



NextLevel Jobs Employer Training Grant

Employer Portal Instructions

Welcome!



**We're so happy you're here and using our Employer Portal!
We've worked so hard to make this the best possible experience
for you!**

**To access the Employer Portal, you will need to receive an email
invitation with a link to set up your account. If you have not
received this invitation, please let your regional business
consultant know and we'll get that fixed for you as soon as
possible.**



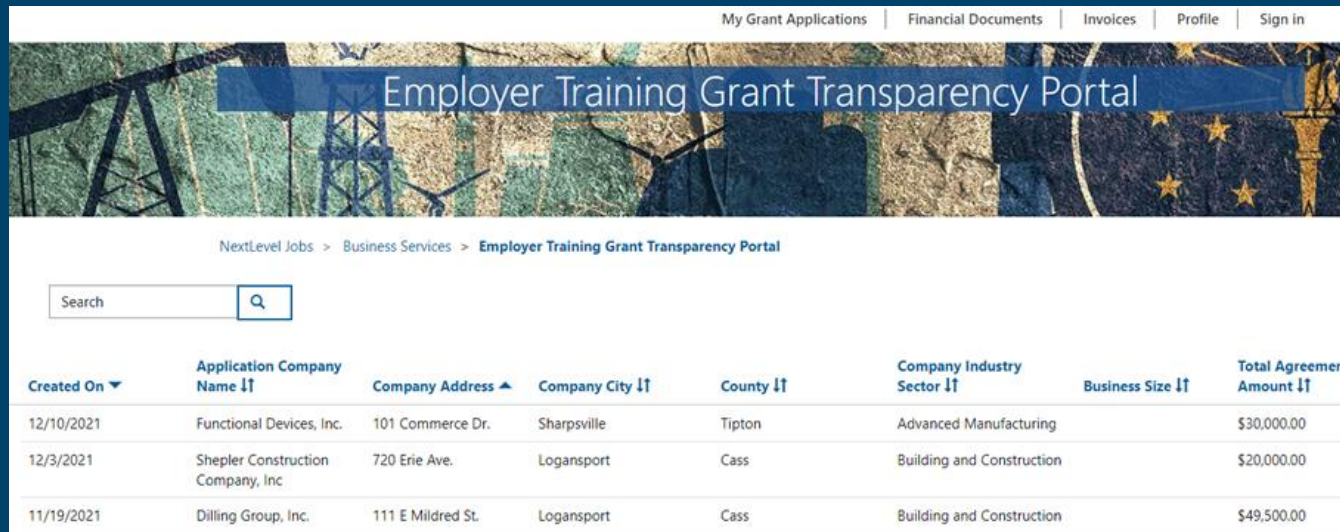
Getting Started With The Portal

Redeeming Your Portal Invitation Code

You will need to visit the following site to access the employer portal:

<https://dwdportal.Dwd.In.Gov/>

Once you reach the site, you will then need to click on the sign in button.



My Grant Applications | Financial Documents | Invoices | Profile | Sign in

Employer Training Grant Transparency Portal

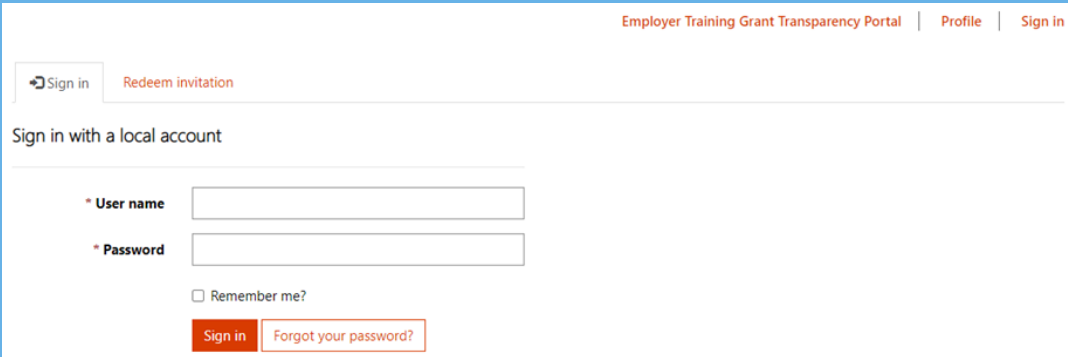
NextLevel Jobs > Business Services > Employer Training Grant Transparency Portal

Created On ▼	Application Company Name ↑↓	Company Address ▲	Company City ↑↓	County ↑↓	Company Industry Sector ↑↓	Business Size ↑↓	Total Agreement Amount ↑↓
12/10/2021	Functional Devices, Inc.	101 Commerce Dr.	Sharpsville	Tipton	Advanced Manufacturing		\$30,000.00
12/3/2021	Shepler Construction Company, Inc	720 Erie Ave.	Logansport	Cass	Building and Construction		\$20,000.00
11/19/2021	Dilling Group, Inc.	111 E Mildred St.	Logansport	Cass	Building and Construction		\$49,500.00

Click Here!

The below page will appear. You will then need to click on the “Redeem Invitation” tab.

Enter the invitation code from your email invitation then click on the “Register” button.



Employer Training Grant Transparency Portal | Profile | Sign in

Sign in Redeem invitation

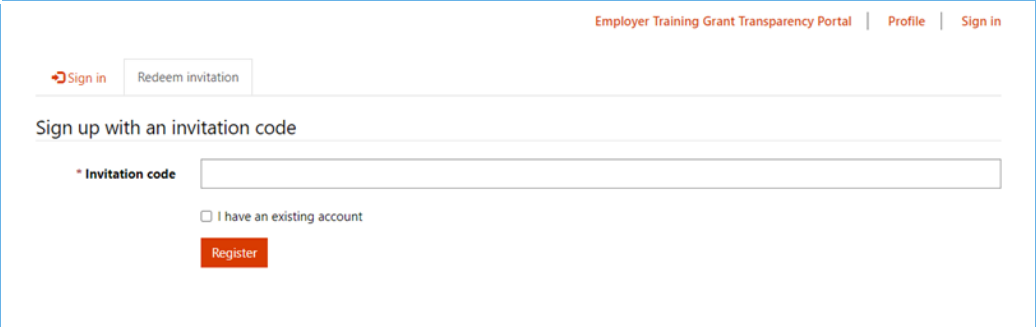
Sign in with a local account

* User name

* Password

Remember me?

Sign in Forgot your password?



Employer Training Grant Transparency Portal | Profile | Sign in

Sign in Redeem invitation

Sign up with an invitation code

* Invitation code

I have an existing account

Register



Grant Applications & Training Plans

First, use the “Sign In” button at the top right of the page to redeem your email invitation!

Once logged in, select “Employer Training Grants” on the NextLevel Jobs main page (as shown below).



Welcome to the Business Services main page! You can learn all sorts of cool stuff about the Employer Training Grant here. Scroll down the page for additional resources and data.




To view your application, select “My Grant Applications” on the top menu (highlighted below).

My Grant Applications | Financial Documents | Invoices | Profile | Calvin Broadus

Business Services Portal

NextLevel Jobs > Business Services > Employer Training Grants

Welcome! We're stoked you're here. If you're new to ETG, keep reading to learn more and/or apply here! If you're here to manage a current application/grant, sign in at the top right of this page.

 \$41.9M Paid to Businesses (as of 11/13/20)	 1,115 Businesses Served (as of 11/13/20)	 11,761 Trainees (as of 11/13/20)
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Select the grant application you want to work on from the list by clicking the timestamp in the “Created On” column.

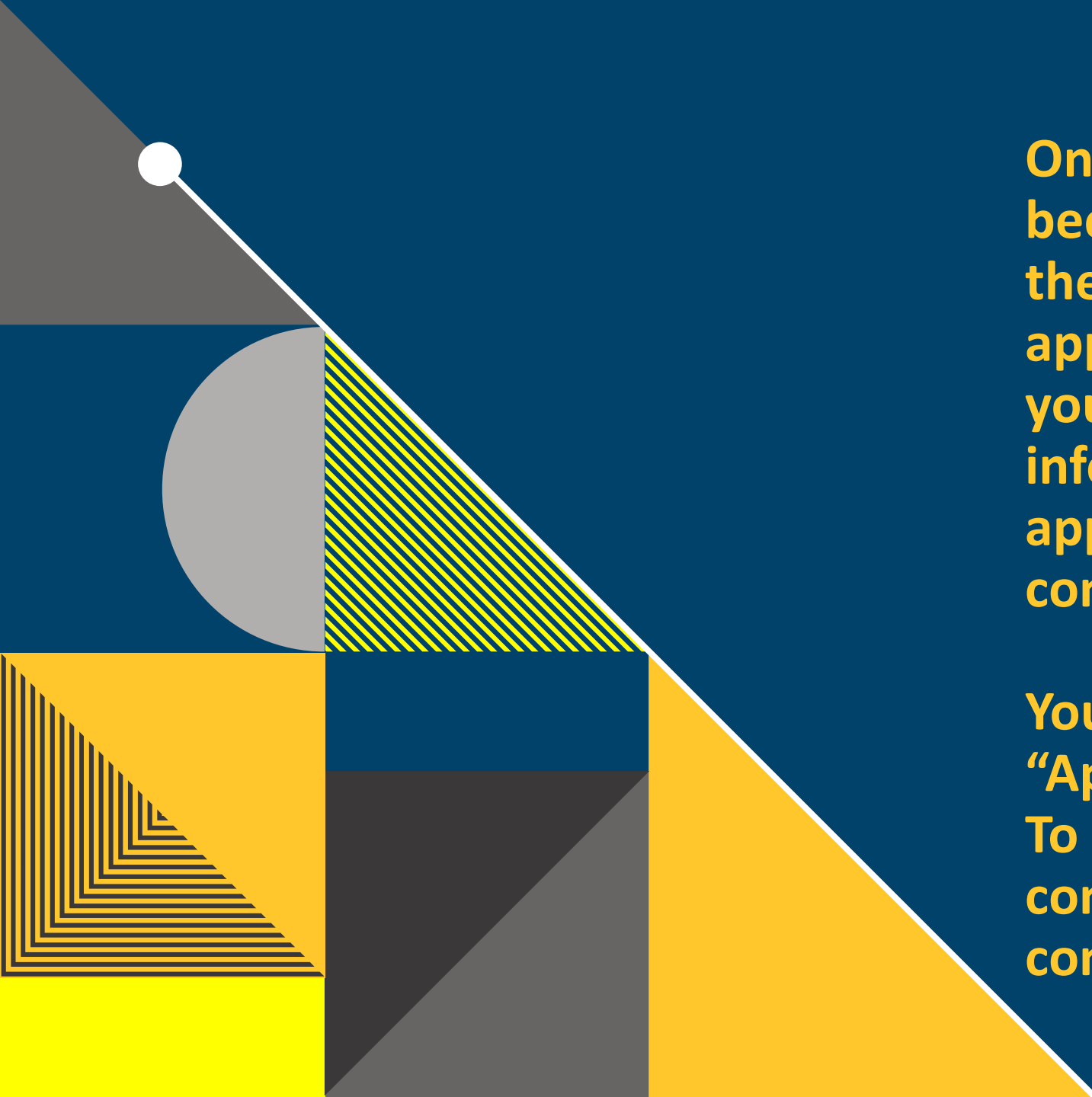


NextLevel Jobs > Business Services > My Grant Applications

My Grants Applications

Application Status:
Draft - Application has not been submitted by Applicant
Applied - Applicant has applied, but application is not yet assigned to DWD staff.
Assigned - Application has been assigned to DWD staff, but Applicant has not been contacted.
Contacted - DWD staff has contacted Applicant, waiting on final training plan.
Pending - DWD Staff and Applicant have finalized training plan, sent to DWD management for review
Agreement Sent to Employer - Agreement has been sent to the employer for signature.
Active - DWD Management has reviewed application and approved at least one training plan.
Closed - Application is no longer active
Idle - No contact in the last 30 days or employer is not ready to proceed with their application.
Denial - Employer will not be approved, regardless of training plan.

Created On ↓	Grant Applicant ID	Application Status	Owner	Company Industry Sector ↑	Total Agreement Amount
6/28/2021 12:51 PM	1919	Active	1-DWD-Ingage Service Account	IT/Business Services	1800



Once the grant application has been selected, you'll be directed to the "General" tab for that application. The "General" tab of your grant application will display information regarding your application, organization, and contact information.

You will be able to update the "Application Contact" on this tab. To make additional updates, please contact your regional business consultant.

The “Training Plan” tab will display all training plans that have been created for this specific grant application.

You can edit a training plan in “Draft” status by selecting the drop-down arrow on the right side of the row or you can create a new training plan by clicking “+ Create” button on the top right.

(Side note: there is a limit of 5 training plans per grant application!)

Training Plan Status ↑	Training Plan Name	Grant Period	Average Hourly Wage	Total Trainees	Total Training Plan Amount	Remaining Reimbursement	Agreement Start Date	Agreement End Date	
Active	Training Plan Test-Davy	5.0	14.00	6	1800	1755	2/3/2021	11/3/2021	▼
Draft	CAD operator	5.0	39.00	5	5000	5000			▼
Sent for Approval	Training test 3	5.0	17.00	4	400	400	8/27/2021	5/27/2022	▼

When creating a new training plan, all fields with an asterisk (*) must be filled in before you can save and/or submit the new training plan.

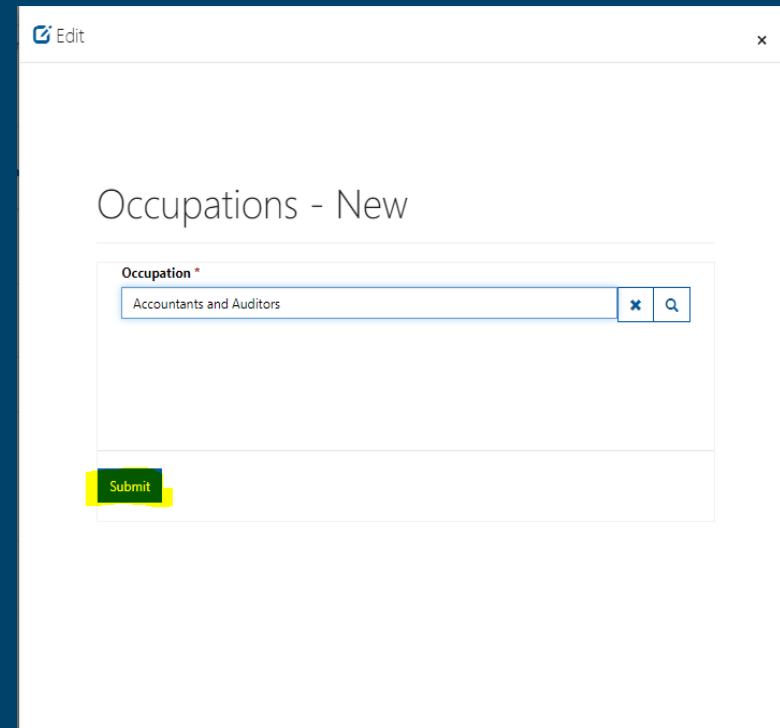
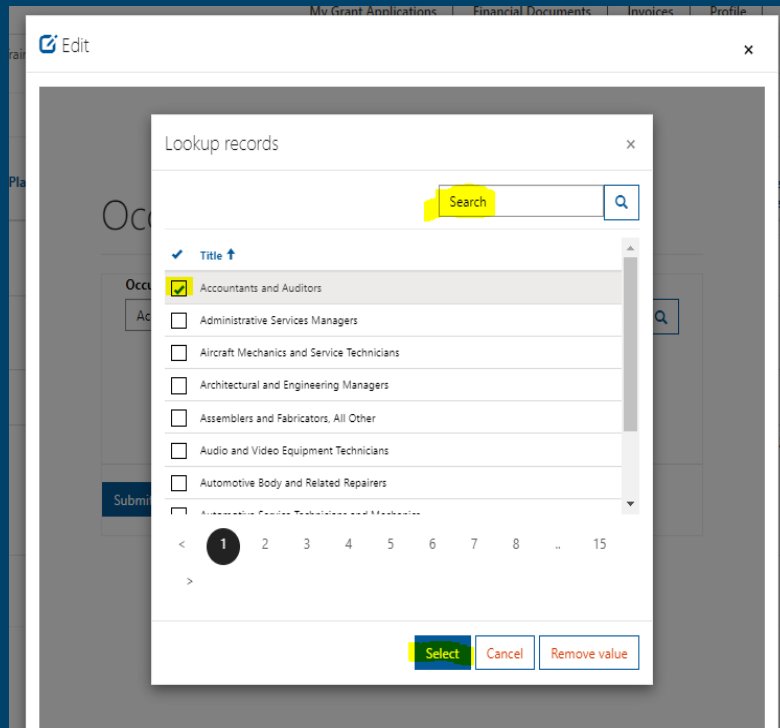
Training Plan

Please fill in the Training Plan information. All fields are required. The "Save" button at the bottom will save your changes and allow you to add additional information required to submit the training plan.

Application Company Name *	Training Type *
Mark's Test Grant Applicant	<input type="text"/>
Linked Business *	Training Provider
LIBERTY NATIONAL	<input type="text"/>
Training Plan Name *	Training Provider Name
<input type="text"/>	<input type="text"/>
Average Hourly Wage *	
<input type="text"/>	
Expected # of New Hires Trained *	Trainer Contact First Name *
<input type="text"/>	<input type="text"/>
Expected # of Current Employees Trained *	Trainer Contact Last Name *
<input type="text"/>	<input type="text"/>

Once created, you can then edit the newly created training plan. Start on the “General” tab, and fill in all information before moving to the “Affected Occupations” tab.

Select the magnifying glass on the “Occupation” field to search the list of occupations to add. Once found, select the checkbox and choose “Select”, followed by the “Submit” button.



When you have completed the “General” and “Affected Occupation” tabs, you can add documents to the “Documents” tab and submit the training plan for approval.

To submit for approval, navigate to the “General” tab and scroll down. Select “Yes” under the heading “Submit Plan” and click the “Save” button.

Edit

Training Type: Company Specific Tr

Trainer Name: Richard

Trainee Name: Smith

Trainer Contact Email: richardsmith@email.cor

Trainer Contact Phone: (555) 458-7854

Certificate

Certificate Awarded?: Yes

Certificate Description: training purposes

Certificate Name: General

Submit Plan

No Yes

At least One Occupation must be added from the Affected Occupations tab above in order to submit a Training Plan

Save Back

Once that is complete, your training plan is sent for approval. The training plan status will be updated when it has been approved or returned for edits.



Adding Trainees To A Training Plan

**Once a training plan is approved,
trainees can be added to the
training plan.**

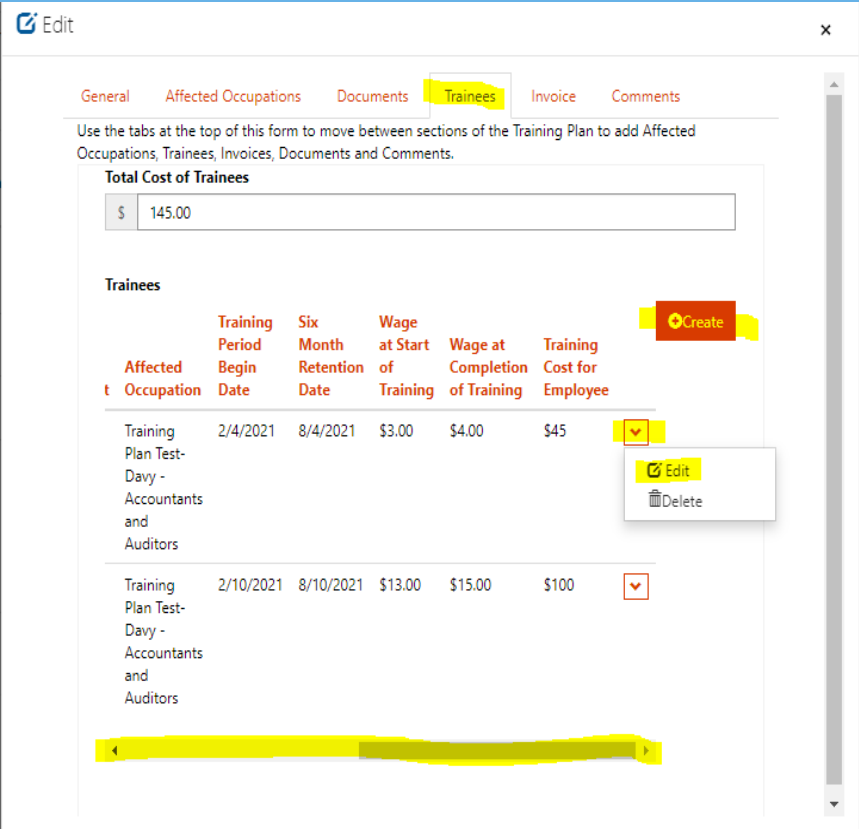
**You will need to add the trainee's
information and then update their
status once they have completed
the training so you can invoice us!**

Navigate to the training plan the trainee is participating in and then go to the 'Trainees' tab. Here, you can see all trainees added to this training plan and their status.

To add, select the "+ Create" button. When adding a new trainee, fill in all the fields and select "Submit".

The trainee will automatically be given the status of 'Enrolled' upon creation. Once the trainee has been created, you may edit the status.

To edit a current trainee, scroll to the right and select the drop-down arrow to edit.





General Affected Occupations Documents **Trainees** Invoice Comments



Use the tabs at the top of this form to move between sections of the Training Plan to add Affected Occupations, Trainees, Invoices, Documents and Comments.


Total Cost of Trainees

\$ 145.00

Trainees

Affected Occupation	Training Period Begin Date	Six Month Retention Date	Wage at Start of Training	Wage at Completion of Training	Training Cost for Employee	
Training Plan Test-Davy - Accountants and Auditors	2/4/2021	8/4/2021	\$3.00	\$4.00	\$45	
Training Plan Test-Davy - Accountants and Auditors	2/10/2021	8/10/2021	\$13.00	\$15.00	\$100	



Once a student has either completed or dropped out of the training, you may edit the trainee status. After choosing “Edit” on the trainee record, scroll down to “Trainee Status” and select either “Completed” or “Dropped” depending on the situation. Once the trainee status is updated to “Completed” that trainee will be added to any new invoice created for that training plan.

- **Completed** means the trainee has successfully finished the training.
- **Dropped** means the trainee has withdrawn from the training and has no intention of completing it in the future.
- **Enrolled** is the default status and the trainee can remain in this status until one of the other options is more appropriate.

The screenshot shows a web form titled "Edit" with a close button (X) in the top right corner. The form is divided into sections. The "General" section is visible on the left. The main form area contains the following fields:

- Training Period Begin Date ***: A date input field with the value "2/10/2021" and a calendar icon.
- Wage at Start of Training ***: A currency input field with a dollar sign and the value "13.00".
- Trainee Status ***: A dropdown menu with "Enrolled" selected. This field is highlighted with a yellow background.
- Wage at Completion of Training ***: A currency input field with a dollar sign and the value "15.00".
- Indiana resident ***: A dropdown menu.
- Training Cost for Employee ***: A currency input field with a dollar sign and the value "100".
- Six Month Retention Date ***: A date input field with the value "8/10/2021".

At the bottom of the form is a red "Submit" button.

Uploading Financial Documents



Click on the “Financial Documents” tab at the top of the page. This tab will always be displayed when logged into your portal account.

My Grant Applications | **Financial Documents** | Invoices | Profile

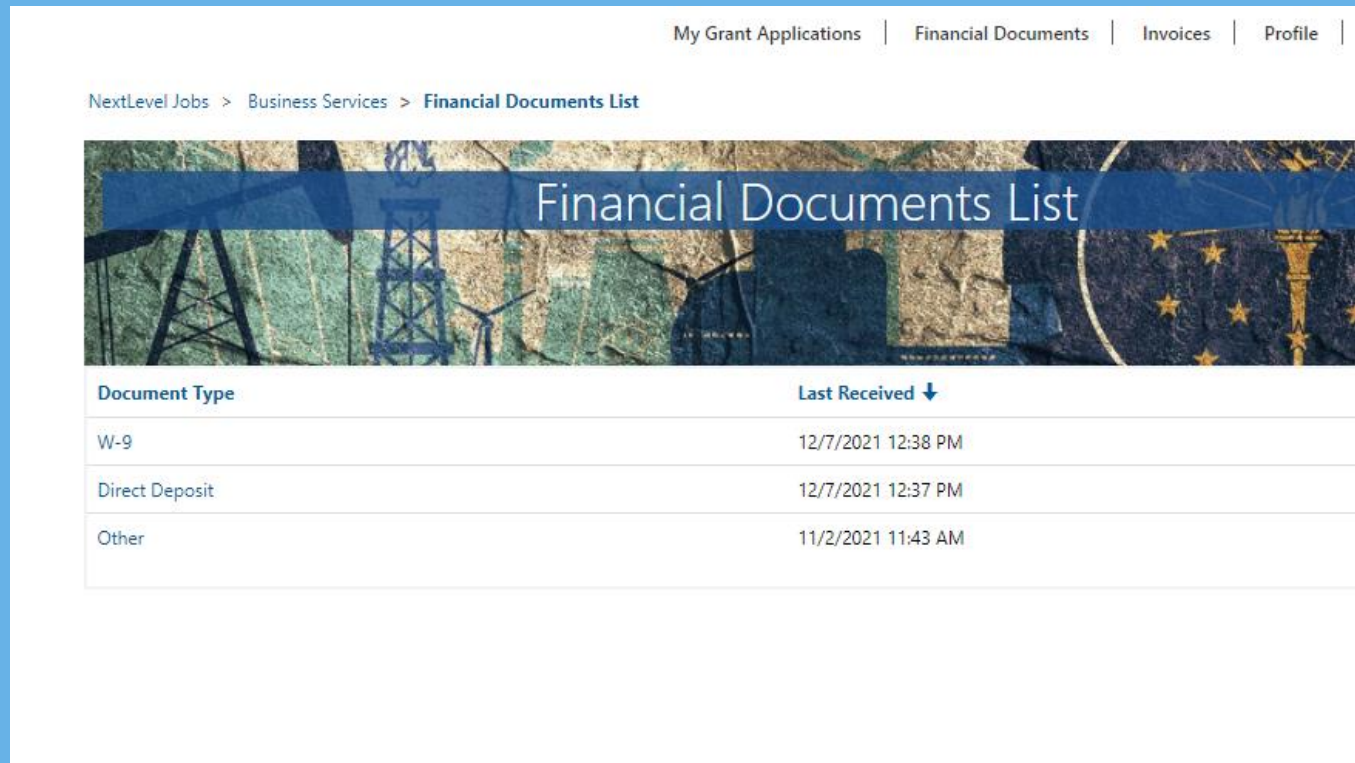
NextLevel Jobs > Business Services > My Grant Applications

My Grants Applications

Application Status:
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Assigned - Application has been assigned to DWD staff, but Applicant has not been contacted.
Contacted - DWD staff has contacted Applicant, waiting on final training plan.
Pending - DWD Staff and Applicant have finalized training plan, sent to DWD management for review
Agreement Sent to Employer - Agreement has been sent to the employer for signature.
Active - DWD Management has reviewed application and approved at least one training plan.
Closed - Application is no longer active
Idle - No contact in the last 30 days or employer is not ready to proceed with their application.
Denial - Employer will not be approved, regardless of training plan.

Created On ↓	Grant Applicant ID	Application Status	Owner	Company Industry Sector ↑	Total Agree Amount
7/7/2021 1:10 PM	1968	Active	Kenneth Kincy	Health and Life Sciences	100000

From here, you can select which type of financial document that you would like to upload by clicking on that particular document type.



My Grant Applications | Financial Documents | Invoices | Profile

NextLevel Jobs > Business Services > Financial Documents List

Financial Documents List

Document Type	Last Received ↓
W-9	12/7/2021 12:38 PM
Direct Deposit	12/7/2021 12:37 PM
Other	11/2/2021 11:43 AM

You will then be taken to the page where you'll be able to upload your financial document by clicking on the "Add Note" button.

My Grant Applications | Financial Documents | Invoices | Profile

NextLevel Jobs > Business Services > Financial Documents List > Financial Documents

Financial Documents

General

Document Type *
W-9

Account *
Test

Last Received
12/7/2021 12:38 PM

Notes

8 days ago
Kenny
Kincy

Test W-9 document.

Test Document.docx (11.51 KB)

Add note

A small box will appear. Click on “Choose File” to find the financial document that you would like to upload. Once you’ve found and selected your file, click the “Add Note” button.

My Grant Applications | Financial Documents | Invoicing

Add note [x]

Note

Attach a file **Choose File** No file chosen

Add note Cancel

Once the financial document is uploaded to your account, your business representative can view your document.

A history of your uploaded documents is listed here with the most recent document appearing at the top. Any other documents can be viewed from this list as well by clicking on the name of the document.

Financial Documents

General

Document Type *
W-9

Account *
Test

Last Received
12/15/2021 10:27 AM

Notes

3 minutes ago
Kenny Kincy
Test Document.docx (11.51 KB)

8 days ago
Kenny Kincy
Test W-9 document.
Test Document.docx (11.51 KB)

[Add note](#)

Creating A New Invoice



Go to “My Grant Applications” on the top menu and select the appropriate application by clicking the timestamp in the “Created On” column.



My Grant Applications | Financial Documents | Invoices | Profile | Calvin Broadus ▾

NextLevel Jobs > Business Services > My Grant Applications

My Grants Applications

Application Status:
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Assigned - Application has been assigned to DWD staff, but Applicant has not been contacted.
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Idle - No contact in the last 30 days or employer is not ready to proceed with their application.
Denial - Employer will not be approved, regardless of training plan.

Created On ↓	Grant Applicant ID	Application Status	Owner	Company Industry Sector ↑	Total Agreement Amount
6/28/2021 12:51 PM	1919	Active	1-DWD-Ingage Service Account	IT/Business Services	2200

Navigate to the “Training Plan” tab and select the training plan that you are creating an invoice for by clicking the drop-down arrow on the right and selecting “Edit” option.

Note: A training plan must be in “Active” status for an invoice to be created. Additionally, only one invoice should be submitted per training plan.

My Grant Applications | Financial Documents | Invoices | Profile | Calvin Broadus ▾

General **Training Plan** Comments

+Create

Training Plan Status ↑	Training Plan Name	Grant Period	Average Hourly Wage	Total Trainees	Total Training Plan Amount	Remaining Reimbursement	Agreement Start Date	Agreement End Date	
Active	Training Plan Test-Davy	5.0	14.00	6	1800	1800	2/3/2021	11/3/2021	▾
Active	Training test 3	5.0	17.00	4	400	400	8/27/2021	5/27/2022	▾
Draft	CAD operator	5.0	39.00	5	5000	5000			▾
Submitted	Training Material Test	5.0	20.00	2	200	200			▾

Submit

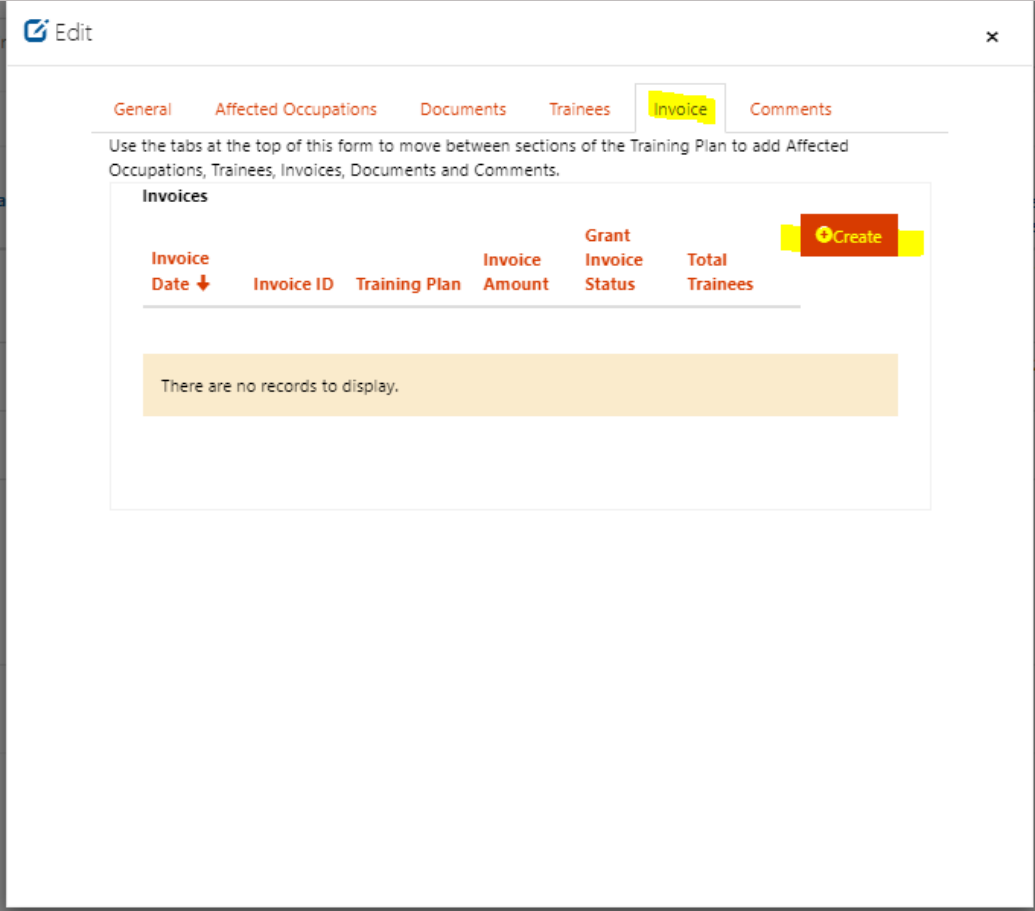
First, ensure all trainees have the appropriate trainee status. A trainee must have completed the training and have a trainee status of “Completed” before an invoice is created.

When the invoice is created and saved, all trainees with a trainee status of “Completed” will be added to the invoice.

The screenshot shows the 'Edit' form for a training plan. The 'Trainees' tab is active, showing a 'Total Cost of Trainees' of \$145.00. Below this is a table of trainees with the following data:

Person	Trainee Status	Last 4 of SSN (Person)	Date of Birth (Person)	Hire Date	Employment	Affected Occupations
Aaron Floyd	Completed	0000	3/14/1981	8/17/2021	New Hire	Training Plan Test-Davy - Accountant and Auditors
Kenny Rogers	Completed			8/27/2021	New Hire	Training Plan Test-Davy - Accountant and Auditors

Go to the “Invoice” tab and click on the “+ Create” button. Click “Submit” on the form that pops up and this will create the invoice.



The screenshot shows a web interface titled "Edit" with a close button (x) in the top right corner. At the top, there are several tabs: "General", "Affected Occupations", "Documents", "Trainees", "Invoice" (which is highlighted in yellow), and "Comments". Below the tabs, there is a text instruction: "Use the tabs at the top of this form to move between sections of the Training Plan to add Affected Occupations, Trainees, Invoices, Documents and Comments." Underneath this, there is a section titled "Invoices" containing a table with the following columns: "Invoice Date" (with a downward arrow), "Invoice ID", "Training Plan", "Invoice Amount", "Grant Invoice Status", and "Total Trainees". To the right of the table is a red button with a white plus sign and the text "+ Create". Below the table, there is a light orange box with the text "There are no records to display."




When you select “Invoices” from the top menu you will see your newly created invoice. Additionally, you can see the trainees added to the invoice by clicking the button under the “Review” column.

My Grant Applications | Financial Documents | Invoices | Profile | Calvin Broadus ▾

Employer Training Grant Invoices

NextLevel Jobs > Business Services > Employer Training Grant Invoices

Grant Invoice Status:
Received - This will be used when the Grant Applicant can upload info from portal
Region/RM Review - The Grant Applicant has submitted the Invoice for the DWD Region Manager to review
Admin Review - DWD Administrative review
Executive Review - Ready for final review and signature by DWD
Signed - DWD has approved and signed the Invoice
Accounting Review - Once Accounting acknowledges receipt of Invoice in CRM
Paid - Invoice has been processed for payment to the employer
Denied - If the Invoice is not valid and will not be paid

Invoice Date ▾	Invoice ID ↑↓	Grant Applicant ↑↓	Training Plan ↑↓	Invoice Amount ↑↓	Grant Invoice Status ↑↓	Total Trainees ↑↓	Review
	Invoice - 147	Mark's Test Grant Applicant	Training Plan Test-Davy	\$145.00	Draft	2	

« 1 »





Viewing & Editing An Invoice

To view any invoices you have already created, you can select the “Invoices” tab at the top of the page.

My Grant Applications | Financial Documents | **Invoices** | Profile | Calvin Broadus ▾

Employer Training Grant Invoices

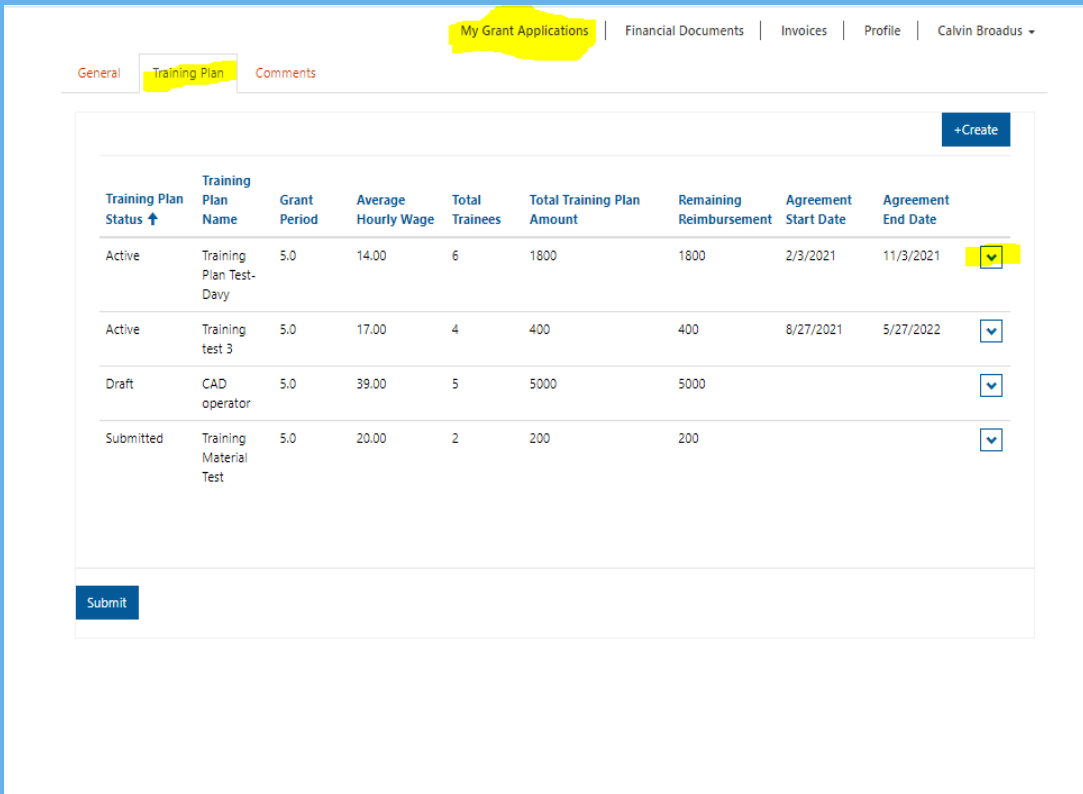
NextLevel Jobs > Business Services > **Employer Training Grant Invoices**

Grant Invoice Status:
Received - This will be used when the Grant Applicant can upload info from portal
Region/RM Review - The Grant Applicant has submitted the Invoice for the DWD Region Manager to review
Admin Review - DWD Administrative review
Executive Review - Ready for final review and signature by DWD
Signed - DWD has approved and signed the Invoice
Accounting Review - Once Accounting acknowledges receipt of Invoice in CRM
Paid - Invoice has been processed for payment to the employer
Denied - If the Invoice is not valid and will not be paid

Invoice Date ▾	Invoice ID ↑↓	Grant Applicant ↑↓	Training Plan ↑↓	Invoice Amount ↑↓	Grant Invoice Status ↑↓	Total Trainees ↑↓	Review
12/2/2021	Invoice - 97	Mark's Test Grant Applicant	Training Plan Test-Davy	\$100.00	Submitted	1	
12/2/2021	Invoice - 96	Mark's Test Grant Applicant	Training Plan Test-Davy	\$45.00	Submitted	1	
	Invoice - 145	Mark's Test Grant Applicant	Training test 3		Draft	1	

You can review the invoices here, but you can not edit them. In order to edit, you must navigate through the grant application, which we will show you in the next steps.

To edit an invoice, select “My Grant Applications” from the top menu. Then, choose the appropriate application for which you wish to edit an invoice.



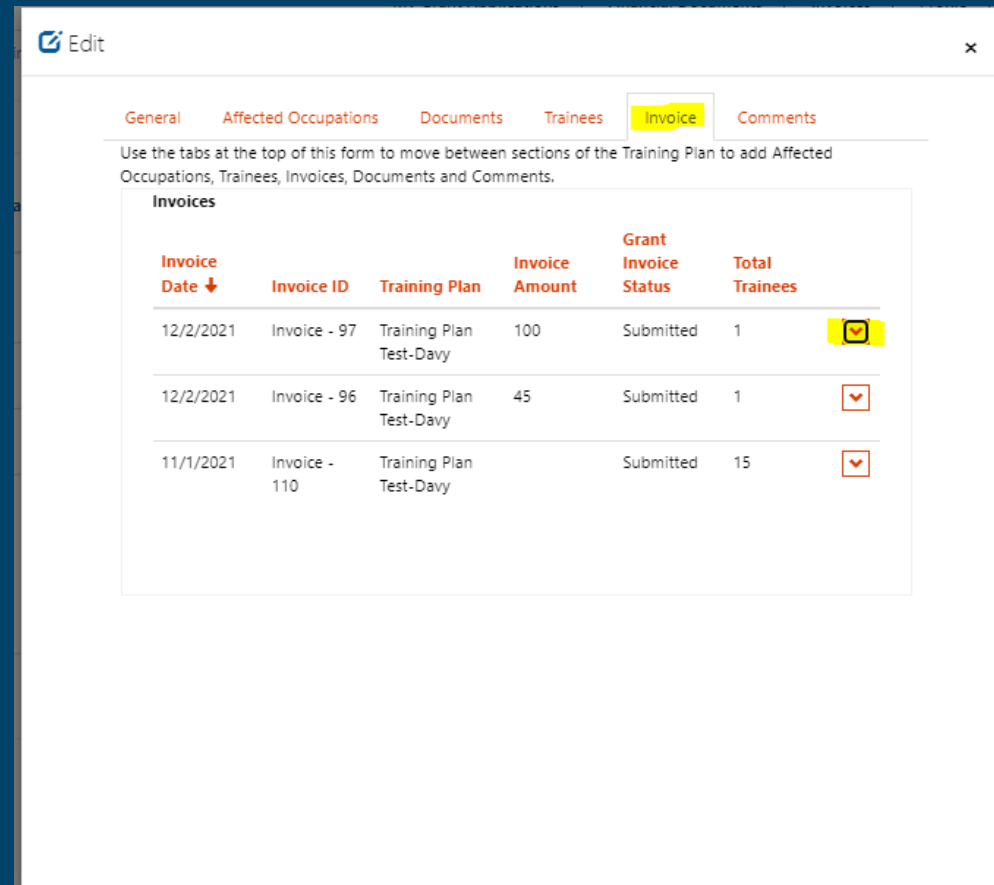
The screenshot shows the 'My Grant Applications' page with the 'Training Plan' tab selected. The table below contains the following data:

Training Plan Status ↑	Training Plan Name	Grant Period	Average Hourly Wage	Total Trainees	Total Training Plan Amount	Remaining Reimbursement	Agreement Start Date	Agreement End Date	
Active	Training Plan Test-Davy	5.0	14.00	6	1800	1800	2/3/2021	11/3/2021	▼
Active	Training test 3	5.0	17.00	4	400	400	8/27/2021	5/27/2022	▼
Draft	CAD operator	5.0	39.00	5	5000	5000			▼
Submitted	Training Material Test	5.0	20.00	2	200	200			▼




Go to the “Training Plan” tab and select the training plan for which the invoice was created.

Click on the drop-down arrow on the right and select the “Edit” option.

Once in the correct training plan, go to the “Invoice” tab and open the invoice of your choosing by selecting the drop-down arrow and choosing the “Edit” option.



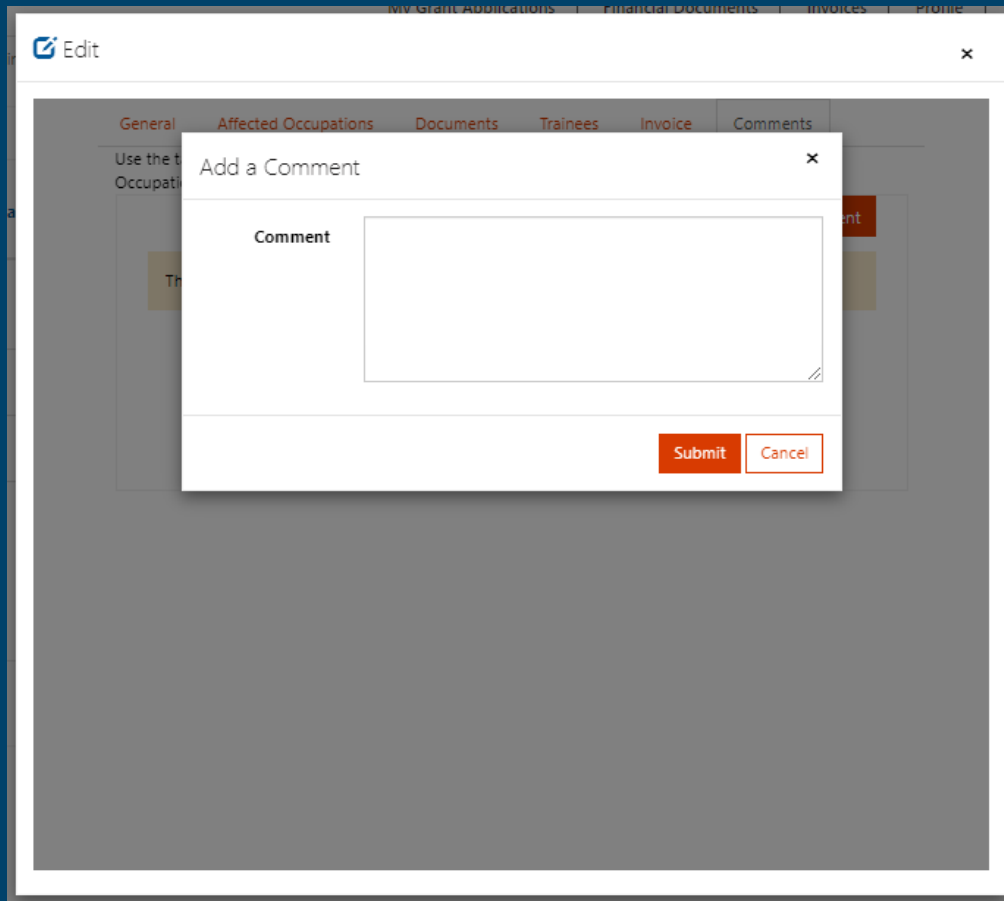
The screenshot shows a web application window titled "Edit" with a close button (X) in the top right corner. Below the title bar are several tabs: "General", "Affected Occupations", "Documents", "Trainees", "Invoice" (which is highlighted in yellow), and "Comments". Below the tabs is a text instruction: "Use the tabs at the top of this form to move between sections of the Training Plan to add Affected Occupations, Trainees, Invoices, Documents and Comments." Below this instruction is a table titled "Invoices".

Invoice Date ↓	Invoice ID	Training Plan	Invoice Amount	Grant Invoice Status	Total Trainees	
12/2/2021	Invoice - 97	Training Plan Test-Davy	100	Submitted	1	
12/2/2021	Invoice - 96	Training Plan Test-Davy	45	Submitted	1	
11/1/2021	Invoice - 110	Training Plan Test-Davy		Submitted	15	

Portal Comments



If you would like to communicate with your regional business consultant via the portal, you may create a comment on a grant application and/or training plan. In order to do so, navigate to the grant application or training plan and select the “Comments” tab.



Select the button ‘Add Comment’, type in your correspondence, and hit the ‘Submit’ button.


After submitting, the business consultant will be able to view your comment and they can reply to you.

If you receive a comment from your business consultant, you will receive an email notifying you of their comment.

A history of the communication will be kept under the “Comment” tab of the grant application and/or training plan.


General Training Plan Comments

Portal Comments [Add comment](#)

 a day ago
Modified on 12/2/2021 1:08 PM


Calvin Broadus → 1-DWD-Ingage Service Account
testing the functionality of adding comment as an employer.

Created by SYSTEM

 4 days ago
Modified on 11/29/2021 2:36 PM

Mark Davy → test Davy

Created by Mark Davy

 4 days ago

Calvin Broadus → 1-DWD-Ingage Service Account
testing email is sent to grant applicant owner at DWD upon comment creation.

Created by SYSTEM

[Submit](#)



THANK YOU 😊

Rikki Hartupee

rhartupee@dwd.in.gov