

EMPLOYER AND PROVIDER INSTRUCTIONS - CWDS

If you know your PA CareerLink Username and Password and FEIN:

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

If you know your existing PA CareerLink Username and Password but do not know your FEIN:

1. A PA CareerLink staff person can assist you by looking up your FEIN
2. Call the PA CareerLink at 814-533-2493, Monday – Friday, 8 am – 4:30 pm, identify yourself as an existing PA CareerLink Employer or Provider, and ask for assistance with logging into the CWDS website

If you do not know your existing PA CareerLink Username and/or Password:

1. Click on “New User?”
2. Identify yourself by entering your FEIN
3. Click on “Locate Business Folder”
4. Click the “Continue” button at the bottom of the Disclaimer Page; the system will search for your FEIN
5. Check the Name and Address fields to make sure you are selecting the appropriate Business Folder
6. Click on the “Select” radio button in front of the appropriate Business Folder then click on the “Join” button
7. In the Employer or Provider Contact List, search for yourself; click on the “Select” radio button in front of your name
8. Click on “Associate Contact” to associate yourself with your Employer or Provider Business Folder
9. Call the PA CareerLink at 814-533-2493, Monday – Friday, 8 am – 4:30 pm and let them know that your Business Folder needs to be verified. This must be done before you can use your Business Folder.