

Creating CWDS Login

On the **CWDS Login Page** (<https://www.cwds.state.pa.us>), if you are an employer who is unknown to CWDS,

The screenshot shows the homepage of the Commonwealth Workforce Development System. At the top left is the logo and the text "Commonwealth Workforce Development System". To the right are links for "Páginas en Español", "Help", and "Accessibility". Below this is a navigation bar with "pennsylvania PA", "PA STATE AGENCIES", and "ONLINE SERVICES". The main content area is divided into three columns: "Individuals" (orange), "Employers" (purple), and "Service Providers" (green). Each column lists various services. On the right side, there is a "Keystone Key" login section with a "What's this?" link, "Keystone ID:" and "Password:" input fields, a "Login" button, and links for "New user?", "Trouble Logging In?", and "Forgot Your Password?".

- Click the **New User** link under the keystone.

NOTE: If you already have a User Name and Password enter them in the Keystone Key and you will be directed to the Employer Home Page.

The **User Enrollment** screen will be displayed.

User Enrollment

Required Fields are Indicated by *

Enrollment Options:

Employer

Provider Of Services

Individual Seeking Services

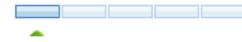
* Please select an option that fits you most:

- Select the **Employer** option
- Click **Continue**

The **Employer Registration: Identifying Information** screen will be displayed.

Enroll Employer: Identify Employer

STEP 1 OF 5



Required Fields are Indicated by *

Employer Identification

*FEIN (Federal Employer Identification Number): If you do not have an FEIN, [Identify by SSN](#)

Zip Code: -

[Back](#) [Locate Company Profile](#)

- Enter the employer's 9 digit Federal Identification Number (FEIN)
- Click on **Locate Business Folder or Continue**

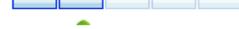
The **Employer Registration: Existing Company Profile(s)** screen will display **The Federal Employer Identification Number (FEIN) you entered, xxxxxxxxx, is already in use by one or more employers listed in the table below.**

- If you were provided a Temporary Access Code, then you can enter your [Access Code here](#) (follow the instruction from the hyperlink)
- If the employers information you are entering is listed below, click the **'Join this Profile'** button for the **Branch/Location** you wish to join. If this is the case you will directed to the **Employer Registration: Contact Details screen**. All of the information entered on this page is the person who is registering information.
- If the employer information you are entering is a different employer location with the same FEIN, click the **'Create New Company Profile'** button. Follow instructions below

If the employer does not exist in CWDS, you will be directed to the **Enroll Employer: Employer Company Profile** screen.

Enroll Employer: Employer Company Profile

STEP 2 OF 5



Required Fields are Indicated by *

Employer Details	
*Active Status:	Active
FEIN:	147896325
Are you a domestic employer?	Select
*Employer Legal Name:	
*Doing Business As Name:	<input type="checkbox"/> Same as Legal Name.
*Branch / Location Name: (Example: "Harrisburg Office")	<input type="checkbox"/> Same as Legal Name.
Business Description:	0 characters of 100
Unemployment Insurance Tax ID:	
Create PA CareerLink Profile:	Select

Location Details	
*Address Line 1:	
Address Line 2:	
*City:	
*State:	Select
*Zip Code:	-
*County:	Select
*Phone Number:	- - Ext. -
Fax Number:	- -
Email:	
Website URL:	

Mailing Address	
Same as Location Details	<input type="checkbox"/>
Attention Line:	
*Address Line 1:	
Address Line 2:	
*City:	
*State:	Select
*Zip Code:	-
*County:	Select

[Back](#) [Check Spelling](#) [Save And Continue](#) ➔

- Enter the appropriate information.
- Press the **Save and Continue** button.

The **Employer Registration: Contact Details** screen will be displayed.

Enroll Employer: Create Employer Contact Details

STEP 3 OF 5

Required Fields are Indicated by *

Contact Details

Salutation:

*First Name:

Middle Initial:

*Last Name:

Suffix:

*Job Title:

Division/Department:

*Address Line 1:

Address Line 2:

*City:

*State:

County:

*Zip Code: -

*Phone Number: - - Ext.

Alternate Phone Number: - - Ext.

Fax Number: - -

Email:

Please enter your personal email, this email is different from company profile email.

*Preferred Correspondence Method:

- Enter the contact detail information
- Check box for the [CWDS Employer Disclaimer](#)
- Click **Continue**

The **Employer Registration: Contact Login Details** screen will be refreshed with the **Login Details** section at the bottom.

Login Details

Please create a unique password (8 characters minimum) and confirm. Previous 10 passwords may not be used. Password may not contain any part of your full name. Password must contain characters from at least three (3) of the following four (4) categories:

- UPPERCASE letters
- Lowercase letters
- Numbers (0-9)
- Non-alphanumeric characters (!<@#\$, etc.)

Some examples of strong passwords include: P@ssword, MyPassword123 or p@ssword123.

*Password:

*Confirm Password:

*Select hint question 1:

*Select hint answer 1:

*Select hint question 2:

*Answer to hint question 2:

*Select hint question 3:

*Answer to hint question 3:

Back **Save And Continue** ➔

- **Enter** the required information
- Click **Continue**

Keystone ID (username): Will display

Send an email to RA-BETPCPP@pa.gov to notify the CPP administrator you will have completed your registration. Be sure to include the:

- FEIN
- Branch/Location
- Contract Number

NOTE: An email will be sent once login has been verified and approved. You will not be able to enter any contracts until profile has been approved.