Work Opportunity Tax Credit Consultant Registration Instruction

Please contact us at 844.216.8495 or WOTC.info@tn.gov with any questions.

1. Go to https://wfs.tdlwd.tn.gov/eWOTC/
2. Click on the Apply Now link to get started.
3. A window using Outlook will appear allowing you to send an email to the WOTC unit. In this email, you will need to request your initial account.
4. Once the account is created, you will receive an email that will include your user name and password for the administrator of the account. The administrator will need to sign in. If you need assistance at any point during this process, you will be able to type a message into the chat box in the lower right hand corner of the screen and choose WOTC as the department.
5. The screen below will be displayed once you click on the sign in link. Enter the username and password from your email confirmation and click on login.
6. This screen will be displayed. Click on My WOTC Employers.
7. Click on Add New Employer
8. Enter the information requested on this screen. Click submit.
9. This screen will be displayed. Click on the x in the popup window to close the popup.
10. You will be returned to the screen below to continue entering any other employers. When you have completed entering the information for all employers, click on the x to close the box.
The screen below will allow you to enter new POAs for this employer. Click on Add New POA. The status of any POAs already entered will also be displayed to the right of the Add New POA button.
12. Enter the start and end date of the POA as well as who is authorized to sign on the POA. Click on Choose button to select and upload POA and then click Submit.
13. This screen will be displayed. Click the x in the upper right hand corner of the pop up box to close.
14. Note that the POA status section for Princesses is now indicating awaiting approval.
15. Once the POA has been approved by WOTC, the POA status will change to OK. Once the status indicates OK, applications may be entered. Until then, you will be able to access the account and look at previous applications that have been entered, but you will not be able to enter new applications.
16. To enter applications, click on the FEIN number with an approved POA. The screen below will be displayed. Click on Add New WOTC Application.
17. To add a new application, enter all of the information marked with a red asterisk in each section below. Once the Employee info is entered, click the next button.
18. Fill out the 8850 – Page 1 information by checking the boxes that apply. In the Signature section, be sure to check in the signature box and enter the date. Click on the next button.
19. The employer details will be automatically populated and cannot be changed. Filling in the date applicant section and the employers signature section is required. The final date listed in the employers signature section will be auto populated and cannot be changed. The name of the person signing in this section cannot be the applicant name, but should be the company representative’s name. Click the next button.
20. Fill out the 9061 form. Every field marked with a red asterisk is required.
21. Sources for documentation are not required to be described, however the box certifying the information is true and correct must be checked. Click the next button when this page is complete. At least one of the questions 13-22 must be answered “yes” in order to submit the application.
22. The confirmation screen will be displayed. If the information is not correct, please hit the back button to correct any info as needed. Click the submit button.

23. You will now have the opportunity to enter any further applicant’s information as needed. When done, click the logout button.

24. You will have 90 days to upload any needed documentation.
25. To search applications, from this screen, choose any option listed to filter the results – you may choose by status type, date type, or by social security number or name.
26. Below we have filtered to view applications by those whose status are pending review.
27. To view application details, click on the red drop down arrow next to the application number.
28. To view application or any documents that you have uploaded, including determinations, click on the yellow folder with the green arrow next to the status section of the page.
29. The pop up screen will show you documents submitted and download them.
30. Click on the actions button to upload a new document or mark as no longer pursuing.