



ISAAC User Guide for Companies

Funded by the Pennsylvania Department of Community & Economic Development, WEDnetPA provides funding to qualified PA employers to train eligible PA employees.

View our [Company Guidelines](#) for current program eligibility requirements.

This User Guide will assist companies in accessing and using the *Information Sharing, Administration & Analysis Center* (ISAAC) portal that manages all data aspects of the WEDnetPA program. ISAAC is housed on a Salesforce platform.

For additional information or assistance, please reach out directly to one of our current 22 WEDnetPA partners: <https://wednetpa.com/our-partners/>

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Log in

How do I log in?

You can log in at the following URL: <https://wednetpa.my.site.com/company> using your username and password. You will be required to login using multi-factor authentication (MFA). If you forget your password, you can click the link at the bottom of the page. This production site is unique to **Companies only**.

Welcome to our new ISAAC portal
Information Sharing, Administration & Analysis Center

Applicant Login

Email*

Enter your email address

Next

- If you are new to WEDnetPA and wish to apply, please [click here](#) for our online inquiry.
- If you have worked with us in the past and don't have your email or can't login please [click here](#) to contact your partner.

How do I recover my password?



On the log in page, a user can click on “Forgot your password?” link after entering their username (or email address as the screenshot states?). The user will receive an email to reset their password.

Applicant Login

Email*

Enter your email address

Complete this field.

Password

Login

[Forgot your password?](#)

- If you are new to WEDnetPA and wish to apply, please [click here](#) for our online inquiry.
- If you have worked with us in the past and don't have your email or can't login please [click here](#) to contact your partner.

Do I need to use Multi-Factor Authentication (MFA)?

Yes. All users are required to log in using MFA. Each time you log out of Salesforce, you will be required to log in again using MFA. A forced logout will occur every 24 hours.

The recommended apps for MFA are:

- Salesforce Authenticator. More information can be found [here](#).
- Google Authenticator
- Microsoft Authenticator

Different authenticator apps may have unique features and user interfaces which can lead to variations in how to complete the MFA process. Apps may require a code or allow a tap to log in, depending on the MFA you choose. At no time will you be required to purchase anything to use MFA.

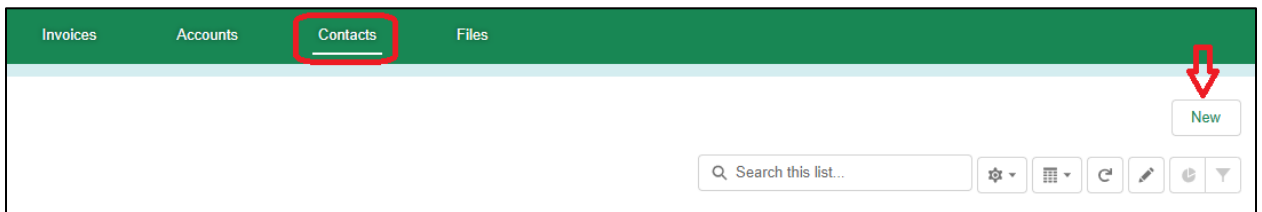
Company Administration

Company / Accounts

Companies are referenced as "Accounts" in ISAAC.

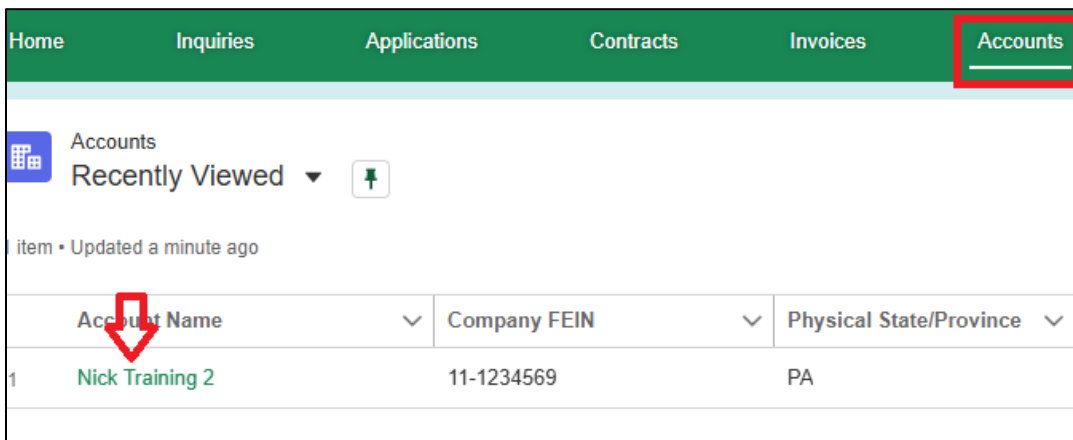
How do I add additional users?

Users who are listed as the **Primary** can add company users by selecting the Contacts menu option. Once on the Contacts menu, the user can click on "New" to add additional users.



How do I edit my Company information?

Users who are listed as the **Primary** can edit their company information by first selecting the Accounts menu option. Once on the Accounts menu, the user can click on the name of their organization to view the Account Detail screen.



Once on the Account Details tab, the user can click on "Edit" to make the necessary changes. FEINs cannot be modified so if a company's FEIN has changed, the user will need to submit as a new company through the public inquiry site or the partner can create the new Account/FEIN on behalf of the company. If the company's name has changed but their FEIN remains the same, the existing Account can be updated.

Account Nick Training 2 Edit			
Phone (724) 555-1212	Website google.com	Physical Address	Account Owner Carol Merryman

Contract Stages

Inquiry

The inquiry is your company's way of expressing interest in participating in WEDnetPA for the current fiscal year and provides details about the company

- New companies can submit an inquiry directly from the wednetpa.com public site.
- Enter basic company and contact information
- Existing companies must log into ISAAC to submit a new inquiry.

Once your inquiry is submitted, it will be reviewed by your selected partner. When the partner accepts the inquiry, it becomes a pending application.

(See: [How do I submit an inquiry](#))

Application

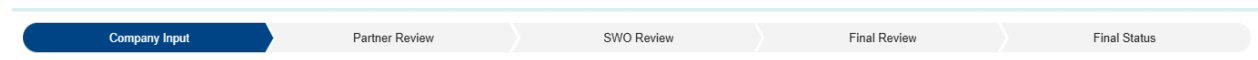
The application is where your company provides details about your training plan for review.

You'll be asked to:

1. Add the proposed training events
2. Submit the application for review

Once you submit your pending application, your selected WEDnetPA partner will review the information for accuracy, verify company and training eligibility and send it to the Statewide Office for approval. If any questions need to be addressed, the application will be sent back to company input status.

Each step of the application process is shown graphically at the top of your application page.



Note: You can begin creating invoices at this stage, but they cannot be submitted until your contract is approved and accepted.

(See: [Applications](#))

Contract

Once your application is approved by the Statewide Office, your company will be required to sign a Memorandum of Agreement (MOA) which must be completed before you can submit invoices to partner review

(See: [How do I sign my Memorandum of Agreement \(MOA\)](#))

After the MOA is signed, you may begin submitting invoices for eligible completed training to partner review

(See: [Creating / Viewing an Invoice](#))

Inquiry

How do I submit an inquiry as a new company?

As a new company, a user can visit <https://wednetpa.com/apply/> and click on “Apply” and follow the instructions for a new company. The user will be presented with a form to complete as part of the Inquiry process. A few fields to note:

- All fields with a red asterisk are required.
- Enter the correct NAICS code. Users can visit <https://www.census.gov/naics/> if they have any questions.
- Zip Codes should be zip +4. If a user does not know their +4, the user can enter 0000 and the +4 will be determined by your partner.
- Please make sure that all email information entered for Primary and Executive contacts is accurate as this will be where the new user invite emails will be sent.



Users will receive a confirmation email that the inquiry was submitted successfully. The user will be able to log in only after the partner accepts the Inquiry.

How do I submit an inquiry as an existing company?

A user can submit a new inquiry as an existing company by logging in to ISAAC and selecting the Inquiries menu option. Once on the Inquiries screen, the user can select “New” to submit a new Inquiry for the current fiscal year.

Inquiry No.	Fiscal Year	Funding Type	Company	Partner	Created By	Created Date	Status
-------------	-------------	--------------	---------	---------	------------	--------------	--------

The user will be presented with a New Inquiry form to complete.

New Inquiry

▼ Company Information

* Fiscal Year

2025-2026

▼

Company

Nick Training 2

×

* Primary Contact

Nick Ankrom Training 2

▼

* NAICS ⓘ

123456

Executive Contact ⓘ

Select an Option

▼

* Employee Turnover Rate (%) ⓘ

▼ Additional Information

* Partner Name ⓘ

--None--

▼

Funding Type

WED

▼

If you have a BPA offer letter, please select BPA.

Cancel

Submit

Note: You will need to enter the current employee turnover rate each time you apply.

Users will receive a confirmation email that the inquiry was submitted successfully.

How do I view my Inquiry Information?

Users can view information related to their inquiry by selecting the inquiry from their Home tab/Company dashboard.

WEDnetPA
OFFICIAL WEBSITE FOR PENNSYLVANIA'S WORKFORCE

Home

Inquiries

Applications

Contracts

Invoices

Accounts

Contacts

Files

More ▼

Company Dashboard

Refresh

Fiscal Year

2025-2026



▼

Approval of WEDnetPA applications is dependent on the passage of Pennsylvania's state budget.

My Inquiries

Inquiry	Partner	Funding Type	Status
WED 400076	Bloomsburg University of Pennsylvania	WED	Pending

You can also find your inquiry by selecting the inquiry tab. Once on the Inquiries tab, the user can click on the inquiry they would like to view.

Home	Inquiries	Applications	Contracts								
<div><div> Inquiries</div><div>All ▾ </div></div> <div>1 item • Sorted by Inquiry No. • Filtered by All inquiries • Updated a few seconds ago</div> <table><tr><th></th><th>Inquiry No. ↑ ▾</th><th>Fiscal Year ▾</th><th>Funding Type</th></tr><tr><td>1</td><td>WED 784</td><td>2024-2025</td><td>WED</td></tr></table>					Inquiry No. ↑ ▾	Fiscal Year ▾	Funding Type	1	WED 784	2024-2025	WED
	Inquiry No. ↑ ▾	Fiscal Year ▾	Funding Type								
1	WED 784	2024-2025	WED								



You will receive a bell notification in ISAAC and an email when your inquiry has been accepted by your partner.

Applications

How do I view or edit my application information?

Users can view information related to their application by selecting the application from their Home tab/Company dashboard.

The screenshot shows the 'Company Dashboard' with a green navigation bar containing 'Home', 'Inquiries', 'Applications', 'Contracts', 'Invoices', 'Accounts', 'Contacts', 'Files', and 'More'. The 'Applications' tab is active. Below the navigation bar, there's a 'Company Dashboard' section with a 'Fiscal Year' dropdown set to '2025-2026' and a 'Refresh' button. A message states: 'Approval of WEDnetPA applications is dependent on the passage of Pennsylvania's state budget.' Below this is the 'My Applications' section, which contains a table. A red arrow points to the 'Application' column header in the table.

Application	Partner	Funding Type	Training Plan Max Reimbursement	Status
WED 400113	Partner 45	WED	\$4,000.00	Complete Training Plan

You can also find your application by selecting the application tab. Once on the applications tab, the user can click on the application they would like to view.

The screenshot shows the 'Applications' tab selected in the navigation bar. Below the navigation bar, there's an 'Applications' section with a 'Recently Viewed' dropdown and a 'Pin' icon. Below this, it says '1 item • Updated a few seconds ago'. Below that is a table with columns 'Application No.', 'Fiscal Year', and 'Funding Type'. A red arrow points to the 'Application No.' column header.

Application No.	Fiscal Year	Funding Type
1 WED 784	2024-2025	WED

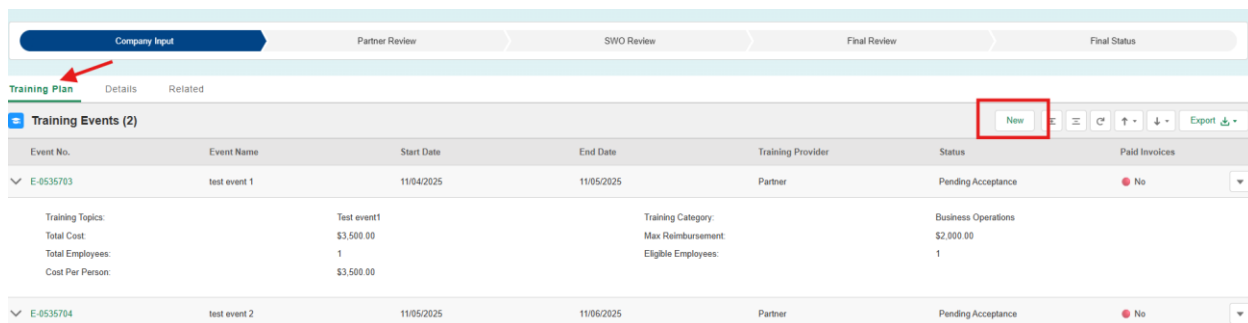
Users can edit their application by then clicking "Edit" from the Application details screen. Editing is locked once the application is submitted to partner review.

The screenshot shows the 'Application WED 784' details screen. At the top right, there are three buttons: 'Submit', 'Pull Back', and 'Edit'. The 'Edit' button is highlighted with a red box. Below the buttons, there's a table with columns 'Company', 'Funding Type', 'Partner', and 'Status'. The values are 'Nick Training 2', 'WED', 'Partner 45', and 'Approved' respectively.

Company	Funding Type	Partner	Status
Nick Training 2	WED	Partner 45	Approved

How do I create a Training event?

Users can add a training event by clicking on an application number on their Home tab/Company dashboard. This will default to the Training Plan tab of the application. Users add training events associated with their Training Plan by clicking "New".

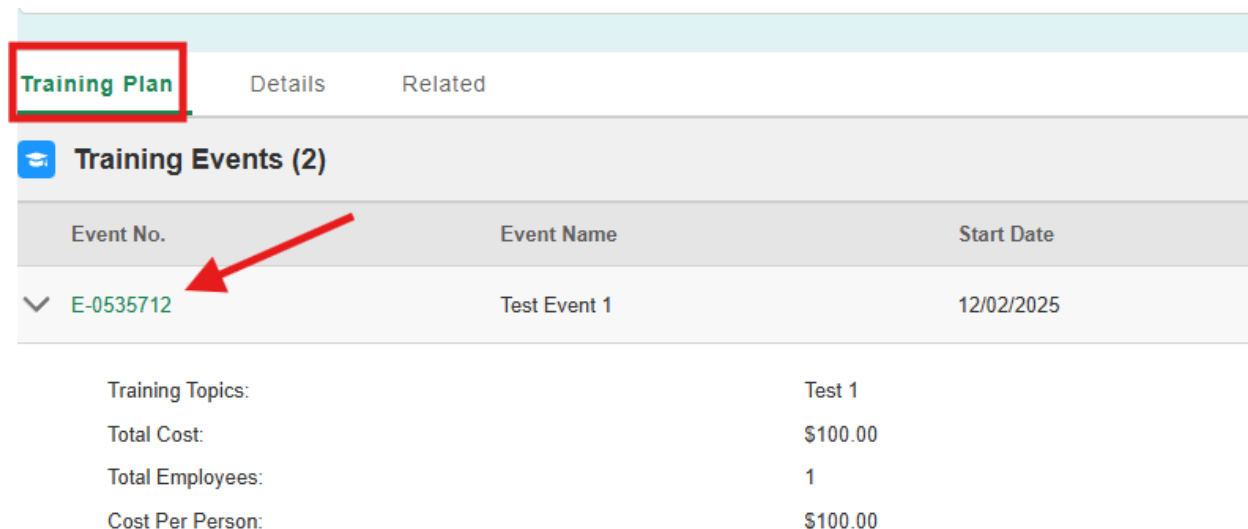


The screenshot shows the 'Training Plan' tab selected. A red arrow points to the 'New' button in the top right corner of the 'Training Events (2)' section. Below the button is a table of training events.

Event No.	Event Name	Start Date	End Date	Training Provider	Status	Paid Invoices
✓ E-0535703	test event 1	11/04/2025	11/05/2025	Partner	Pending Acceptance	No
Training Topics:		Test event1		Training Category:		Business Operations
Total Cost:		\$3,500.00		Max Reimbursement:		\$2,000.00
Total Employees:		1		Eligible Employees:		1
Cost Per Person:		\$3,500.00				
✓ E-0535704	test event 2	11/05/2025	11/06/2025	Partner	Pending Acceptance	No

How can I edit a Training event?

Users can edit a training event by clicking on an application on their Home Tab/Company dashboard. This will default to the Training Plan tab for the application. Users can edit training events associated with their Training Plan by clicking on the Training Event they wish to edit.



The screenshot shows the 'Training Plan' tab selected. A red box highlights the 'Training Plan' tab. A red arrow points to the 'E-0535712' event in the table. Below the table is a summary of the selected event.

Event No.	Event Name	Start Date
✓ E-0535712	Test Event 1	12/02/2025

Training Topics:	Test 1
Total Cost:	\$100.00
Total Employees:	1
Cost Per Person:	\$100.00

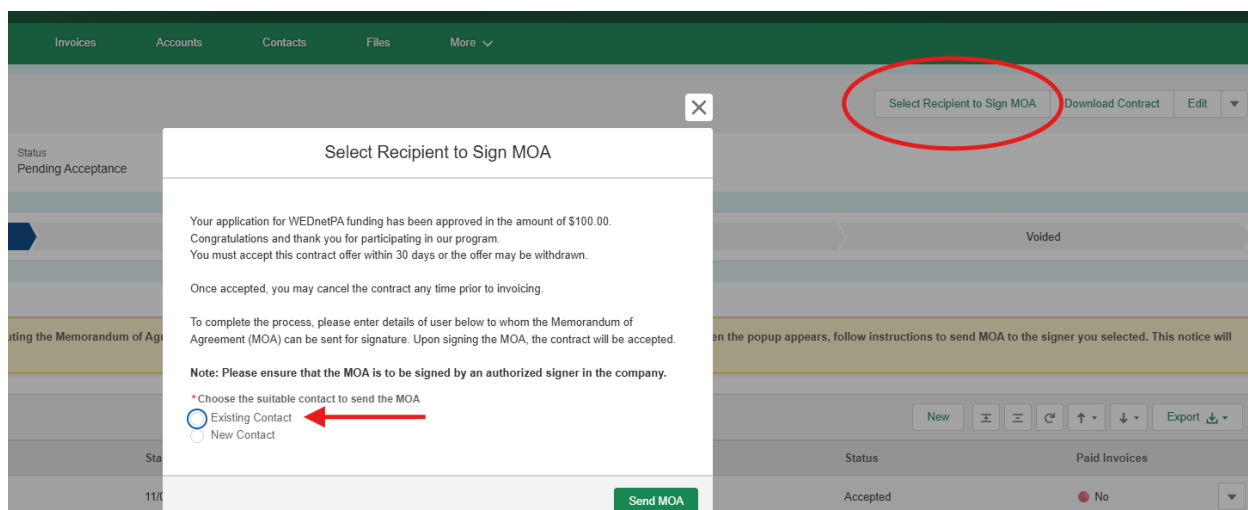


You will receive a bell notification in ISAAC and an email when your application has been approved by the Statewide Office and turned into a pending contract.

Contracts

How do I sign my Memorandum of Agreement (MOA)?

Users must first select "Select Recipient to Sign MOA" from the contract details page. A user will then be presented with a popup that will allow them to send the MOA to an existing ISAAC user or to a user that is outside of ISAAC to electronically sign the MOA.



Note: The MOA must be signed before invoices can be submitted to partner review.

Can I send the MOA to someone other than myself?



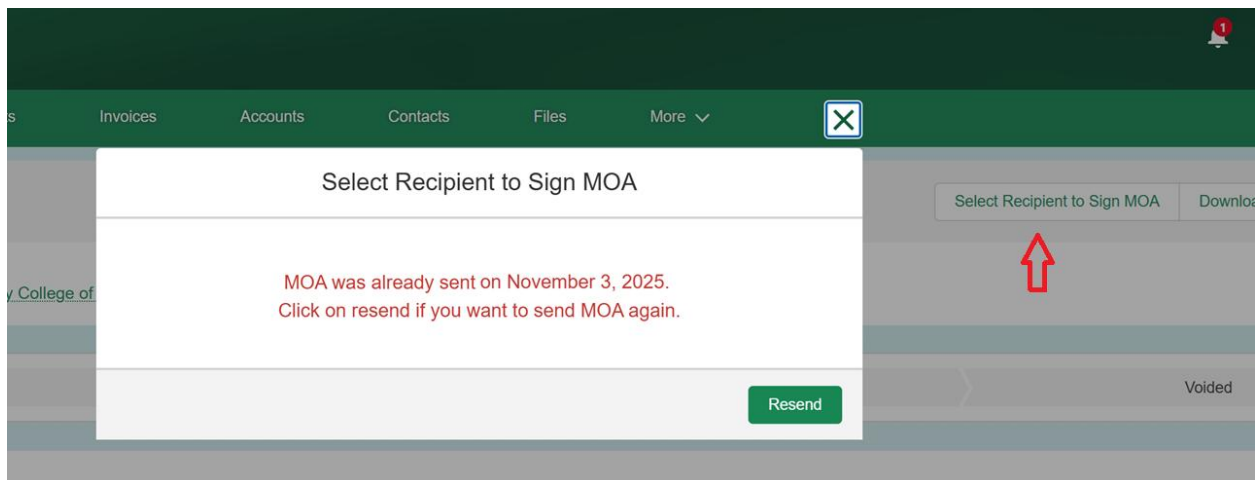
Yes. Users must first select "Select Recipient to Sign MOA" from the contract page. The user will then be presented with a popup to send the MOA to a user that is outside of the system to electronically sign the MOA by selecting "New Contact" and then entering the signer's email address.

What If the user who was sent the MOA has changed positions

If the person who originally received the MOA is no longer the correct signer **and the MOA has not yet been signed**, you can update the recipient. Updating the recipient will void the original MOA and allow you to send a new one.

To start, click on "Select Recipient to Sign MOA" from the contract dashboard.

If the MOA was already sent, a popup will appear stating the MOA was already sent.



Click "Resend."

A prompt will appear requesting a reason for resending the MOA.

Enter the reason, such as "Executive changed" or "User retired," then click "Resend MOA."

This action voids the original MOA.

You can then select the new recipient.

Select Recipient to Sign MOA

Your application for WEDnetPA funding has been approved in the amount of \$100.00.
Congratulations and thank you for participating in our program.
You must accept this contract offer within 30 days or the offer may be withdrawn.

Once accepted, you may cancel the contract any time prior to invoicing.

To complete the process, please enter details of user below to whom the Memorandum of Agreement (MOA) can be sent for signature. Upon signing the MOA, the contract will be accepted.

Note: Please ensure that the MOA is to be signed by an authorized signer in the company.

* Choose the suitable contact to send the MOA

- ☒ Existing Contact
☐ New Contact

Send MOA

Select who should receive the MOA:

- Click "Existing Contact" to select someone already in the system, or
- Click "New Contact" to add a new recipient.



Click on "Send MOA". That will send the selected user an email from Docusign with the MOA to be executed.

How can I view information about my contract?

Once an application is approved, users will see the active contract on their Home tab/Company dashboard. High-level information will be available on the Company dashboard. A user can click on the Contract number to see the contract details.

The screenshot shows the 'Company Dashboard' with a 'Fiscal Year' dropdown set to '2024-2025'. Below this is the 'My Contracts' section. A table lists contract details, and a summary of financials is provided below the table.

Contract	Partner	Funding Type	Training Plan Max Reimbursement	Current Award Amount	Status
WED 784	Partner 45	WED	\$1,200.00	\$800.00	In Contract

Summary:

- Invoices Paid: \$0.00
- Invoices Submitted: \$0.00
- Award Balance Remaining: \$800.00
- Invoices Unsubmitted: \$0.00

How can I see previous years' information?

Users can view previous years' information using the Fiscal Year Dropdown on the Home Tab/Company dashboard or by going to the Account's related tab.

The screenshot shows the 'Company Dashboard' with the 'Fiscal Year' dropdown menu open. The menu lists years from 2024-2025 down to 2018-2019. The current selection is 2024-2025.

Fiscal Year	Partner	Funding Type	Current Award Amount
2024-2025	Partner 45	WED	\$800.00
2023-2024			
2022-2023			
2021-2022	45	WED	
2020-2021			\$0.00
2019-2020			\$0.00
2018-2019			\$250.00

Invoices Unsubmitted: \$0.00

Downloading the contract

You can download a copy of the contract information by clicking on "Download Contract" from the contract dashboard.

The screenshot shows the contract dashboard with a green header bar. Below the header, there is a row of buttons: 'Select Recipient to Sign MOA', 'Download Contract', 'Edit', and a dropdown arrow. A red arrow points to the 'Download Contract' button.

Creating/Viewing an Invoice

How do I create an invoice?

Users can create invoices on a pending application and while a contract is in **Pending Acceptance** status, but the contract will need to be promoted to **In Contract** status before a user can submit the invoice to **Partner Review** status.

Users can create an invoice from one of two locations:

Option 1. Contract > Training Plan tab

Users can select New Invoice from the dropdown for a specific training event.

The screenshot shows the 'Contracts' page for 'WED 400425'. The 'Training Plan' tab is selected. A table lists training events, with 'E-0535504' highlighted. A dropdown menu is open for this event, showing options: 'Edit', 'Delete', and 'New Invoice'. A red arrow points to the 'New Invoice' option.

Event No.	Event Name	Start Date	End Date	Training Provider	Status
E-0535504	Event 1	02/03/2025	02/04/2025	In-house	Accepted

Training Topics: Safety
Total Cost: \$5,000.00
Total Employees: 10
Cost Per Person: \$500.00

Training Category: Computer Operations
Max Reimbursement: \$4,000.00
Eligible Employees: 8

Option 2. Contract > Training Plan tab > click on training event number to bring up Training Event Details

Users can click on New Invoice from the top right corner.

The screenshot shows the 'Training Event' page for 'E-0535504'. The 'New Invoice' button is visible in the top right corner. The page displays details for the training event, including 'Event Name', 'Event Type', 'Partner', and 'Status'.

Company	Event Name	Training Event Type	Partner	Status
Invoice Training Part 2a	Event 1	In-house	Partner 45	Accepted

Details: Information
Training Event No. E-0535504
Event Name Event 1
Fiscal Year (Picklist) 2024-2025
Training Event Type In-house

Files (0)
Add Files
Upload Files
Or drop files

Need to replace this screenshot with the current view that does not allow files to be added on this page by companies.

After clicking New Invoice from either location, the user will be presented with a New Invoice form. The information from the training plan will pre-populate some fields which are grayed out and cannot be edited from this screen. To edit any

of the grayed-out fields, it will require the user to Cancel the creation of the new invoice and edit the applicable training event details on the training plan before recreating the invoice.

Fields that have an * are required fields. Users will not be able to save an invoice until all required fields have been completed.

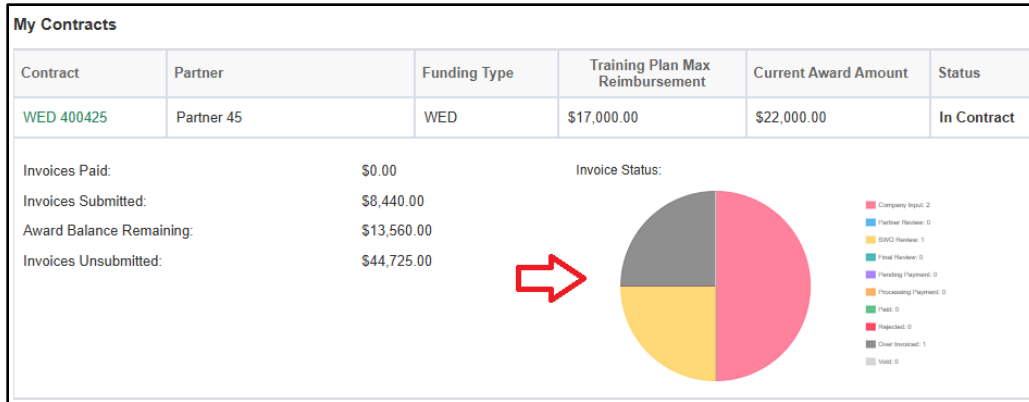
Clicking Save at the bottom of the screen will create the invoice.

New Invoice	
Event Name Event 1	Training Type WED
* Record Type In-house	
* Training Location Select an Option	* Training Method Select an Option
* Event Start Date Feb 3, 2025	* Event End Date Feb 4, 2025
* No. of Multiple Groups 1	* Total Hours 8.00
* No. of Emps. Receiving Training 10	* No. of WEDnet Eligible Emps 8
* Instructor's Name and Job Title Bob Jones Head Trainer	* Instructor's Rate per Hour \$40.00
* Benefits (% of Salary) 10.00	Total Instructor Cost \$352.00
Cost per Employee 10.00	Max Reim. Per Employee 10.00
Cancel Save	

How do I view an invoice?

Users can access invoices from a variety of screens. Below are a few of the most common ways to access an invoice.

From the Company dashboard/Home tab, users can click on the appropriate piece of the invoice pie chart.



Users can view a list of invoices that match the status of the selected pie piece. The user can then click on the applicable Invoice number to view the details of the selected invoice.

Invoices at "Company Input" Status				
Invoice Number	Funding Type	Partner	Training Event Name	Invoice Reimbursement
INV-0836946	WED	Partner 45	Event 3	\$7,310.00
INV-0836944	WED	Partner 45	Event 2	\$4,725.00

From the Invoices Tab in the global navigation bar, users can view a full list of all invoices, regardless of fiscal year. If a user is unable to see a particular invoice, make sure the correct list view has been applied.

Home

Inquiries

Applications

Contracts

Invoices

Accounts

Contacts

Files

Invoices

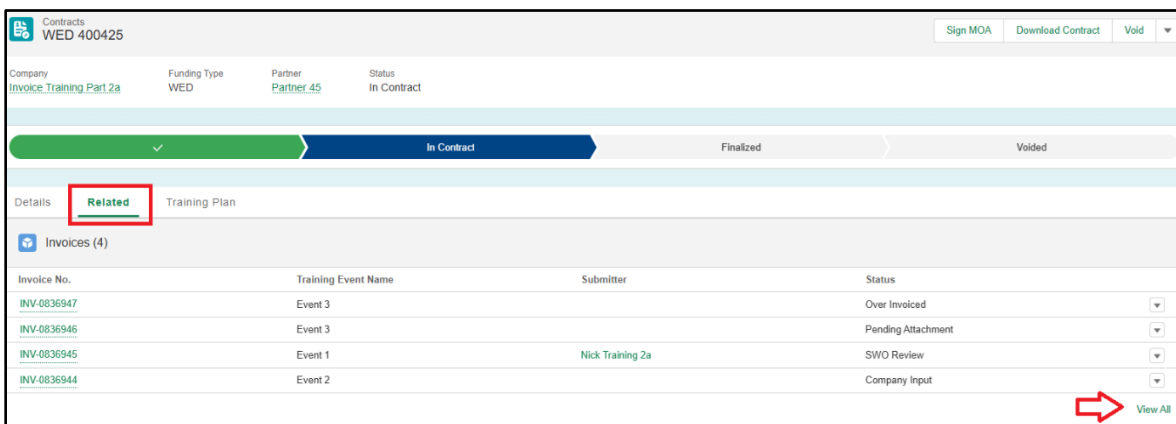
All

4 items • Sorted by Invoice No. • Filtered by All invoices • Updated a minute ago

Q Search this list...

	Invoice No. ↑ ↓	Fiscal...	Fu...	Traini...	Tra...	Company Name	Partn...	Sub...	Status	Recor...	Invoice...	SW...	Contract...	Created Date
1	INV-0836944	2024-2025	WED	E-0535505	Event 2	Invoice Training Part 2a	Partner 45		Company Input	Third Party	\$4,725.00		WED 400425	3/25/2025, 1:42 PM
2	INV-0836945	2024-2025	WED	E-0535504	Event 1	Invoice Training Part 2a	Partner 45	3/25/2025	SWO Review	In-house	\$8,440.00		WED 400425	3/25/2025, 1:50 PM
3	INV-0836946	2024-2025	WED	E-0535506	Event 3	Invoice Training Part 2a	Partner 45		Pending Attachment	Partner	\$7,310.00		WED 400425	3/25/2025, 2:09 PM
4	INV-0836947	2024-2025	WED	E-0535506	Event 3	Invoice Training Part 2a	Partner 45		Over Invoiced	Partner	\$32,690.00		WED 400425	3/25/2025, 2:09 PM

From the Related tab on the contract (not Account) screen, a user can view a full list of invoices for the contract. If there is a long list of invoices, the user may need to click on View All. Please note that no invoices will appear on the contract's related tab until the application is approved. To see invoices prior to contract approval, you can view them on the Account's related tab, which is not fiscal year specific.

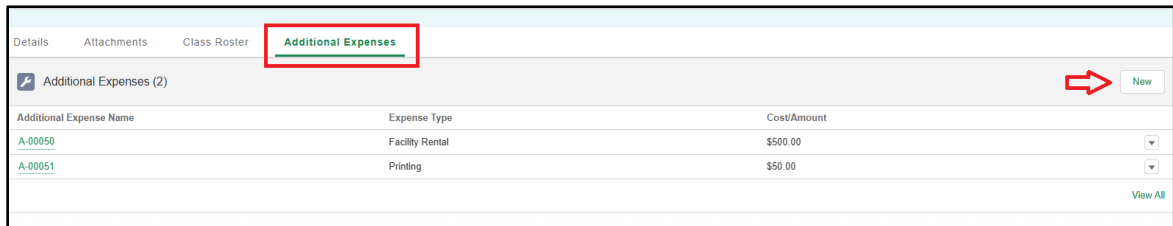



Invoice No.	Training Event Name	Submitter	Status
INV-0836947	Event 3		Over Invoiced
INV-0836946	Event 3		Pending Attachment
INV-0836945	Event 1	Nick Training 2a	SWO Review
INV-0836944	Event 2		Company Input

Adding Required Documentation for Invoices

How do I add additional expenses for in-house training events?

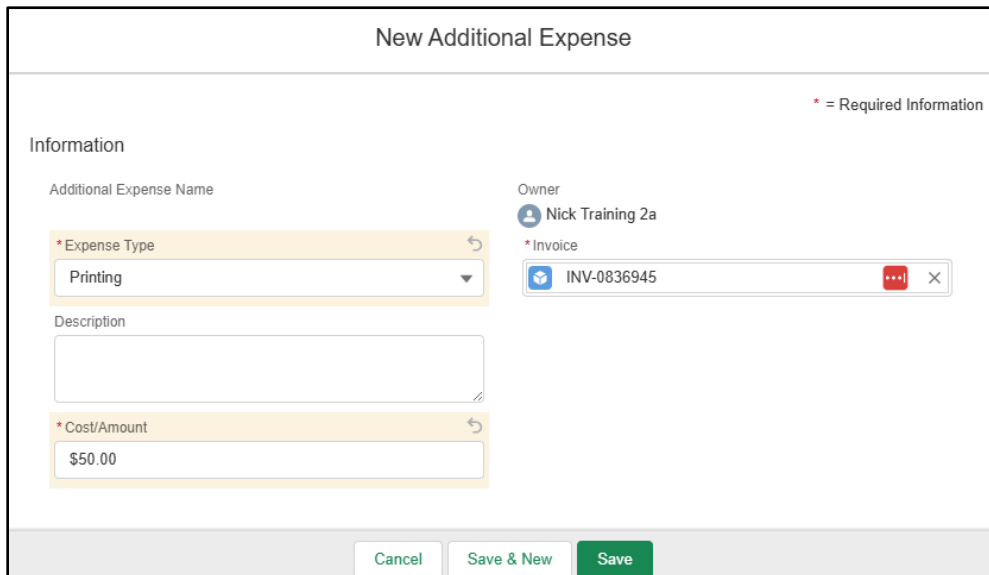
Additional Expenses is optional and not required. Users can add additional expenses by accessing the Additional Expenses tab (only available for in-house training events) on the invoice screen. Users click on New on the right side of the screen.



Details	Attachments	Class Roster	Additional Expenses	
Additional Expenses (2)				
Additional Expense Name	Expense Type	Cost/Amount		
A-00050	Facility Rental	\$500.00		
A-00051	Printing	\$50.00		
				View All

Users will fill out all required fields noted by an * on the form.

- Clicking Save will add the new additional expense and close the form.
- Clicking on Save & New will add the new expense and open a new form to fill out another New Additional Expense form.



New Additional Expense

* = Required Information

Information

Additional Expense Name

Owner: Nick Training 2a

* Expense Type: Printing

Description

* Cost/Amount: \$50.00

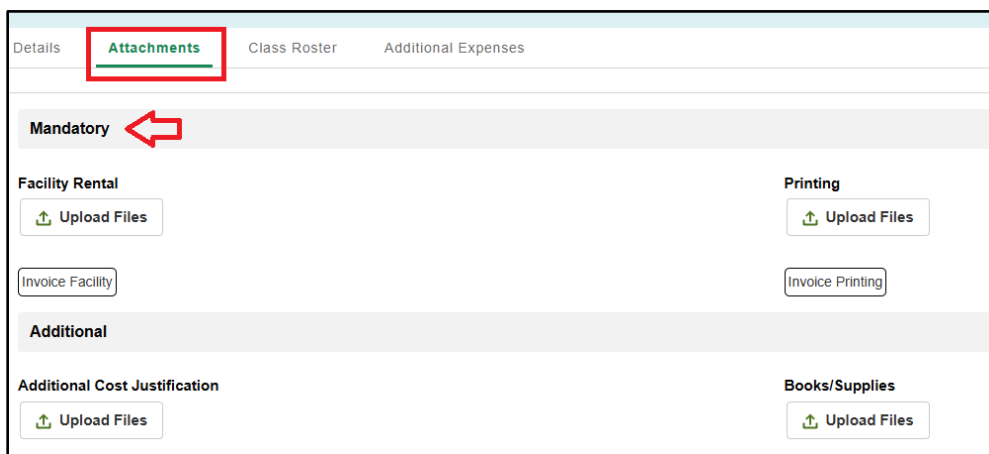
* Invoice: INV-0836945

Cancel Save & New Save

How do I add an Invoice Attachment?

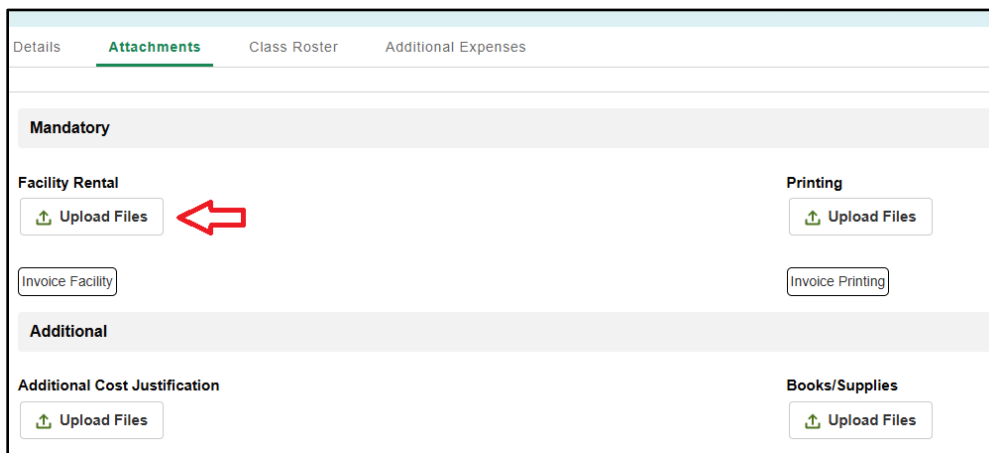
Users can add attachments from the Attachments tab on the Invoice. Required attachments will be listed under the Mandatory section. The required attachments will be based on the training vendor type selected on the training plan along with any Additional Expense Types (if applicable).

All sections listed as mandatory will require a file to be attached before a company user can submit the invoice to **Partner Review** status.



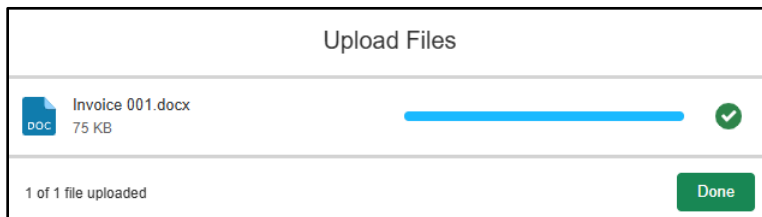
The screenshot shows the 'Attachments' tab selected in a navigation bar. Below the tab, there are two main sections: 'Mandatory' and 'Additional'. The 'Mandatory' section includes 'Facility Rental' and 'Printing', each with an 'Upload Files' button and an 'Invoice' button. The 'Additional' section includes 'Additional Cost Justification' and 'Books/Supplies', each with an 'Upload Files' button. A red arrow points to the 'Mandatory' section header.

Users can click on the Upload Files button under the appropriate section to attach a file to the specified category.



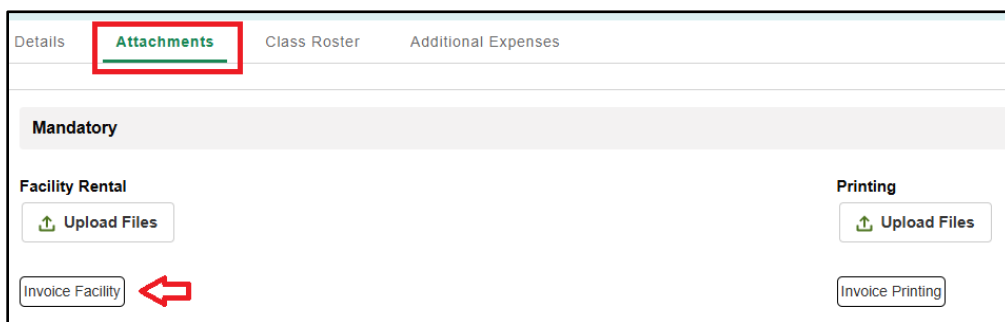
This screenshot is similar to the previous one, but a red arrow points to the 'Upload Files' button under the 'Facility Rental' section in the 'Mandatory' category.

Users will be provided with a window to select the file they wish to upload. Once selected, the system will display an Upload Files window with the progress of the upload. Once completed, the user will be presented with a green check mark and have the ability to click Done.

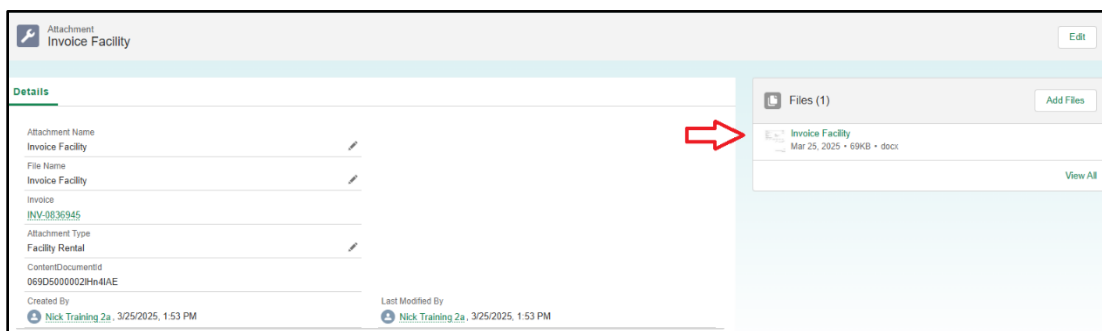


How do I view my Invoice Attachments?

Users can view their attachments by accessing the Attachments tab on the invoice. On the Attachments tab, the user can click on any of the files that have been uploaded.



Users can then click on the appropriate file from the right side of the screen to open a preview of the file.



From the preview, a user can view and/or download the file.

[Download](#) [View File Details](#) [Upload New Version](#) ▼

Pottery & Co. <i>Earthenware for everyone</i> 89 Pacific Ave, San Francisco, CA 45321 Phone: (123) 456-7890 Fax: (123) 456-7891	<div style="text-align: right;">INVOICE</div> <div style="text-align: right;">INVOICE #100 DATE: 1/1/23</div>												
BILL TO: Mollie Grau Perfect Places Interior Design 210 Stars Avenue Berkeley, CA 78910 (123) 987-6543	SHIP TO: Mollie Grau Perfect Places Interior Design 210 Stars Avenue Berkeley, CA 78910 (123) 987-6543												
COMMENTS OR SPECIAL INSTRUCTIONS: Shipment contains fragile goods													
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">SALESPERSON</th> <th style="text-align: left;">P.O. NUMBER</th> <th style="text-align: left;">REQUISITIONER</th> <th style="text-align: left;">SHIPPED VIA</th> <th style="text-align: left;">F.O.B. POINT</th> <th style="text-align: left;">TERMS</th> </tr> </thead> <tbody> <tr> <td>Suman</td> <td>143</td> <td>Nathan Rigby</td> <td>Express air</td> <td>Warehouse</td> <td>Due on receipt</td> </tr> </tbody> </table>		SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS	Suman	143	Nathan Rigby	Express air	Warehouse	Due on receipt
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<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">QUANTITY</th> <th style="text-align: left;">DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>Decorative clay pottery (LG)</td> </tr> </tbody> </table>		QUANTITY	DESCRIPTION	100	Decorative clay pottery (LG)								
QUANTITY	DESCRIPTION												
100	Decorative clay pottery (LG)												

How do I add a Class Roster?

Users can add a class roster by accessing the Class Roster tab on the invoice. Users can add eligible attendees manually or through an upload file. Once the eligible attendees are added, the list of eligible attendees will be visible on the Class Roster tab. The number of eligible attendees added to the class roster must match the No. of WEDnet Eligible Emps. field on the invoice.

From this screen, a user can view/edit/delete eligible attendees using the dropdown next to the attendee's name.

Details

Attachments

Class Roster

Attendees (5)

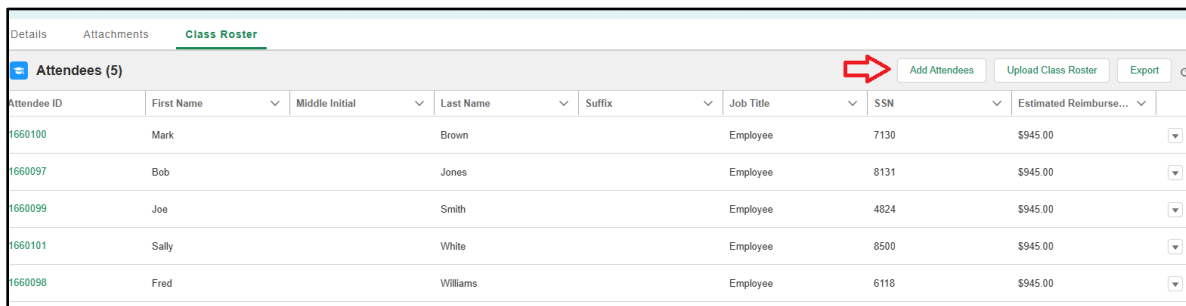
Add Attendees

Upload Class Roster

Export

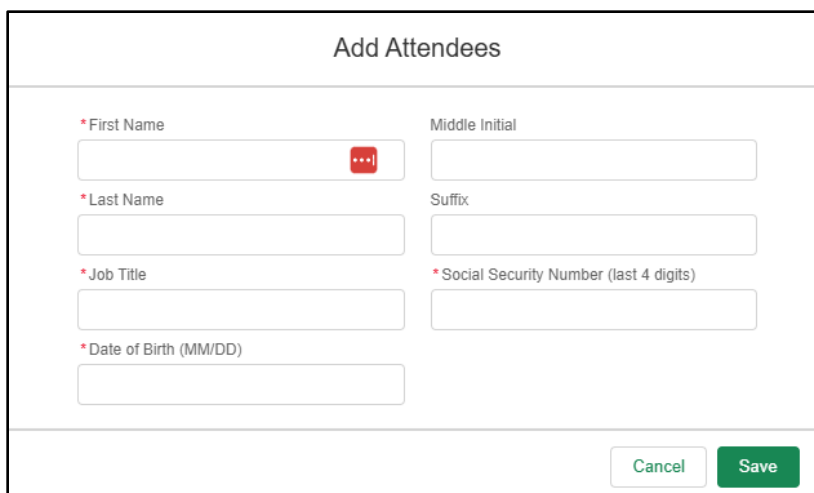
Attendee ID	First Name	Middle Initial	Last Name	Suffix	Job Title	SSN	Estimated Reimburse...	
1660100	Mark		Brown		Employee	7130	\$945.00	
1660097	Bob		Jones		Employee	8131	\$945.00	
1660099	Joe		Smith		Employee	4824	\$945.00	
1660101	Sally		White		Employee	8500	\$945.00	
1660098	Fred		Williams		Employee	6118	\$945.00	

Manually Adding a User: A user can manually add eligible attendees by clicking the Add Attendees button.



Attendee ID	First Name	Middle Initial	Last Name	Suffix	Job Title	SSN	Estimated Reimburse...
1660100	Mark		Brown		Employee	7130	\$945.00
1660097	Bob		Jones		Employee	8131	\$945.00
1660099	Joe		Smith		Employee	4824	\$945.00
1660101	Sally		White		Employee	8500	\$945.00
1660098	Fred		Williams		Employee	6118	\$945.00

Users will need to fill out all required fields indicated by an * on the Add Attendees form. When all required fields are filled out correctly, the user can click Save to add the eligible attendee.



Add Attendees

* First Name

Middle Initial

* Last Name

Suffix

* Job Title

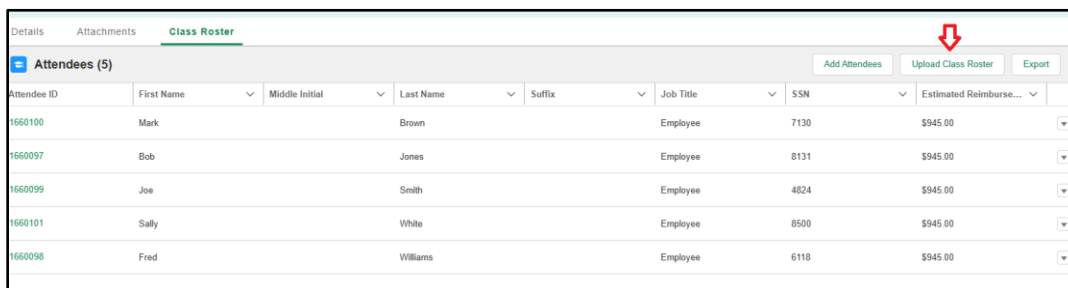
* Social Security Number (last 4 digits)

* Date of Birth (MM/DD)

Cancel

Save

Uploading a Class Roster: A user can upload multiple eligible attendees by clicking on the Upload Class Roster button.




Attendee ID	First Name	Middle Initial	Last Name	Suffix	Job Title	SSN	Estimated Reimburse...
1660100	Mark		Brown		Employee	7130	\$945.00
1660097	Bob		Jones		Employee	8131	\$945.00
1660099	Joe		Smith		Employee	4824	\$945.00
1660101	Sally		White		Employee	8500	\$945.00
1660098	Fred		Williams		Employee	6118	\$945.00

The user will be presented with an instructions page on how to use the upload class roster functionality. A few notes:

1. Employee names should not be entered in all CAPS or all lowercase.
2. First letter of legal first name, legal last name, suffix (if applicable) and job title should be capitalized. Lower case employees' names will be returned. Middle initials or middle names should not appear in Legal First Name field. Nicknames should not be used as an employee's Legal First Name. Suffix should not appear in Legal Last Name field.
3. The user can download the employee upload template from the instructions screen.
4. All required fields must be filled out for each eligible attendee. If any attendee is missing required information, the upload will fail. Middle initial and suffix are optional.
5. Users must **NOT** change the structure of the template. This includes changing the titles of columns, adding/deleting rows or columns and/or the order of columns.
6. Users must **NOT** leave any rows blank. The first attendee should be listed in the first available row.


Upload Class Roster

Upload Employee's List



Or drop files

Note:

1. Download the formatted Employee Data Excel sheet from [here](#). 
2. Enter the following information only for WEDnet-eligible employees in the training event:
 - First Name
 - Middle Initial (optional)
 - Last Name
 - Suffix (optional)
 - Job Title
 - SSN (last 4 digits)
 - DOB (MM/DD)
3. You must save the Excel file to your computer before you can upload it to ISAAC. You may also be able to use it again for other training events.
4. Other options for using your existing employee files may be available. Contact your WEDnetPA partner for more information.

Cancel

Save

The user can add eligible attendees by clicking on the Upload Files button or dragging the saved file into the available space.

Upload Class Roster

Upload Employee's List

Or drop files

Note:

1. Download the formatted Employee Data Excel sheet from [here](#).
2. Enter the following information only for WEDnet-eligible employees in the training event:
 - First Name
 - Middle Initial (optional)
 - Last Name
 - Suffix (optional)
 - Job Title
 - SSN (last 4 digits)
 - DOB (MM/DD)
3. You must save the Excel file to your computer before you can upload it to ISAAC. You may also be able to use it again for other training events.
4. Other options for using your existing employee files may be available. Contact your WEDnetPA partner for more information.

The Save button at the bottom of the screen will be available if an upload has been successful

- If the upload is successful, the user will be provided with a preview of the list of eligible attendees.
- If the upload is unsuccessful, the user will be provided with a list of errors the system encountered when trying to upload the file. In the event of failure, the file must be corrected and reuploaded before the eligible attendees appear on the class roster.

Upload Class Roster

Errors while uploading

- Please ensure that required fields are not empty for row no: 1, 2.
- Invalid or empty SSN found for row no: 6, 7

Total Employees: 8

No	Uniq...	First...	Mid...	Last...	Suffix	Job ...	SSN	DOB
1	12022345	Bob		Jones			2345	12/02
2	12033456	Fred		Williams			3456	12/03
3	12011234	Joe		Smith		Employee	1234	12/01
4	12089012	Larry		Costello		Employee	9012	12/08
5	12045678	Mark		Brown		Employee	5678	12/04
6	1205null	Sally		White		Employee		12/05
7	1206null	Susy		Black		Employee		12/06
8	12078901	Tom		Very		Employee	8901	12/07

Submitting an Invoice

How do I submit an Invoice?

A user can submit an invoice from the Invoice screen by clicking on the [Submit](#) button. A user can only submit an invoice that is currently in **Company Input** status. This requires the invoice to meet the following criteria:

1. The Contract must be in **In Contract** status. If the contract status is Pending Acceptance, the MOA must be executed before invoices can be submitted to Partner Review.
2. All mandatory attachments have been uploaded successfully.
3. The class roster must match the number of eligible employees on the invoice.

The screenshot shows the 'Invoice' screen for INV-0836944. At the top right, there are buttons for 'Submit', 'Pull Back', and 'Edit'. A red arrow points to the 'Submit' button. Below the header, there is a table with columns: Company (Invoice Training Part 2a), Funding Type (WED), Record Type (Third Party), Partner (Partner 45), and Status (Company Input). A progress bar below the table shows the workflow steps: Company Input (active), Partner Review, SWO Review, Final Review, Pending Payment, Processing Pay..., Paid, Rejected, and Over Invoiced. The 'Details' tab is selected, showing fields for Invoice No. (INV-0836944), Legacy_ID, Fiscal Year (2024-2025), Training Method (Instructor-Led/Facilitated Program), Training Location (On-Site At Company), and Event End Date (3/6/2025).

How do I edit an Invoice that has been submitted?

Users can only edit an invoice that is in **Company Input** status or earlier in the workflow. If the invoice has not reached **Processing Payment**, the user can use the [Pull Back](#) button to pull the invoice back into **Company Input** status to make changes and resubmit. If the invoice has reached **Processing Payment** or **Paid** status, the user cannot make changes and will need to work with their WEDnetPA partner on a possible resolution.

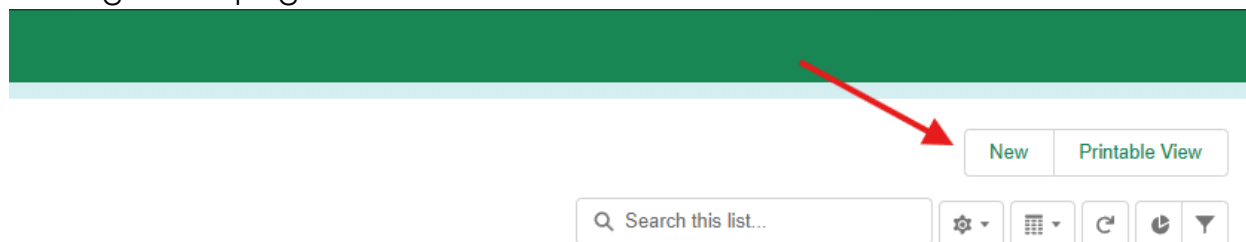
The screenshot shows the 'Invoice' screen for INV-0836945. At the top right, there are buttons for 'Submit', 'Send Back', and 'Pull Back'. A red arrow points to the 'Pull Back' button. Below the header, there is a table with columns: Company (Invoice Training Part 2a), Funding Type (WED), Record Type (In-house), Partner (Partner 45), and Status (SWO Review). A progress bar below the table shows the workflow steps: Company Input, Partner Review, SWO Review (active), Final Review, Pending Payment, Processing Pay..., Paid, Rejected, and Over Invoiced. The 'Details' tab is selected, showing fields for Invoice No. (INV-0836945), Legacy_ID, Fiscal Year (2024-2025), Training Method (Instructor-Led/Facilitated Program), and Event End Date (3/6/2025).

Issue Management

Companies may create tickets once they are logged onto ISAAC when they have encountered a problem or need assistance

Create a Ticket:

To create a new ticket, click the “New” button on the top right of the issue management page.

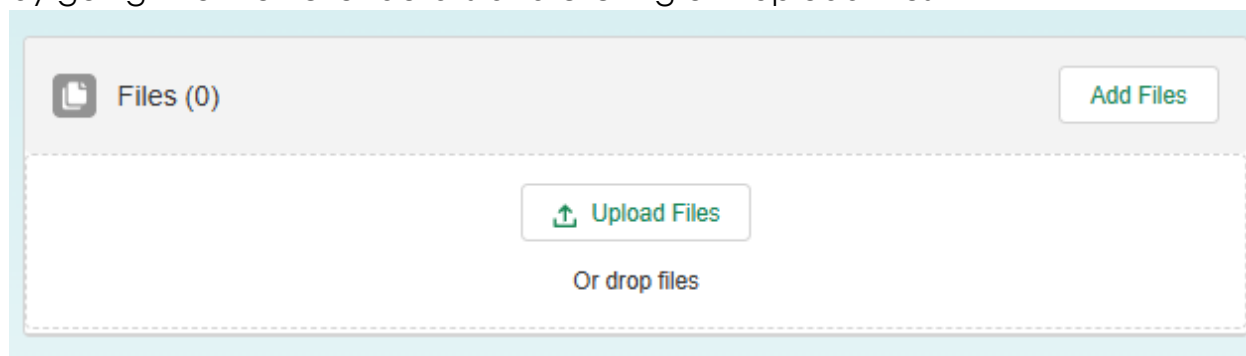


From here you can enter the information for the issue you're having.

Actual Result	The result that you see on screen, any errors received
Expected Result	The result you expected to see.
Type	The type of issue. (Bug, Error, Request Assistance)
Status	The status of the issue (Leave this as new)
Repro Steps	The steps you took to get the result
Priority	How important is this to you
Issue Detail	Summary of information
Assigned To	Who to send this report to (Select your partner)

Upload a File

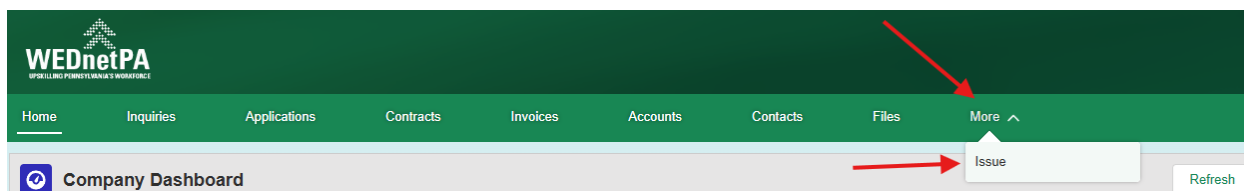
You can upload additional files (Pictures, Excel spreadsheets, Etc.) to your ticket by going into the ticket details and clicking on “Upload Files”



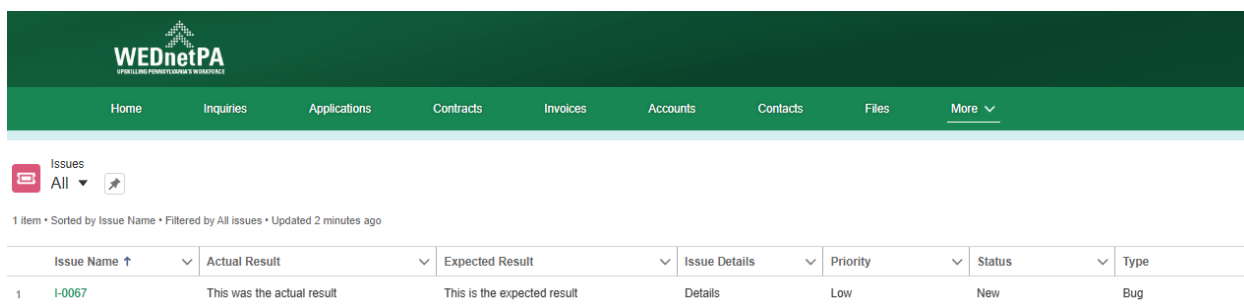
You will get a bell notification in ISAAC when your ticket is updated.

View your Ticket:

To start the process, you need to click on the “More” button on the action bar on top of the screen, then click “Issue”.



This will open the issue management page where you can check previous issues.



Clicking on the issue name will open the issue details and will show you the status of the ticket.

Frequently Asked Questions

Can I create an invoice that will exceed my award amount?

Yes. Users can create an invoice that will exceed their award amount. If this happens, the system will split the invoice into two invoices, parent and child invoices. The parent invoice will reflect the remaining balance of the current award amount for the contract. The parent invoice can be submitted to Partner Review. The child invoice will reflect the over invoiced amount and will be set to **Over Invoiced** status. The child invoice cannot be submitted until additional funds have been added to the contract for the invoice to move from Over Invoiced status to Company Input status. At that time, the child invoice can be submitted to Partner Review. A partner may award additional funds to cover child invoices if additional funds become available.

What is the current cap for individual employee training?

The current cap for individual employee training for WED contracts is \$2,000 per eligible employee; \$3,000 per eligible employee for BusinessPA awards.

Can an employee attend more than one training event?

Yes. Employees can attend multiple training events and be reimbursed if they have not fully reached their employee cap. Employees cannot be reimbursed for duplicate identical training within the same fiscal year or partially completed training.

How do I know how much an employee will be reimbursed for?

From the Class Roster tab, a user can view the estimated reimbursement for each attendee. These figures will automatically recalculate based on several factors including, but not limited to:

1. If an employee is on multiple training events, the invoice furthest in the approval process will be given priority.
2. If the cost of training changes on an invoice.
3. If the number of eligible employees changes on an invoice.
4. If additional funds are added to the contract.
5. If an invoice is pulled back or sent back.
6. If an invoice is rejected.

This information can also be found on the Accounts' Home tab using the Company Employee Activity report.

Can I see how much each employee has left on their employee cap?

While it does not indicate what is left in an employee's cap, the Company Employee Activity report on the Account's home tab will list all the invoices that each employee is listed on and expected reimbursement.

The status of the invoice says paid, but I have not received my funds.

The status of an invoice shows that funds have been distributed to the WEDnetPA partner and the partner will process payment to the company. Payment from the WEDnetPA partner is expected to be made within 45 days to the company.

Additional questions

If you have any additional questions please contact your selected WEDnetPA partner.