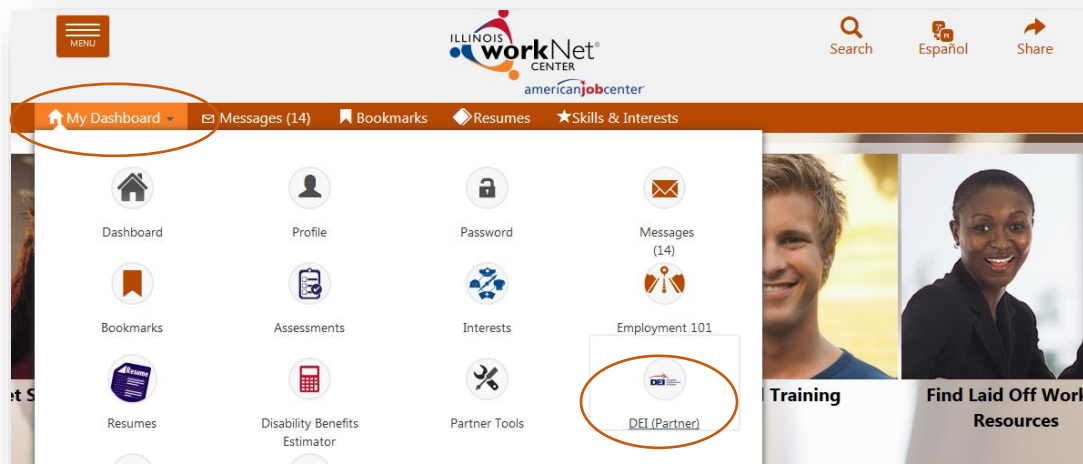
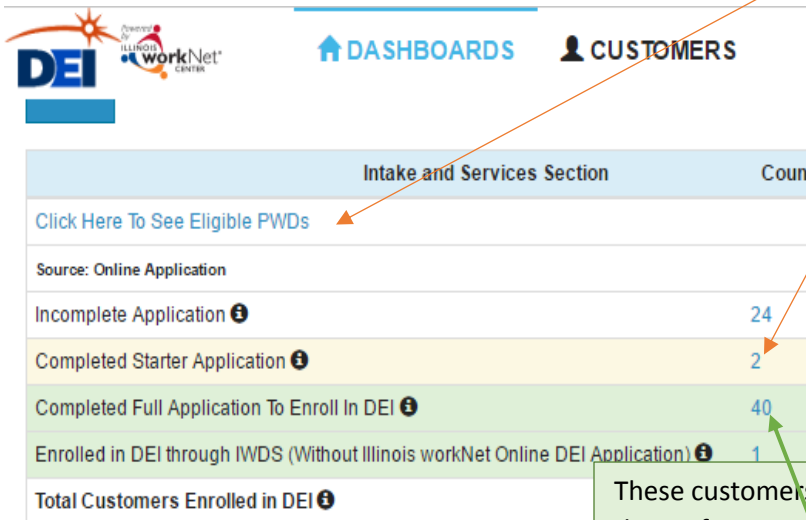


1. Go to your DEI Partner Tools.

- Go to [www.illinoisworknet.com](http://www.illinoisworknet.com) and **Login** to your Illinois workNet account.
- Go to **My Dashboard** and select **Partner Tools**.
- Select **Disability Employment Initiative (DEI)**.



2. Access a filtered list of customers from your DEI program dashboard.



Intake and Services Section	Count
<a href="#">Click Here To See Eligible PWDs</a>	
Source: Online Application	
Incomplete Application ⓘ	24
Completed Starter Application ⓘ	2
Completed Full Application To Enroll In DEI ⓘ	40
Enrolled in DEI through IWDS (Without Illinois workNet Online DEI Application) ⓘ	1
<b>Total Customers Enrolled in DEI ⓘ</b>	

Need to reach out to customers who are eligible for the program? Start here. These are IWDS customers who are eligible to participate but have not been identified as DEI customers.

These customers are started, but need to complete the full application. You can help them complete the full application.

- Reach out to these customers within 5 business days.
- Use the Reports tab (Application Report) to run a list using filters based on the application.

These customers have completed the full application. You can review their information. If updates are needed, they need to be made through IWDS. The systems will sync. If you need the changes immediately, you can select the IWDS sync button.

3. Select the **Profile** link for the customer.

Hidden Search Filters: **DEI Status:** 'Enrolled or Exited'; **Customer Pool:** 'Incomplete Application'

Search Export


Show 50 entries

Last Name	First Name	IWDS Id	LWIA	IWDS App Status	DEI Status	Application Submit Date	Customer Status	Options
Estevez	Emilio	0	7	Not Set	Enrolled		Incomplete Application	<a href="#">Profile</a>
Octavius	Otto	0	6	Not Set	Enrolled		Incomplete Application	<a href="#">Profile</a>
telger	natasha	0	6	Not Set	Enrolled		Incomplete Application	<a href="#">Profile</a>

Showing 1 to 3 of 3 entries

Previous 1 Next

4. Review customer DEI information as needed. If a customer only has a starter application, you can complete the full application with them. The full application can be updated until it is submitted.

 **Profile**

**First Name** Emilio

**Last Name** Estevez

**Email** info@intakee\_siuccwd.com

[Reset Password](#)

[Help Customer Finish Application](#)

[Send Message](#)

NOTE: If you reach out to a DEI eligible IWDS customer that does not want to participate, you can select the option to indicate they do not want to participate. Once this is selected, they will move to the appropriate section in the DEI Program dashboard.

- Eligible PWD Pool 
- Marked as DEI (Without DEI application) 
- Does Not Want To Participate 

PWD PARTICIPATION x

Nancy Masten	Email: nancy@hotmail.com
LWDA 6	Address 1:
Home Phone:	, IL 62677
Cell Phone:	User does not have an Illinois workNet account.

[Cancel](#)
[Does Not Want to Participate](#)
[Email to Participate](#)