Welcome to the Workforce and Economic Development Network of PA (WEDnetPA) Information Sharing Administration and Analysis Center commonly referred to as ‘ISAAC’.

This purpose of this document is to assist companies who have NEVER participated in the WEDnetPA Guaranteed Free Training program in submitting a new request for GFT training funds through ISAAC.

In order for ISAAC to work properly, we suggest you first upgrade your internet browser to one of the following:

- Google Chrome  
  - [www.google.com/chrome](http://www.google.com/chrome)
- Mozilla Firefox  
  - [www.mozilla.com](http://www.mozilla.com)
- Safari  
- Internet Explorer 8 or higher  
  - [www.microsoft.com](http://www.microsoft.com)

Not all functionality is available when using Internet Explorer; however, if this is the only browser available to you, we suggest you upgrade to the latest version of Internet Explorer.

If your company has never submitted a WEDnetPA application or has submitted one, but you did not receive a username and password from your WEDnetPA Partner, you need to complete the New Company Inquiry process.

- Go to WEDnetPA.com
- Under “Guaranteed Free Training”, select “Inquire”.
Before you can proceed, there are three steps you must complete:

- **Step One** – you must verify that your company is eligible for training reimbursement through the GFT program.
  - By selecting “...company qualifies” you will be directed to a page explaining the Employer and Employee eligibility requirements.

- **Step Two** – You must verify that your company has not participated in the GFT program more than two consecutive years or three out of the past five years.
  - By selecting “…Company Grant History Report.” you will be directed to a page where you can enter your 9 digit FEIN.
  - You will receive an automatic response stating your company’s eligibility.

- **Step Three** – once you have determined that your company is eligible to submit a GFT application this year, you may submit an inquiry.
  - Select “Training Inquiry Form” to proceed.

The first screen of the Inquiry Form provides general information about the GFT Inquiry process.

- Select “WEDnetPA partner” for a map and contact information for the WEDnetPA Partners throughout the Commonwealth.

- If there are concerns about the security of the data you are about to provide through ISAAC, select the link to read about our Data Security Policies and Provisions.

- You can review the GFT qualifications from this page as well.
The first part of the Inquiry Page requires your 9 digit FEIN and the training period for which you are applying.

- The training period is July 1 through June 30.

The next part requires information about the main point of contact for your company.

- Create your own unique username.
  - You will need to remember this for when you login in to ISAAC.
- Create and confirm your password.
  - Your password must be at least 8 characters long with at least 1 number.
  - You will need to remember this for when you login in to ISAAC.
- Complete the rest of the fields containing your contact information.
- All fields labeled with an asterisk are required fields.

If your company’s FEIN is already in the ISAAC database, you will receive the following message:

- Verify that the FEIN you entered is correct.
- The message will contain the name, address and phone number of the company already linked to the FEIN you entered.
- If the company information is correct, you can either:
  - End the inquiry process and login to ISAAC if you already have an ISAAC username and password.
  - Proceed with the inquiry form if you are representing the same company but at a different location or division.
The username is unique to one person and cannot be duplicated.

- You will receive the following message if a duplicate username is entered: If you already have a username and password, login in to ISAAC.

The “Company Information” screen provides the address and other necessary data needed about the company.

- The NAICS stands for the North American Industry Classification Systems.
  - It is a 6 digit code that specifically categorizes the company.
  - If unsure about your company’s NAICS code, select the green question mark in the yellow circle.
  - This will take you to the NAICS website.

- Calculate the employee turnover rate by dividing the total number of full time employees who have left your company over the past 12 months by the total number of full time employees. For instance, if 5 employees left within the past 12 months and you have 25 employees, your turnover rate is 20%.
- Select the size of your company in the drop down box next to “Number of Employees”.
- Please provide a complete description of your company’s products and/or services.
The next section asks for information about your training needs.

- The first question asks whether your company has a GAT, or Governor’s Action Team, offer.
  - This is an economic development incentive offer made to companies through the Governor’s Action Team.
  - If unsure whether your company has an offer letter, select “No/Not sure”.
- Check the box next to “Basic Skills” if your training needs fall into any of the categories listed.
- Check the box next to “Information Technology” if your training needs are intermediate to higher lever IT or Advanced Applied Manufacturing.
- If your training needs fall under both categories, check both boxes.

To finalize your Inquiry Request, you must select the following:

- Select the WEDnetPA Partner from the drop down menu.
  - You may work with any one of the WEDnetPA Partners across the Commonwealth.
  - Select “WEDnetPA Partner” for a complete list of all active partners.
- Before you can select “Submit Request”, you must verify that:
  - You have read and understand the GFT Guidelines.
    - A link to the guidelines is provided.
  - Your company agrees to provide valid Social Security numbers and job titles for all participating employees.
Once your request has been successfully submitted, you will receive an automatic response as well as an email from ISAAC, although it will appear to come from the WEDnetPA Partner you selected.

You may now login to ISAAC to complete the application process.