

Work Opportunity Tax Credit (WOTC) program applicant Instructions

1. Open the Employee Portal link from the company computer desktop. <https://adp.ehxforms.com/EHX/ECS/employeeeologin.asp>
2. Select "Click Here" to Self-Register on the site.
3. Complete the Self-Registration page and create your User ID, Password, and 4 digit PIN.
4. Select "Continue".
5. Once the login page is back up use the User ID and Password you just created to login to the Employee Portal.
6. Complete the information required:
 - Social Security Number
 - Date of Birth
7. Select "Continue".
8. Complete the Information required:
 - Phone Number
 - Address
9. Select "Continue".
10. Answer the Yes/No questions to the best of your ability, if you are unsure of a question please ask your manager for assistance.
11. Once all questions have been answered Yes/No select "Continue".
12. If you answered Yes to any of the previous questions you will be asked a few more detailed questions to find out if you qualify your new employer for a Tax Credit.
13. Please answer all questions to the best of your ability, if you are unsure of a question please ask your manager for assistance.
14. Select "Continue" until you are taken to the Employee Portal Homepage.
15. Select "esign" under My Next Step.
16. A new page will appear allowing you to view the Tax Credit forms that have been populated with the information you provided in the interview.
17. If all information is correct please enter your 4 digit PIN you created in the self-registration and select "Approve".
18. If all information is not correct please select "Cancel". On the Employee Portal Homepage select "Finish Interview". This will allow you to go back through the interview and change any incorrect information. Once you correct all information please follow steps 13-17.
19. Once you approve the Tax Credit forms you will be taken back to the Employee Portal Homepage. Under My Next Step your status will be No Action Required.
20. You may log out of the Employee Portal by selecting "Logout" in the top right hand corner of the page.
21. See your manager for any additional new hire requirements.