

## Instructions for filing Disability/Paid Family Leave online

### Information you will need before creating account:

- 1) Social Security Number
- 2) Both physical address/ mailing address\*
- 3) California driver's license number or ID number
- 4) Telephone number

\*If your physical address is rural, it is possible that they will not recognize the address.  
You will need to file your disability/paid family leave claim on a paper form.

- Search for SDI online in a web browser
- Click on SDI Online – edd - ca.gov  
[https://www.edd.ca.gov/disability/sdi\\_online.htm](https://www.edd.ca.gov/disability/sdi_online.htm)
- Click on Benefits Programs Online
- Click on login or register
- Click on register

### Registering for SDI online is a 3 step process.

- 1) Creating a profile which includes entering email, password, 4 security questions, and a selecting personal image/caption
- 2) After creating your profile you will need to go to your email and click on the link that SDI sends you to complete the first step
- 3) You will need to log into SDI online and register as claimant for SDI (you will need your SSN, CA driver's license or ID, physical/ mailing address, and phone number on hand)

### ➤ Once the registration process is complete, you will need to:

- 1) Log into your SDI online account
- 2) Click on new claim
- 3) Click on disability insurance claim
- 4) Complete disability claim
  - a) You will need employer information (name, address, and last do you worked)
  - b) Your first day of disability cannot be the same day as last day worked, it can be the following day

You will need to put the name of your prenatal clinic to authorize release of information, not a specific provider. Contact information for all Open Door Prenatal Clinics can be found at the top of this document.