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Introduction

Welcome to the Wyoming Online WOTC System

Since its enactment by Congress in 1997, the Work Opportunity Tax Credit (WOTC) Program has been integral to the creation of jobs by giving employers a tax credit when they hire qualified individuals who consistently face significant barriers to employment.

This Federal tax credit incentive program enables the new employees to gradually move from economic dependency into self-sufficiency as they earn a steady income and become contributing taxpayers, while participating employers are compensated by reducing their federal income tax liability.

The Wyoming WOTC Online System is used by private sector businesses (“Employers”) and companies who may act as the employer’s agent (“Consultants”). The WY WOTC Online System allows these employers and their consultants to enter tax credit applications (and submit the applications, for legal forms holders), track the status of submitted applications, print letters and certifications, and view any power of attorney (POA) that may exist.

How to Get Started

To obtain access to the Wyoming WOTC Online System, you must first request an account. When your Account Request is accepted, the options available to you are based on your account type:

- **Employer**
  - Application Entry (enter tax credit applications)
  - View and upload needed supporting documentation (provide needed supporting documentation to allow WOTC determinations to be made)
  - Printing (print denial letters and certificates)

- **Consultant**
  - Upload and receive approval of Power of Attorney documentation (allows Consultant to act as agent for the Employer)
  - Application Entry (enter tax credit applications)
  - View and upload needed supporting documentation (provide needed supporting documentation to allow WOTC determinations to be made)
  - Printing (print denial letters and certificates)

The remainder of this system manual assists you in becoming oriented to the various functions available in the WY WOTC Online System including creating accounts, logging in and the application process. For detailed information about the WOTC Program, contact us by calling 307-777-8650, emailing dws-wotc@wyo.gov or visit our website at: www.wyomingworkforce.org.

View the U.S. Department of Labor’s Work Opportunity Tax Credit Home page here: https://www.doleta.gov/business/incentives/opptax/
Application Process – Overview

Please review the following information to become familiar with the overall process of obtaining an account, submitting applications, providing supporting documentation and receiving determinations for WOTC applications.
Requesting an Account – Legal Forms Holder Designation

By completing this process, you request an account to access the WY Online WOTC System. By creating an account, you agree that you are designating your company as the legal forms holder of original signature documents.

A legal forms holder must be designated to hold (maintain) original signature documents (IRS 8850, ETA 9061 and any supporting documentation) for a period of five years from the year that the tax credit is filed by the employer.

When your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the WY WOTC Program Manager no later than 28 business days after the employee’s Start-to-Work date. The electronic submission date for each application serves as its postmark date.

If you do not choose to be designated as the legal forms holder, you will not submit data electronically. Send the original signature documents (IRS 8850, ETA 9061, and any supporting documentation) to the Wyoming WOTC Program Manager (address below), postmarked no later than 28 business days after the employee’s Start-to-Work date.

Applications submitted by mail (paper) may require additional processing time.

Wyoming WOTC Program Manager Wyoming
Department of Workforce Services
5221 Yellowstone Road
Cheyenne, WY 82002
Requesting an Employer Account

Employer accounts are designed for use by employers that choose to represent themselves for the WOTC application and determination process. If you are a Consultant company representing (acting on behalf of) another company, please refer to the next section, Requesting a Consultant Account.

1. The WY WOTC Online System is designed for use with Google Chrome internet browser. We cannot guarantee the application will work if any other internet browser is utilized. Chrome is free and available for download here: [https://www.google.com/chrome/browser/desktop/index.html](https://www.google.com/chrome/browser/desktop/index.html)

2. Request a new Employer account by going to our website: [https://wotcpub.wyo.gov/login.aspx](https://wotcpub.wyo.gov/login.aspx)

3. The WY WOTC system is designed to allow one account per Employer (FEIN). Employers can have multiple locations associated with one account so long as it is associated with the same FEIN.

4. If your company already has an account, the WY WOTC system will notify you with a message similar to the message shown below. The contact information will contain the phone number and email address used to create the account. Please contact the individual associated with the phone number and email address to determine what the username/password is to access your account.

5. Click on “Need an account?”

---

Wyoming Department of Workforce Services
6. Choose “Employer” in the “Are you an Employer or a Consultant?” drop down box.

7. Complete the fields requested and Click “Add”
8. Review the account creation message and click on OK. An email message will be sent to the address provided in step 5. When the email is received, click on the link provided to verify the email account.

9. After the email address has been validated, the following message will be displayed. Click OK.

10. WY WOTC staff will review the account request. Once the review is complete an email message will be sent to the email address on file. The email will indicate the employer account is ready for use.
11. If the password or username has been forgotten, please utilize the “Can’t access your account?” link at login screen to recover either or both the username and/or password.
Requesting a Consultant Account

Consultant accounts are designed for consulting companies that represent multiple Employers for the WOTC application and determination process. If you are an Employer, choosing to represent your own company, please refer to the previous section, ‘Requesting an Employer Account’.

1. The WY WOTC Online System is designed for use with Google Chrome internet browser. We cannot guarantee the application will work if any other internet browser is utilized. Chrome is free and available for download here: https://www.google.com/chrome/browser/desktop/index.html
2. Request a new Consultant account by going to our website: https://wotcpub.wyo.gov/Login.aspx
3. The WY WOTC system is designed to allow one account per Consultant Company. Multiple Employers with one or many locations can be associated with a single Consultant account.
4. If your company already has an account, the WY WOTC system will notify you with a message similar to the message below. The contact information will contain the phone number and email address used to create the account. Please contact the individual associated with the phone number and email address to determine what the username/password is to access your account.

5. Click on “Need an account?”
6. Choose “Consultant” in the “Are you an Employer or a Consultant?” drop down box.

7. Complete the fields requested and Click “Add”
8. Review the account creation message and click on OK. An email message will be sent to the address provided in step 5. When the email is received, click on the link provided to verify the email account.

![Email Verification Message]

9. After the email address has been validated, the following message will be displayed. Click OK.

![Email Validation Status]

10. WY WOTC staff will review the account request. Once the review is complete an email message will be sent to the email address provided in step 5. The email will indicate that the consultant account is ready for use.

11. If the password or username has been forgotten, please utilize the “Can’t access your account?” link at login screen to recover either or both the username and/or password.
Consultants – Associate Existing Employer with Consultant Account

In many cases, Wyoming employers are already loaded into the WY WOTC Online System. To best facilitate associating employers with Consultant accounts, Consultants should first attempt to ‘Add a POA’ for the Employer. The master employer list may contain only the primary address of the Employer, which may necessitate adding additional Employer locations based on the location the Applicant actually worked.

To associate an Employer with your Consultant Account:

1. Choose ‘Add POA’ from the menu bar on the left side of the screen.

2. Begin typing in the name of the Employer or FEIN of the Employer. The system will attempt to locate the Employer as you type:

   ![Add Power of Attorney](image)

3. Select the Employer name or FEIN, depending on how the search was initiated. If the Employer is not in either list, refer to the ‘Consultants - Add New Employer’ section of this manual.
4. Enter the start and end date listed on the Power of Attorney document.

```
POA Starting Date : 01/01/2017
POA Expiration Date : 12/31/2019
```

5. Check the box next to “Your company is designated as the legal forms holder.” Checking this box verifies that your company is designated as the legal forms holder, you are authorized to enter data from original signature documents and submit this information electronically to the WY WOTC Program Manager no later than 28 business days after the employee’s Start-to-Work date. The electronic submission date for each application serves as its postmark date. If you do not choose to be designated as the legal forms holder, you will not submit data electronically. Please exit the system. Applications that are submitted by paper may require additional processing time.

6. Upload a full copy of the Power of Attorney document(s) using either PDF or JPG file format. Click Add.

```
Desigated as the legal forms holder.

Only PDF or JPG file types allowed

Document : Choose File POADocuments.pdf
```

7. Read the pop-up window and click OK
8. The WY WOTC team will review the uploaded POA documentation for accuracy. If the Power of Attorney document(s) are accurate and current, the document will be approved. An email message will be sent to the email address on file indicate approval of POA documentation. After approval, please proceed to the Add New Application section of this manual to begin adding applications.

Consultants – Add New Employer

Occasionally, an Employer will not be included in our pre-existing list of employers. When this occurs, it is necessary to first add the New Employer. When this step is complete, you will be automatically directed to the Add Power of Attorney screen to associate the Employer with the Consultant. ***(ONLY USE THE ‘ADD EMPLOYER’ OPTION IF YOU HAVE ALREADY SEARCHED IN THE ‘ADD POWER OF ATTORNEY’ SECTION AND HAVE NOT LOCATED THE DESIRED EMPLOYER.***

1. Choose on ‘Add Employer’ from the left side of the screen.

2. Enter the requested information and click the Add button.
3. After adding the employer, it is necessary to add the Power of Attorney document(s) designating the 
Consultant as the Employer’s representative. Read the pop-up window and choose OK.

4. Enter the Employer name or FEIN to search for and locate the newly added Employer. Complete the 
remaining fields, select the check box next to legal forms holder, and upload the POA document(s) in 
PDF or JPG format. Checking this box verifies that your company is designated as the legal forms 
holder, you are authorized to enter data from original signature documents and submit this 
information electronically to the WY WOTC Program Manager no later than 28 business days after the 
employee’s Start-to-Work date. The electronic submission date for each application serves as its 
postmark date. If you do not choose to be designated as the legal forms holder, you will not submit 
data electronically. Please exit the system. Applications that are submitted by paper may require 
additional processing time.
5. Read the pop-up window and click OK

![Image showing a pop-up window with the message: Power of Attorney added successfully. The POA will be in pending status while the Wyoming WOTC team verifies information. You will be notified by email when verification is complete. Click OK.]

6. The WY WOTC team will review the uploaded POA documentation for accuracy. If the Power of Attorney document(s) are accurate and current, the document will be approved. An email message will be sent to the email address on file indicating approval of POA documentation. After approval, please proceed to the ‘Add New Application’ section of this document to begin adding applications.

**Consultants – Viewing Power of Attorney**

Consultants can view a list of active, pending, and expired Power of Attorneys for each employer represented.

1. Click on the ‘View Power of Attorney’ link.

![Image showing a list of employers with a link labeled View Power of Attorney]

2. Click the Employer name and then click on ‘View POA Doc’ to view the actual document.

![Image showing a pop-up window with options to View POA Doc or Cancel]
Add New Location for Employer

Both Employers (representing themselves) and Consultants may add additional locations (addresses) for Employers. If the Employer has multiple locations in Wyoming, a separate location must be added. The locations **must** be associated with the same FEIN number. If separate FEIN numbers are present for differing locations, either a separate Employer should be associated with the Consultant or the self-represented Employer must create a separate WOTC account.

Employer Locations must be added *prior* to attempting to add a new application using the specific location. To determine if the Employer Location has already been added click the ‘List Employers’ option from the menu on the left side. Within the List Employers screen, choose an employer to view the locations.

1. Choose ‘Add Employer Locations’ from the menu on the left side of the screen.

2. Select the Employer to add a location

   ![Add Employer New Location Information](image)

3. Complete the requested fields; click ‘Add Employer Location Info’
Add Employer New Location Information

Employer Name: Chipotle Mexican Grill
Employer ID: 19338
Office Phone: 307-777-0000
Physical Address: 12 Ridge Rd
City: Cheyenne
State: WY
ZIP Code: 82001

Mailing Address: 12 Ridge Rd
City: Cheyenne
State: WY
ZIP Code: 82001
Add New Application & Supporting Documentation

To submit a new application, log into the Wyoming WOTC account. For Consultants, a valid Power of Attorney must be on file, electronically in the Wyoming WOTC system, prior to submission of new applications. Self-represented Employers do not need a Power of Attorney document.

For Consultants, when submitting new applications, it is recommended to first verify the Employer is associated with the Consultant account by going to the ‘List Employers’ link on the left navigation menu. Additionally, check to verify the specific Employer location is present by clicking on the Employer name to view the locations.

For Employers, when submitting new applications, it is recommended to first verify the location is included in the Employer account. Click on the ‘View Employer Info’ on the left hand navigation menu to view locations.

1. Click ‘Add New Application’ to begin a new application.

2. Enter the Applicant Information and click ‘Next’.

![Image of Applicant Information form]
3. Enter the Employer Information using the drop down boxes and click ‘Next’.

*** EMPLOYERS THAT ARE ASSOCIATED WITH A CONSULTANT AND THAT HAVE A VALID, NON-EXPIRED POWER OF ATTORNEY WILL BE IN THE DROPDOWN LIST NEXT TO ‘EMPLOYER’. EMPLOYMENT LOCATIONS THAT HAVE BEEN ADDRESSED TO THE EMPLOYER WILL BE IN THE DROPDOWN LIST NEXT TO ‘EMPLOYMENT LOCATION’. IF EITHER ARE MISSING PLEASE REFER TO THE SECTIONS ON ADDING A POWER OF ATTORNEY AND ADDING EMPLOYER LOCATIONS. ***

4. Complete the 8850 information and click ‘Next’.
5. Complete the 9061 information and click ‘Next’.

![Image of the Wyoming WOTC Online System Manual page 21]
6. Complete the Required Documents information and click ‘Finish’. ***PLEASE NOTE: A NEEDS LETTER WILL NOT be sent to Consultants or Employers. The ‘STEP 5, REQUIRED DOCUMENTS’ SCREEN will indicate the needed documentation to make a determination. This screen serves as the needs letter. SUPPORTING DOCUMENTATION SHOULD BE UPLOADED AT THE TIME THE APPLICATION IS SUBMITTED. SUPPORTING DOCUMENTATION CAN BE ADDED TO AN APPLICATION AT A LATER DATE; BUT IT MAY DELAY PROCESSING. 90 DAYS FROM THE DATE OF SUBMISSION, APPLICATIONS THAT DO NOT HAVE REQUIRED DOCUMENTATION ADDED WILL BE DENIED.***
   a. To upload supporting documents, click on the ‘Browse’ button and select the file you wish to upload. This process can be repeated to upload multiple documents. Documents must be in either PDF or JPG format.
   b. Be sure to click the ‘Upload All’ button to upload and save attachments.
   c. Add any comments (optional).
   d. Click on the ‘Finish’ button to submit the application.

7. After an application is added, the system returns to Step 1 – allowing for another application submission.
Add Supporting Documentation to Existing Application

Supporting documentation can be added to open applications.

1. Log on to the WY WOTC system. Click on ‘View Application Status’.

2. Locate the application and click on it to add documents.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Employer Name</th>
<th>DBA</th>
<th>First Name</th>
<th>Last Name</th>
<th>EMP Start Date</th>
<th>Action Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Kohl’s Corporation</td>
<td>Kohl’s Corporation</td>
<td>Joe</td>
<td>Smith</td>
<td>04/01/2018</td>
<td>04/12/2018</td>
<td>Under Review</td>
</tr>
<tr>
<td>27</td>
<td>CHARTER COMMUN...</td>
<td>CHARTER COMMUN...</td>
<td>Jane</td>
<td>Doe</td>
<td>04/01/2018</td>
<td>04/12/2018</td>
<td>Under Review</td>
</tr>
<tr>
<td>26</td>
<td>CHARTER COMMUN...</td>
<td>CHARTER COMMUN...</td>
<td>Jane</td>
<td>Doe</td>
<td>04/01/2018</td>
<td>04/12/2018</td>
<td>Under Review</td>
</tr>
</tbody>
</table>

3. Click on Upload Documentation to add supporting documents. Documents must be in PDF or JPG format.
Viewing Application Determination

1. Log into the WY WOTC system. Click on ‘View Applications Status’.

2. The list of applications displays the current application status.

3. To view a denial and to print denial letters, click on the application. Denial reasons are displayed on the screen. An official denial letter can be printed by clicking on the ‘Print Denial’ button.
4. To view an approval and to print a WOTC Certificate (ETA 9063), click on the application. Click on ‘Print Cert’. This will download/open a MS Word document containing the official WOTC Employer Certification. Only the original, downloaded, unaltered file is valid. Changes to the downloaded Word document may not be made and cause the certificate to be invalid.
Appealing a Determination

An Employer or Consultant may appeal the application determination. All supporting documentation needs to be supplied when the appeal is initiated.

1. Locate the application by clicking on ‘View Application Status’

2. Click on the application to be appealed. Click the ‘Appeal’ button.

3. Upload a document to explain the appeal request. Employers and Consultants must include a letter (in PDF or JPG) format explaining the basis for the appeal. Appeals that do not include a clear explanation of the appeal may be denied.

4. Upload any additional documents (such as DD214, proof of residence, etc.) substantiating the appeal.
6. Be sure to click the ‘Upload All’ button to save the documents to the application.

![Upload Documents]

7. Click on the ‘Finish’ button.
8. Viewing appeal approval or denial is the same as for a new application.

**Application Status**

As applications move through the determination process there are eight status indicators. Below are the definitions of each status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Application has been certified on one or more WOTC target groups.</td>
</tr>
<tr>
<td>Canceled</td>
<td>Canceled at request of Employer or Consultant.</td>
</tr>
<tr>
<td>Denied</td>
<td>Application has been denied.</td>
</tr>
<tr>
<td>On hold – Per Feds</td>
<td>US DOL has instructed WY WOTC to hold application until further instructions are provided by US DOL.</td>
</tr>
<tr>
<td>Requires Attention</td>
<td>Application in final review status by WY WOTC. (No action is needed by Employer or Consultant)</td>
</tr>
<tr>
<td>Under Review</td>
<td>Submitted application; further review and documentation being gathered by WY WOTC.</td>
</tr>
<tr>
<td>Awaiting Documentation</td>
<td>Application waiting for documentation from any one of the following sources:  Employer, Consultant, another state WOTC program, WY Department of Corrections, Maximus (SSI/T2W), WY Vocational Rehabilitation</td>
</tr>
</tbody>
</table>