**WOTC OLS OOS User Account/Profile Request Form**

The **Texas WOTC Unit** is excited to have a **WOTC On-Line System (OLS)** portal.  States are now able to enter **OOS VOE Requests** as a ‘single entry’ request or by using an .csv bulk upload file.

An account is required to use the WOTC OLS OOS VOE Portal. Please complete the attached WOTC OLS OOS User Account/Profile Request form and email the completed form to the WOTC Unit email address wotc@twc.texas.gov.

\*State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Primary OOS VOE Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Primary OOS VOE Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **This will be your username to log in.**

\*Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Fax Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary OOS VOE Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary OOS VOE Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your State have a Portal for Texas? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to Submit OOS VOE Requests? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the URL? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Texas will provide all responses using the WOTC OLS OOS VOE portal with an Excel Export file option. Please contact the WOTC Unit if you have any questions. When the WOTC OLS programming team creates your state’s account/profile, you will receive further information as to next steps.