Work Opportunity Tax Credit Employer 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. Enter the FEIN number and hit the enter key to verify that you do not currently have an account

If you have an existing account, the employer information will be populated in the employer information field. In this instance you will need check with the contact person to have a user account set up for you.
4. If your account is not already in the system, please fill in the fields marked with red asterisks and click on the submit button at the bottom of the page.
5. You will receive a notification that your online application has been processed and you will receive two emails verifying your approval.
6. Once the verification emails have been received, go to
https://wfs.tdlwd.tn.gov/eWOTC/ and click on sign in
7. Enter your user name and password and click on login
8. Click the arrow down next to WOTC applications, and choose My WOTC Applications to add documentation, check the status of an application, or view or print a certification or denial letter. Choose Add New WOTC Applications to create a new application.
9. 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.
10. 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.
11. 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.
12. Fill out the 9061 form. Every field marked with a red asterisk is required.
13. 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.
14. 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.

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

16. You will have 90 days to upload any needed documentation.
17. To enter documentation, check the status, or view or print certs or denials, click on My WOTC Applications
18. The search page will be displayed
19. There are several ways to search for the information that you need. Please choose one of the options under the WOTC Applications Search section. Using the tab key to move to the next section will populate the details rows.
20. Click the arrow to the right of the application number to expand the selection. If it has been approved the target group and the certified date will be populated with the appropriate information. The Status section shows the current status of the application. For this particular individual, documentation is needed.
21. Click the folder with the green arrow to see the application and any uploaded documents. This would include Certificates, denials, and needs letters.
22. Click the Actions button to either upload the needed documentation or to mark as no longer pursuing WOTC certification.
23. The targeted group that was entered during the application process is indicated in the Missing Documentation section. Choose the appropriate target group from the drop down menu on the left hand side of the popup window. These two must match. Click the arrow down next to document type and choose the appropriate documentation that you will be submitting.
24. Clicking the choose button will walk you through the process of finding the document that has been saved to your computer.
25. Click the upload button
26. The following screen will be displayed. Click the x button in the popup window to close it.