

## **Kansas WOTC CertLink Electronic Submission**

Our system is a 100% electronic submission web-based system. All employers and consultants will need to create an online account.

Our online access feature gives the employers/consultants the ability to enter and submit applications, giving 24/7 access to their account.

Employers and Consultants can easily check on the status of their applications, upload documents and print all determinations at their convenience.

To apply for online access:

Go to <https://kansaswotc.com/> click on “Register”.

Step 1: Enter your email address (all email addresses must be valid and verifiable). Our system will verify that the email address is not already registered. Enter your contact information, select your security question and create your password.

STEP 2: You will be sent an email verification link to the email address you provided. Follow the instructions provided in the email. Once your email has been verified. Your user account will be active, and you will be able to login to the Kansas CertLink NextGen system.

Step 3: In the left blue banner expand the Accounts dropdown and click on add access. Follow the instructions at the top of the screen to obtain access to your Employer or Consultant account.

Per our security policy: all users must have their own individual user account. If our new security protocols flag an account as being accessed by multiple users, that account will be subject to being locked out. For consultant user accounts, having a user account does not require that the user be listed on any of the Power of Attorney’s filed with our state.

Our system will require that we assign one person to contact that can authorize new user accounts. We will authorize that person in our database as the administrator and they will have the ability to issue access keys for new users to have access to your company’s applications or firm’s clients. This person will also be responsible for maintaining all authorized users accounts and will have the ability to inactivate, locked out any user account that is no longer employed by your company or firm.

If you would like additional assistance or have accessibility concerns, please contact [ajla.accessibility@ks.gov](mailto:ajla.accessibility@ks.gov).

During the interim until you have online access and/or the system is unavailable for submittal of the IRS 8850 Form by the required 28th calendar day from the start date, per the IRS rule. It is the employers' and/or consultants' responsibility to mail in the completed IRS 8850 Form and the ICF ETA Form 9061 by the deadline to:

Kansas Department of Commerce  
Attn: Work Opportunity Tax Credit Program  
1000 SW Jackson Street, Suite 100  
Topeka, KS 66612-1354

We will accept all paper applications to ensure that the required 28-day rule is still met in the interim per guidelines. (Certified mail will guarantee proof of mailing.)