

### Accessing the LWACS Organization Page

1. Head to the LWACS Site  
<https://apps.illinoisworknet.com/lwacs/>
2. You will be prompted to log into you Illinois workNet account if you are not already.
3. Click on Organization in the Header
4. You should see the Organization for you respective LWIA

### Cleanup Instructions

#### DUPLICATES

### Organizations

Filters

Organization Name City

IL Dept

LWIA Address

22

[Reset](#)

+ Add New Organization

LWIA	Organization Name	Organization Alt Name	Address 1	Address 2	City	State	Phone
22	IL Dept of Employment Security		333 Potomac Boulevard Suite G		Mt Vernon	IL	
22	IL Dept of Employment Security		333 Potomac Boulevard	Suite G	Mount Vernon	IL	

1. Sort list by name or address by clicking the column header to help find duplicate location.
2. Identify the entry that will be the final location.
3. Click on the Organization name of the of the entry you wish to delete.

**Madison County Employment and Trng Contacts** ✕

101 East Edwardsville Road  
Wood River, IL 62095-1369 [Edit Organization](#)

LWIA	First Name	Last Name	Job Title	Email	Contact Phone	Last Updated Date	Contact Type	Current Status
22	D. [redacted]	L. [redacted]	Planning and Program Manager	[redacted]	[redacted]	9/14/2021	Individual Contact	Active

Results: 1 to 1 of 1 Limit: 50 Page 1 of 1

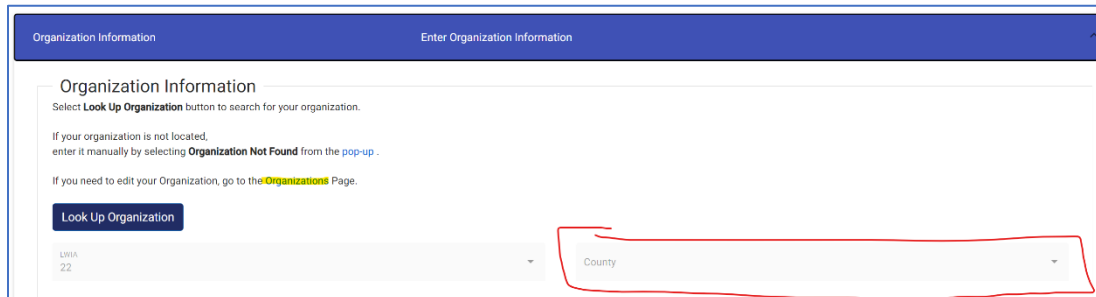
4. If the Organization has contacts associated with it, they will need to be move to the new Organization first.
5. Click on the contact name and select **Edit** in the top right.
6. On the Edit Contact screen, click the **Organization Information** header
7. Click **Look Up Organization** and select the Organization that will be the final entry and click **Select**.
8. **Save** the contact. (if there is an error due to missing information, fill in the missing information).
9. Head back to the Organization section.
10. Search for the duplicate location which should now be blank.
11. Click **Edit Organization**
12. Scroll to the bottom and select **Delete**. Confirm Delete on the notification.

### Adding County

Since this is a barrier to printing the proper Appointment Form, and all LWIB contacts must be recertified, this process can be done during the Recertification of the contact.

### During Recertification

1. Following the Edit Contact instructions, when on the Edit Contact screen, check the Organization Information section. If the county is missing, follow the steps below.
2. Click the **Organization link** (highlighted in image below). Page opens in new tab



Organization Information

Enter Organization Information

Organization Information

Select **Look Up Organization** button to search for your organization.

If your organization is not located, enter it manually by selecting **Organization Not Found** from the pop-up.

If you need to edit your Organization, go to the **Organizations** Page.

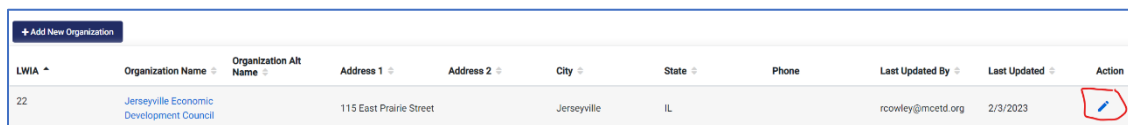
**Look Up Organization**


LWIA \*  
22

County

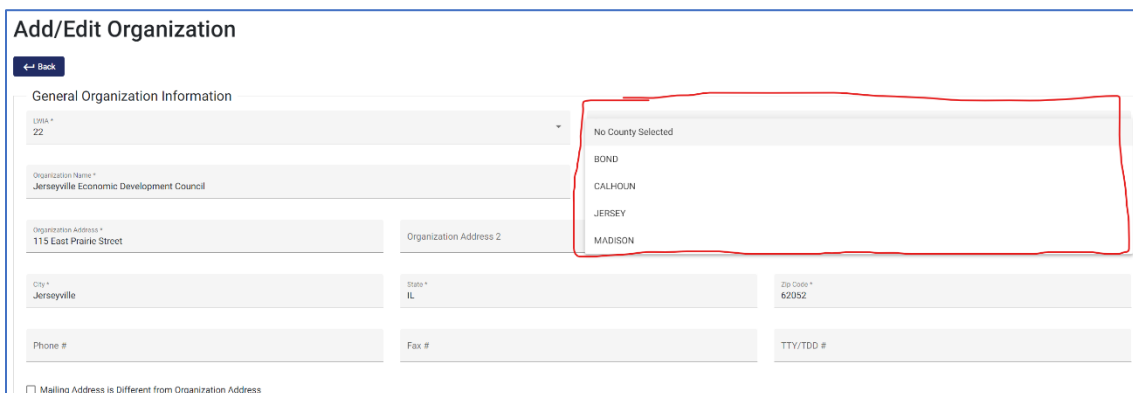
### Organization Page

1. Search for the Organization and click the **Edit icon**



LWIA	Organization Name	Organization Alt Name	Address 1	Address 2	City	State	Phone	Last Updated By	Last Updated	Action
22	Jerseyville Economic Development Council		115 East Prairie Street		Jerseyville	IL		rcowley@mcctd.org	2/3/2023	

2. Select the County from the dropdown



Add/Edit Organization

[← Back](#)

General Organization Information

LWIA \*  
22

Organization Name \*  
Jerseyville Economic Development Council

Organization Address \*  
115 East Prairie Street

Organization Address 2

City \*  
Jerseyville

State \*  
IL

Zip Code \*  
62052

Phone #

Fax #

TTY/TDD #

Mailing Address is Different from Organization Address

No County Selected

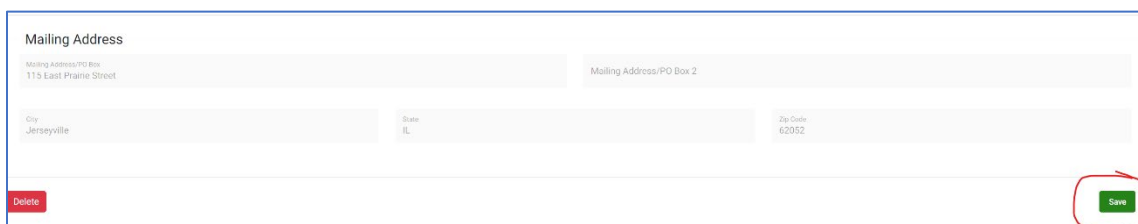
BOND

CALHOUN

JERSEY

MADISON

3. Once the county is added, scroll to the bottom and click **Save**



Mailing Address

Mailing Address/PO Box  
115 East Prairie Street

Mailing Address/PO Box 2

City  
Jerseyville

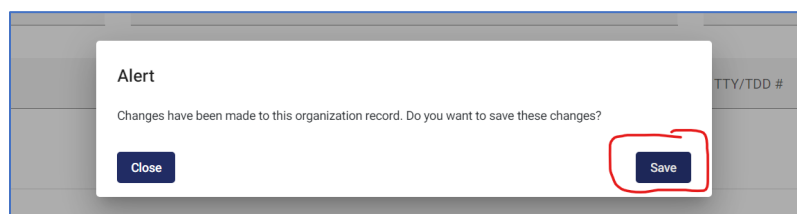
State  
IL

Zip Code  
62052

[Delete](#)

[Save](#)

4. On the confirmation notification, click **Save**.



Alert

Changes have been made to this organization record. Do you want to save these changes?

[Close](#)

[Save](#)

5. Repeat steps for all Organization missing the county.