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 user account.

Our online access feature gives the employers/consultants the ability to submit applications, upload all supporting documentation, monitor, and print all determinations giving employer's and consultant's easy 24/7 access to their account.

It is the responsibility of the employer and/or consultant to monitor the progress of their applications, upload additional documentation requested and print all determination and/or letters through the Kansas CertLink System.

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 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.
NOTE: You will need **both** an access key and the employer's or consultant's FEIN to add access.

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 Employer Representative Declaration filed with our state.

Our system will require that at least one person is assigned as the administrator for each employer or consultant record. The administrator will have the authority to issue access keys for both user and manager accounts, remove and edit access, monitor employer representative declarations, and add representatives.

It is the responsibility of the administrator to allow access, monitor and manage all user accounts for their company.

WOTC Staff cannot add access for a new user account once an administrator has been assigned.