

CWDS LOGIN INSTRUCTIONS FOR EMPLOYERS OR PROVIDERS

www.cwds.state.pa.us

For the Employer or Provider who knows his PA CareerLink Username, Password, and FEIN:

- Click on “Existing PA CareerLink User Login Page,” the red link above the PA CareerLink logo on the right side of the page

For the Employer or Provider who knows his existing PA CareerLink Username and Password but does not know his FEIN:

- A PA CareerLink staff person can assist you by looking up your FEIN
- Please call a PA CareerLink staff person at 610-437-5627, identify yourself as an existing PA CareerLink Employer or Provider, and ask for assistance with logging into the state’s CWDS website

For the Employer or Provider who does not know his existing PA CareerLink Username and/or Password

- Click on “New User?”
- Identify yourself by entering your FEIN
- Click on “Locate Business Folder”
- Click the “Continue” button at the bottom of the Disclaimer Page; the system will search for your FEIN
- Check the Name and Address fields to make sure you are selecting the appropriate Business Folder
- Click on the “Select” radio button in front of the appropriate Business Folder then click on the “Join” button
- In the Employer or Provider Contact List, search for yourself; click on the “Select” radio button in front of your name
- Click on “Associate Contact” to associate yourself with your Employer or Provider Business Folder
- Please call 610-437-5627, identify yourself as an existing PA CareerLink Employer or Provider, and ask to have a PA CareerLink staff person verify your information; this must be done before you can use your Business Folder