

Creating an OKTA account and registering for the WOTC portal

[MontanaWorks](#) < Get started here

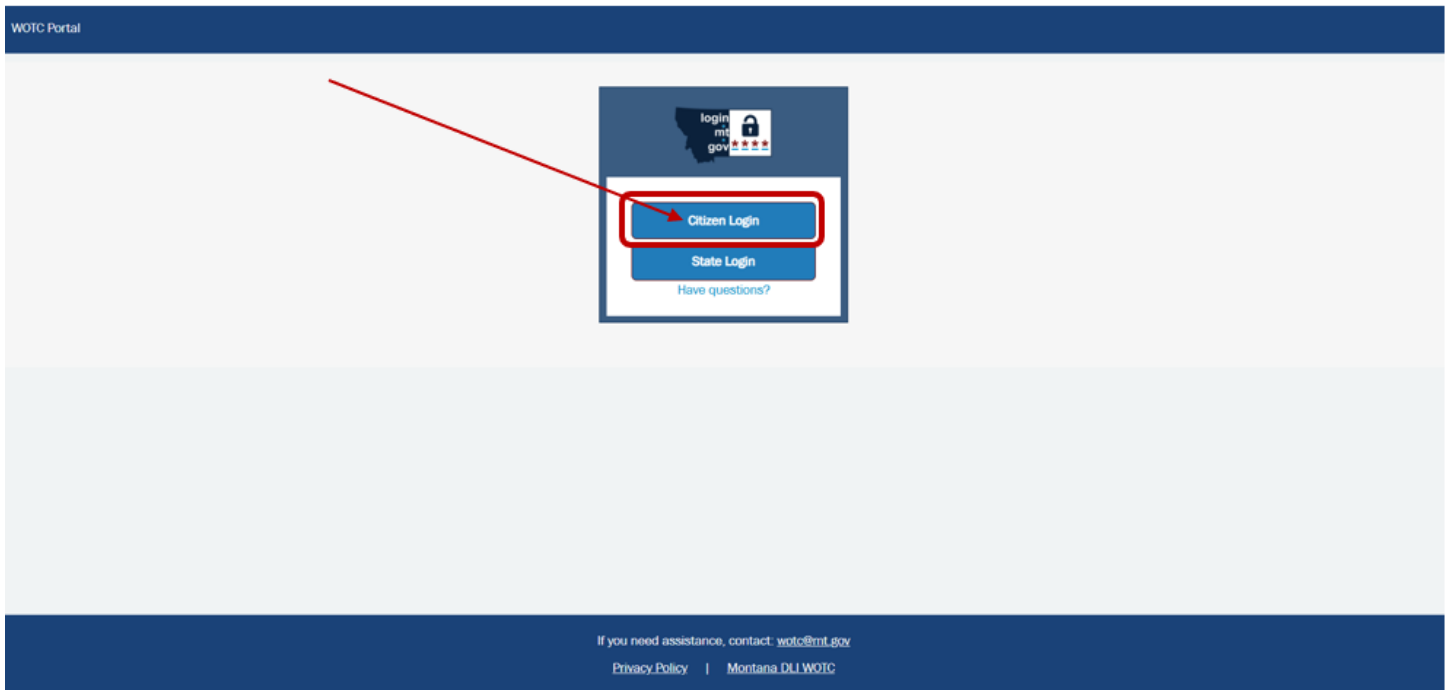
From the MontanaWorks homepage, click Register



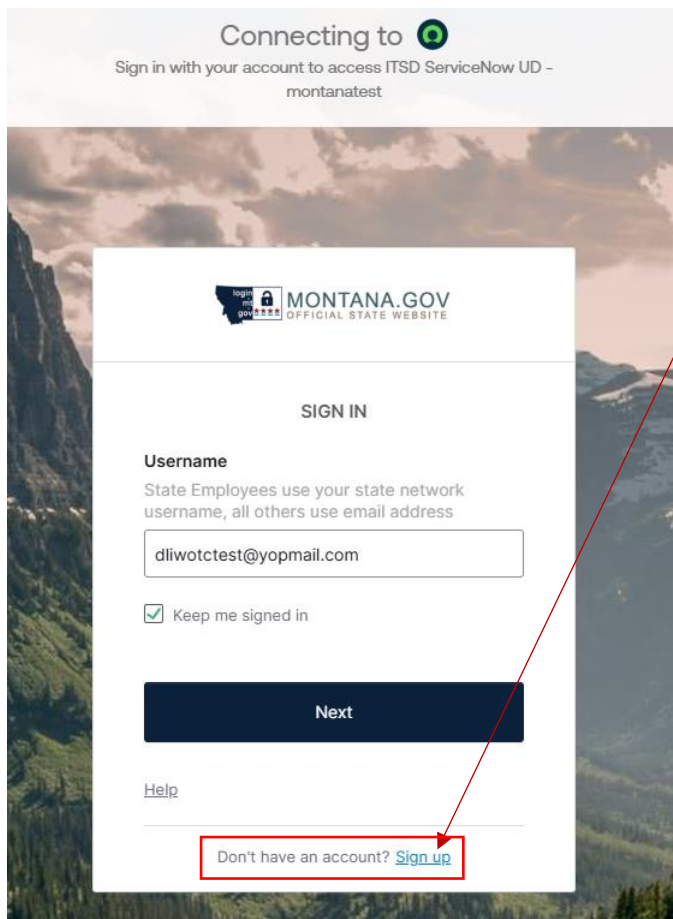
Then choose Work Opportunity Tax Credit (WOTC) Portal



On this screen click Citizen Login



Now you will create an Okta account;



1) Click Sign-Up

2) Enter your information and click Sign Up again

Please note:

You are not permitted to register with a shared email account, the email used must be specific to you and your employer.

MONTANA.GOV
OFFICIAL STATE WEBSITE

Sign up

Email

Last name

First name

Password


Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username


Sign Up

[Already have an account?](#)

3) Verify your email and set up a security question and answer;

Connecting to 
Sign in with your account to access ITSD ServiceNow UD - montanatest


1




Set up security methods
@ dliwotctest@yopmail.com


Security methods help protect your mtgov_default account by ensuring only you have access.

Required now


 **Email**
Verify with a link or code sent to your email
[Set up](#)


 **Security Question**
Choose a security question and answer that will be used for signing in
[Set up](#)

[Back to sign in](#)

Connecting to 
Sign in with your account to access ITSD ServiceNow UD - montanatest

2






Verify with your email
@ dliwotctest@yopmail.com

We sent an email to **d****t@yopmail.com**. Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

[Return to authenticator list](#)
[Back to sign in](#)


3



Set up security methods
@ dliwotctest@yopmail.com


Security methods help protect your mtgov_default account by ensuring only you have access.


Required now

 **Security Question**
Choose a security question and answer that will be used for signing in
[Set up](#)

[Back to sign in](#)

4






Set up security question
@ dliwotctest@yopmail.com

☒ Choose a security question
☐ Create my own security question

Choose a security question
What was your dream job as a child? ▾

Answer
WOTC SWA 

[Verify](#)

[Return to authenticator list](#)
[Back to sign in](#)

4) Read and acknowledge the TOS and Disclaimers

Montana Department of
LABOR & INDUSTRY

WT WOTC Test

1

2

3

AcknowledgementContact InformationBusiness Details

Complete Registration

* Indicates Required

Terms of Use

This system contains U.S. Government information. By using this information system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized or improper use of, or access to, this computer system may subject you to state and federal criminal prosecution and penalties as well as civil penalties.

At any time, the government may intercept, search, and seize any communication or data transiting or stored on this information system

Disclaimers

Shared Emails

You are not permitted to register with a shared email account. For more details on what is permitted, please visit our [WOTC website](#).

For WOTC Consultants

Please ensure that the email address you are registering with is the email address you have provided or intend to list on any EIA form 9198 Employer Representative Declaration. Your email must be specific to you and the Consulting Business you are employed by. **DO NOT** use an email associated to a business you represent.

If the email address on this user account is not correct, you will need to exit the system by clicking "Cancel" and create a new Okta account with the desired email. Once created, you will need to register for the WOTC portal with that account. For questions, please reach out to us at wotc@mt.gov.

For More Information

For more information about the WOTC program, please visit our [WOTC website](#).

For More Information

For more information about the WOTC program, please visit our [WOTC website](#).

☒ I acknowledge the above Terms of Use and Disclaimers. *

Cancel

Next

5) Enter all required information for you and your business

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WT WOTC Test

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AcknowledgementContact InformationBusiness Details

Complete Registration

Point of Contact Information

Tell us about who you are and the best way to contact you.

* Indicates Required

First Name	Last Name
<input type="text" value="WOTC"/>	<input type="text" value="Test"/>
Email	
<input type="text" value="dlwotc@mt.gov"/>	
Country Code	Phone
<input type="text" value="North America"/>	<input type="text" value="+1"/>
Phone Extension	
<input type="text"/>	
* Address Type	
<input type="text" value="-- None --"/>	

6) Confirm the business details that match our records.

Montana Department of LABOR & INDUSTRY

The record was successfully updated.

WT WOTC Test

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Acknowledgement

2

Contact Information

3

Business Details

Complete Registration

We found a matching business

Based on the information you provided, we found a matching business in the system

Business Name: Snow White Housekeeping

Business FEIN: 99-7412563

If this is the correct business, please click complete registration. If not, click back and re enter the details

Cancel

Back

Complete Registration

*If there is no matching business record in the WOTC program, enter additional information about your business

1

Acknowledgement

2

Contact Information

3

Business Details

Complete Registration

We could not find a matching business

Based on the information you provided, we could not find your employer in the system. Please provide the below details to complete registration.

* Indicates Required

Business Details

* Business Name

CITY OF HELENA

* FEIN

81-6001276

* Re-Enter FEIN

81-6001276

Country Code

North America

Phone

+1

Phone Extension

Contact Name

Mailing Address

* Address Line 1

Address Line 2

* City

* State

Montana

* Zip Code

Zip Code Extension



☐ Physical Address needed

Cancel

Back

Complete Registration

*If there is no matching business record in the State of Montana database, please call or email the WOTC team



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Acknowledgement

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Contact Information

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Business Details

Complete Registration

Business is not verified

The business you have entered does not exist in our records. The WOTC program requires that your business is valid in Montana to register. To verify your business please contact the WOTC team directly by email wotc@mt.gov or (406) 444-6147

If you feel this is incorrect, you can click the back button and verify the FEIN entered is correct.

We apologize for any inconvenience. We are unable to complete your registration at this time.

Cancel

Back

Exit

If you need assistance, contact: wotc@mt.gov

[Privacy Policy](#) | [Montana DLI WOTC](#)

7) Once you have successfully registered, click Log Out.


Complete Registration


Registration Successful!

Your registration was successfully completed. Please check your email for more information.

Log out

8) From the main OKTA login page, enter email and password

Connecting to 
Sign in with your account to access ITSD ServiceNow UD -
montanatest

 MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN

Username
State Employees use your state network
username, all others use email address

☒ Keep me signed in

Next

[Help](#)

Don't have an account? [Sign up](#)

From the WOTC homepage you can access applications or ERDs

Montana Department of
LABOR & INDUSTRY

Application Dashboard ETA 9198 (ERD) Dashboard WT WOTC Test

Work Opportunity Tax Credit (WOTC) Portal

Application Dashboard
Click the button below to navigate to your WOTC application dashboard.

ETA 9198 (ERD) Dashboard
Click the button below to navigate to your WOTC ETA 9198 Employer Representative Declaration (ERD) dashboard.

Access My Application Dashboard

Access My ETA 9198 Dashboard

If you need assistance, contact: wotc@mt.gov