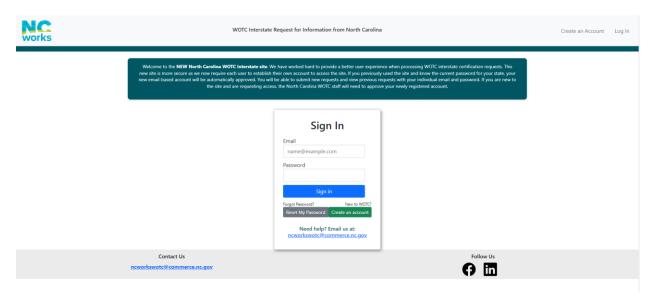
North Carolina Interstate User Guide

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.

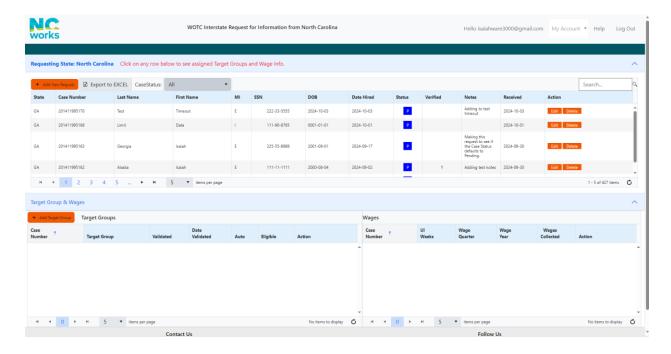
Access the application using the following URL: https://ncworksinterstate.com



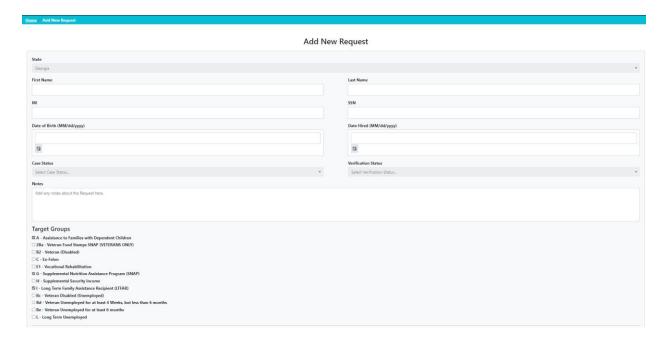
The login page has been refreshed with a new log in procedure that has been implemented. Users will now be logging in using an email and password. New users will create an account with their email and create a password that must be at least 8 characters long, and include uppercase, lowercase, non-alphanumeric 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 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.

Email Address (Primary)	
Email Address (Filliary)	Enter your primary email address. You will log in using this email.
	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
	About You
E!	
First Name	
Last Name	
! . !	
Job Title	
Day Phone	
Extension	Optional
Fax	Optional
State	Select State ▼
If you are existing use	r then please enter password
in you are existing user	then please effect password
Enter Existing Password	Optional
	Password must be at least 8 characters long, and include Uppercase, Lowercase, and Numeric

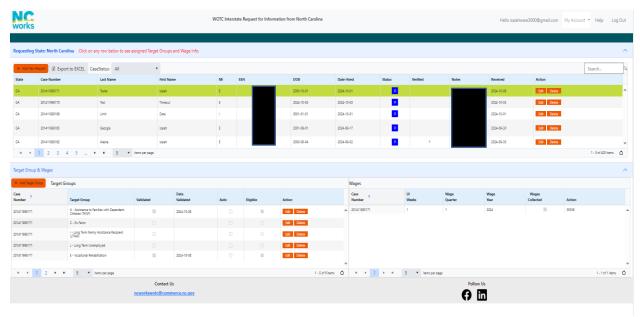
Once an account is approved, the user will be able to log into the neworksinterstate site. Once in, the user is welcomed by the main list page which has all the requests associated for that users' registered state. The case status is defaulted to "All." Users can filter on Certified, Denied, Pending, 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.



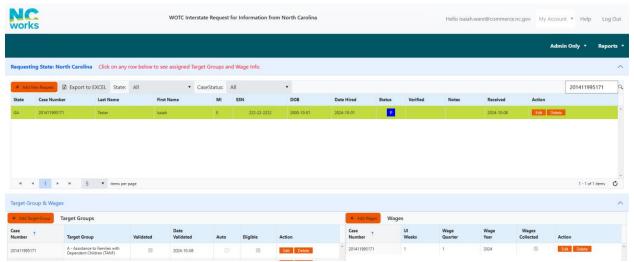
To add a new request, the user selects the Add New Request button. This brings up the Add New Request page. Here, the user fills out the first name, last name, middle initial, SSN, date of birth, date hired, and any applicable notes. There are also checkboxes for Target Groups to add on this request. 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.



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.



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.



An additional feature that has been added to the cases table is the ability for users to also export their results to an excel speadsheet. 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.

