Go to www.illinoisworknet.com/SYEP2014guide and select "Sign into SYEP Partner Tools".

Select the Employer tab. Select the Add Employer button to add a new employer and worksite(s).

Enter or update the employer information.

If the employer is the worksite, check the box.

Otherwise you can add worksites further down on the page.

A primary contact is required for the employer.

Add the worksite information.

Worksites

Add Worksite

Add Worksite

Name *	Worksite Name
Worksite agreement is with the following organization	Springfield Urban League
Main Phone # *	Main Phone #
Alternate Phone #	Alternate Phone #
Supervisor Background Checks Complete	○ Yes ● No
Supervisor Background Check Date	Date of Background Check
Worksite Agreement is in Place	○ Yes ● No
Worksite Agreement Date	Date of Site Agreement
Projected Part Time Placements *	0
Projected Full Time Placements *	0
Address Line 1 *	Address Line 1
Address Line 2	Address Line 2
City *	City
State *	Illinois
Zipcode *	Zipcode
ZIP Code Plus Four Lookup your Zipcode Plus Four *	Zipcode Plus Four

This field will auto-populate with your organization name.

If you have access to multiple organizations, you will see a drop down menu with the list of organizations. Select the organization that is associated with that worksite.

NOTE: Only youth that are enrolled with the organization can be placed with the worksite.

Background checks and a worksite agreement must be marked as completed before youth can be placed with the site.

Worksite Contact

Use Existing Contact	● Yes ○ No
Existing Contact *	Select

Add Worksite

Save your information and add the worksite.

Worksites

Add Worksite

Builder North — Edit

456 Place	Smith, Bob
Springfield, IL 62707-5409	bsmith@nomail.com
Ph: 217-789-7897	Ph: 217-555-8989
Organization: Springfield Urban League	Alt: 217-897-8989
Supervisor Background Checks Complete: Yes	
Supervisor Background Check Date: 4/1/2014	
Site Agreement Checks Complete: Yes	
Site Agreement Date: 7/4/2014	
Projected Part-Time Pos: 3	
Projected Full-Time Pos: 4	

Select Edit to update worksite information.

If a worksite needs to be deleted, contact syep2014@illinoisworknet.com.