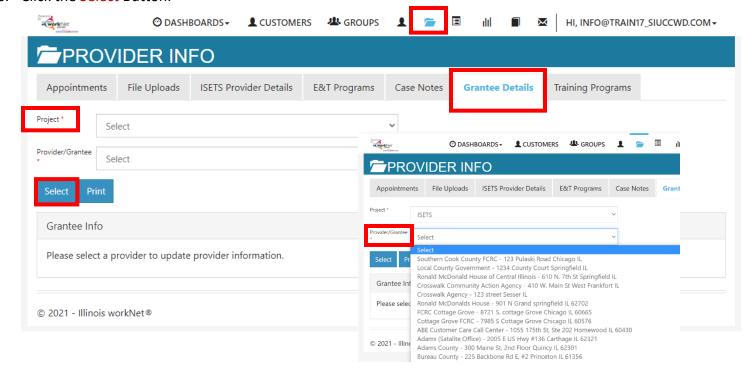**Purpose:**

In Customer Groups, the agency has access to update and maintain Provider Information. The Grantee Details is a place to maintain current grant information, along with Training Program Information and Worksite Placement Information.

Who Enters/Maintains Data

- Grantee/Provider Staff enters local demographic information, training program information, employers, worksite information, placements, and uploads payroll.
- State Level Staff enters initial grant number, start and end date, grant amount, technical assistance contact, and projected enrollment.

Access Grantee Details

1. Log into www.illinoisworknet.com.
2. Select My Dashboard and select Customer Support Center.
3. Select Provider Info and then select Grantee Details.
4. If you are associated with multiple agencies/locations for the program, they will display as a list. Select the Project.
5. If you are associated with multiple agencies/locations for the program, they will display as a list. Select the Provider.
6. Click the Select Button.

7. On the next screen that opens, click the Edit button.

8. The next open screen displays grant information that cannot be edited. The agency can edit the address, city, zip, Grantee Program Name, Program Start Date, Target Population, Scope of the Project Overview, and the associated Local Workforce Investment Area (LWIA). Upon completion of adding or editing information, click Save.

9. The agency can also access the ability to add or update Training Program information and Worksite Placement Information from the Grantee Details tab. Check other instructions on the program's partner resources page for either of these activities.

10. Use Case Notes to communicate with Commerce grantee updates and requests.
This provides a history of the discussion as well as sends a message/email to selected recipients.

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711.
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For more information please refer to the footer at the bottom of any webpage at illinoisworknet.com.

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