

# North Carolina Interstate User Guide

The NC Interstate application allows “requesting” states to view information that is specific to an application for the WOTC tax credit from an employer within the Requesting State’s borders. The employee could have information from North Carolina that might contribute to the Certification or Denial of an application. This web application is the tool for states to enter the request and view the results of research performed by North Carolina automated and staffing resources.

Access the application using the following URL: <https://ncworksinterstate.com>

The screenshot shows the login page for the NC Works WOTC Interstate Request for Information from North Carolina. The page features the NC Works logo in the top left corner, the site title "WOTC Interstate Request for Information from North Carolina" in the top center, and "Create an Account" and "Log In" links in the top right. A dark teal banner contains a welcome message: "Welcome to the NEW North Carolina WOTC Interstate site. We have worked hard to provide a better user experience when processing WOTC interstate certification requests. This new site is more secure as we now require each user to establish their own account to access the site. If you previously used the site and know the current password for your state, your new email-based account will be automatically approved. You will be able to submit new requests and view previous requests with your individual email and password. If you are new to the site and are requesting access, the North Carolina WOTC staff will need to approve your newly registered account." Below the banner is a "Sign In" form with fields for "Email" (containing "name@example.com") and "Password", a "Sign in" button, and links for "Forgot Password?", "Reset My Password", "New to WOTC?", and "Create an account". At the bottom, there is a "Need help? Email us at: [ncworkswotc@commerce.nc.gov](mailto:ncworkswotc@commerce.nc.gov)" link, a "Contact Us" link with the same email address, and "Follow Us" social media icons for Facebook and LinkedIn.

The login page has been refreshed with a new log in procedure that has been implemented. Users will now be logging in using an email and password. New users will create an account with their email and create a password that must be at least 8 characters long, and include uppercase, lowercase, non-alphanumeric and numeric digits. When filling out the About You section, users should pick the correct state they are requesting the account be tied to. Once complete, users will get an email from [ncworkswotc@commerce.nc.gov](mailto:ncworkswotc@commerce.nc.gov) asking them to confirm their email. A separate email is sent to admins to approve the account. If users are returning users to the ncworksinterstate platform, then they can enter the password of their state that was used on the old site when creating a new account on the ‘Enter Existing Password’ and their accounts will be pre-approved.

### New WOTC Account Login

Email Address (Primary)   
Enter your primary email address. You will log in using this email.

Enter New Password   
Password must be at least 8 characters long, and include Uppercase, Lowercase, non Alphanumeric and Numeric digits

Re-Enter your password   
Must match the password entered in the previous box

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### About You

First Name

Last Name

Job Title

Day Phone

Extension

Fax

State

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If you are existing user then please enter password

➔ Enter Existing Password   
Password must be at least 8 characters long, and include Uppercase, Lowercase, and Numeric digits

Once an account is approved, the user will be able to log into the nworksinterstate site. Once in, the user is welcomed by the main list page which has all the requests associated for that users' registered state. The case status is defaulted to "All." Users can filter on Certified, Denied, Pending, and Out of State. From the main list page, users can add a new request, edit a request, delete a request, and add new target groups to existing requests.

Requesting State: North Carolina [Click on any row below to see assigned Target Groups and Wage info.](#)

State	Case Number	Last Name	First Name	MI	SSN	DOB	Date Hired	Status	Verified	Notes	Received	Action
GA	201411995170	Test	Timeout	E	222-33-5555	2024-10-03	2024-10-03	P		Adding to test timeout	2024-10-03	<a href="#">Edit</a> <a href="#">Delete</a>
GA	201411995168	Limit	Date	I	111-90-8765	0001-01-01	2024-10-01	P			2024-10-01	<a href="#">Edit</a> <a href="#">Delete</a>
GA	201411995163	Georgia	Isaiah	E	225-55-8989	2001-09-01	2024-09-17	P		Making this request to see if the Case Status Defaults to Pending.	2024-09-30	<a href="#">Edit</a> <a href="#">Delete</a>
GA	201411995162	Alaska	Isaiah	E	111-11-1111	2000-08-04	2024-09-02	P	Y	Adding test notes	2024-09-30	<a href="#">Edit</a> <a href="#">Delete</a>

Target Groups							Wages					
Case Number	Target Group	Validated	Date Validated	Auto	Eligible	Action	Case Number	UI Weeks	Wage Quarter	Wage Year	Wages Collected	Action
No items to display							No items to display					

To add a new request, the user selects the Add New Request button. This brings up the Add New Request page. Here, the user fills out the first name, last name, middle initial, SSN, date of birth, date hired, and any applicable notes. There are also checkboxes for Target Groups to add on this request. By default, target groups A, G, and I are pre-filled but these can be unselected. Once done, clicking the save button will create the request.

[Home](#) [Add New Request](#)

### Add New Request

State: Georgia

First Name:

MI:

Date of Birth (MM/dd/yyyy):

Case Status: Select Case Status...

Notes:   
Add any notes about the Request here.

Last Name:

SSN:

Date Hired (MM/dd/yyyy):

Verification Status: Select Verification Status...

**Target Groups**

- A - Assistance to Families with Dependent Children
- ZBA - Veteran Food Stamps SNAP (VETERANS ONLY)
- B2 - Veteran (Disabled)
- C - Ex-Felon
- E1 - Vocational Rehabilitation
- G - Supplemental Nutrition Assistance Program (SNAP)
- H - Supplemental Security Income
- I - Long Term Family Assistance Recipient (LTFAR)
- Bc - Veteran Disabled (Unemployed)
- Bd - Veteran Unemployed for at least 4 Weeks, but less than 6 months
- Be - Veteran Unemployed for at least 6 months
- L - Long Term Unemployed

Once a request has been created, the site goes back to the main list page with the recently created request highlighted at the top of the grid. Here you can see any target group or wage data attached to the request. The user can also add, edit or delete any target groups from the request.

The screenshot displays the WOTC Interstate Request for Information from North Carolina web application. The top navigation bar includes the NC Works logo, the page title, and user information (Hello isaiahware3000@gmail.com, My Account, Help, Log Out). Below the navigation bar, there is a header for the current state (North Carolina) and a link to view assigned target groups and wage info. The main content area is divided into two sections: 'Cases' and 'Target Group & Wages'.

**Cases Table:**

State	Case Number	Last Name	First Name	MI	SSN	DOB	Date Hired	Status	Verified	Notes	Received	Action
GA	201411995171	Tester	Isiah	E	[REDACTED]	2000-10-01	2024-10-01	P		[REDACTED]	2024-10-08	Edit Delete
GA	201411995170	Test	Timoth	E	[REDACTED]	2024-10-03	2024-10-03	P		[REDACTED]	2024-10-03	Edit Delete
GA	201411995168	Limit	Dara	I	[REDACTED]	2001-01-01	2024-10-01	P		[REDACTED]	2024-10-01	Edit Delete
GA	201411995163	Georgia	Isiah	E	[REDACTED]	2001-09-01	2024-09-17	P		[REDACTED]	2024-09-30	Edit Delete
GA	201411995162	Alaska	Isiah	E	[REDACTED]	2000-08-04	2024-09-02	P	Y	[REDACTED]	2024-09-30	Edit Delete

**Target Group & Wages Section:**

**Target Groups Table:**

Case Number	Target Group	Validated	Date Validated	Auto	Eligible	Action
201411995171	A - Assistance to Families with Dependent Children (TANF)	<input checked="" type="checkbox"/>	2024-10-08	<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete
201411995171	C - Bi-Factor	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete
201411995171	L - Long Term Family Assistance Recipient (LTFAR)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete
201411995171	L - Long Term Unemployed	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete
201411995171	E - Vocational Rehabilitation	<input checked="" type="checkbox"/>	2024-10-08	<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete

**Wages Table:**

Case Number	UI Weeks	Wage Quarter	Wage Year	Wages Collected	Action
201411995171	1	1	2024		Edit Delete

The interface also includes a search bar in the top right corner of the cases table, pagination controls, and social media links for Facebook and LinkedIn.

A new feature that has been added as part of the refresh is the ability to search for cases using the search bar that is located in the top right corner of the cases table. This search bar gives users the ability to search for cases based on Case Number, First Name, and Last Name.

This screenshot shows the same WOTC Interstate Request for Information from North Carolina web application, but with a refined search result. The search bar in the top right corner of the cases table contains the case number '201411995171'. The cases table now displays only one row, which is highlighted in green.

**Cases Table (Refined Search):**

State	Case Number	Last Name	First Name	MI	SSN	DOB	Date Hired	Status	Verified	Notes	Received	Action
GA	201411995171	Tester	Isiah	E	222-22-2222	2000-10-01	2024-10-01	P			2024-10-08	Edit Delete

**Target Group & Wages Section (Refined Search):**

**Target Groups Table:**

Case Number	Target Group	Validated	Date Validated	Auto	Eligible	Action
201411995171	A - Assistance to Families with Dependent Children (TANF)	<input checked="" type="checkbox"/>	2024-10-08	<input type="checkbox"/>	<input type="checkbox"/>	Edit Delete

**Wages Table:**

Case Number	UI Weeks	Wage Quarter	Wage Year	Wages Collected	Action
201411995171	1	1	2024		Edit Delete

The interface also includes a search bar in the top right corner of the cases table, pagination controls, and social media links for Facebook and LinkedIn.

An additional feature that has been added to the cases table is the ability for users to also export their results to an excel spreadsheet. All the user has to do is click the "Export to EXCEL" button located next to the "Add New Request" button. The exporting process takes the results displayed on the cases table and creates a .xlsx file. So, users can choose to export all of the results listed on the cases table or take the results of a refined search made by using the search bar.

