



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

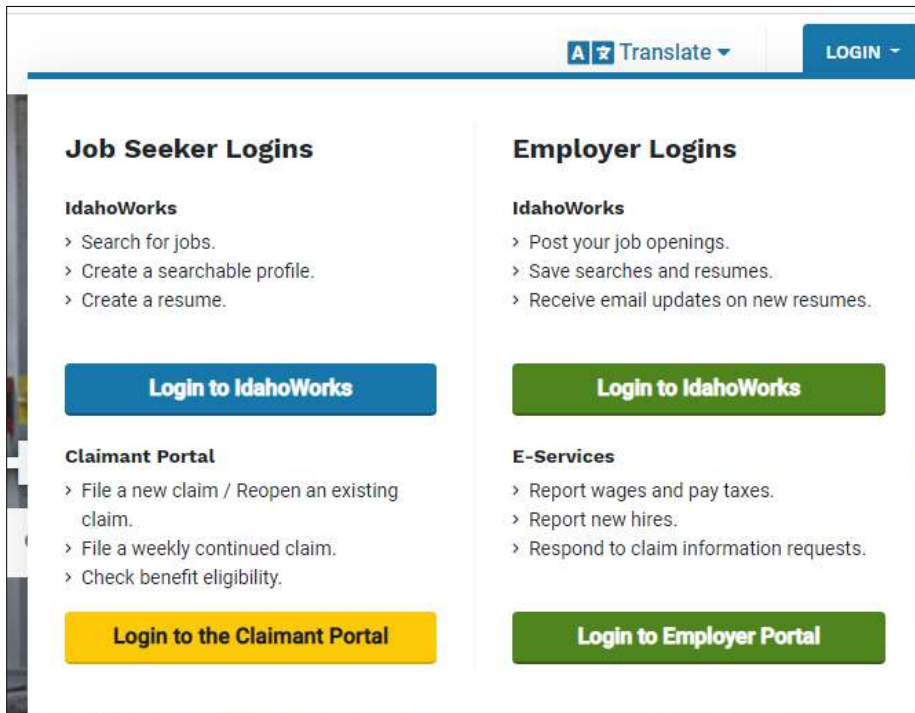
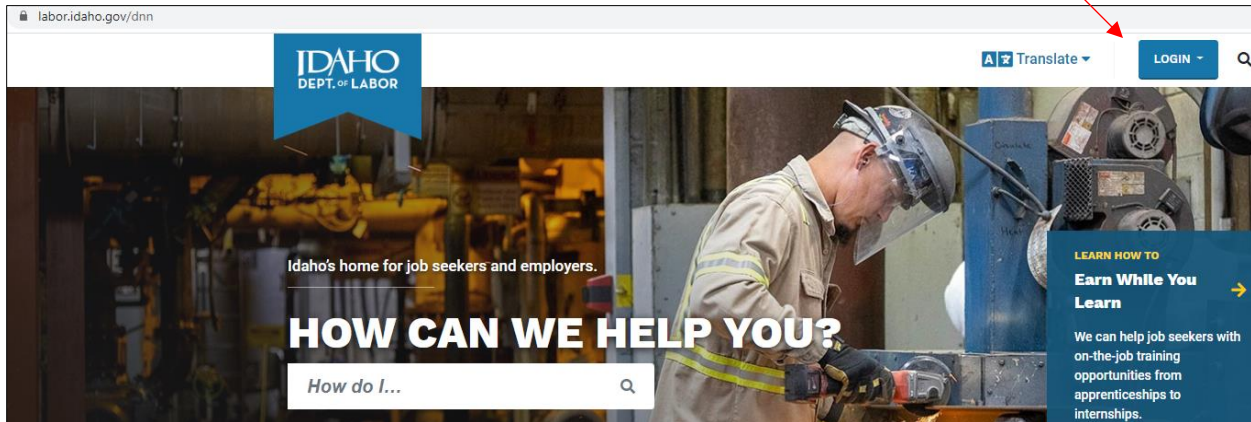
We understand this process is complicated, and we are here to assist you in making this step as streamlined as possible. Please contact Natalia, ndigiosia@jannus.org, if you need help submitting Tax IDs.

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

The screenshot shows the 'Employer Portal Login' page. At the top, there is a navigation bar with links: UI Tax Rates, User Guide, FAQ, Resources, Other Agencies, Forms, and Contact Us. Below the navigation bar, the page title is 'Employer Portal Login'. The main content area has two sections: 'Create New Employer Portal User' with a link for 'New User Registration' and 'Login Existing User' with input fields for 'Email' and 'Password', and a 'Log in' button. A 'Forgot Password?' link is also present. Below the login section, there is an 'Important' notice regarding browser security. At the bottom, there is a footer with the Idaho Department of Labor logo and contact information, and a build number 'Build: 1.5.0.22969'. Red arrows point from the text boxes to the 'User Guide' link, the 'New User Registration' link, and the 'Login Existing User' section.



WORKFORCE DEVELOPMENT COUNCIL REQUIRED REPORTING INSTRUCTIONS

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

IDAHO DEPT. OF LABOR
Employer Portal

UI Tax Rates | User Guide | FAQ | Resources | Other Agencies | Forms | Contact Us | Previous Login: 2/11/2020 | Log out

Name: amanda ames
Logged in User: amanda.ames@wdc.idaho.gov
Phone #: (208) 488-7563
Update User Information

» Home

Add or Select Employer | Message Center

Wage information and other confidential Unemployment Insurance information may be requested and utilized for other governmental purposes, including, but not limited to, verification of an individual's eligibility for other government programs.

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

» Home » Secure Messaging

Secure Messaging | Contact Us

Secure Messaging

New Message

Select where you want to send your message:

Department
Appeals
Benefits
Employer Portal Support
Tax
Wage & Hour
<u>Workforce Development Training Fund</u>

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

The screenshot displays the IDAHO DEPT. OF LABOR ius® Employer Portal. The user is logged in as David Bottom (dbottom@jannus.org). The interface includes a navigation menu with links for UI Tax Rates, User Guide, FAQ, Resources, Other Agencies, Forms, and Contact Us. The main content area is titled "Secure Messaging" and shows a "New Message" button. The message composition form includes fields for To (Workforce Development Training Fund), From (David Bottom <dbottom@jannus.org>), Phone Number ((208) 230-3872), Phone Extension, Employer (None), and Subject. A rich text editor is provided for the message content.

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