How to Submit Tax ID Numbers into the Idaho Workforce Development Portal

Worksites / employers must submit Tax ID numbers (social security numbers) into the Idaho Workforce Development Council (WDC) Portal to receive reimbursement from ION.

WDC tracks these submissions to gauge the impact of their innovation grant on Idaho's workforce.

Please follow these steps to submit Tax ID numbers:

1. **Download the Training Info Worksheet and fill it out.**
2. **Upload the Worksheet into the WDC – UI Employer Secure Portal (instructions in following pages)**
3. **Notify ION of Tax ID submission, either in the Invoice Form or in a separate email to ndigiosia@jannus.org**

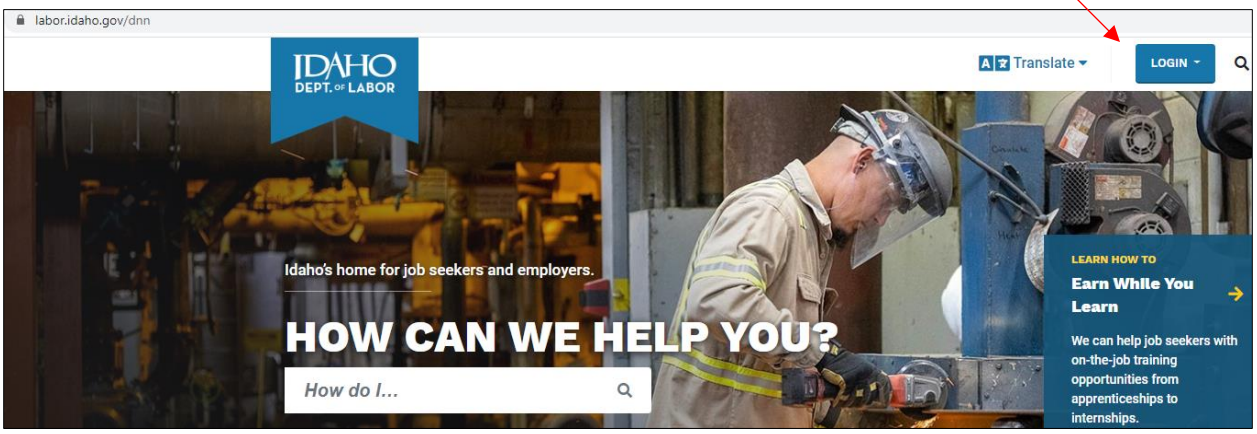
We understand this process is complicated, and we are here to assist you in making this step as streamlined as possible. Please contact Natalia, ndigiosia@jannus.org, if you need help submitting Tax IDs.

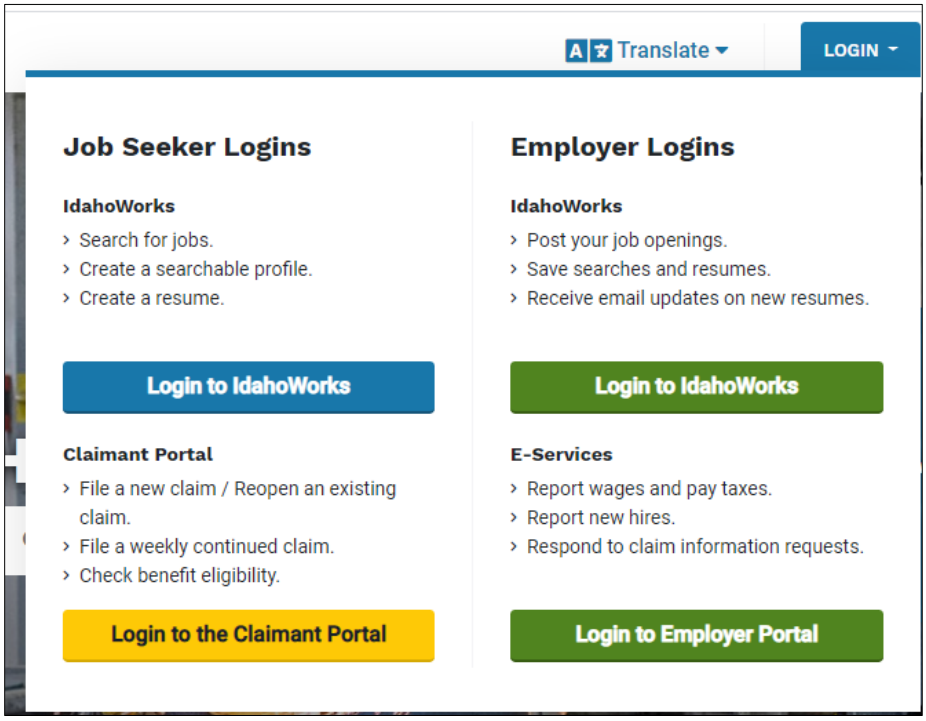
WORKFORCE DEVELOPMENT COUNCIL
REQUIRED REPORTING INSTRUCTIONS

Logging on to the WDC – UI Employer Secured Portal Instructions:

Please login to https://labor.idaho.gov/dnn

Click on the box titled: Login





Click Login to Employer Portal

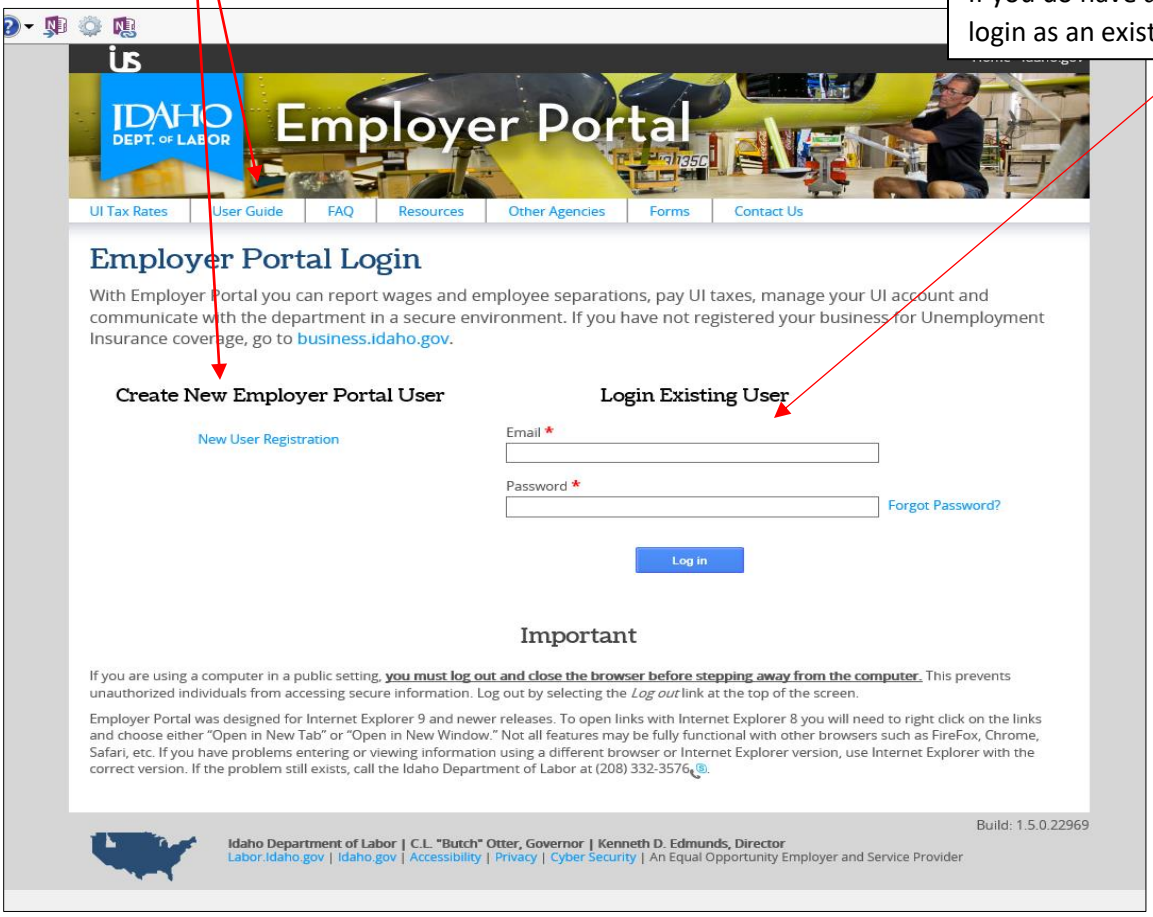
WORKFORCE DEVELOPMENT COUNCIL
REQUIRED REPORTING INSTRUCTIONS

If you have not set up an account, please read the User Guide, the Frequently Asked Questions (FAQ), and create new account.

Please follow the step by step instructions on how to create a new account in User Guide. (Pages 6 – 7).

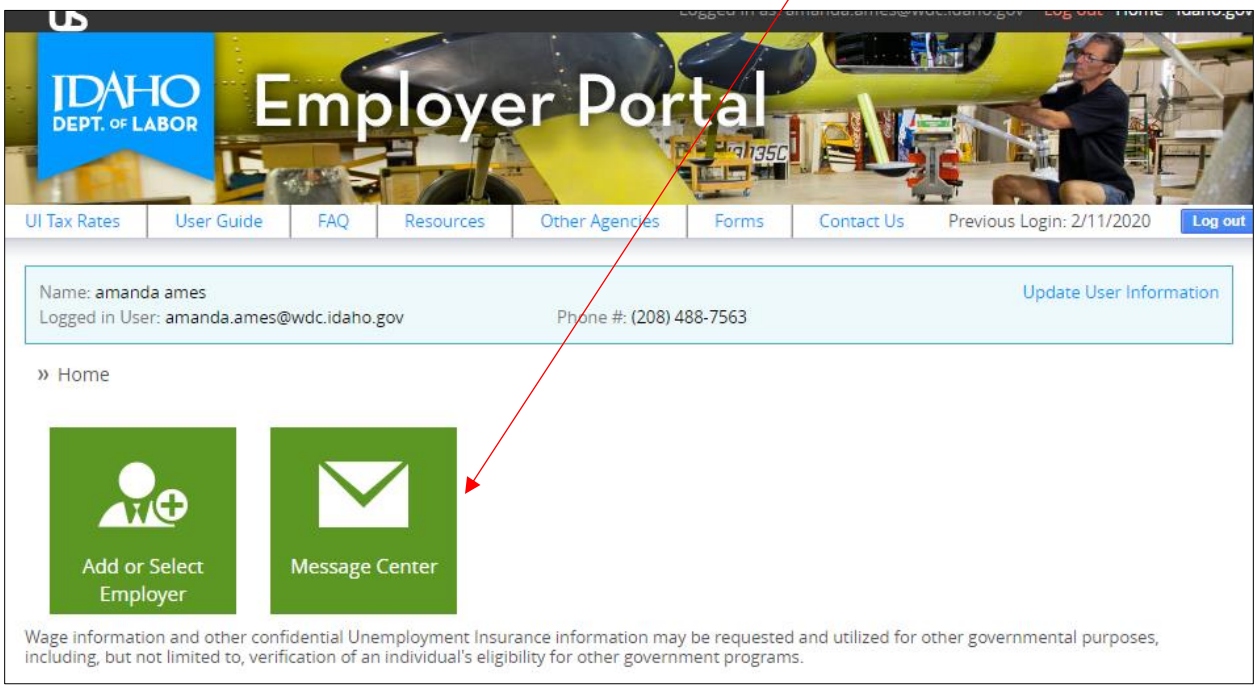
Login for existing users: page 8.

If you do have an account, login as an existing user

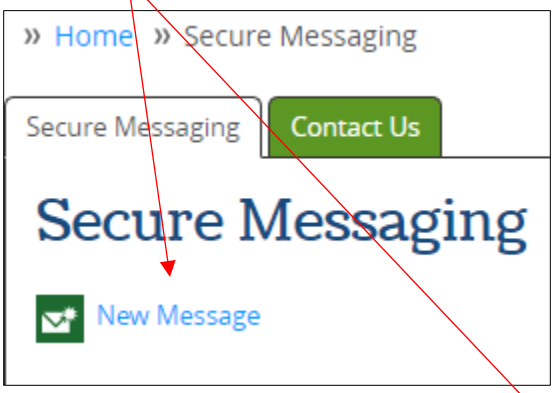


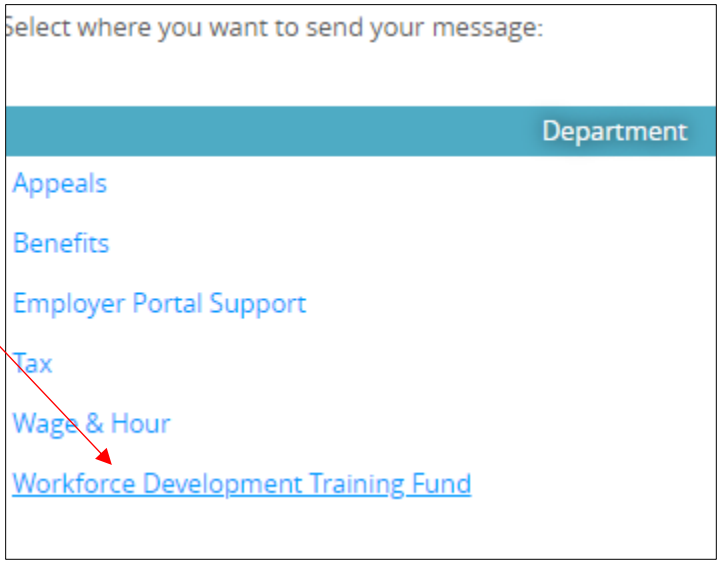
WORKFORCE DEVELOPMENT COUNCIL
REQUIRED REPORTING INSTRUCTIONS

Once logged in, choose “Message Center” from the portal options.



Sending Secure Email Messages to WDC Secured Portal: Page 13 Click New Message button and select the hyperlink for “Workforce Development Training Fund”



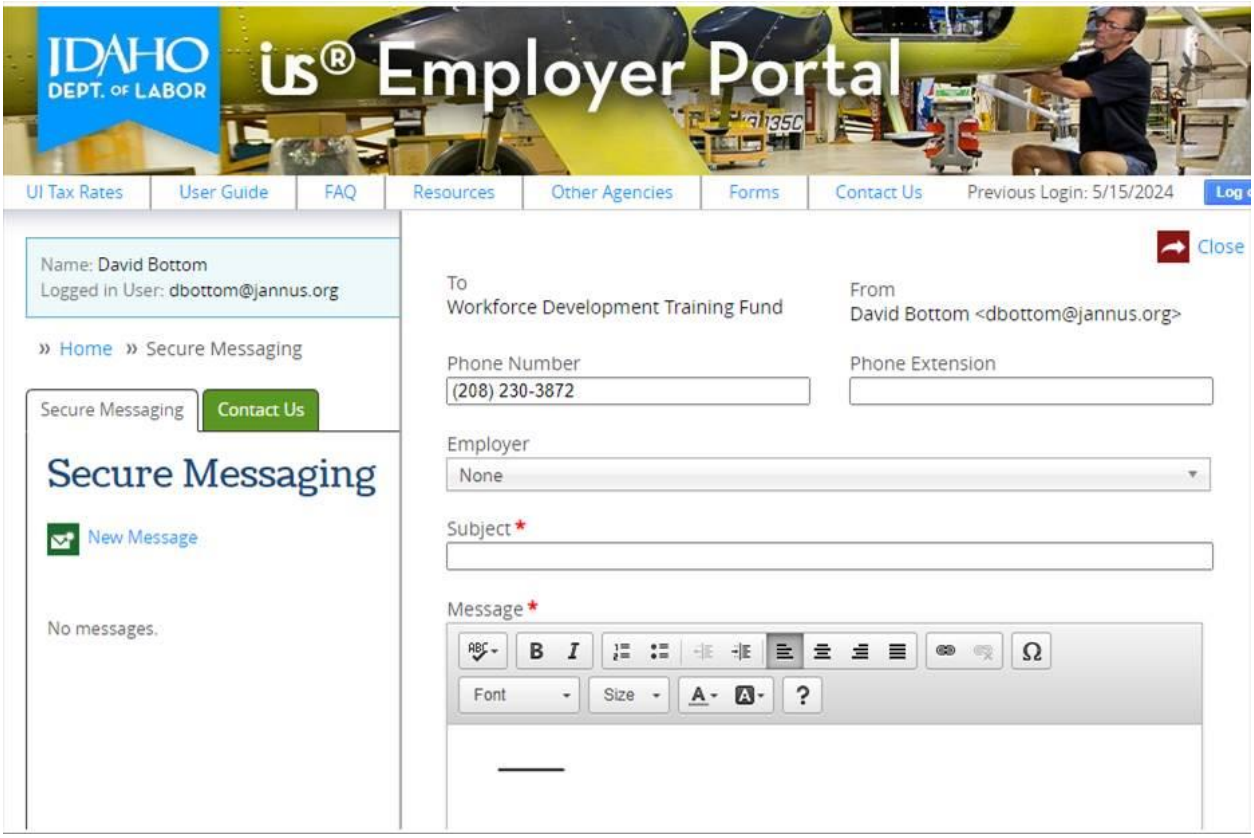


WORKFORCE DEVELOPMENT COUNCIL

REQUIRED REPORTING INSTRUCTIONS

Upload the Training Info Worksheet into the secure message.

Optional: Title the message: Tax ID Submission for ION - TMC Works



Notify ION of the number of Tax ID numbers submitted via the Invoice Form or email to ndigiosia@jannus.org.