

Client Training HQ

WOTC Online Screening Instructions

WOTC stands for Work Opportunity Tax Credit, a federal program designed to encourage companies, through significant tax credits, to hire people with predetermined barriers to finding work. Candidates will be presented with a survey as part of the employer onboarding process.

Who should complete a WOTC Online Screening?

Any candidate going through the onboarding process should complete a WOTC questionnaire. Rehires can also apply if they are rehired within their first screening year.

The Online Screening Process:

1. To begin, send an applicant to the secure screening website or onboarding application.*
2. The applicant completes the online screening questionnaire.
3. Applicant will either receive a reference number, or will be asked for eSignature and will then receive a reference number.
4. If an applicant already has a screening on file, have the applicant follow these steps:
 - a. Log in using the dedicated screening URL and SSN.
 - b. Complete the screening process from where it was last accessed.
 - c. Once this process is complete, sign via eSignature.

*If needed, provide the applicant with your Employer Code and/or Location Code. If you do not know your Employer Code, Location Code, and/or an applicant's previous confirmation code, please contact your Support Team.

Who can I contact for additional questions?

Please reach out to the correct Support Team for your WOTC Service using one of the contact methods outlined below:



Support Team: Hours of operation - Monday - Friday 7 a.m. - 5 p.m. CST

Contact Us: 855.844.3350 - wotcsupport@equifax.com

More Training Available!

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The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.