

## 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.

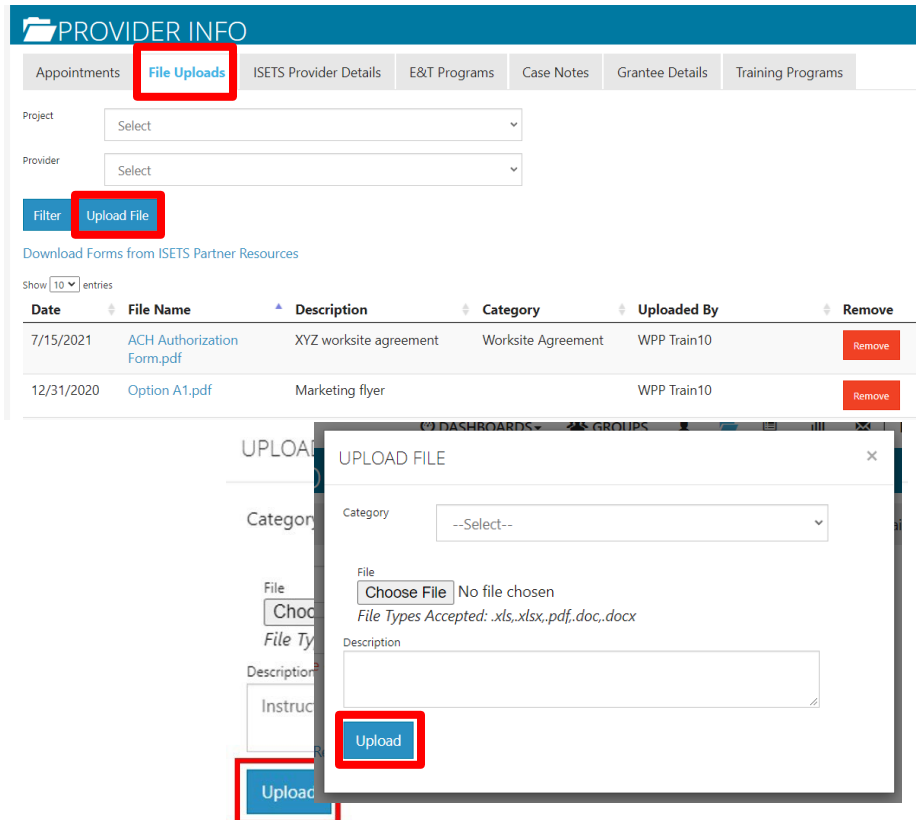
## Access Services through the Grantee Details

1. Log into [www.illinoisworknet.com](http://www.illinoisworknet.com).
2. Select **My Dashboard** and select **Customer Support Center/IWIS**.
3. Select **Provider Info** (the folder icon to the right of Groups at top of page) 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.



**PROVIDER INFO**

Appointments **File Uploads** ISETS Provider Details E&T Programs Case Notes Grantee Details Training Programs

Project: Select  
Provider: Select

Filter **Upload File**

Download Forms from ISETS Partner Resources

Show 10 entries

Date	File Name	Description	Category	Uploaded By	Remove
7/15/2021	ACH Authorization Form.pdf	XYZ worksite agreement	Worksite Agreement	WPP Train10	Remove
12/31/2020	Option A1.pdf	Marketing flyer		WPP Train10	Remove

**UPLOAD FILE**

Category: --Select--

File: Choose File No file chosen  
File Types Accepted: .xls, .xlsx, .pdf, .doc, .docx

Description:

**Upload**

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For more information please refer to the footer at the bottom of any webpage at [illinoisworknet.com](http://illinoisworknet.com).