WORK OPPORTUNITY TAX CREDIT (WOTC) ES77 DATABASE
Desk Aid

This desk aid provides data entry instructions to create conditional certifications in the ES77 database. A separate desk aid on WOTC procedures can be found on the Workforce Solutions website. Access the ES77 database through the TWC mainframe. **Note:** If you are unable to access the ES77 database, request access through your manager.

- Go to **TWC Session** on your desktop.

- Type in **TPTX1** in the upper left corner of the screen and press **Enter.**

- Type in your **User ID** and **Password**. The **Application Selection** screen displays.

- At the bottom of the **Application Selection** screen, type in **ES77** and press **Enter**. The Selection screen displays.

- At **Selection**, type in 4 and press **Enter**.

- At **Selection**, type in 1 and press **Enter**.

Field	Information to Enter
SSN:	Enter the customer's nine-digit Social Security number (no dashes, hyphens, or parentheses).
LWDA:	Enter your local two-digit LWDA number.
Date Completed:	Enter the current date as a two-digit month, two-digit day, and two-digit year.
Name, Last:	Enter the customer's last name and press **Tab** to advance to the **First** field.
First:	Enter the customer's first name and press **Tab** to advance to the **Address** field.
Address:	Enter the customer's mailing address and press **Tab** to advance to the **City** field.
City:	Enter the customer's city and press **Tab** to advance to the **ST** field.
ST:	Enter the customer's state and press **Tab** to advance to the **Zip** field.
Zip:	Enter the customer's five-digit zip code.

Once the zip code is entered, the cursor advances to the line that reads: **Dis Vet: Target Group: (3 or 5)**

Note: The **Agency** field is not applicable for Workforce Solutions staff.

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Disabled Veteran Conditional Certification

Enter an **X** in the **Dis Vet:** field, press function key **F5**, and fill in the required information on the lines below the **Dis Vet (X)** heading.

Field	Information to Enter
E/Date:	Enter the active-duty entry date located on *line a* of *box 12* of the DD-214.
R/Date:	Enter the date of separation from active duty located on *line b* of *box 12* of the DD-214.
Branch:	Enter the branch of service located in box 2 of the DD-214.
	(A=Army, C=Coast Guard, F=Air Force, M=Marine, N=Navy)
DD214:	Enter an **X** to indicate that a copy of the customer's DD-214 is on file.
Rating Letter:	Enter an **X** to indicate that a copy of the customer's rating letter is on file.

Ex-Felon Conditional Certification

Enter a **3** in the **Target Group:** field, press function key F5, and fill in the required information on the lines below the **Ex-felon(3)** heading.

Field	Information to Enter
C/Date:	Enter the customer's felony conviction date.
R/Date:	Enter the customer's release date from incarceration.
ID NO:	Enter the customer's correctional institution's ID number, if available.
Court/Dischg:	Enter an **X** to indicate that a copy of the customer's court documents, discharge documents, probation/parole documents, or other court-approved documents are on file for this WOTC conditional certification.

Vocational Rehabilitation Referral Conditional Certification

Enter a **5** in the **Target Group:** ield, press function key F5, and fill in the required information on the lines below the **Voc Rehab(5)** heading.

Field	Information to Enter
A/Date:	Enter the date the IPE was activated.
C/Date:	Enter the date the IPE was closed, if applicable.
LS/Date:	Enter the date the customer last received a vocational rehabilitation service.
IPE Docs:	Enter an **X** to indicate that a copy of the customer's IPE is on file for this WOTC conditional certification.