



STATE OF INDIANA

# Employer Registration

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# Employer Registration

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## Employer Registration

### I. Registration

#### A. Begin Registration

Employers begin the registration process by clicking the 'Register here' link at the bottom of the 'Sign In' Page.

The screenshot displays the 'Sign In' page for the Employer Registration process. On the left, there is a light blue box containing text about the eWOTC program and logos for the Indiana Workforce Development, the United States Department of Labor, and the IRS. On the right, the 'Sign In' form is visible, featuring input fields for 'Username' and 'Password', a green 'Sign In' button, and a red circle highlighting the 'Register here' link in the footer text.

WORK OPPORTUNITY TAX CREDIT

eWOTC is a federal tax credit program that offers incentive to employers who hire individuals who have consistently had difficulty in securing and retaining employment. The credit helps offset the federal tax liability of private, for-profit employers. The program is administered at the state level by the Indiana Department of Workforce Development.

INDIANA WORKFORCE DEVELOPMENT AND ITS WorkOne CENTERS

UNITED STATES DEPARTMENT OF LABOR

IRS

Sign In

Username:  
username

Password:  
password

Sign In

Did you forget your username or password? [Recover it here.](#)  
Don't have an account? [Register here.](#)  
For information on website support/requirements, [click here.](#)

## Employer Registration


### B. Select Registration Type

Employers who wish to register to submit applications for the Work Opportunity Tax Credit (WOTC) should press the button containing the text 'I am an Employer'.



WORK OPPORTUNITY TAX CREDIT


Registration

  
**STOP**

Please read the following information carefully!

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To file for **Unemployment Benefits**, please visit [Uplink](#).

  
unemployment programs  
Claimant Self-Service

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Employers and Consultants who wish to register to submit applications for the Work Opportunity Tax Credit (WOTC), please choose your customer type to continue.

Employer	Consultant
Employers submit applications for employees who meet the criteria for WOTC certification.	Consultants submit applications on behalf of employers who have provided the consultant with the Power of Attorney to submit such applications.
<input type="button" value="I am an Employer"/>	<input type="button" value="I am a Consultant"/>

## Employer Registration

### C. Enter FEIN

The user is prompted to enter their Federal Employer Identification Number (FEIN). This FEIN must not be in the system already. After agreeing to the terms and conditions the user may continue on to enter their registration information.



WORK OPPORTUNITY TAX CREDIT

Federal Identification Number

★ = indicates a required field Step 1 of 3 - Enter FEIN

**Federal Identification Number (FEIN):**

★

Agree to Terms and Conditions

## Employer Registration

### D. Business Information


The user should select a radio button in the 'Registering as' section to indicate that they are an employer. Next, the user's business information is entered. The user fills in information including the business name, location, and contact person information. The only difference between the employer and consultant information is that an employer will be asked for a 'Doing Business As' name. If this is the same as the business name the user can click a link to auto-fill the field. Also, when the city is selected an entry with the county that that city is in will be filled in as well. Additionally, if the contact address is the same as the business address a link may be used to auto-fill this information. After filling in the information press the 'Continue' button.

The screenshot shows a web form titled "Employer Information" under the "WORK OPPORTUNITY TAX CREDIT" header. The form is labeled "Step 2 of 3 - Register Consultant/Employer". It includes a legend for required fields (marked with a red star) and a "Registering as:" section with radio buttons for "Consultant" and "Employer". The "Employer" option is selected. The form contains several input fields: "Employer Name", "Doing Business As: DBA Same as Name", "Address 1", "Address 2", "State" (dropdown menu), "City" (dropdown menu), "County" (dropdown menu with a note to select a city to load counties), "Zip", "Fax", "Contact Name", "Contact Phone", "Contact Address 1", "Contact Address 2", "Contact State" (dropdown menu), "Contact City" (dropdown menu with a note to select a state to load cities), "Contact County" (dropdown menu with a note to select a city to load counties), and "Contact Zip". A green "Continue" button is located at the bottom of the form.

## Employer Registration

### E. Create Account

To create an account the user fills in login information, a security question, and user profile information. The password cannot contain the user's username or be the same as any of the previous five passwords used by the user on this system. The password must be 8-20 characters long and contain at least one lower-case character, one upper-case character, one number and one special character. Allowable special characters are as follows: ! @ # \$ % ^ \* . \_ . The security pin is required for recovering the account and should be a five digit number. After filling in the information press the 'Create Account' button.

 WORK OPPORTUNITY TAX CREDIT

#### Registration

★ = Indicates a required field Step 3 of 3 - Create User Account

**Username:**

**Password:** ?

**Re-enter Password:**

**Create a security pin:** ?

**Create your own security question:**

**Answer:**

**Prefix:**

**First Name:**

**Last Name:**

**Main Phone:**

**Main Phone Extension:**

**Alternate Phone:**

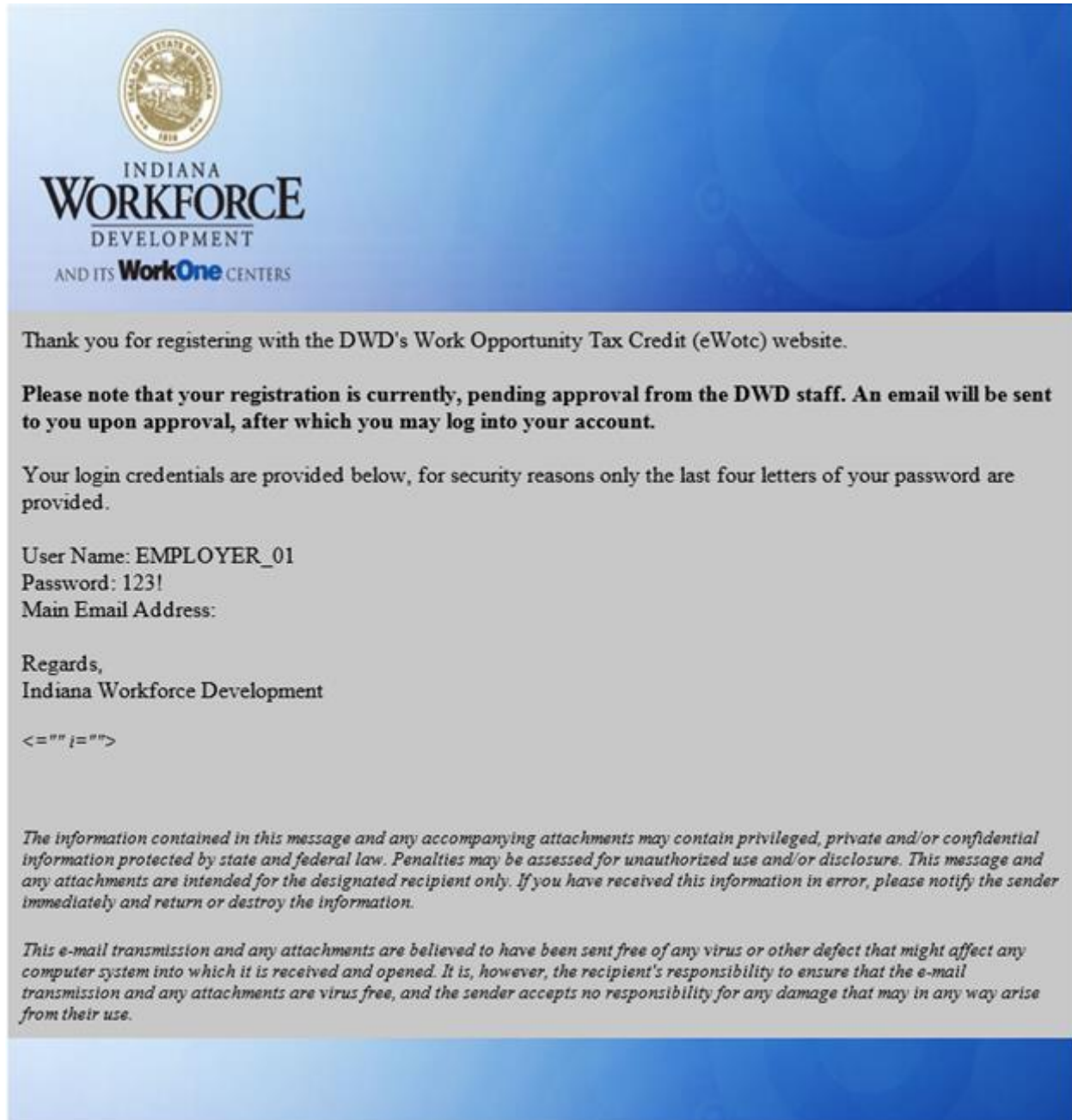
**Alternate Phone Extension:**

**Main Email:**

**Alternate Email:**

## F. Receive Account Pending E-Mail

After the user presses the Create Account button an automatic e-mail is generated and sent to the e-mail address specified in the account information.





## G. Account Approval E-mail

If the account is approved by DWD the user will receive the following e-mail. The user may then proceed to log in with the username and password created during registration.

