## Purpose:

The agency has access to upload files at both the grantee level and the customer level.
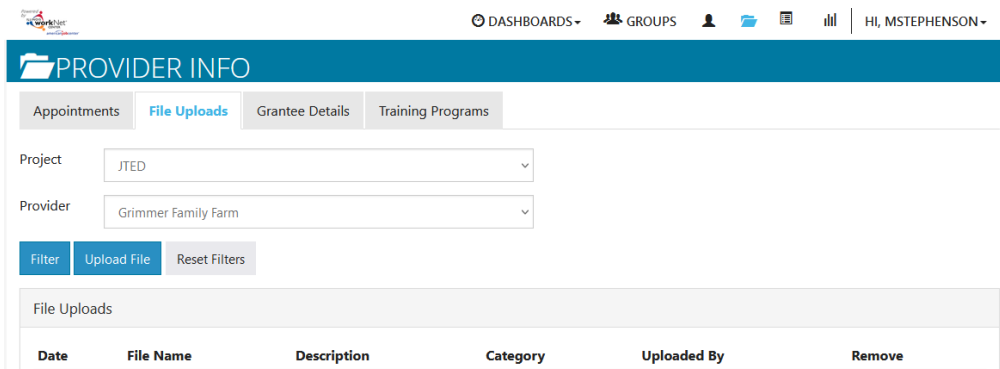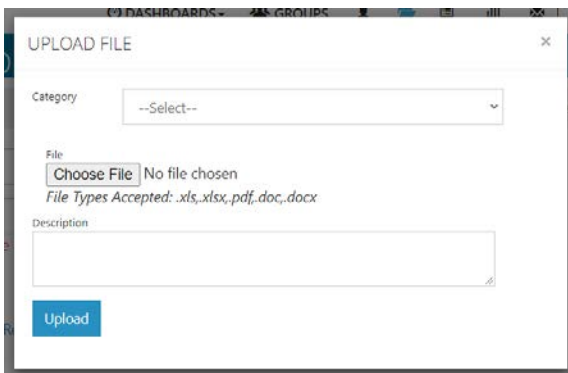
## Who Enters/Maintains Data

- Grantee/Provider Staff upload documentation related to the grant, training program information, employers, worksite information, placements, and response to monitoring. Documents can be uploaded at both the grantee level and the customer level. Grantees will only be able to upload documents for their agency.
- State-level staff view and upload documentation at both the grantee level and customer level for the Climate Works program.

## Upload Files at the Grantee Level

1. Log in to www.illinoisworknet.com.
2. Select My Dashboard and select Customer Support Center in the partner section.
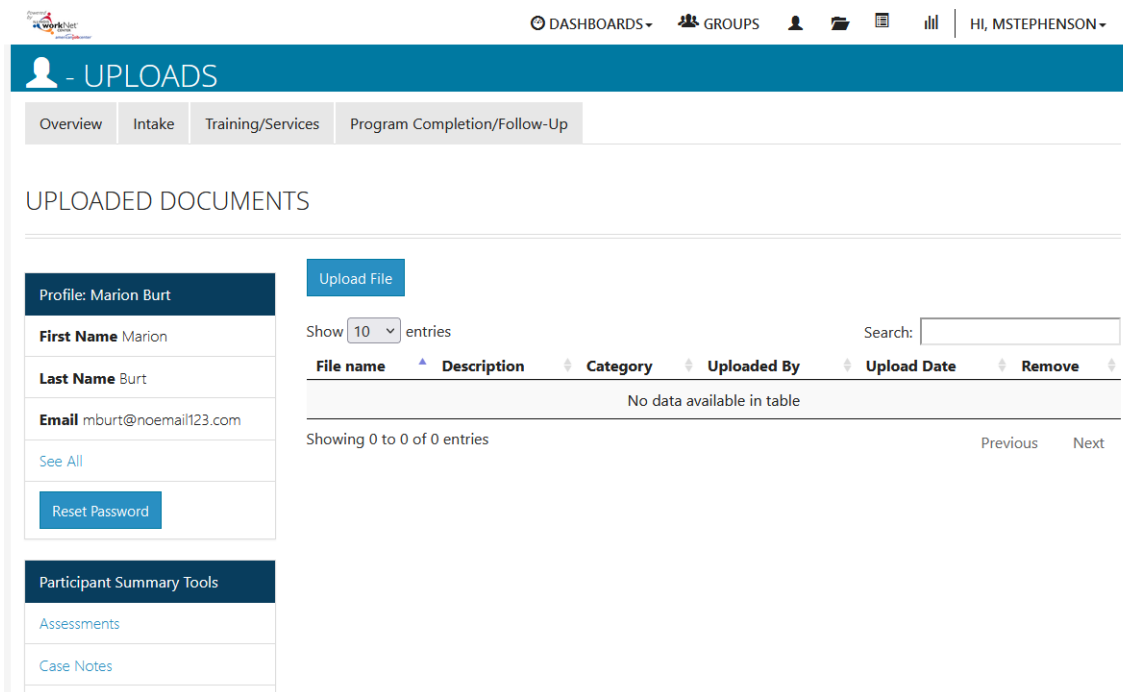3. Select Provider Info and then select File Uploads.

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 the 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.

# CEJA ILLINOIS
### Climate & Equitable Jobs Act
### Workforce Programs

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# Uploading Grantee and Customer Files
## April 2025 v2

## Upload Files at the Customer Level

1. Log in to www.illinoisworknet.com.
2. Select My Dashboard.
3. Select Customer Support Center in the partner tools section.
4. Click Groups and select the CEJA/FEJA Programs.
5. Select a customer and then select the Uploads in the Summary Tools.
6. Select Upload File.
7. Select the type of upload category.
8. Select a file to upload.
9. Add a description of the file so that each file doesn't have to be opened.
10. Click the Upload button.