

WIA SIGN ON INSTRUCTIONS FOR WEBXTENDER

**EMC Documentum ApplicationXtender**

**Login**

Welcome to ApplicationXtender Web Access, please provide your user name and password:

Data Source: WIA

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

☐ Request Full Text Search Support

[for more information, see Logging Into ApplicationXtender Web Access.](#)

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From the Insider Home Screen:

Select Online Business Services

Select WebXtender

To sign on to WIA, you will need to make sure your Data Source has WIA in the Data Source field (See above)

Sign in with your user name

Type password

Select Login



Query Criteria for Application 'WIA' Current Query: **New Query**

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	NAME	
<input checked="" type="checkbox"/>	SSN	
<input checked="" type="checkbox"/>	PART_DATE	
<input checked="" type="checkbox"/>	EXIT_DATE	
<input checked="" type="checkbox"/>	WIA_AREA	
<input checked="" type="checkbox"/>	PROGR	
<input checked="" type="checkbox"/>	ELIGBLTY	
<input checked="" type="checkbox"/>	PROG_SERV	

**Query Options**

Show: **All Documents**

☐ Include previous document revisions

**Save Options**

Query Name: \_\_\_\_\_

☐ Available To All Users

Microsoft Access Database: WIA Application: WIA

Local Internet 100% 2:30 PM

When you select the WIA Application, you will then see the above screen. At this point, you will type in your search criteria, such as social security number, Name, etc. You will then select Submit.

File Edit View Options Help

Query Results for Application 'WIA' [Modify Query](#)

Document 1 - 4 of 4

	NAME	SSN	PART DATE	EXIT DATE	WIA AREA	PROG YR	ELIGOLTY	PROG SERV	PAGES
<input type="checkbox"/> 1	SMITH JOHN	12345555				PY10			19
<input type="checkbox"/> 2	DOE JANE	45277888				PY10			22
<input type="checkbox"/> 3	APPLESEED JOHNNY	88888888				PY11			17
<input type="checkbox"/> 4	SMITH JANE	77777777				PY11			12

View/Query Data Source: WIA Application: WIA

Local Intranet 100%

Start Microsoft Office Online Business Applications Microsoft Office Microsoft Excel Training 2:04 PM

You will then see a screen with your query results. If there is more than one item, you will select the item you are looking for and it will open the document for viewing.

File View Document Page Help

299459

**8850** Pre-Screening Notice and Certification Request for the Work Opportunity Credit

Form 8850 (Rev. January 2007)  
Department of the Treasury  
Social Security Administration

OMB No. 1545-0047

See separate instructions.

Job applicants fill in the lines below and check any boxes that apply. Complete only this side.

Your name \_\_\_\_\_ Social security number \_\_\_\_\_

Street address where you live \_\_\_\_\_

City or town, state, and ZIP code \_\_\_\_\_

Telephone number \_\_\_\_\_

If you are under age 40, enter your date of birth (month, day, year) 06/23/80

Work Opportunity Credit

1 ☐ Check here if you lived in the area impacted by Hurricane Katrina on August 28, 2005. If so, please enter the address, including county or parish and state where you lived at that time.

2 ☐ Check here if you received a conditional certification from the state employment security agency (SESA) or a participating local agency for the work opportunity credit.

3 ☒ Check here if any of the following statements apply to you.

- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the last 18 months.
- I am a veteran and a member of a family that received food stamps for at least a 3-month period within the last 16 months.
- I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work

Application: WOTC Page 1 of 20 Version 1 of 1 Zoom 12 100%

Start Data Source: ASP Doc Id: 100

Start Microsoft Office... Internet Expl... Windows Exp... Application... Documents - Micro... Documents - Micro... 10:31 AM

Your document should open for viewing. To move from page to page you will use the arrows as indicated above.

File View Document Page Help

8850 Pre-Screening Notice and Certification Request for the Work Opportunity Credit

Form 8850 (Rev. January 2007)  
Department of the Treasury  
Internal Revenue Service

OMB No. 1545-1000

See separate instructions.

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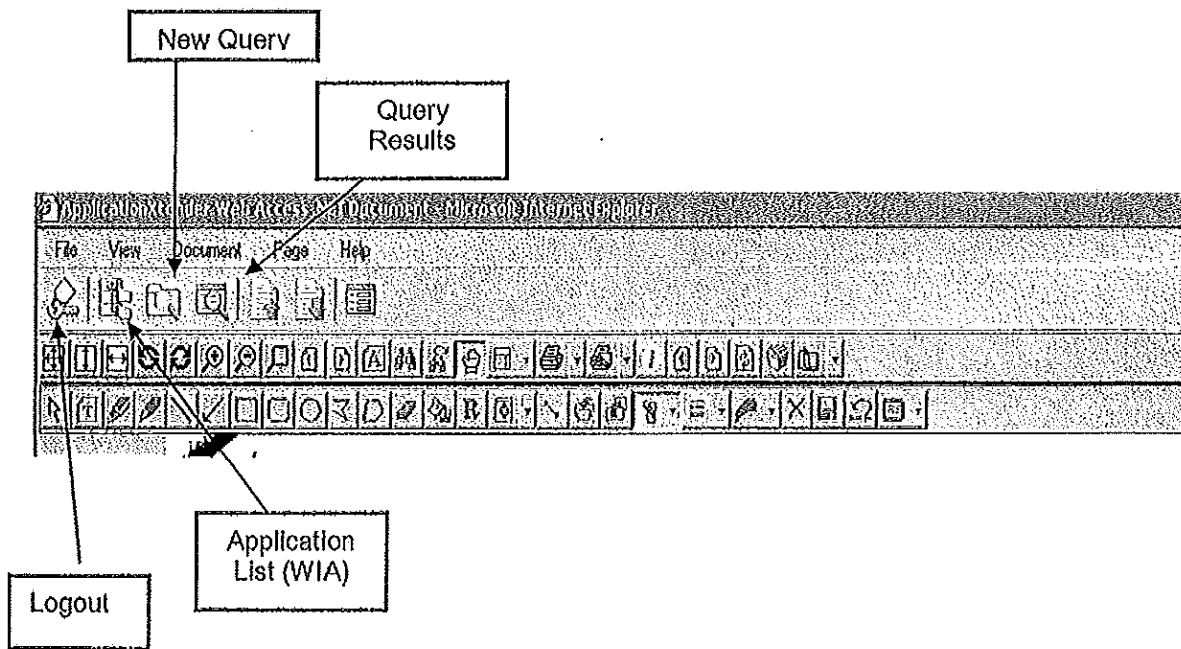
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Application: WOTC Page 1 of 20 Version 1 of 1 Zoom At 100%

Start Microsoft Office 2 Internet Expl... 2 Windows Exp... Application... Documents - Micro... Documents - Micro... 10:31 AM

To print the current page you will use the single printer icon (see above circle)

To print the complete document you will use the printer icon with the hand (see above square)



Remember to always logout using the logout option. If you "X" it keeps you signed on and you are not allowed multiple logins due to licensing.