ADEPTIA

WOTC User Reports

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DOCUMENT INFORMATION

WOTC Reports
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Search Application and Download Certificate (for POA's)

Objective:

WOTC Applications uploaded on WOTC Online system can be easily searched and downloaded using Search Application and Download Certificate option. The search can be done on the basis of various criteria's namely Employer SSN, Last Name of the client, Employer EIN, Status, Zip and Submission Date of the application. Apart from searching with these drop-down criteria's, POAs can also search on the basis of Bulk Upload Id which is being mailed at the time of bulk file upload. This report also allows POA's to download the WOTC certificate individual and in bulk as well.

How to Access:

This search page will be available to all ILWOTC POA's login under My Solutions link. POA's can any time login into the WOTC system and can search/download the application's status/certificate.
URL: https://www.ilwotc.com/adeptia/control/

Report Details

Report Parameter:

Following parameters are required from user as input:

1. **BulkUpload ID**: Search using Bulk Upload ID that is sent to POA at the time of bulk file upload.
2. **SSN**: Search using Applicant SSN by entering last four digit of SSN.
3. **LastName**: Search using Last Name of Applicant.
4. **EmployeeEIN**: Search applications based on EmployerEIN. This will give all the applications that have common EmployerEIN.
5. **Status**: Search applications based on the status of applications (i.e. Approved/Denied).
6. **Zip**: Search applications based on the applicant zip code.
7. **SubmissionDate**: Search applications based on the date of submission. i.e. the date on which the application is submitted into the WOTC system.
8. **PaginationValue**: Provide value to display number of record per page. By default this value is set to 25. i.e. and it will show 25 records per page.

Report Layout:

Following figure demonstrate the layout of POA search report:

You can search by providing Bulk Upload ID in the text field area. Select one of the parameter given into the drop down list adjacent to search field label and inputting the value of search parameter into the text field area adjacent Search Filed Value label.

Download Certificate:
Download the certificate individually or select multiple records to download certificates in bulk. You wil have to select the records (by clicking on the check boxes before the records) and click on 'Download' button. A zip containing the selected certificates will get downloaded.

Publish Details:

This report is published on WOTC server and can be accessed under POA login of ILWOTC group (https://www.ilwotc.com/adeptia/control/).

Check Application Status

Objective:

This search report is available on WOTC website and allows users to check the status of applications submitted and also download the certificate in case of approval/denial of application.

How to Access:

This report is open to all and can be accessed at:

http://ilwotc.com/ILWOTC/ilwotcsearch.jsp

Report Details

Report Parameter:

Following parameters are required from user as input:

1. **Last Name**: Last name of the applicant.
2. **SSN: Last four digit of applicant SSN.**
3. **Zip**: Zip code of applicant.

Report Layout:

Following is the report layout:

Download Certificate:

You can also download the certificate if the application has been processed.

Search application by providing last name, Last four digit of SSN and zip code of applicant. User also needs to fill a captcha i.e. text field area with the random image displayed just above it.

Publish Details:

This report is published on WOTC server and can be accessed without any credentials. This status report can be accessed at:

URL: http://ilwotc.com/ILWOTC/ilwotcsearch.jsp