# Illinois Employment Business System



How to Access the System April 2023 v3

### How to Access the IEBS System

- 1. Create an Illinois workNet Account
- 2. Request Access to the IEBS Platform
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#### Creating an Illinois workNet Account

An Illinois workNet account is required for access to IEBS.

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

## Requesting Access to the IEBS Platform

- 1. After you have created an Illinois workNet account, contact your LWIA Administrator.
- 2. Inform them that you are requesting access for IEBS. Be sure to include:
  - a. Name
  - b. Email Address
  - c. Position/System Access Role
- 3. Your LWIA Administrator will send an email to:

Patti Schnoor < patricia.schnoor@illinois.gov>

info@illinoisworknet.com

CC: dreinhardt@illinoisworknet.com

CC: marcus.lathan@siu.edu

4. Once approved, you will receive an email confirming your request along with login instructions and IEBS resources.

#### Logging into IEBS

IEBS can be accessed:

From the partner page -

https://illinoisworknet.com/IEBS

Directly from this address -

https://apps.illinoisworknet.com/iebs. From Illinois workNet "My Dashboard" as pictured.

