

CONTRACTOR PORTAL

SIGN-UP INSTRUCTIONS

1. **Existing My L&I users*:** [Log in](#) and click “+Get more access” under **My Profile**, then skip to step 4.
New users: [Sign up](#) for an account, enter your personal information, then click continue.

**If you need to access both the Awarding Agency & Contractor Portals, you will need to create separate user ID's for each portal.*

2. You will receive an email from “My L&I” to **activate your profile**. Follow the link to complete your setup. If you don't see an activation email, check your spam or junk mail folders.
3. Log in to My L&I using your newly created User ID and password.
4. To complete set up, choose the following options:

5. Click the “**My tasks**” button, then click the link to “**File an intent to pay prevailing wage or an affidavit of wages paid**” to complete your registration.



6. Next, you will be asked to provide a backup email and phone number to complete your security profile.
7. To complete your registration, enter your name, phone number, email address, UBI, and contractor registration number, then click **Register**.

Congratulations! You have completed setting up your PWIA access.

Accepting the legal disclaimer will take you to the contractor dashboard where you can manage your public works projects. This includes filing the intent and affidavit, certified payroll, completing the responsible bidder training, and much more...