

SURGE Compliance Portal Guide: Contractor Registration

Overview

Use this guide to complete your SURGE Contractor Registration in the [SURGE Compliance Portal](#). All Prime Contractors and Subcontractors working on an applicable AB 2143 project must complete the SURGE Contractor Registration before submitting a SURGE Project Registration and SURGE Certified Payroll Submission(s).

Once your Contractor Registration has been reviewed and approved by the SURGE Team, you will receive a Contractor Identification Number (CIN). Keep this number for your records, as is required to:

- Complete the SURGE Project Registration (Prime Contractors)
- Submit Certified Payroll Records through the SURGE Compliance Portal (Prime Contractors and Subcontractors)

✓ Required Information

Please have the following information available before you begin:

- Contractor Name
- First & Last Name
- Phone Number
- Email Address
- Address (Country, Address, City, State, Zip Code)
- Contractors State License Board (CSLB) Number
- California Department of Industrial Relations (DIR) Public Works Contractor Registration (PWCR) Number

🔔 Before You Get Started 🔔

Before registering with SURGE, all contractors must first register with the California Department of Industrial Relations (DIR). A valid DIR Public Works Contractor Registration (PWCR) Number is required to complete your SURGE Contractor Registration.

- If you do not have a DIR PWCR Number, register at: [DIR Contractor Registration](#). Please note there is a fee associated with this registration.
- If you do not know your DIR PWCR Number, search for it using the [DIR Public Works Contractor Registration database](#).

Additionally, you will also need your Contractors State License Board (CSLB) Number to complete your SURGE Contractor Registration.

- If you do not know your CSLB Number, you can search for it on the [CSLB Contractor License # Look Up](#).

Step-By-Step Guide

1. To begin your registration with SURGE, go to www.cpucsurge.org. Then go to the "SURGE Compliance Portal" button in the banner at the top of the webpage. You can also click on this link to access the [SURGE Compliance Portal](#).



2. On the SURGE Compliance Portal landing page, please read the instructions and the reporting deadline reminder.



Welcome to the Solar-Utilities Reporting Guidance and Education (SURGE) Compliance Portal!

Please follow the steps listed below:

- **Step 1:** Please register as a contractor for the SURGE Compliance Program.
- **Step 2:** If you currently have an eligible project, proceed to the SURGE Project Registration and complete the eligibility requirement questions.
- **Step 3:** Once you have confirmed your project's eligibility, please proceed with registering your project using the SURGE Project Registration Form.
- **Step 4:** When you are ready to submit payroll, proceed to the Payroll Submission Form.

Reporting Deadlines

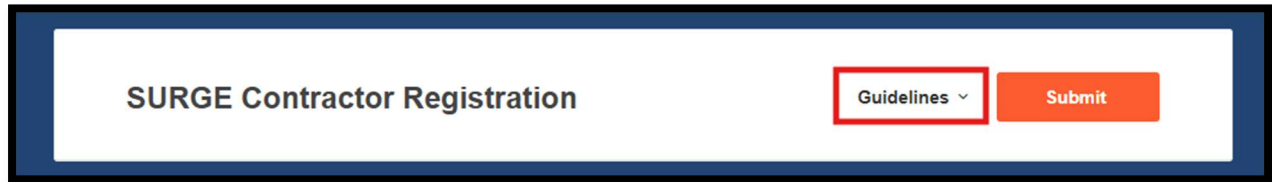
Prime Contractors and Subcontractors must provide certified payroll records at least biannually but are encouraged to report more frequently (i.e., monthly). Below are the reporting deadlines for 2025:

- **Wednesday, July 1, 2026, at 5:00 pm (PST/PDT):** Submit certified payroll records from December 1, 2025, to May 31, 2026.
- **Thursday, December 31, 2026, at 5:00 pm (PST/PDT):** Submit certified payroll records from June 1, 2026, to November 30, 2026.

Questions

If you have any questions regarding the SURGE registration or reporting requirements, please contact info@cpucsurge.org or call (800) 549-2143 and we will respond to your query within 24 - 48 hours. You are also welcomed to visit our FAQ page at www.cpucsurge.org. Thank you!

3. Then, scroll down to "SURGE Contractor Registration" and click the "Guidelines" button to view the dropdown instructions.



SURGE Contractor Registration

Guidelines ^

Submit

All contractors and subcontractors are required to register using the SURGE Compliance Portal.

Steps to register:

1. Create a free Submittable account.
2. Complete the Contractor Registration form below and hit submit.
3. Once approved, you will receive a Contractor Identification Number (CIN).
4. After you have completed your Contractor Registration, you can begin registering eligible projects through this same system. You won't be able to register projects until your contractor registration has been approved and you have received your CIN. This number is required to submit project registration forms.

Note: You will need to provide your **Contractor California Department of Industrial Relations (DIR) Public Works Contractor Registration (PWCR)** number prior to completing your **SURGE Contractor Registration form**.

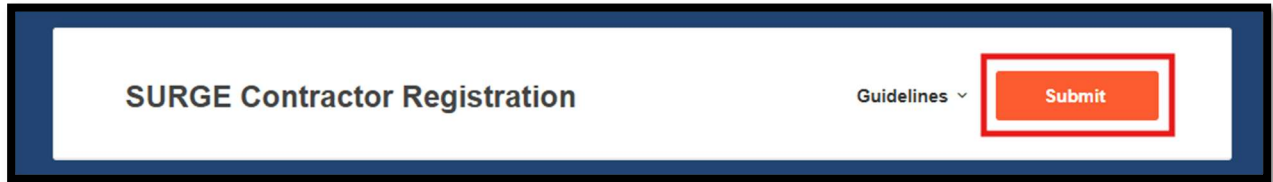
- If you don't have a DIR PWCR# register here: [Contractor Registration \(DIR website\)](#)
- If you don't remember your PWCR#: [Public Works Contractor Registration Search \(DIR website\)](#)

Subcontractor Notice: Subcontractors are required to complete/submit the Contractor Registration Form on the SURGE Compliance Portal. However, subcontractors are **NOT** required to register an eligible project. The prime contractor is responsible for registering the project. Once the prime contractor has registered the project, you will obtain the unique project identification number (PIN) from the prime contractor. Subcontractors will use the PIN provided by the prime contractor to upload certified payroll records.

If you have questions about the registration process or the status of your registration, please contact the SURGE Support Team at info@cpucsurge.org or call (800) 549-2143.

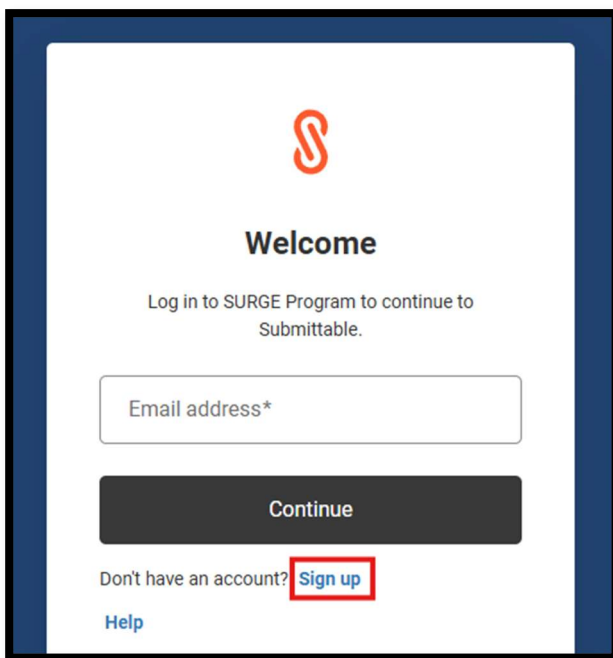
If you experience any technical issues when trying to register, please contact [Submittable's Technical Support Team](#).

4. Once you have read the instructions, click the “Submit” button.



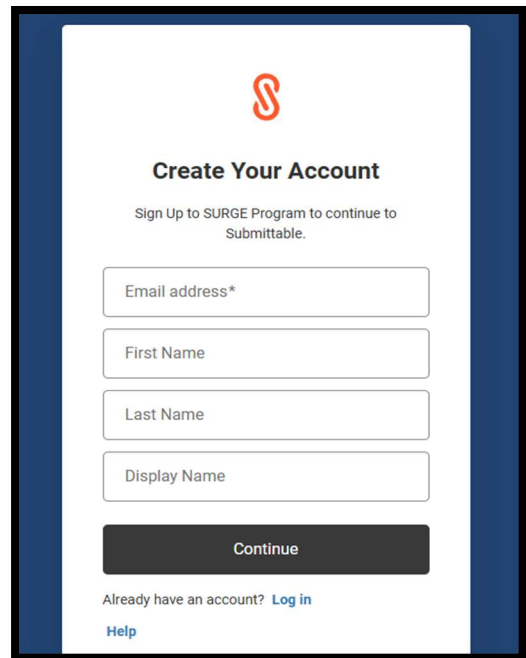
SURGE Contractor Registration Guidelines [Submit](#)

5. Next, you may be prompted to log in to the SURGE Compliance Portal. The SURGE Compliance Portal is hosted on Submittable, so if you do not already have an account, you need to create a **FREE** Submittable account to complete your registration. If you already have an account, you will need to simply log in using your email address and password.




Welcome
Log in to SURGE Program to continue to Submittable.

[Continue](#)
Don't have an account? [Sign up](#)
[Help](#)




Create Your Account
Sign Up to SURGE Program to continue to Submittable.

[Continue](#)
Already have an account? [Log in](#)
[Help](#)

- Once you are logged in, scroll down the page to start filling out the SURGE Contractor Registration Form.

 [Manage Collaborators](#)

Contractor Name (required)

Limit: 300 characters

Name (required)

First Name (required)

Last Name (required)

Phone (required)



Email (required)

Address (required)

Country (required)



Address (required)

Address Line 2 (optional)

City (required)

State, Province, or Region (required) **Zip or Postal Code (required)**

Contractors State License Board (CSLB) Number (required)

Do not enter "N/A" or "CA". If a CSLB Number is not applicable to your trade, please send an email to SURGE at info@cpucsurge.org and we will provide instructions.

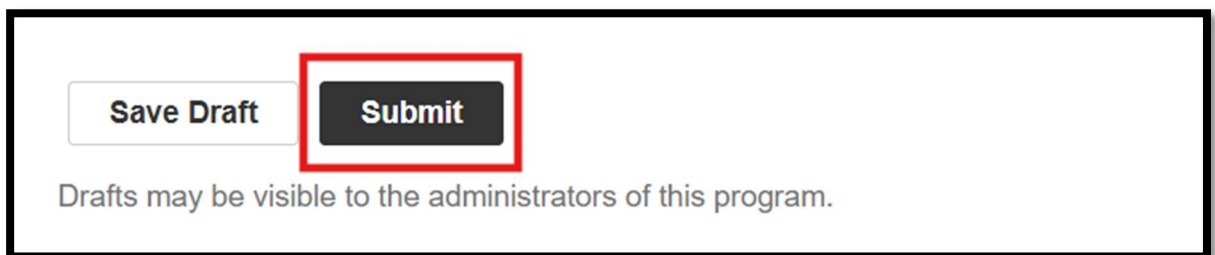
DIR Public Works Contractor Registration (PWCR) Number (required)

- If you don't have a DIR PWCR# register here: [Contractor Registration \(DIR website\)](#)
- If you don't remember your PWCR#: [Public Works Contractor Registration Search \(DIR website\)](#)

Drafts may be visible to the administrators of this program.

You will need to enter the following information:

- a. **Contractor Name:** This is the company name of the contractor.
 - b. **First and Last Name:** This is the first and last name of the point of contact for the contractor.
 - c. **Phone Number:** Enter the phone number for the point of contact.
 - d. **Email Address:** Enter the email address for the point of contact.
 - e. **Address (Country, Address, City, State, Zip Code):** Enter the address for where the contractor business is located.
 - f. **CSLB Number:** The CSLB number is issued by the California Contractors State License Board that allows a person/company to work legally as a contractor in the state. To search for your CSLB number, please visit the [CSLB Contractor License # Look Up](#).
 - g. **DIR PWCR Number:** The DIR PWCR number is issued by the California DIR. It is a unique identification number required for any contractor or subcontractor who wants to bid on work on public works projects in California. You should have received this number when you registered as a contractor with the DIR.
 - If you do not have a DIR PWCR Number, register at [DIR Contractor Registration](#). Please note there is a fee associated with this registration.
 - If you do not know your DIR PWCR Number, search for it using the [DIR Public Works Contractor Registration database](#).
7. Once you have completed all the required fields, click the "Submit" button at the bottom of the page. If you need to come back to your submission, you can click the "Save Draft" button to save your progress and return to it later.



Save Draft Submit

Drafts may be visible to the administrators of this program.

8. Once your Contractor Registration is approved, you will receive a Contractor Identification Number (CIN) via an email from Submittable. Keep a record of this CIN, as prime contractors will need it to register for projects. Both Primes and Subcontractors will need the CIN to submit copies of certified payrolls with SURGE.

9. The SURGE Contractor Registration only needs to be completed **ONCE**. The SURGE Compliance Portal does not permit duplicate Contractor Registrations. If you attempt to register with your company more than once, the duplicate submission will be declined and withdrawn. If you have already completed your Contractor Registration, no further action is required.