

# How to Register with Delaware LaborFirst

1. Go to the Delaware Division of Paid Leave’s website, [de.gov/paidleave](https://de.gov/paidleave). Scroll down to where you see “Delaware LaborFirst – First Time Visitors.”

## Delaware LaborFirst – First Time Visitors

How to Register with Delaware LaborFirst   



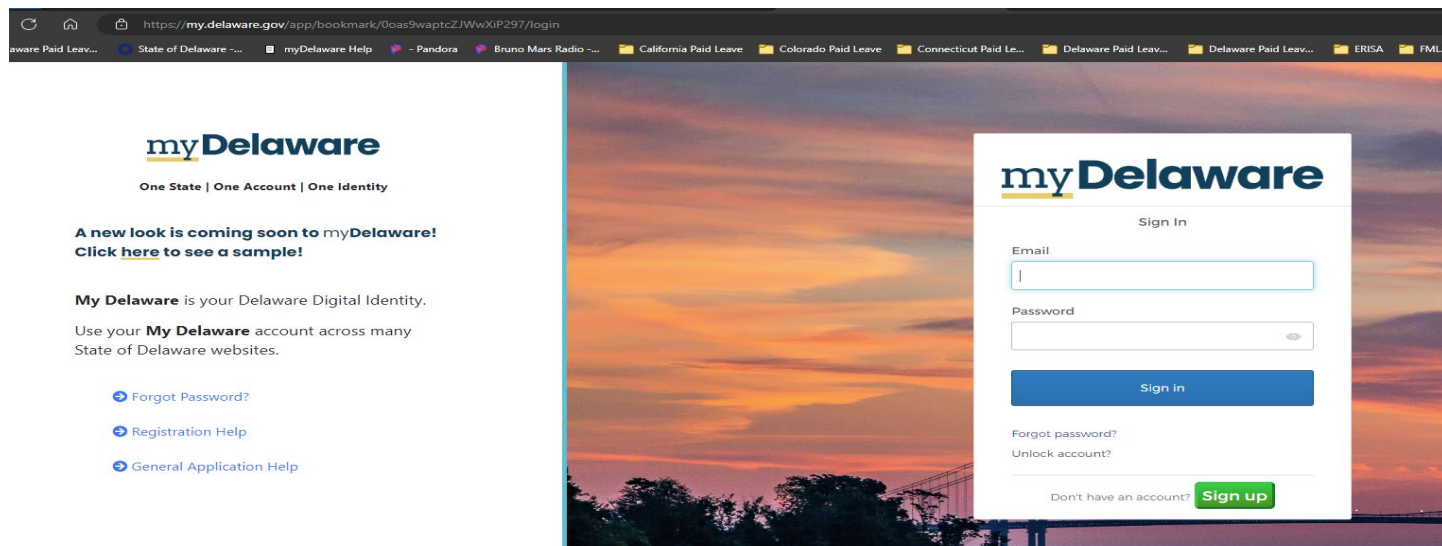
2. Select either the “Employer” or “Third Party Administrator” option, depending upon whether you are registering as an “Employer” or a “Third Party Administrator.”

## Delaware LaborFirst – First Time Visitors

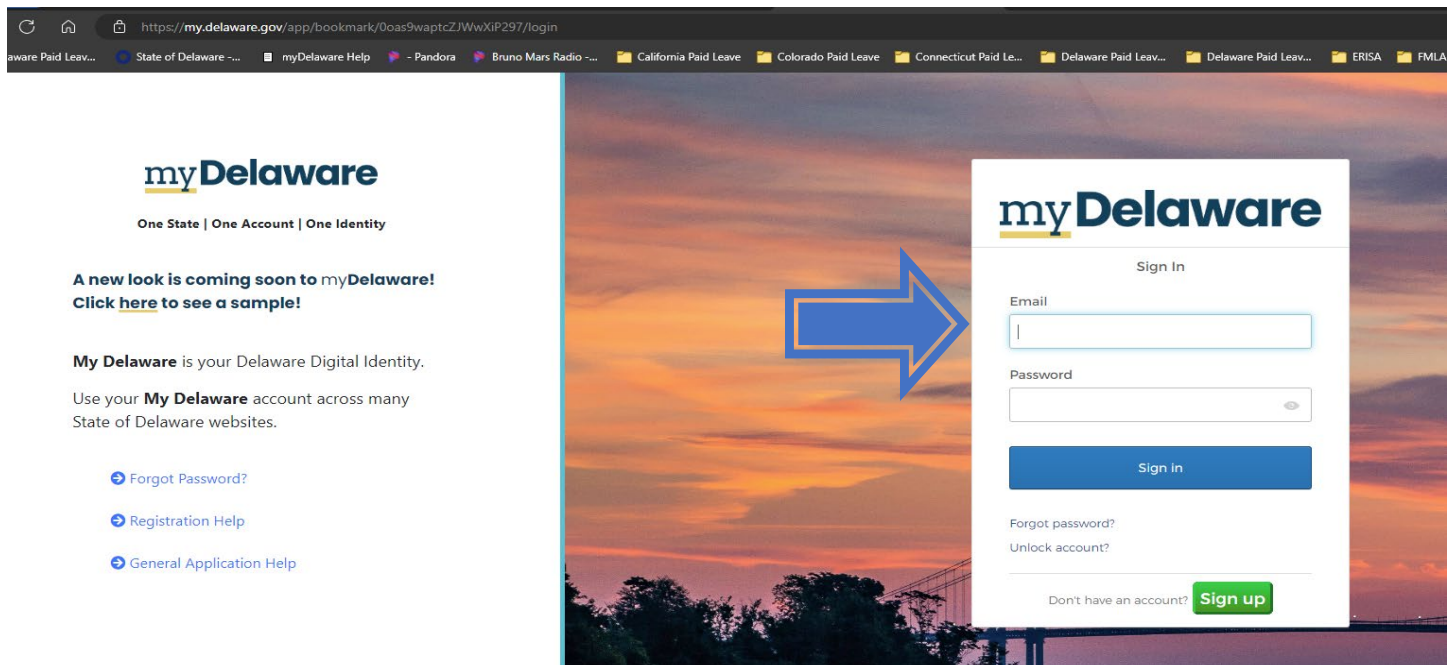
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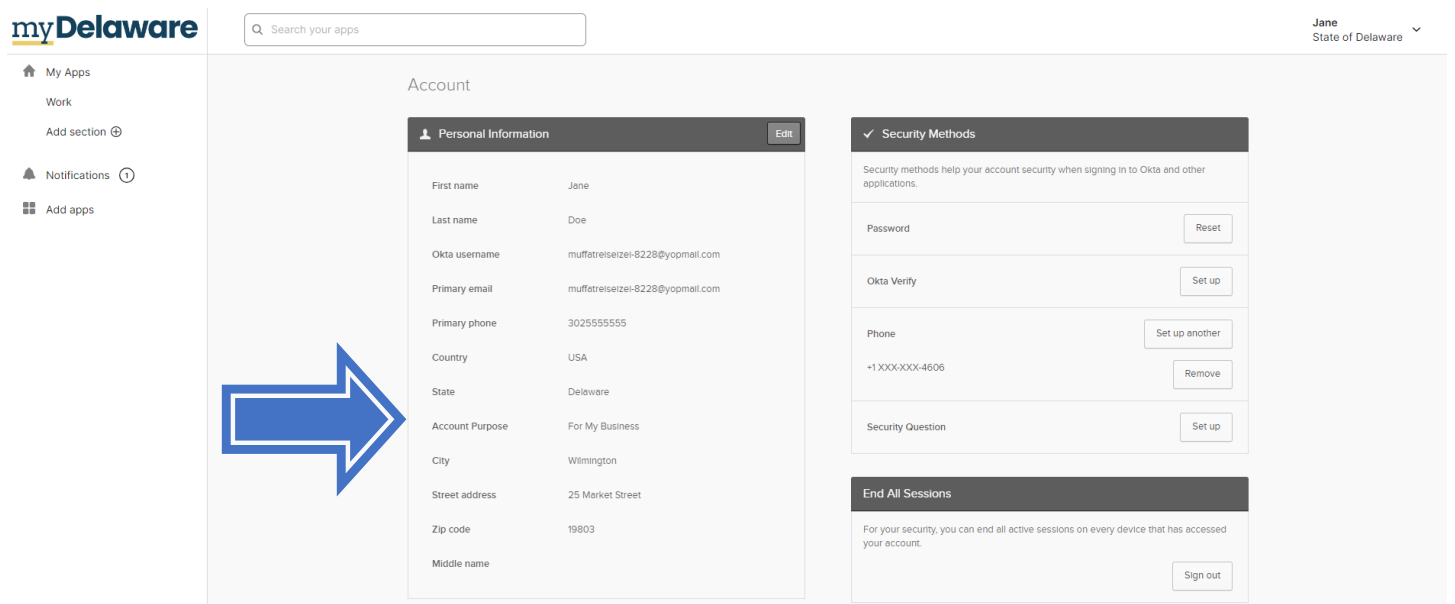
From there, you will be taken to myDelaware (pictured below).



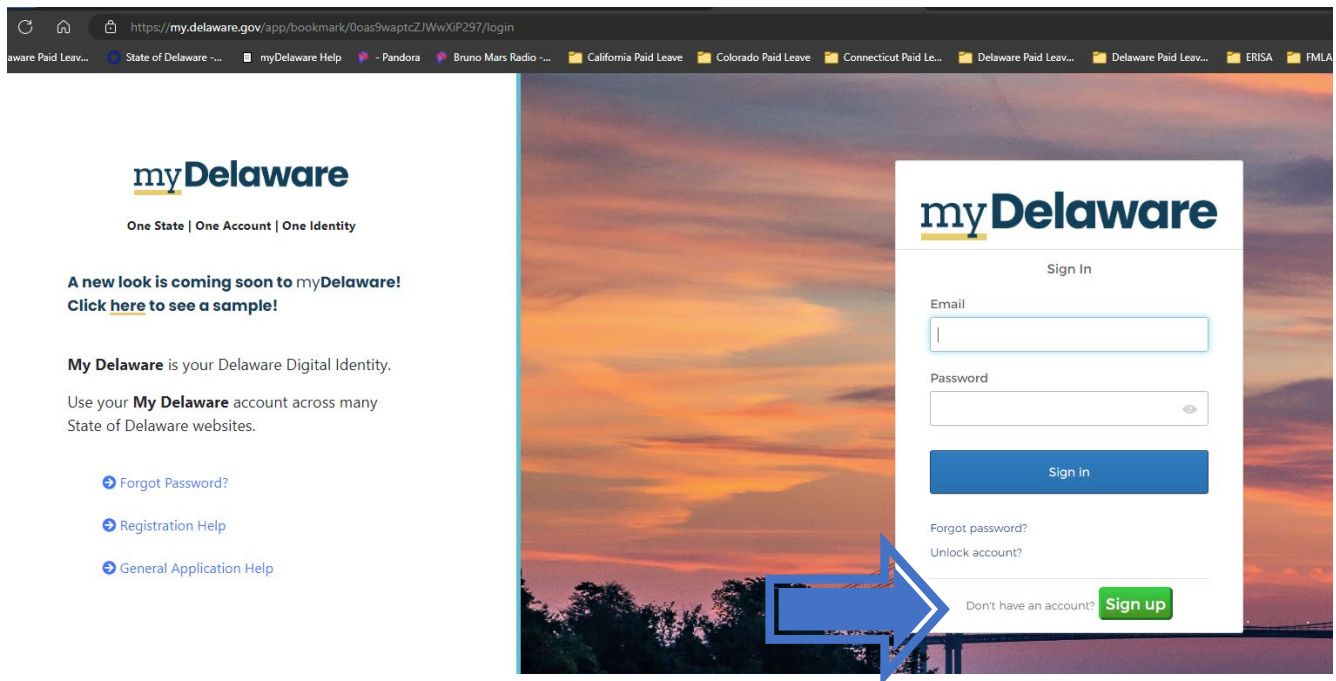
3. To register as an Employer or as a TPA, you must have a my.delaware.gov account. If you have an existing account, log in and confirm, in your account profile, the account's purpose is "for my business" if you are registering as an Employer OR "Third Party Admin" if you are registering as a TPA.



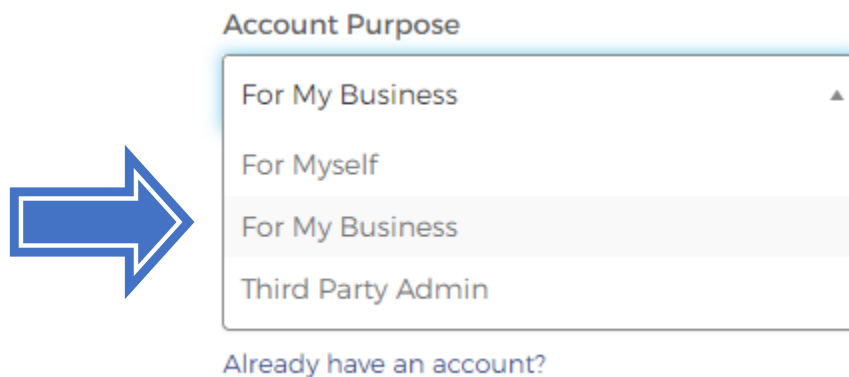
Example: This Account has the account purpose as "For My Business."



If you do not have a my.delaware.gov account, select “Sign up” to create one.

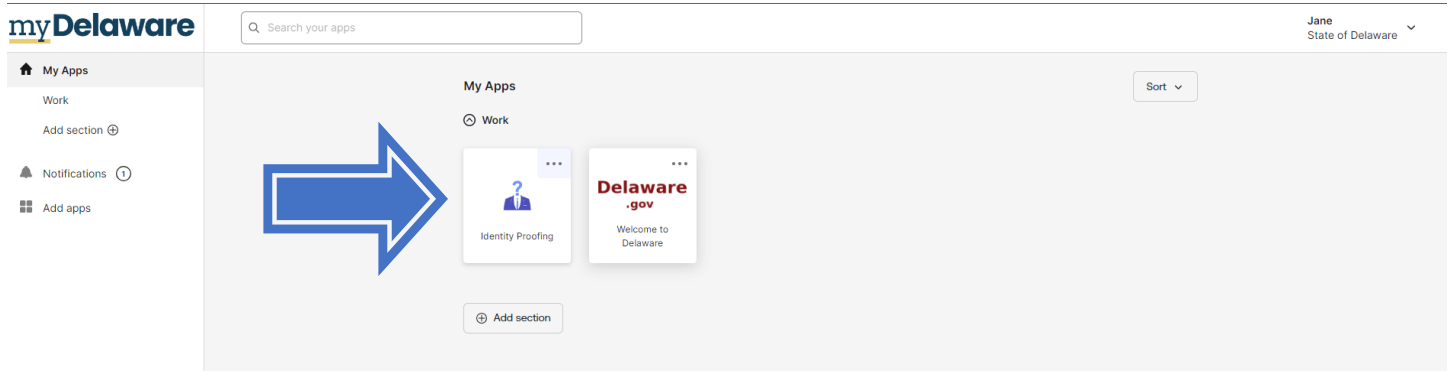


If you are registering as a business, select “For My Business” as the account’s purpose. If you are registering as a TPA, select “Third Party Admin” as the account’s purpose. (pictured below)

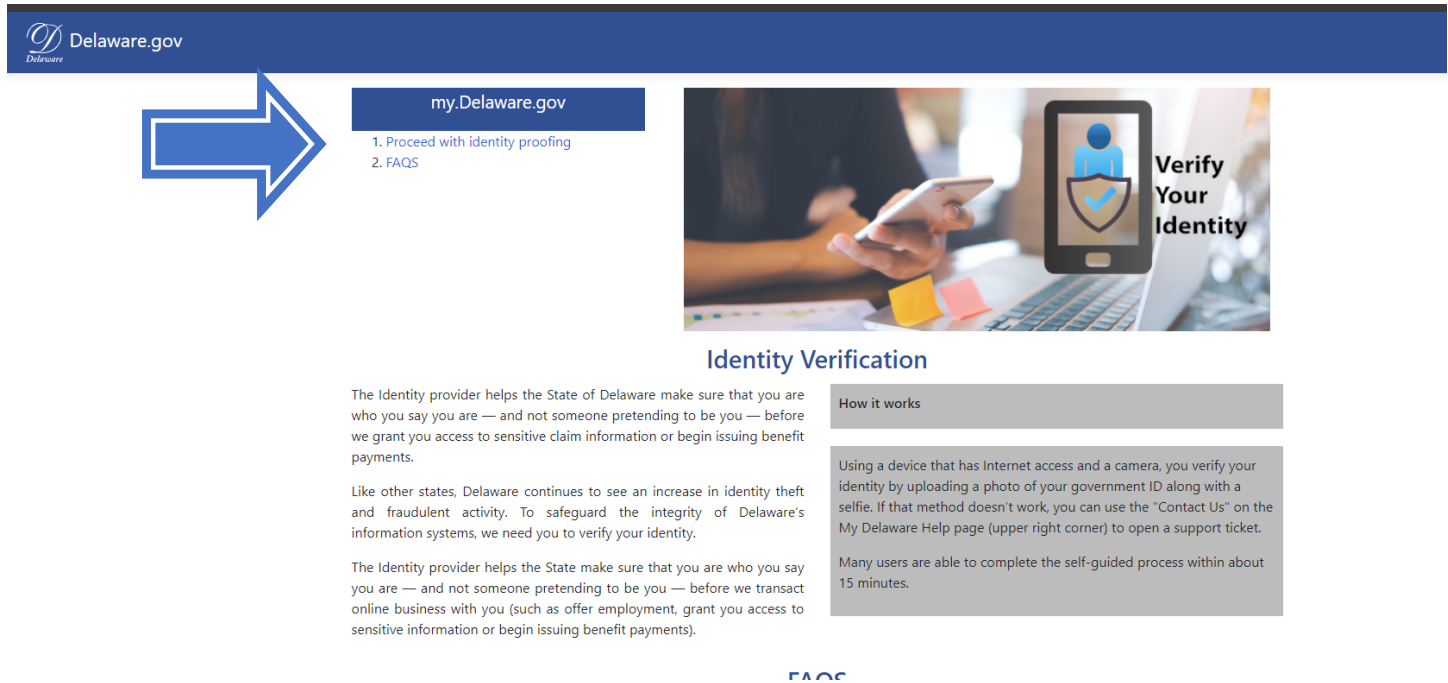


4. Once you have created a my.delaware.gov account, you may see an “Identity Proofing” tile in your account. (pictured below). If you see this tile, you must identity proof prior to accessing Delaware LaborFirst. (If you have previously identity proofed with the State using an existing my.delaware.gov account, then you should not have to identity proof again).

Select the "Identity Proofing" tile to begin the process.



Select "Proceed with Identity proofing."



**my.Delaware.gov**

1. Proceed with identity proofing
2. FAQs

### Identity Verification

The Identity provider helps the State of Delaware make sure that you are who you say you are — and not someone pretending to be you — before we grant you access to sensitive claim information or begin issuing benefit payments.

Like other states, Delaware continues to see an increase in identity theft and fraudulent activity. To safeguard the integrity of Delaware's information systems, we need you to verify your identity.

The Identity provider helps the State make sure that you are who you say you are — and not someone pretending to be you — before we transact online business with you (such as offer employment, grant you access to sensitive information or begin issuing benefit payments).

#### How it works

Using a device that has Internet access and a camera, you verify your identity by uploading a photo of your government ID along with a selfie. If that method doesn't work, you can use the "Contact Us" on the My Delaware Help page (upper right corner) to open a support ticket.

Many users are able to complete the self-guided process within about 15 minutes.

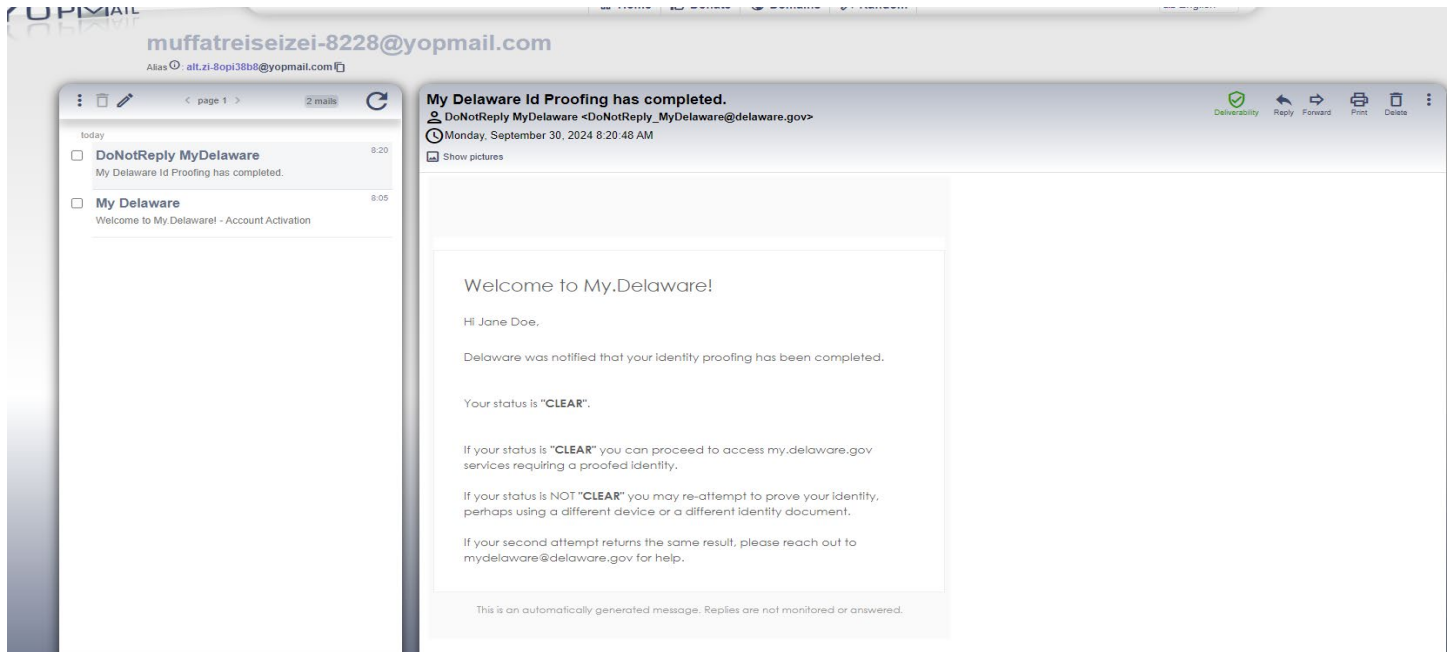
Once you have completed the identity proofing process, you will see this message:



Your Identity (ID) Proofing is in progress. Please allow time for completion.

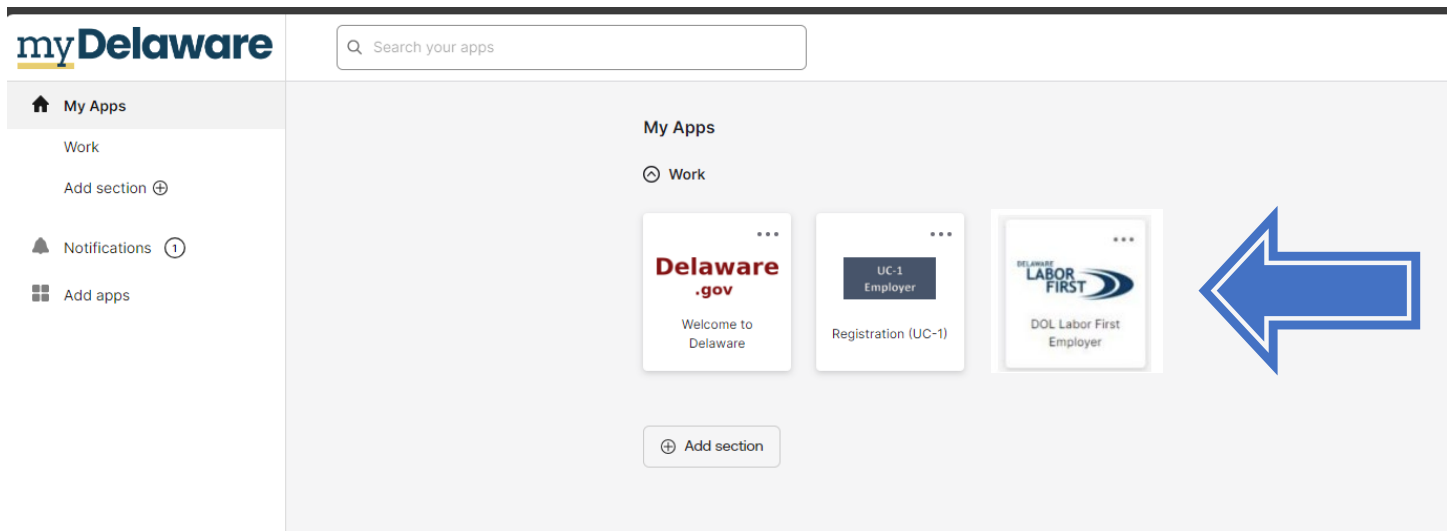
You may continue to my.delaware, and will be notified by email of your ID proof result once completed. You may not have access to some applications until proofing is done.

5. After your identity has been verified, you will receive an email indicating your identity proofing is “clear.” (pictured below). This message typically arrives within 15 minutes of your submission.



Once you receive the “cleared” email, you should see the Delaware LaborFirst tile in your my.delaware.gov account. (If you do not see the “Delaware LaborFirst” tile in your my.delaware.gov account, please refresh your browser and tile should appear.)

To refresh your browser, click on the  symbol on the top left of your browser.



6. Select the LaborFirst tile and proceed with your Delaware LaborFirst registration.

The screenshot shows a web browser window with the URL <https://do-lab-wat.sandbox.my.sba.com/EmployeePortal/Identifyyouraccount.do>. The page header includes the LaborFirst logo and navigation links for various states. The main content area is titled "Create Account" and contains the following sections:

- Employer Identification Number:** Two input fields. The first is labeled "Employer Identification Number" and the second is labeled "Re-enter Employer Identification Number". A red error message below the second field reads: "Error: Re-enter Employer Identification Number is required."
- User Agreement:** A section titled "User Agreement" with the heading "I understand and agree to the following:". It lists several bullet points regarding the user's role, authority, and the accuracy of the information provided.
- Acknowledgment:** A section titled "I acknowledge the following:" with several bullet points regarding the identity proofing process, username generation, and data accuracy.
- Signature and Date:** A checkbox with the text "By checking this box, I certify, under penalty of perjury, that the above information is true and correct to the best of my knowledge." Below this are two input fields: "Signature" (containing the letter 'x') and "Date" (containing "08/20/2024").

A "Next" button is located at the bottom right of the form area.