

Purpose:

In Customer Groups, the agency has access to update and maintain Provider Information. The File Upload tools allows grantees to upload files associated with their agency, grant, or staff.

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 Services through the Grantee Details

1. Log into www.illinoisworknet.com.
2. Select **My Dashboard** and select **Customer Support Center**.
3. Select **Provider Info** and then select **File Uploads**.

Uploading Files

These are typically files that are associated with your agency, grant or staff – NOT individual customers.

1. Select the **Project** and select **Provider** if you have access to more than one provider.
2. Click **Upload File**
3. Select type of upload category
4. Select a file to upload
5. Add a description of the file so that each file doesn't have to be opened.
6. Click the **Upload** button.

