Employer Registration
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I. Registration

A. Begin Registration

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

Thank you for registering with the DWD's Work Opportunity Tax Credit (eWotc) website.

Please note that your registration is currently, pending approval from the DWD staff. An email will be sent to you upon approval, after which you may log into your account.

Your login credentials are provided below, for security reasons only the last four letters of your password are provided.

User Name: EMPLOYEE_01
Password: 123!
Main Email Address:

Regards,
Indiana Workforce Development

<=**/==>

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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.

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Thank you for registering with eWOTC website. Your registration information has been approved, you may now login into your account by clicking on the link provided below.

**CLICK TO LOGIN**

Regards,

**Indiana Workforce Development**

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