



## Instructions to Add an Agency to WF1

For Community Partner staff to access WF1, the Community Partner needs to be set up as an Agency. Once the Agency is set up in WF1, then individual Community Partner staff will complete an Access Form to be granted access.

To submit a request to become a NEW AGENCY in WF1:

1. Go to [Workforce One \(mnworkforceone.com\)](https://mnworkforceone.com)
2. Towards the bottom of the page is a link that says **"Forms"**, click the link
3. Click **Agency and Location Addition**
  - a. I am requesting to: select **"Add a new agency/provider and location"** and click **"Next"**
  - b. Complete the required Agency Addition fields (Agency Name, address, city, phone)
    - i. System will close case notes for agency: select **"No"**
    - ii. Associated COFFR: dropdown select **"Statewide DEED – SSB - DEED 54"**
    - iii. Programs Administered: select **"Workforce Development Unit"**
  - c. Complete the required Location Addition fields:
  - d. Reason for Request: enter **"To gain access to referral and authorization information and submit invoices and reports for SSB customers that are being served by our agency"**
  - e. Click Next
  - f. Export to PDF to print formatted page
  - g. Sign and date the form
  - h. Scan and email the form to [susan.kusz@state.mn.us](mailto:susan.kusz@state.mn.us)