



WORKFORCE DEVELOPMENT

TRAINING FUND

Business Training Grants - Business Account Creation Instructions

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Introduction

The Workforce Development Training Fund (WDTF) is a unique Wyoming-based program that awards funds to employers to provide their employees with professional development opportunities to increase employee skill attainment. Business Training Grants can provide up to \$1,500 per trainee, per state fiscal year, for established Wyoming businesses for existing employees who need a skill upgrade or need re-training in their current occupations. In order for training to be approved, the business must demonstrate the following:

- Training will either correct an employee's skill deficiency or upgrade an employee's current skill level;
- There is a direct relationship between the training and the trainee's occupation or craft;
- The training is not normally provided by the business;
- The business will not substitute funds normally provided for training or funds obtained from another source with Business Training Grant funds;
- There is a need for the skill upgrade provided by the training for the business to remain competitive in the industry or economy; and
- The skill upgrade provided by the training will:
 - Enhance the business's productivity, efficiency or profitability;
 - Reduce employee turnover;
 - Enhance employee effectiveness; or
 - Enhance employee wages.

Contact Information

By Email: DWS-WDTF@wyo.gov

By Telephone: 307-777-8717 or 307-777-6075

Business account creation and grant application website: <https://trainingfund.wyo.gov>


Business Account Creation

To apply for and receive a Business Training Grant from the Workforce Development Training Fund, businesses are required to create a Business Account. Following are the steps and information needed to create the account.

1. The Wyoming WDTF Training Grant System is designed for use with Google Chrome internet browser. We cannot guarantee the system will work if any other internet browser is utilized. Google Chrome is free and available for download here: <https://www.google.com/chrome/>
2. During account creation and during the grant application process, our system will send email messages. The messages will arrive from: noreply@wyo.gov. Please add this email address to your contact list or white list to ensure messages are not placed in your spam/junk folder.
3. To create an account, your business must be in good standing with the following entities:
 - a. Wyoming Unemployment Insurance
 - b. Wyoming Workers' Compensation
 - c. Wyoming Secretary of State (unless business is not required to register with the Secretary of State - this is uncommon)
 - d. Business must have a current business account with Wyoming at Work (www.wyomingatwork.com)
4. When creating an account, you will need the following information:
 - a. Federal Employer Identification (FEIN) or Social Security Number for Sole Proprietors
 - b. Wyoming Workers' Compensation Number
 - c. Wyoming Secretary of State - Business Filing ID Number
 - d. Contact information for your business
5. Begin creating the business account by going to the following website. Click on the Create Account button. <https://trainingfund.wyo.gov>

User Login

Did you register with your Google account?

 Sign in with Google


Email Address

Password

[Forgot your password?](#)

Create WDTF Business Account

If you do not have an account please create one.



6. Read the information on the Welcome page. When finished reviewing the information, click on the blue Next button.

Create WDTF Business Account

Welcome

Business

Contact

Welcome to the Workforce Development Training Fund Business Account Creation

The following items are required to register:

- Federal Employer Identification Number or Social Security Number for Sole Proprietors
- Wyoming Workers' Compensation Number
- Wyoming Secretary of State Business Filing ID Number
- Current business registration in Wyoming at Work
- Contact Information for the Business

If you don't have an Unemployment Insurance Number or a Workers' Compensation Number please complete a Joint Registration form located at doe.state.wy.us/wyereg.

For assistance locating your Unemployment Insurance Number please call 307-235-3217.

For Assistance locating your Workers' Compensation Number please call 307-777-6763.

To locate your Secretary of State Filing ID please search for your business here:
<https://wyobiz.wy.gov/business/filingsearch.aspx>

Pursuant to (Article 1, Section 19, of the Wyoming Constitution) Workforce Development Training Funds cannot be provided to any sectarian or religious society or institution.

Pursuant to the Workforce Development Training Fund promulgated rules government entities defined in W.S. § 1-39-103(a)(i) and (ii) are not eligible to receive training grants.

Instructions for completing this form: [Instruction PDF here](#)

Next



7. Complete the information requested on the next page (Business tab). Required fields are marked with a red asterisk (*). When finished entering business information, click the blue Next button.

Create WDTF Business Account

Welcome Business Contact

Business Information

Required fields *

Business Type *
Please Choose: ▾

FEIN ⓘ *
_ - _____

Business Established Date ⓘ *
mm/dd/yyyy

Industry *
Please Choose: ▾

Wyoming Workers' Compensation Number *
_ - _____

Secretary of State Filing ID
_ - _____

Is your business registered with Wyoming at Work? ⓘ *
Please Choose: ▾

Legal Business Name ⓘ *
Legal Business Name

Doing Business As ⓘ
Doing Business As

Primary Physical Address of Business in Wyoming (cannot be a PO Box) *
Address 1
Address 2
City *
Please Choose: ▾
State *
WY ▾
County *
Zip *
County *
Zip *

Payment (Fiscal) Address: ⓘ ⓘ *
Address 1
Address 2
City *
City
State *
Please Choose: ▾
Zip *
Zip *

Business Phone *
- -

Next

8. Complete the Primary and Signatory Contact Information. The Signatory Contact is the name that will appear on any legal contracts that are issued as a result of a grant award. Click the blue Register button when finished entering the information.

The screenshot shows a web form titled "Create WDTF Business Account" with three tabs: "Welcome", "Business", and "Contact". The "Contact" tab is active. Under the heading "Primary Contact Information", there is a note "Required fields *". Below this are input fields for "Job Title (ex: Manager, President, CEO, etc.)*", "First Name*", "Last Name*", "Phone*" (with a placeholder "- -"), and "Email*" (with a placeholder "Email Address"). A second section, "Signatory Contact Information", is collapsed and contains identical fields for "Job Title (ex: Manager, President, CEO, etc.)*", "First Name*", "Last Name*", "Phone*" (with a placeholder "- -"), and "Email*" (with a placeholder "Email Address"). At the bottom of the form is a blue "Register" button.

9. Once the account registration is successfully submitted, it is reviewed by the WDTF Team. When the review is complete an email will be sent with an activation link. Review normally occurs within 48 hours, Monday through Friday (except State holidays).

Business Account Activation/Completion

After the WDTF Team reviews the business account information, an email will be sent to the Primary Contact email address provided when the business account was created.

1. To complete the business account activation, when the "Business Account Creation Complete" email is received, click the link provided in the email to establish a password.
2. A final confirmation email will be sent after the password is established.

- Once you receive your final confirmation email, your business is ready to create an application for business training grant funds.

