

WOTC OLS User Account/Profile Request Form
January 1, 2024

The **WOTC OLS** will allow for '**single 8850 application entry**' and '**bulk upload 8850 application entry**'. By selection to utilize the OLS portal, you acknowledge your company will become the owner of records for the IRS 8850 and ETA 9061/9062 until the applications meet retention requirements (four years for certifications and one year for denials)

If you prefer to continue submitting 8850/9061 applications via email/fax/postal mail your company *will not be eligible* for an WOTC OLS account; however, the below information is will still be required for the WOTC Unit to distribute determinations etc.

A User Profile is required for **ALL WOTC OLS** users for profile/account set up. All WOTC OLS users Please complete the below information and email this document to wotc@twc.texas.gov. Please keep in mind, the email to set up your online account will become your username. There is only one username per EIN.

*Consultant CEIN/Employer EIN _____
*Consultant/Employer Firm Name: _____
*Unit Email Address: (username) _____
*Phone Number: _____
*Fax Number: _____

*Consultant CEIN/Employer EIN _____
*Consultant/Employer Firm Name: _____
*2nd Contact Email Address: _____
*Phone Number: _____
*Fax Number _____

The Consultant/Employer information should be the primary contact(s) for WOTC purposes. A WOTC "Unit" email address should be the Primary followed by 1 single contact email address.

*Technical Contact Name _____
*Phone Number: _____
*Email Address: _____

The Technical Contact should be the individual that will communicate with the WOTC Unit.

Once User Accounts/Profiles are set up, notifications will be emailed with further instructions. Please let us know if you have any questions.