sections: "EMPLOYMENT TAX" (with a "Settings" link), "ACCOUNT ALERTS" (showing "There are no alerts"), and "I WANT TO" (with a "More..." link highlighted by a red box). The "I WANT TO" menu includes options: "Make a Payment", "View My Payments", "Update Account", "Close Account", and "Get My UI Rate".

Below these sections is a "LAST 12 PERIODS" table with columns for "Period", "Balance", and "Last Activity". The table lists various reporting periods from 2014 to 2016, all with a balance of 0.00 and a status of "Processed".

Period	Balance	Last Activity
30-Sep-2016	0.00	
30-Jun-2016	0.00	01-Jul-2016 Processed Tax Return
31-Mar-2016	0.00	02-Aug-2016 Processed Wage Report
31-Dec-2015	0.00	04-Jan-2016 Processed Tax Return
30-Sep-2015	0.00	01-Oct-2015 Processed Wage Report
30-Jun-2015	0.00	16-Jul-2015 Processed Wage Report
31-Mar-2015	0.00	22-Apr-2015 Processed Wage Report
31-Dec-2014	0.00	17-Jan-2015 Processed Wage Report
30-Sep-2014	0.00	20-Oct-2014 Processed Tax Return

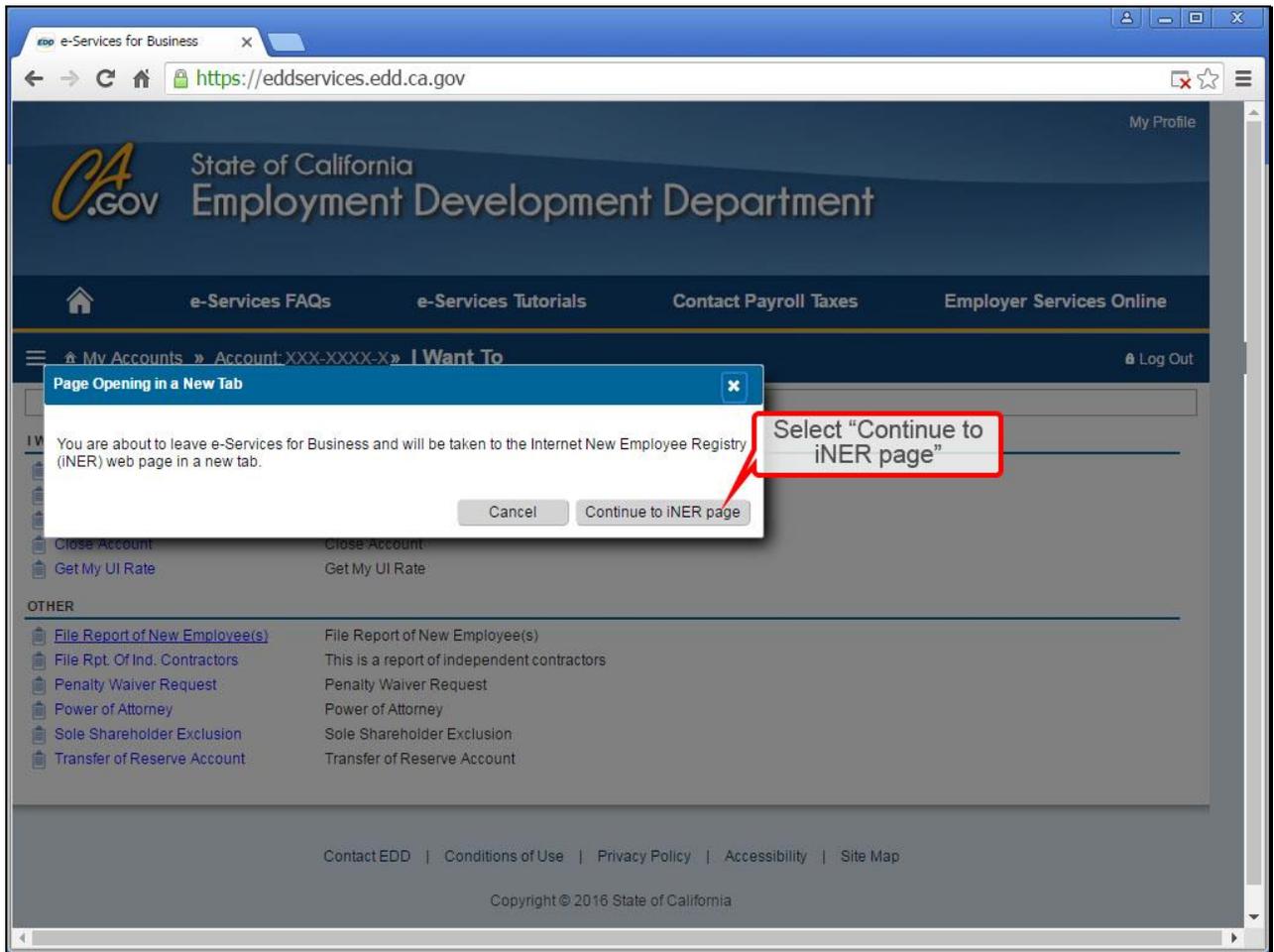
**Slide notes**

Select "More" next to the "I WANT TO" menu.



## Slide notes

Select "File Report of New Employee(s)."



## Slide notes

Select "Continue to iNER page."

The screenshot shows the EDD iNER website interface. At the top, the browser address bar displays <https://eddservices.edd.ca.gov>. The page header includes the State of California logo, the text "State of California Employment Development Department", the date "Tuesday, September 22, 2015", and a "Help" link.

### Internet New Employee Registry (iNER)

The Internet New Employee Registry (iNER) is a secure website for employers to submit their *Report of New Employee(s)* (DE 34). The iNER website uses a step-by-step approach, making new hire reporting easier and faster than ever before.

**Important Features of iNER:**

- Online help for completing the DE 34.
- Complete the DE 34 and submit it online.

**Please Note:** Use of your browser's "back" button may result in your being disconnected, and you will have to log back in to use iNER.

A red box highlights the "Create New DE 34" button, with a callout bubble containing the text "Select 'Create New DE 34'".

**Important Links**

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- NER
- e-Services for Business
- Payroll Tax

**Contact Us**

- About iNER
- Log Out

**Your DE 34 iNER Draft**

Last Modified	Status
---------------	--------

**Your Recent DE 34 iNER Submissions**

Submission Date	Confirmation No.
-----------------	------------------

## Slide notes

Select "Create New DE 34."

Browser tabs: e-Services for Business, EDD - iNER - Create Employ

Address bar: <https://eddservices.edd.ca.gov>

Page Header: State of California Employment Development Department  
Date: Tuesday, September 22, 2015  
Help

### Employer Information

**NOTE:** If changes are made to the pre-filled business name, address, city, state, or ZIP Code, those changes will only update the iNER system and will not update your address of record on the EDD's employer accounting system. Please see Name, Address, and Ownership Changes for information on updating your name and/or address.

Enter your employer information below.

Date	CA Employer Account No.	Branch Code	Federal ID No.
09/22/2015	XXXXXXXX	<input type="text"/>	XXXXXXXX
Business Name	Contact Person		
SMALL BUSINESS	JOHN Q PUBLIC		
Street	Telephone No.		
123 ANY ST	916	-555	-1212
City	State	ZIP	
SACRAMENTO	CA	95814	-0000

**SAVE**  **NEXT**  Select "Next"

**Important Links**

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- NER
- e-Services for Business
- Payroll Tax

**Contact Us**

- Log Out

### Slide notes

Enter your employer information on this page. When completed, select "Next."

[e-Services for Business](#) x [EDD - iNER - Create Employ](#) x  
<https://eddservices.edd.ca.gov>


 State of California  
**Employment Development Department**
Tuesday, September 22, 2015 [Help](#)

## ➔ New Employee Information

Enter new employee information below.

**Employee #1**

First Name	MI	Last Name	Social Security No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City		State
<input type="text"/>	<input type="text"/>		<input type="text" value="CA"/>
ZIP	Start-of-Work Date (mm/dd/yyyy)		
<input type="text"/> - <input type="text"/>	<input type="text"/>		

**Employee #2**

First Name	MI	Last Name	Social Security No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	City		State
<input type="text"/>	<input type="text"/>		<input type="text" value="CA"/>
ZIP	Start-of-Work Date (mm/dd/yyyy)		
<input type="text"/> - <input type="text"/>	<input type="text"/>		

**Employee #3**

First Name	MI	Last Name	Social Security No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**★ Important Links**

- [Update User Profile](#)
- [iNER Home](#)
- [NER General Information](#)
- [e-Services for Business](#)
- [Forms and Publications](#)
- [Accessibility](#)
- [EDD Home](#)

**➔ FAQs**

- [NER](#)
- [e-Services for Business](#)
- [Payroll Tax](#)

**➔ Contact Us**

- [About iNER](#)
- [Log Out](#)

**Slide notes**

Enter new employee information on this page. When completed, scroll down to the bottom of the page.

e-Services for Business x EDD - iNER - Create Employ x

https://eddservices.edd.ca.gov

ZIP [ ] - [ ] Start-of-Work Date (mm/dd/yyyy) [ ]

**Employee #5**

First Name [ ] MI [ ] Last Name [ ] Social Security No. [ ]

Street Address [ ] City [ ] State [ CA ]

ZIP [ ] - [ ] Start-of-Work Date (mm/dd/yyyy) [ ]

**Employee #6**

First Name [ ] MI [ ] Last Name [ ] Social Security No. [ ]

Street Address [ ] City [ ] State [ CA ]

ZIP [ ] - [ ] Start-of-Work Date (mm/dd/yyyy) [ ]

**SAVE** **ADD** **NEXT** Select "Next"

[Back to Top](#) | [Contact EDD](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Equal Opportunity Notice](#)

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**Slide notes**

Select "Next."

Browser tabs: e-Services for Business, EDD - iNER - Review/Draft L

Address bar: https://eddservices.edd.ca.gov

Page Header: State of California Employment Development Department, Tuesday, September 22, 2015, Help

### Review the DE 34 Information

Edit and submit the DE 34 information you have entered below.  
Your DE 34 has been saved as a draft.

Form Date	Federal ID No.	Employer Account No.	Branch Code	
09/22/2015	XX-XXXXXXX	XXX-XXXX-X		
<b>Business Name</b>	SMALL BUSINESS			
<b>Address</b>	123 ANY ST SACRAMENTO , CA 95814 -0000			
<b>Contact Person</b>	JOHN Q PUBLIC	<b>Telephone</b>	916- 555- 1212	
<b>Employee # 1</b>		<b>SSN</b>	:XXX-XXXX-X	
<b>Name</b>	ANNE SERVICE			
<b>Address</b>	963 ANY ST SACRAMENTO , CA 95814 -0000			
<b>Start-of-Work Date</b>	09/01/2015			<a href="#">Edit</a> <a href="#">Delete</a>

SAVE ADD SUBMIT

Select "Submit"

**Important Links**

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- NER
- e-Services for Business
- Payroll Tax

**Contact Us**

- About iNER
- Log Out

### Slide notes

The information you entered has been saved. Confirm that the information correct and select "Submit" to send the request.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page title is "EDD - iNER - Confirmation/:". A red box highlights the "Close" button in the browser's tab bar. The main content area displays a "Submission Successful" message with a green arrow icon. Below the message, a red box highlights the "Printer Friendly Version" link. The page also includes a "Confirmation Number" and "Submission Date" section, a table of submission details, and a "Contact Us" section with links for "About iNER" and "Log Out".

State of California  
**Employment Development Department**

Tuesday, September 22, 2015 Help

**Submission Successful**

Thank you for using iNER to submit your DE 34. Please make note of your confirmation number: ner00000000000000.

Do not mail or fax this report to the EDD.

Confirmation Number: ner00000000000000      Submission Date: 09/22/2015

Form Date	Federal ID No.	Employer Account No.	Branch Code
09/22/2015	XX-XXXXXXX	XXX-XXXX-X	

Business Name	Address
SMALL BUSINESS	123 ANY ST SACRAMENTO, CA 95814 - 0000

Contact Person	Telephone
JOHN Q PUBLIC	916 - 555 - 1212

#	SSN	Employee Name and Address	Start-of-Work Date
1	789-45-6132	ANNE SERVICE 963 ANY ST SACRAMENTO, CA 95814 - 0000	09/01/2015

**Important Links**

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

**FAQs**

- NER
- e-Services for Business
- Payroll Tax

**Contact Us**

- About iNER
- Log Out

### Slide notes

Here you can see that the submission was successful. A printer-friendly version is available here. Close the tab to return to the e-Services for Business home page.

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Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to file a Report of Independent Contractor(s) (DE 542) and a Report of New Employee(s) (DE 34) on e-Services for Business.

Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.