### **Adding Documents**

 Once you have logged into your portal account, click on the Business Services logo at the bottom of the page.



Whether you are a training provider or a business looking to upskill your employees, you can use this site to access various resources and services. You can also learn more about the programs that connect Hoosiers and employers through apprenticeships and earn-and-learn opportunities.

If you are facing a discontinuation of operations, you can find assistance to ease the transition. Visit the pages of each DWD service below to learn more about how they can support your business.







Training Providers that are upskilling, can access invoices, add a new course, or become a training provider.

#### Business Services



Connect with us for no-cost business services such as attracting and retaining top talent, strategic planning, training grants and grant management, and more. Local business services representatives are ready to serve you!

## Work-Based Learning & Apprenticeship



Connects Hoosiers and Employers by promoting and supporting Registered Apprenticeship, Certified State Earn and Learn (SEAL), and Certified Pre-Apprenticeship programs.

## Work Adjustment & Retraining Notifications



Businesses facing a discontinuation of operations and seeking no cost assistance resource services, aimed at assisting employers and employees through the transition of the event. (Submit WARN)

Next click on the "My Services" tab at the top of the screen

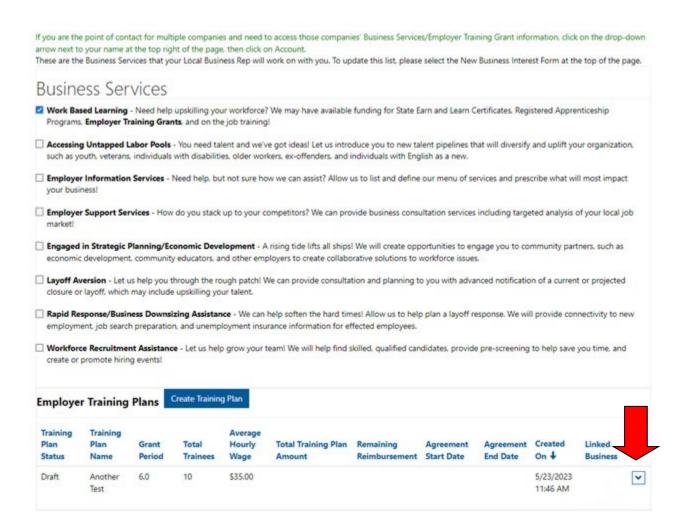




NextLevel Jobs > Business Services > Employer Training Grants

# Get Started with the Business Services Portal

 Your training plan record should be listed below (The Training Plan name and Created on date should assist in confirming your desired training plan and that it was successfully saved to your account). Click on the drop down arrow to the right that's displayed in the same row your training plan is listed, and select edit



 Click on the Documents tab at the top of the page. Once you've done that, click on Add Files



- Next click on Choose Files
- Once you've found and selected your desired file, click on the Add Files button
- Next Click on the Save button

