

HOW TO APPLY FOR A WORK OPPORTUNITY TAX CREDIT



CERTLINK EMPLOYER ACCOUNT

If your company is not in the CertLink system, please complete the following steps:

****If your company is in the CertLink system, please skip these steps and go straight to the User Account directions****

1. Go to kansaswotc.com
2. Click on the "APPLY FOR A USER ACCOUNT".
 - a. You will receive the error "No Employer Record was found"
3. Click on the "Apply for a new Employer Record"
4. Enter all required company information and submit.

Once your company has been verified with the Kansas Department of Labor, the employer account will be created. A confirmation email will be sent to the email listed on the application. You can then apply for a user account for your company (see "How to Apply for a Work Opportunity Tax Credit CertLink User Account" directions for further details).

CERTLINK USER ACCOUNT

If your company is in the CertLink system, please complete the following steps:

Go to kansaswotc.com

1. Click on "APPLY FOR AN ACCOUNT"
2. Click on "Continue to the User Information screen"
3. Enter your company's FEIN and you will see the company's account information. Please verify all the employer's information (Name, mailing address, contact person and contact phone number).
4. Click on "Apply for Access" and then "Proceed with your user application".
5. Enter all required information and submit your request for access.

Once submitted and approved, you will have access to all the company's applications.