



How to Access the GRF System

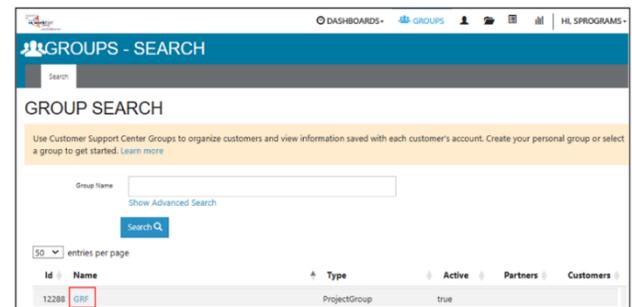
1. Create an Illinois workNet account.

- Navigate to the Illinois workNet Homepage: <https://www.illinoisworknet.com>
- Click on Sign Up in the workNet header
- Complete the registration form with the required information.
- Read through and accept the Terms and Conditions.
- After submitting your information, check you email for a link to activate your account.

2. Logging into GRF

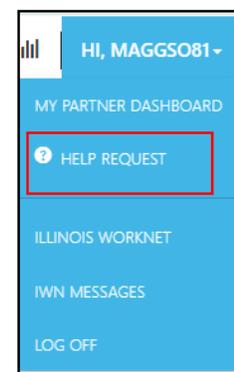
GRF can be accessed:

- From the [partner page](#)
- Directly from this [address](#)
- From Illinois workNet:
 - Click My Dashboard
 - Click Customer Support Center
 - Click GRF on the Group Search page



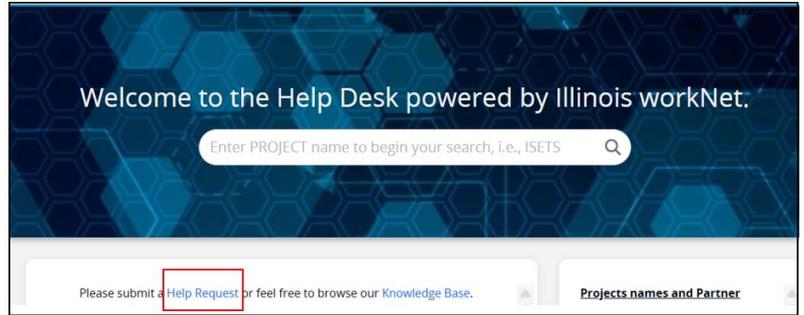
3. Submitting the Help Request for Partner Access

- Log into GRF
- In the dropdown by your name in the upper right corner, click on **Help Request**. This is the link to the Help Request portal.





- Click the **Help Request** button



- Complete the required (*) fields:
 - *Be sure to select **GRF as the Category** and **User Access as the subcategory**
 - *Be sure to **add the email address and LWIA #** for the person the access is being requested for in the CC field. (There is an LWIA field further down on the New Request.)