

Contracts and Reports



<https://CONTRACT.ypic.com>

An integral component of the Integrated Services Delivery System

Yuma Private Industry Council, Inc.

11 July 2018

Table of Contents

Log-In to the Contracts site	4
Working with Contracts	8-31
New Contract.....	9
Review Contract.....	23
General Provisions	27
Report Generator.....	32
Working with SSAFs	35-44
Create New SSAF	35
Review SSAF.....	42
Maintenance.....	45-70
Program Maintenance	46-56
Providers.....	47
Case Managers.....	48
Training Sites	50
Participants.....	53
Delete Contract.....	55
Delete SSAF.....	56
Staff Account Maintenance.....	57-63
Recover User Name	59
Recover Password.....	60
Change Password.....	61
Create Staff Account	62
Create Administrator Account	63

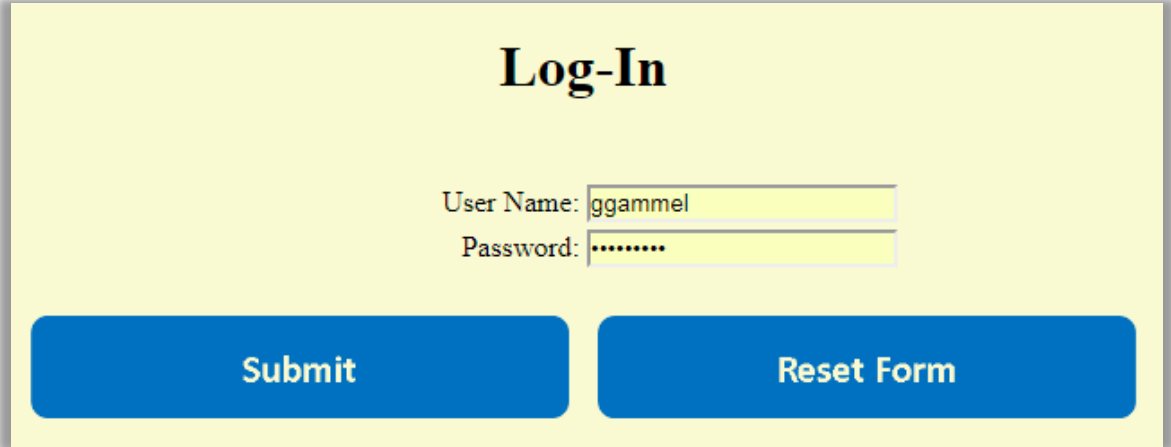
Contracts and Reports Log In

Using a modern Internet Browser, such as Chrome, navigate to <https://contract.ypic.com>



All Internet browsers are supported, but modern browsers such as Chrome, provide a better user experience.

Press the Log-In button to access the Log-In screen



Log-In

User Name:

Password:

Enter your User Name and Password.

Press the Submit button.

If the credentials are valid, you will be granted access.

If the credentials are not valid, review the explanation supplied.

Contracts and Reports Log In

Successful Login

Login Successful

GGammel has successfully logged-in with Access Level 3

Your last successful login was July 09, 2018

Your password expires in 2146 days

Login error

Access Denied

The credentials you supplied do not support this level of access.

Explanation

The User Name or Password may be incorrect,
your credentials may not support this access level
or the account may be expired.

Unable to discern User Name

You will then be returned to the Main Menu

The image shows a main menu interface with a light yellow background. It features a vertical stack of seven blue buttons with white text. The buttons are labeled: Log-In, Contracts, Reports, Support Services, Maintenance, Log-Out, and Return to Top Level. Below the buttons, there is a horizontal line, followed by a larger blue button labeled 'Return to Top Level'. At the bottom of the screen, there is a small black text notice and a copyright statement.

Log-In

Contracts

Reports

Support Services

Maintenance

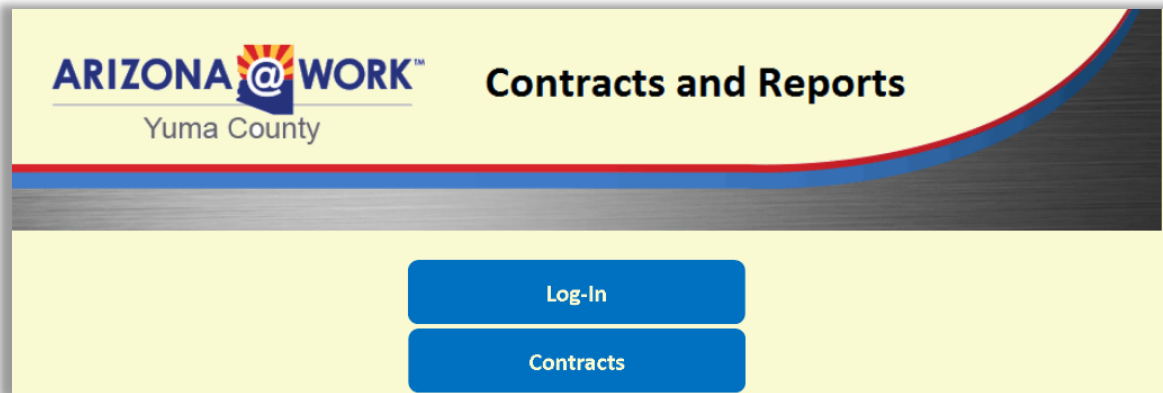
Log-Out

Return to Top Level

Certain features of this site may be unavailable between 2 and 3 am MST. We regret the inconvenience.
Copyright 2015-2018 Yuma Private Industry Council, Inc.

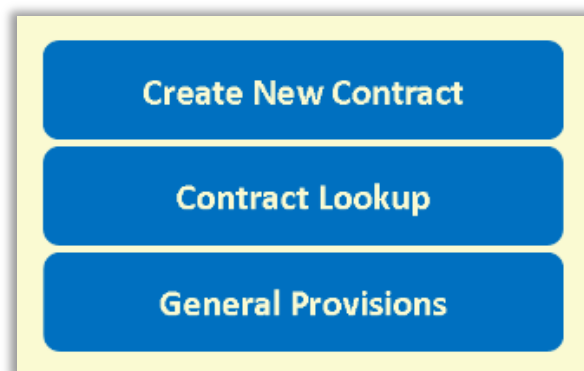
Working With Contracts

To work with Contracts, press the Contracts button.

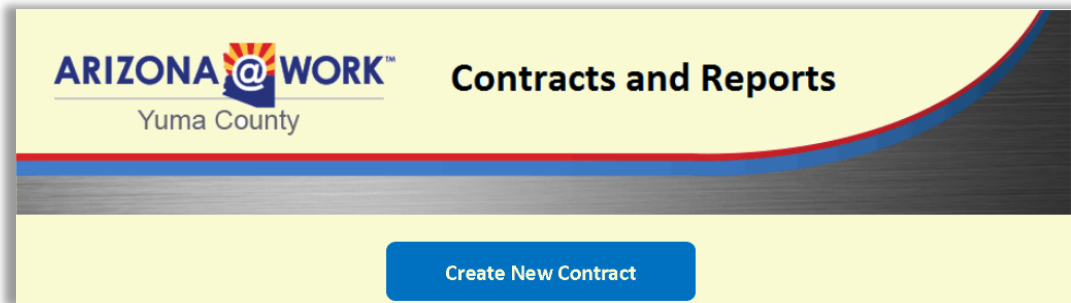


You will then have the option of

- Creating a New Contract,
- Review / Edit an existing Contract,
- Review / Print General Provisions.



To Create a New Contract, press the “Create New Contract” button



A blank Contract fom will appear:

A screenshot of a web form titled 'Create New Contract'. The form has a yellow background and a blue and red decorative header. Below the header, there are several tabs: 'WEX', 'Intern', 'OJT', 'SEO', 'ITA', 'OST', 'LP', 'YCC', and 'Amendment*'. The 'Amendment*' tab is currently selected. The form contains several input fields and sections:

- Provider:** Yuma Private Industry Council, Inc. **Contract Year:** 2018 **Contract ID:** [input field]
- Participant** section with a 'Participant Name:' label and a 'Youth' checkbox.
- Case Manager** section with fields for 'Title:', 'E-Mail Address:', 'Telephone:', and 'Dept Manager:'.
- Authorized Signer:** Patricia A. Ray, Int Executive Director (dropdown menu)
- Training Site** section with fields for 'Address:', 'City:', 'State:', 'EIN:', 'ZIP:', and 'Authorized Rep Phone Number:'. There are also checkboxes for 'Private Sector' and 'Public Sector'.

Enter the Participant, Case Manger and Training Site by pressing their respective buttons.

New Contract

Select Participant

Member Search

Search for Members by their:
First or Last Name, UserName, Phone Number or E-Mail Address

Submit

Reset Form

Enter Search Term and press the Submit button

Search Results

<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; width: 40px; margin: 0 auto;">Select</div>	974896	Aaron	Gammel	9287506781	aarongammel86@gmail.com
<div style="background-color: #0070c0; color: white; padding: 5px; border-radius: 5px; width: 40px; margin: 0 auto;">Select</div>	gregario	Gary	Gammel	(928) 329 0990 x151	noc@ypic.com

-- End of Results --

New Search

Select Participant from Search Results

Participant

Participant Name:

Youth

The Participant Information will be automatically populated

Select Case Manager

Case Managers			
Press to Select	Case Manager	Title	Supervisor
Select	Alma Gomez	Youth Specialist	Sam Mendoza - Youth Services Coordinator
Select	Brenda Buenrostro	Youth Specialist	Sam Mendoza - Youth Services Coordinator
Select	Daniel Landesman	Academic Youth Specialist	Sam Mendoza - Youth Services Coordinator

Select the appropriate Case Manger from the list.

Case Manager			
Title:	Daniel Landesman	Telephone:	92878393470
E-Mail Address:	DLandesman@ypic.com	Dept Manager:	Sam Mendoza - Youth Serv
Authorized Signer:	Patricia A. Ray, Int Executive Director ▼		

The Case Manager Information will be automatically populated

New Contract

Select Training Site

Training Site Search

Search for Sites by their:
Company Name, Representative Name or EIN

Enter Search Term, and press the Submit button

Training Sites			
Press to Select	Employer Name	Employer Representative	Employer EIN
<input type="button" value="Select"/>	Women's Health Specialist	John Stanley	860781173
<input type="button" value="Select"/>	Yuma Women Clinic	Dr. Nader Haddad	

Select the appropriate Training Site from the list

Training Site

Address:	<input type="text" value="Women's Health Specialist"/>	EIN:	<input type="text" value="860781173"/>
City:	<input type="text" value="2911 S. 8th Ave"/>	State:	<input type="text" value="Az"/>
Authorized Representative:	<input type="text" value="Yuma"/>	Authorized Rep Phone Number:	<input type="text" value="85364"/>
<input checked="" type="checkbox"/> Private Sector	<input type="checkbox"/> Public Sector		<input type="text" value="9287833050"/>

The Training Site information will be automatically populated

Once the:

- Participant
- Case manager
- Training Site

data has been entered, select a Contract Type from the buttons.

Create New Contract

Provider: Yuma Private Industry Council, Inc. Contract Year: 2018 Contract ID:

Participant

Participant Name: gregario Gammel, Gary R Youth

Case Manager

Title: Daniel Landesman Telephone: 92878393470
 E-Mail Address: DLandesman@ypic.com Dept Manager: Sam Mendoza - Youth Serv

Authorized Signer: Patricia A. Ray, Int Executive Director ▼

Training Site

Address: Women's Health Specialist EIN: 860781173
 2911 S. 8th Ave
 City: Yuma State: Az ZIP: 85364
 Authorized Representative: John Stanley Authorized Rep Phone Number: 9287833050
 Private Sector Public Sector

New Contract

The fields pertaining specifically to that Contract type will appear at the bottom of the form.

WEX = Work Experience

Job Title:	<input type="text"/>	O*Net Code:	<input type="text"/>
Supervisor:	<input type="text"/>	NAICS Code:	<input type="text"/>
1st Alt Supv:	<input type="text"/>	2nd Alt Supv:	<input type="text"/>
3rd Alt Supv:	<input type="text"/>	4th Alt Supv:	<input type="text"/>
1:	<input type="text"/>		
2:	<input type="text"/>		
3:	<input type="text"/>		
4:	<input type="text"/>		
5:	<input type="text"/>		
6:	<input type="text"/>		
7:	<input type="text"/>		
8:	<input type="text"/>		
Start Date:	<input type="text"/>	Est End Date:	<input type="text"/>
Training Hours Authorized:	<input type="text"/>	Hours Per Week:	<input type="text"/>
		Estimated Cost:	<input type="text"/>

Intern = Internship

Job Title:	<input type="text"/>	O*Net Code:	<input type="text"/>
Supervisor:	<input type="text"/>	NAICS Code:	<input type="text"/>
1st Alt Supv:	<input type="text"/>	2nd Alt Supv:	<input type="text"/>
3rd Alt Supv:	<input type="text"/>	4th Alt Supv:	<input type="text"/>
Mailing Address:	<input type="text"/>		
1:	<input type="text"/>		<input type="text"/>
2:	<input type="text"/>		<input type="text"/>
3:	<input type="text"/>		<input type="text"/>
4:	<input type="text"/>		<input type="text"/>
5:	<input type="text"/>		<input type="text"/>
6:	<input type="text"/>		<input type="text"/>
7:	<input type="text"/>		<input type="text"/>
8:	<input type="text"/>		<input type="text"/>
Start Date:	<input type="text"/>	Est End Date:	<input type="text"/>
Training Hours Authorized:	<input type="text"/>	Hours Per Week:	<input type="text"/>
Start Wage:	<input type="text"/>	Est End Wage:	<input type="text"/>
Hourly Reimbursement Rate:	<input type="text"/>	Estimated Cost:	<input type="text"/>
Workers Comp Class:	<input type="text"/>		<input type="text"/>
Funding Source:	<input type="text"/>	SVP:	<input type="text"/>

OJT = On-the-Job Training

Job Title:	<input type="text"/>	O*Net Code:	<input type="text"/>
Supervisor:	<input type="text"/>	NAICS Code:	<input type="text"/>
1st Alt Supv:	<input type="text"/>	2nd Alt Supv:	<input type="text"/>
3rd Alt Supv:	<input type="text"/>	4th Alt Supv:	<input type="text"/>
Mailing Address:	<input type="text"/>		
1:	<input type="text"/>		<input type="text"/>
2:	<input type="text"/>		<input type="text"/>
3:	<input type="text"/>		<input type="text"/>
4:	<input type="text"/>		<input type="text"/>
5:	<input type="text"/>		<input type="text"/>
6:	<input type="text"/>		<input type="text"/>
7:	<input type="text"/>		<input type="text"/>
8:	<input type="text"/>		<input type="text"/>
Start Date:	<input type="text"/>	Est End Date:	<input type="text"/>
Training Hours Authorized:	<input type="text"/>	Hours Per Week:	<input type="text"/>
Start Wage:	<input type="text"/>	Est End Wage:	<input type="text"/>
Hourly Reimbursement Rate:	<input type="text"/>	Estimated Cost:	<input type="text"/>
Workers Comp Class:	<input type="text"/>		<input type="text"/>
Funding Source:	<input type="text"/>	SVP:	<input type="text"/>

SEO = Summer Employment Opportunity

Job Title:	<input type="text"/>	O*Net Code:	<input type="text"/>
Supervisor:	<input type="text"/>	NAICS Code:	<input type="text"/>
1st Alt Supv:	<input type="text"/>	2nd Alt Supv:	<input type="text"/>
3rd Alt Supv:	<input type="text"/>	4th Alt Supv:	<input type="text"/>
Mailing Address:	<input type="text"/>		
1:	<input type="text"/>		<input type="text"/>
2:	<input type="text"/>		<input type="text"/>
3:	<input type="text"/>		<input type="text"/>
4:	<input type="text"/>		<input type="text"/>
5:	<input type="text"/>		<input type="text"/>
6:	<input type="text"/>		<input type="text"/>
7:	<input type="text"/>		<input type="text"/>
8:	<input type="text"/>		<input type="text"/>
Start Date:	<input type="text"/>	Est End Date:	<input type="text"/>
Training Hours Authorized:	<input type="text"/>	Hours Per Week:	<input type="text"/>
Start Wage:	<input type="text"/>	Est End Wage:	<input type="text"/>
Hourly Reimbursement Rate:	<input type="text"/>	Estimated Cost:	<input type="text"/>
Workers Comp Class:	<input type="text"/>		<input type="text"/>
Funding Source:	<input type="text"/>	SVP:	<input type="text"/>

New Contract

ITA = Individual Training Account

Job Title:	<input type="text"/>	O*Net Code:	<input type="text"/>
Start Date:	<input type="text"/>	Est End Date:	<input type="text"/>
		Estimated Cost:	<input type="text"/>
ITA Funding Source			
		<input type="checkbox"/> In-School	<input type="checkbox"/> Out-Of-School
		<input type="checkbox"/> Adult	<input type="checkbox"/> Older Youth
		<input type="checkbox"/> Dislocated Worker (DW)	<input type="checkbox"/> Younger Youth
Tuition Costs:	<input type="text"/>		
Books and Supplies:	<input type="text"/>		
Tuition Cost Amendment:	<input type="text"/>		
Pell Grant:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Award Amount:	<input type="text"/>

OST = Occupational Skills Training

Job Title:	<input type="text"/>	O*Net Code:	<input type="text"/>
Start Date:	<input type="text"/>	Estimated Cost:	<input type="text"/>

LP = Leadership Plan

Job Title:	<input type="text"/>	O*Net Code:	<input type="text"/>
Supervisor:	<input type="text"/>	NAICS Code:	<input type="text"/>
1st Alt Supv:	<input type="text"/>	2nd Alt Supv:	<input type="text"/>
3rd Alt Supv:	<input type="text"/>	4th Alt Supv:	<input type="text"/>
Mailing Address:	<input type="text"/>		
1:	<input type="text"/>		<input type="text"/>
2:	<input type="text"/>		<input type="text"/>
3:	<input type="text"/>		<input type="text"/>
4:	<input type="text"/>		<input type="text"/>
5:	<input type="text"/>		<input type="text"/>
6:	<input type="text"/>		<input type="text"/>
7:	<input type="text"/>		<input type="text"/>
8:	<input type="text"/>		<input type="text"/>
Start Date:	<input type="text"/>	Est End Date:	<input type="text"/>
Training Hours Authorized:	<input type="text"/>	Hours Per Week:	<input type="text"/>
Start Wage:	<input type="text"/>	Est End Wage:	<input type="text"/>
Hourly Reimbursement Rate:	<input type="text"/>	Estimated Cost:	<input type="text"/>
Workers Comp Class:	<input type="text"/>		
Funding Source:	<input type="text"/>	SVP:	<input type="text"/>

New Contract

Enter the Contract details, then press the Submit button


Job Title:	<input type="text" value="Office Intern"/>	O*Net Code:	<input type="text" value="123"/>
Supervisor:	<input type="text" value="Jane"/>	NAICS Code:	<input type="text" value="123"/>
1st Alt Supv:	<input type="text" value="Jen"/>	2nd Alt Supv:	<input type="text" value="Jon"/>
3rd Alt Supv:	<input type="text" value="Jonny"/>	4th Alt Supv:	<input type="text" value="Jenny"/>
1:	<input type="text" value="learn microsoft office"/>		
2:	<input type="text" value="clean office"/>		
3:	<input type="text" value="make coffee"/>		
4:	<input type="text" value="answer phones"/>		
5:	<input type="text" value="make appointments"/>		
6:	<input type="text" value="track patients"/>		
7:	<input type="text" value="pick up dry cleaning"/>		
8:	<input type="text" value="starbucks run"/>		
Start Date:	<input type="text" value="7/1/18"/>	Est End Date:	<input type="text" value="12/31/18"/>
Training Hours Authorized:	<input type="text" value="1000"/>	Hours Per Week:	<input type="text" value="40"/>
		Estimated Cost:	<input type="text" value="14000"/>

After the Contract has saved, you can then View Contract



New Contract


Contract Page 1

 Contracts and Reports			
Yuma County			
Yuma Private Industry Council, Inc 2018-2555			
Amendment *			
<input type="checkbox"/> On-The-Job Training	<input type="checkbox"/> Internship	<input type="checkbox"/> Leadership Plan	<input type="checkbox"/> Youth Dept
<input checked="" type="checkbox"/> Work Experience	<input type="checkbox"/> Summer Employment Opportunity	<input type="checkbox"/> ITA	
Participant ID:	gregario	Trainee:	Gammel, Gary R.
Employer:	Women's Health Specialist	EIN:	86-0781173
Address:	2911 S. 8th Ave		
City:	Yuma	State: Az	ZIP: 85364
Authorized Representative:	John Stanley	<input type="checkbox"/> Public Sector	<input checked="" type="checkbox"/> Private Sector
Phone:	(928) 783-3050	Training Supervisor	Jane
Alternate Supervisor 1	Jen	Alternate Supervisor 2	Jon
Alternate Supervisor 3	Jonny	Alternate Supervisor 4	Jenny
Job Title	Office Intern		
O*Net Code:	123	NAICS: 123	SVP: 0
Start Date:	07/01/2018	Estimated End Date	12/31/2018
Hours per Week	40	Training Hours Authorized	1000
		Estimated Contract Cost	\$14,000.00
<p>Yuma Private Industry Council, Inc (hereafter referred to as the provider) and Women's Health Specialist (hereafter referred to as the Worksite Agency), mutually agree to participate in an Occupational Skills Program in accordance with the general provisions attached hereto and made a part hereof. The Worksite Agency shall provide Occupational Skills and other services as specified in the training outline attached hereto. Compensation to the trainee shall be the responsibility of the provider. The provider and the Worksite Agency shall coordinate the establishment and submission of attendance and progress reports every two (2) weeks. Additionally, the provider and the Worksite Agency will coordinate the establishment and submission of a final evaluation which delineates the achievement of the Occupational Skills goals as specified in the Training Plan.</p>			
<p>Yuma Private Industry Council, Inc is a Proud Partner of Arizona@Work This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WORKSITE AGREEMENT PAGE 1</p>			
180308 YPIC IT Dept.			

Yuma Private Industry Council, Inc					2018-2555
Participant ID:	<u>gregario</u>	Trainee:	<u>Gammel, Gary R.</u>		
Employer:	<u>Women's Health Specialist</u>	Supervisor:	<u>Jane</u>	Start Date:	<u>07/01/2018</u>
Job Title:	<u>Office Intern</u>	Authorized Representative:	<u>John Stanley</u>	Est End Date:	<u>12/31/2018</u>
Skills to be learned; Learning Objectives include performance levels					TRAINING METHOD
1 learn microsoft office				0	Expert supervision, Hands-On Training, Manual and Verbal Direction
Pre-Assessment		50%		100%	
2 clean office				0	
Pre-Assessment		50%		100%	
3 make coffee				0	
Pre-Assessment		50%		100%	
4 answer phones				0	
Pre-Assessment		50%		100%	
5 make appointments				0	
Pre-Assessment		50%		100%	
6 track patients				0	
Pre-Assessment		50%		100%	
7 pick up dry cleaning				0	
Pre-Assessment		50%		100%	
8 starbucks run				0	
Pre-Assessment		50%		100%	
0 = Unskilled 1 = Skilled Total Score: _____					
Pre-Assessment Date: _____					
Trainee Signature _____			Supervisor Signature _____		
50% Review For: _____			_____		
Trainee Signature _____			Supervisor Signature _____		
Post-Assessment Date: _____			_____		
Trainee Signature _____			Supervisor Signature _____		
The above Training Plan and Measurement Method have been discussed with me. I certify that the above information is accurate. Yuma Private Industry Council, Inc is a Proud Partner of Arizona@Work This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WORKSITE AGREEMENT PAGE 2					
180308 YPIC IT Dept.					

New Contract

Contract Page 3

 Contracts and Reports	
Yuma County	
Yuma Private Industry Council, Inc	2018-2555
Participant ID: gregario	Trainee: Gammel, Gary R
I have reviewed this agreement and the attached General Provisions and verify the content as correctly reflecting our Work Experience commitment. I understand this agreement is considered effective subject to approval by all parties. I understand the trainee shall not be terminated without prior notice to both the trainee and the Case Manager to provide an opportunity for correction or improvement.	
FOR INFORMATION PERTAINING TO THIS AGREEMENT CALL:	
Name: Daniel Landesman	Title: Academic Youth Specialist
E-Mail: DLandesman@ypic.com	Phone: (928)783-9347 Ext. 0
Address: 3834 W 16 St	Yuma, AZ 85365
Phone: (928) 329-0990	Fax: (928) 782-9558 TTY: (928) 329-6466
Women's Health Specialist Employer Name	Yuma Private Industry Council, Inc Provider
John Stanley Employer's Authorized Representative / Date	Sam Mendoza - Youth Services Coordinator Department Manager Signature / Date
Jane Training Supervisor / Date	Patricia A. Ray, Int Executive Director Provider Authorized Signer / Date
Jen First Alternate Supervisor / Date	Jon Second Alternate Supervisor / Date
Jonny Third Alternate Supervisor / Date	Jenny Fourth Alternate Supervisor / Date
Yuma Private Industry Council, Inc is a Proud Partner of Arizona@Work This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WORKSITE AGREEMENT PAGE 3	
180308 YPIC IT Dept.	
Print Contract	General Provisions

Printing with Chrome

Print

Total: 3 sheets of paper

Print Cancel

Destination HP LJ300-400 color M3...
Change...

Pages All

Copies


Layout Portrait

Color Color

Options Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)


Contracts and Reports

Yuma Private Industry Council, Inc
2018-2555

Amendment *

On-The-Job Training
 Internship
 Leadership Plan
 Youth Dept

Work Experience
 Summer Employment Opportunity
 ITA

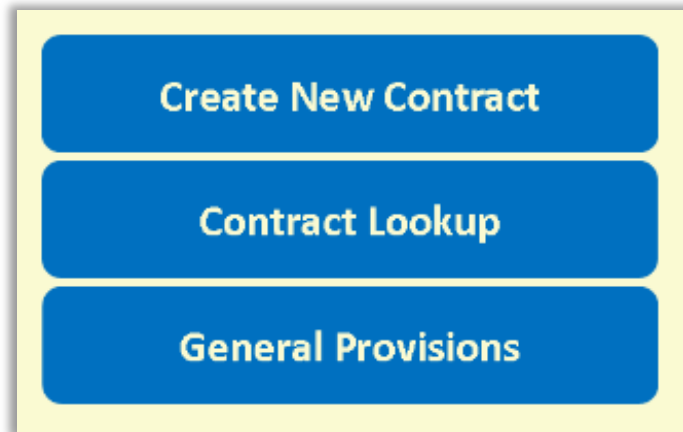
Participant ID:	gregario	Trainee:	Gammel, Gary R
Employer:	Women's Health Specialist	EIN:	86-0781173
Address:	2911 S. 8th Ave	State:	Az
City:	Yuma	<input type="checkbox"/> Public Sector	<input checked="" type="checkbox"/> Private Sector
Authorized Representative:	John Stanley	Training Supervisor	Jane
Phone:	(928) 783-3050	Alternate Supervisor 2	Jon
Alternate Supervisor 1	Jen	Alternate Supervisor 4	Jenny
Alternate Supervisor 3	Jonny		
Job Title	Office Intern	NAICS:	123
O*Net Code:	123	Estimated End Date	12/31/2018
Start Date:	07/01/2018	Training Hours Authorized	1000
Hours per Week	40	Estimated Contract Cost	\$14,000.00

Yuma Private Industry Council, Inc (hereafter referred to as the provider) and Women's Health Specialist (hereafter referred to as the Worksite Agency), mutually agree to participate in an Occupational Skills Program in accordance with the general provisions attached hereto and made a part hereof. The Worksite Agency shall provide Occupational Skills and other services as specified in the training outline attached hereto. Compensation to the trainee shall be the responsibility of the provider. The provider and the Worksite Agency shall coordinate the establishment and submission of attendance and progress reports every two (2) weeks. Additionally, the provider and the Worksite Agency will coordinate the establishment and submission of a final evaluation which delineates the achievement of the Occupational Skills goals as specified in the Training Plan.

Yuma Private Industry Council, Inc is a Proud Partner of Arizona@Work
This is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
WORKSITE AGREEMENT PAGE 1

180308 YPIC IT Dept.

Review Contracts by selecting Contract Lookup



Search by Last Name, Participant ID, Contract ID, Case Manager, Worksite or Job Title

A form titled "Contract Search" on a light yellow background. Below the title, it says "Search for Contracts by:" followed by "Last Name, Participant ID, Contract ID, Case Manager, Worksite or Job Title". There is a text input field containing the word "gammel". At the bottom, there are two blue buttons: "Submit" on the left and "Reset Form" on the right.

Review Contracts

Search Results

Search Results					
	Contract	Part ID	Member Name	Work Site	Case Manager
Select	2535	1290	Gammel, Gary R	Yuma Women Clinic	Raul Canal
Select	2540	1290	Gammel, Gary R	Yuma Women Clinic	Brenda Buenrostro
Select	2544	1290	Gammel, Gary R	Yuma Women Clinic	Raul Canal
Select	2545	1290	Gammel, Gary R	Women's Health Specialist	Raul Canal
Select	2546	1290	Gammel, Gary R	Women's Health Specialist	Raul Canal
Select	2549	1290	Gammel, Gary R	Women's Health Specialist	Raul Canal
Select	2553	1290	Gammel, Gary R	Paradise Cove Inc, Oasis	Raul Canal
Select	2554	1290	Gammel, Gary R	Women's Health Specialist	spongebob
Select	2555	1290	Gammel, Gary R	Women's Health Specialist	Daniel Landesman

Select the correct Contract from the list Edit Contract as Required

Verify / Correct the Contract as necessary

Yuma Private Industry Council, Inc		2018-2555	
<input type="checkbox"/> Amendment *			
<input type="checkbox"/> On-The-Job Training	<input type="checkbox"/> Internship	<input type="checkbox"/> Leadership Plan	<input type="checkbox"/> OST
<input checked="" type="checkbox"/> Work Experience	<input type="checkbox"/> SEO	<input type="checkbox"/> ITA	<input type="checkbox"/> Youth Dept
Participant ID:	gregario	Trainee:	Gammel, Gary R
Employer:	Women's Health Specialist		
Address:	2911 S. 8th Ave		
City:	Yuma	State: Az	ZIP: 85364
Authorized Representative:	John Stanley	<input type="checkbox"/> Public Sector	<input checked="" type="checkbox"/> Private Sector
Phone:	(928) 783-3050	Training Supervisor	Jane
Alternate Supervisor 1	Jen	Alternate Supervisor 2	Jon
Alternate Supervisor 3	Jonny	Alternate Supervisor 4	Jenny
Job Title	Office Intern		
O*Net Code:	123	NAICS: 123	SVP: 0
Start Date:	07/01/2018	Estimated End Date	12/31/2018
Hours per Week	40	Training Hours Authorized	1000
		Estimated Contract Cost	14,000.00
* Revision			

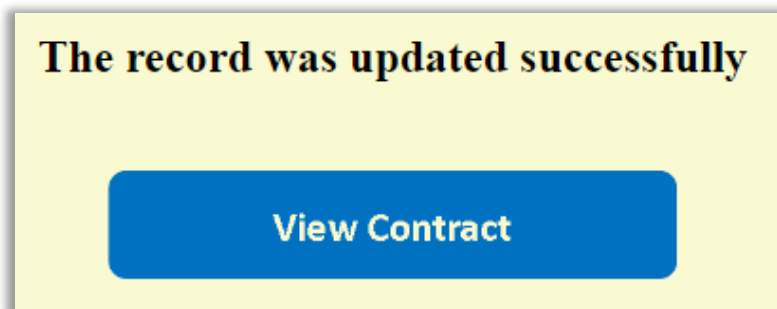
Skills to be learned	
Skill 1	learn microsoft office
Skill 2	clean office
Skill 3	make coffee
Skill 4	answer phones
Skill 5	make appointments
Skill 6	track patients
Skill 7	pick up dry cleaning
Skill 8	starbucks run

Save Changes

Press the Save Changes button to Save Changes

Review Contracts

Upon successful update, the modified contract can be viewed



After review, one may also review and or print the General Provisions

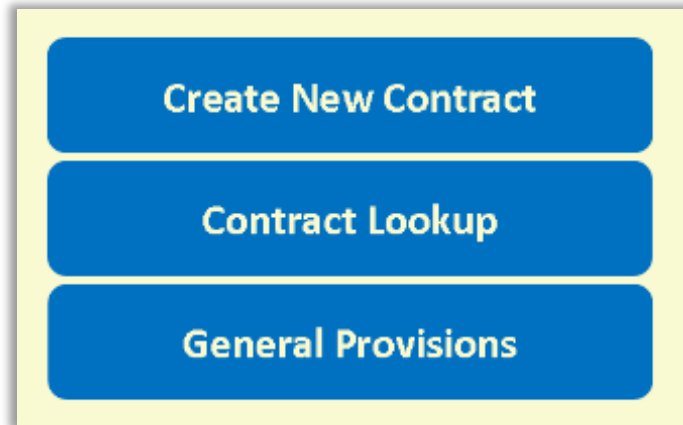
Yuma Private Industry Council, Inc		2018-2555	
<input type="checkbox"/> Amendment *			
<input type="checkbox"/> On-The-Job Training	<input type="checkbox"/> Internship	<input type="checkbox"/> Leadership Plan	<input type="checkbox"/> Youth Dept
<input checked="" type="checkbox"/> Work Experience	<input type="checkbox"/> Summer Employment Opportunity	<input type="checkbox"/> ITA	
Participant ID:	gregario	Trainee:	Gammel, Gary R
Employer:	Women's Health Specialist	EIN:	86-0781173
Address:	2911 S. 8th Ave	State:	Az
City:	Yuma	ZIP:	85364
Authorized Representative:	John Stanley	<input type="checkbox"/> Public Sector	<input checked="" type="checkbox"/> Private Sector
Phone:	(928) 783-3050	Training Supervisor	Jane
Alternate Supervisor 1	Jen	Alternate Supervisor 2	Jon
Alternate Supervisor 3	Jonny	Alternate Supervisor 4	Jenny

Yuma Private Industry Council, Inc is a Proud Partner of Arizona@Work
This is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
WORKSITE AGREEMENT PAGE 3

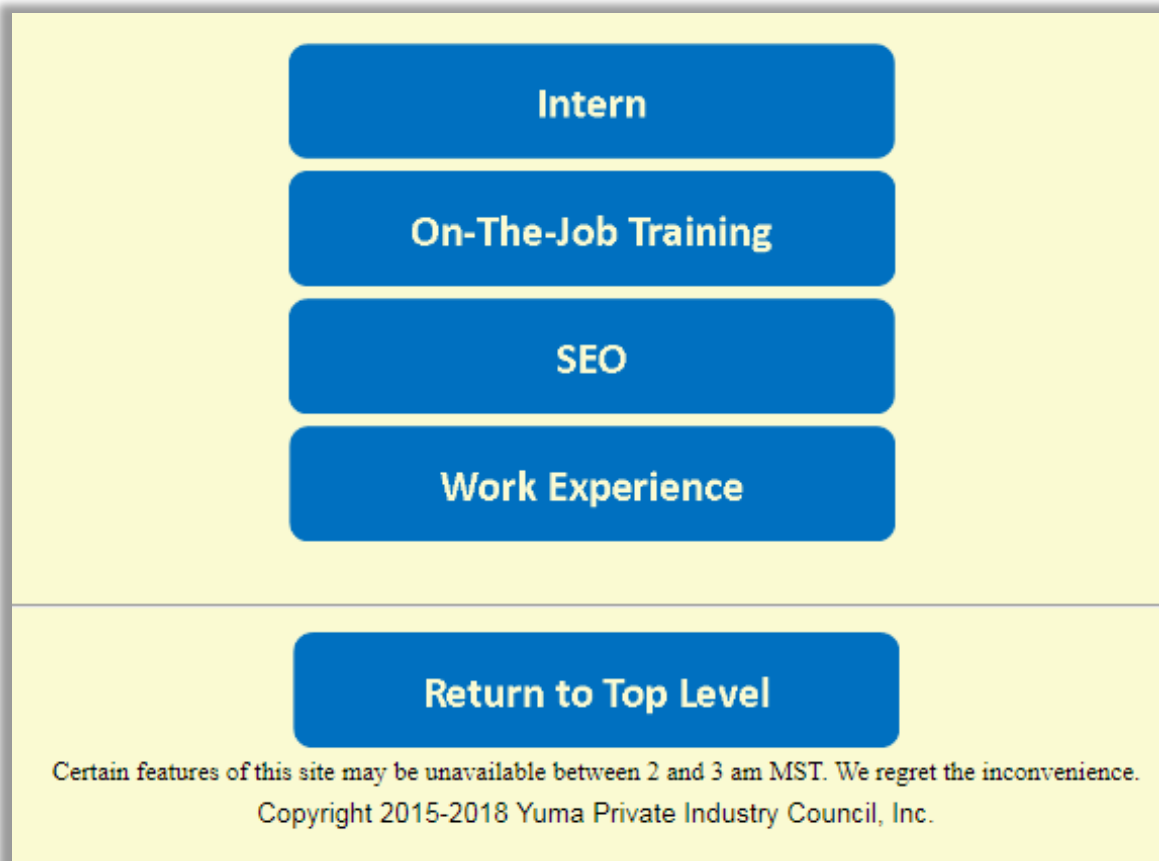
180308 YPIC IT Dept.

[Print Contract](#)[General Provisions](#)

Access the General Provisions by pressing the General Provisions button



Select "the type of Contract" to review the General Provisions



General Provisions

Select Intern for the Internship General Provisions



Intern

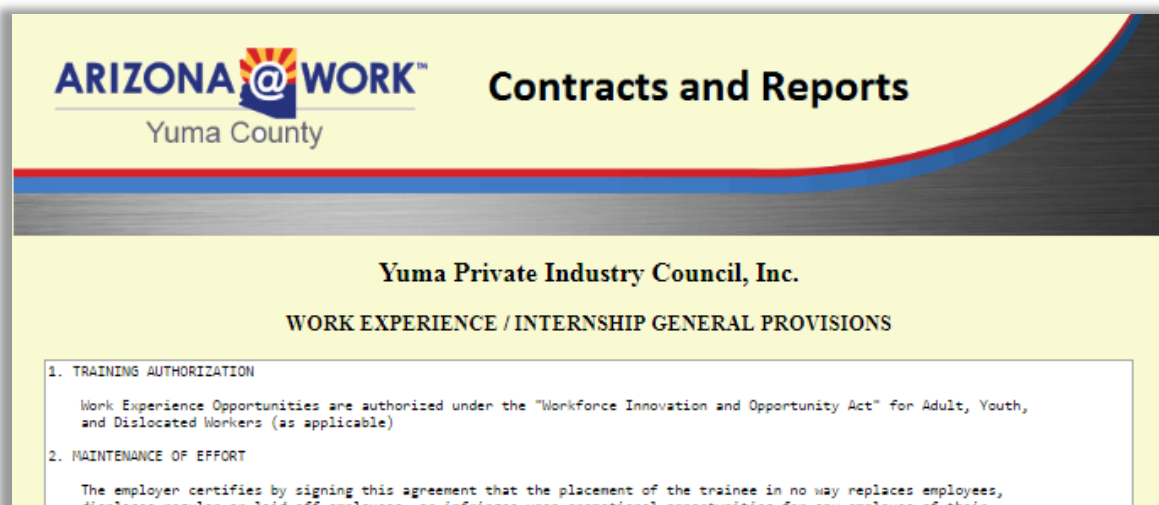
On-The-Job Training

SEO

Work Experience

Return to Top Level

Certain features of this site may be unavailable between 2 and 3 am MST. We regret the inconvenience.
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ARIZONA @ WORK™
Yuma County

Contracts and Reports

Yuma Private Industry Council, Inc.

WORK EXPERIENCE / INTERNSHIP GENERAL PROVISIONS

1. TRAINING AUTHORIZATION
Work Experience Opportunities are authorized under the "Workforce Innovation and Opportunity Act" for Adult, Youth, and Dislocated Workers (as applicable)

2. MAINTENANCE OF EFFORT
The employer certifies by signing this agreement that the placement of the trainee in no way replaces employees, displaces regular or laid-off employees, or interferes upon promotional opportunities for any employee of their

-- truncated --

Select On-The-Job Training for the OJT General Provisions

Intern

On-The-Job Training

SEO

Work Experience

Return to Top Level

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Yuma County

Contracts and Reports

ON-THE-JOB TRAINING GENERAL PROVISIONS

1. DEFINITIONS
As used throughout this agreement, the following terms have the meanings set forth below:

- A. Agency as used herein means the Provider and the Duly Authorized Representative means any person or persons or Board (other than the Contracting Office) authorized to act for the Agency.
- B. Contracting Officer means the person executing this contract on behalf of the Agency and any other individual who is a properly designated Contracting Officer. The term includes, except as otherwise provided in this contract, the authorized representative of a Contract Officer within the limits of

-- truncated --

General Provisions

Select SEO for the SEO General Provisions



Intern


On-The-Job Training

SEO

Work Experience

Return to Top Level

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Yuma County

Contracts and Reports

SUMMER EMPLOYMENT OPPORTUNITIES GENERAL PROVISIONS

<p>1. TRAINING AUTHORIZATION</p> <p>Work Experience Opportunities are authorized under the Workforce Innovation And Opportunity Act (WIOA) for Adult, Youth, and Dislocated Workers (as applicable).</p>
<p>2. MAINTENANCE OF EFFORT</p> <p>The employer certifies by signing this agreement that the placement of the trainee in no way replaces employees,</p>

-- truncated --

Select Work Experience for the WEX General Provisions

Intern

On-The-Job Training

SEO

Work Experience

Return to Top Level

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Yuma County

Contracts and Reports

Yuma Private Industry Council, Inc.
WORK EXPERIENCE / INTERNSHIP GENERAL PROVISIONS

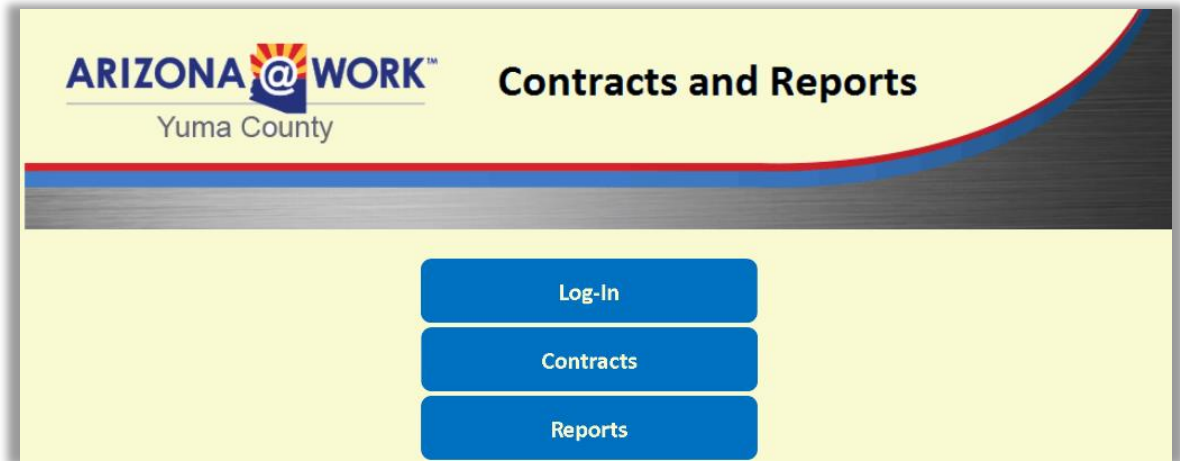
1. TRAINING AUTHORIZATION
Work Experience Opportunities are authorized under the "Workforce Innovation and Opportunity Act" for Adult, Youth, and Dislocated Workers (as applicable)
2. MAINTENANCE OF EFFORT
The employer certifies by signing this agreement that the placement of the trainee in no way replaces employees, displaces regular or laid-off employees, or infers any potential opportunity for any employee of this...

-- truncated --

Report Generator

Report Generator

Select the Reports button



Report Generator Selection Screen

Report Generator

Select: Date Range

Start of Range: 07/10/2018

End of Range: 07/10/2018

Select: Youth, Adult or All

Youth Adult All

Select: Type of Contract

Intern ITA LP

OJT OST SEO

WEX All

Select: Funding Type


YCC All

View Report

- Enter the Start and End Dates for the desired Report
 - Drop-Down Calendars are available when using modern browsers
- Select Youth, Adult or All
- Select the Type of Contract, or All
- Select the Funding Source (YCC Grant or All)
- Press the View Report button

Report Generator

This truncated Report displays the Contracts written to one Training Site during the period entered.



Contracts and Reports

Contracts written between 7/1/2018 and 7/10/2018

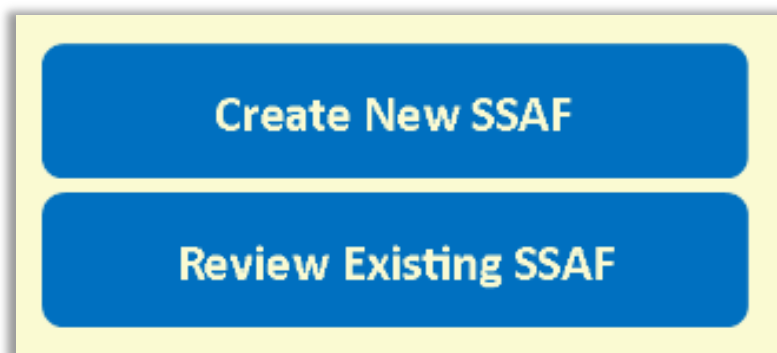
Yuma Truck Driving School/OST		
<input type="checkbox"/> Intern <input type="checkbox"/> ITA <input type="checkbox"/> Leadership Plan <input type="checkbox"/> On-The-Job Training <input checked="" type="checkbox"/> OST <input type="checkbox"/> SEO <input type="checkbox"/> YCC <input type="checkbox"/> WEX <input type="checkbox"/> Youth		
Contract ID: 2542	Participant ID: 135503	Participant: Torres, Ricardo A
Case Manager: Raul Canal	Start Date: 7/2/2018	Estimated End Date: 12/31/1969
Job Title: Commercial Driving License	O*Net: 53-3032.00	Estimated Cost: \$5495.00
<hr/>		
Yuma Truck Driving School/OST		
<input type="checkbox"/> Intern <input type="checkbox"/> ITA <input type="checkbox"/> Leadership Plan <input type="checkbox"/> On-The-Job Training <input checked="" type="checkbox"/> OST <input type="checkbox"/> SEO <input type="checkbox"/> YCC <input type="checkbox"/> WEX <input checked="" type="checkbox"/> Youth		
Contract ID: 2534	Participant ID: 135503	Participant: Torres, Ricardo A
Case Manager: Raul Canal	Start Date: 7/2/2018	Estimated End Date: 8/18/2018
Job Title: Commercial Driving License	O*Net: 53-3032.00	Estimated Cost: \$0.00
<hr/>		
Total of Contracts for this Worksite:		\$5495.00

Support Services Assessment Form (SSAF)

To access Support Services, press the Support Services button



To Create a New SSAF, press the Create New SSAF button



Support Services Assessment Form (SSAF)

On the Member Search page, enter identifying information, such as Last Name, and press Submit to Search

Member Search

Search for Members by their:

First or Last Name, UserName, Phone Number or E-Mail Address

Submit

Reset Form

Select the appropriate Participant from the Search Results

Search Results

<div style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">Select</div>	974896	Aaron	Gammel	9287506781	aarongammel86@gmail.com
<div style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">Select</div>	gregario	Gary	Gammel	(928) 329 0990 x151	noc@ypic.com

Support Services Assessment Form (SSAF)

A new SSAF form will appear with the Participant information pre-populated:

ARIZONA @WORK™
Yuma County

Contracts and Reports

Support Services Assessment Form

Participant ID: gregario
Participant Name: Gammel, Gary R
Participant Phone: (928) 329 0990 x151
Participant E-Mail: noc@ypic.com
Address: 3842 W 16th St
Yuma, AZ 85364
Vendor ID: []

SSAF Type
 Original Revision Review

Provider: YPIC Youth Services
Effective Date: mm/dd/yyyy
Review Date: mm/dd/yyyy

Intensive Services: Adult
Training Services: Dislocated Worker
 Intensive Svcs STRN
 Training Svcs STRN
 Training Svcs SNBP

In-School Youth
Youth Program: Out-of-School Youth
 Youth STRN
 Youth SNBP

No Income
 Eligible SNBP
 Salary / Wages
 Other Income
 UI Wages
 Not Eligible

		Daily Transportation Award	
AWC	\$3.50	Somerton	\$4.00
Foothills	\$4.00	Wellton/Tacna	\$5.50
Gadsden	\$4.50	Yuma	\$3.00
San Luis	\$5.00		

Explanation: []

Weekly Transportation Award (STRN) = Award: [] x days: [] = []
Weekly Needs Based Payment (SNBP) = Hours: [] x \$2.00: [] = []
Total Weekly Award: = []

Save SSAF

Enter the required fields and press Save SSAF

Support Services Assessment Form (SSAF)

Review the SSAF by pressing View SSAF

SSAF # 2281 has been saved

View SSAF

Support Services

Support Services Assessment Form (SSAF)

Completed SSAF form:

Support Services Assessment Form

SSAF ID	2281	
Participant ID	gregario	Participant Name
Participant Phone	(928) 329 0990 x151	Participant E-Mail
Address	3842 W 16th St	Yuma, AZ 85364
		Vendor ID

SSAF Type
 Original Revision Review

Provider	YPIC Youth Services	Effective Date	07/15/2018
		Review Date	10/13/2018

Intensive Services	<input checked="" type="checkbox"/> Adult	<input type="checkbox"/> Dislocated Worker
Training Services	Basic Skills	<input type="checkbox"/> Intensive Svcs STRN
	Adult Education	<input checked="" type="checkbox"/> Training Services STRN
		<input checked="" type="checkbox"/> Training Services SNBP

<input type="radio"/> In-School Youth Youth Program	<input checked="" type="radio"/> Out-of-School Youth	<input type="checkbox"/> Youth STRN	<input type="checkbox"/> Youth SNBP
	Basic Skills		

<input checked="" type="checkbox"/> No Income	<input type="checkbox"/> Other Income	<u>Daily Transportation Award</u>	
<input type="checkbox"/> Eligible SNBP	<input type="checkbox"/> UI Wages	AWC	\$3.50
<input type="checkbox"/> Salary / Wages	<input type="checkbox"/> Not Eligible	Foothills	\$4.00
		Gadsden	\$4.50
		San Luis	\$5.00
		Somerton	\$4.00
		Wellton/Tacna	\$5.50
		Yuma	\$3.00

Explanation

Weekly Transportation Award (STRN)	= Award:	3.00000	x days:	4	= 12
Weekly Needs Based Payment (SNBP)	= Hours:	12	x \$2.00:	24	= 288
			Total Weekly Award:	=	300

I understand that any falsified information may result in immediate termination.
 I have reviewed the information on this form and it is correct to the best of my knowledge.

Participant Signature	Date
Staff Signature	Date

This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Update SSAF

Print SSAF

Support Services

Make any changes as necessary and press Update SSAF

If no changes are necessary, press Print SSAF

Support Services Assessment Form (SSAF)

Printing from Chrome

Print

Total: 1 sheet of paper

Print Cancel

Destination HP LJ300-400 color M3...
[Change...](#)

Pages All
 e.g. 1-5, 8, 11-13

Copies

Layout

Color

Options Two-sided

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

Contracts and Reports

Support Services Assessment Form

SSAF ID	2281	Participant Name	Garnet, Gary R																						
Participant ID	igregano	Participant E-Mail	nog@ypic.com																						
Participant Phone	(928) 329 0990 x151	Address	Yuma, AZ 85364	Vendor ID																					
<p style="text-align: center;">SSAF Type <input checked="" type="radio"/> Original <input type="radio"/> Revision <input type="radio"/> Review</p>																									
Provider	YPIC Youth Services	Effective Date	07/15/2018																						
		Review Date	10/13/2018																						
<p><input checked="" type="checkbox"/> Adult <input type="checkbox"/> Dislocated Worker</p> <p><input type="checkbox"/> Intensive Services STRN <input type="checkbox"/> Intensive Svcs STRN</p> <p><input type="checkbox"/> Training Services <input checked="" type="checkbox"/> Training Services STRN <input checked="" type="checkbox"/> Training Services SNBP</p>																									
<p><input type="checkbox"/> In-School Youth Program <input checked="" type="checkbox"/> Out-of-School Youth <input type="checkbox"/> Youth STRN <input type="checkbox"/> Youth SNBP</p> <p><input type="checkbox"/> No Income <input type="checkbox"/> Other Income <input type="checkbox"/> Daily Transportation Award</p> <p><input type="checkbox"/> Eligible SNBP <input type="checkbox"/> UI Wages</p> <p><input type="checkbox"/> Salary / Wages <input type="checkbox"/> Not Eligible</p>																									
		AWC	\$3.50	Somerton	\$4.00																				
		Foothills	\$4.00	Wellton/Tacna	\$5.50																				
		Gadsden	\$4.50	Yuma	\$3.00																				
		San Luis	\$5.00																						
<p>Explanation</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>																									
<table border="0" style="width: 100%;"> <tr> <td>Weekly Transportation Award (STRN)</td> <td>= Award:</td> <td><input type="text" value="3.00000"/></td> <td>x days:</td> <td><input type="text" value="4"/></td> <td>=</td> <td><input type="text" value="12"/></td> </tr> <tr> <td>Weekly Needs Based Payment (SNBP)</td> <td>= Hours:</td> <td><input type="text" value="12"/></td> <td>x \$2.00:</td> <td><input type="text" value="24"/></td> <td>=</td> <td><input type="text" value="288"/></td> </tr> <tr> <td colspan="4"></td> <td>Total Weekly Award:</td> <td>=</td> <td><input type="text" value="300"/></td> </tr> </table> <p style="font-size: 0.8em; margin-top: 5px;">I understand that any falsified information may result in immediate termination. I have reviewed the information on this form and it is correct to the best of my knowledge.</p>					Weekly Transportation Award (STRN)	= Award:	<input type="text" value="3.00000"/>	x days:	<input type="text" value="4"/>	=	<input type="text" value="12"/>	Weekly Needs Based Payment (SNBP)	= Hours:	<input type="text" value="12"/>	x \$2.00:	<input type="text" value="24"/>	=	<input type="text" value="288"/>					Total Weekly Award:	=	<input type="text" value="300"/>
Weekly Transportation Award (STRN)	= Award:	<input type="text" value="3.00000"/>	x days:	<input type="text" value="4"/>	=	<input type="text" value="12"/>																			
Weekly Needs Based Payment (SNBP)	= Hours:	<input type="text" value="12"/>	x \$2.00:	<input type="text" value="24"/>	=	<input type="text" value="288"/>																			
				Total Weekly Award:	=	<input type="text" value="300"/>																			
Participant Signature			Date																						
Staff Signature			Date																						
This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.																									

Support Services Assessment Form (SSAF)

When completed, press Support Services to return to SSAF Menu

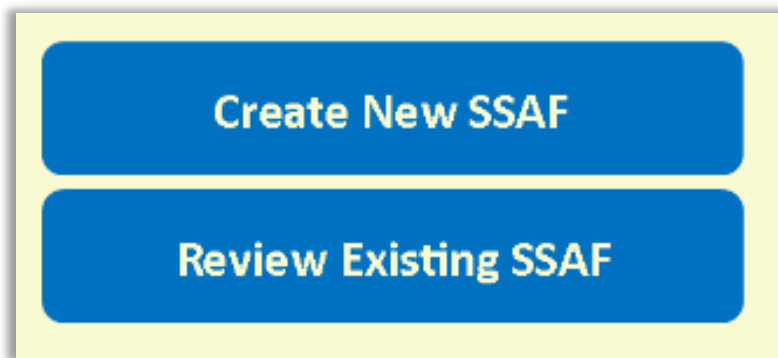


Support Services Assessment Form (SSAF)

To Review an existing SSAF, select Support Services



Select Review Existing SSAF



Support Services Assessment Form (SSAF)

Search for Existing SSAF by Last Name, Participant ID or SSAF ID:

Member Search

Search for Member SSAFs by their:
Last Name, Participant ID or SSAF ID

Select the appropriate SSAF from the Search Results

Search Results

	Participant ID	Name	SSAF ID	Effective Date	Original	Revision	Review
<input type="button" value="Select"/>	gregario	Gammel, Gary	2240	07/01/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	gregario	Gammel, Gary	2272	07/05/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	gregario	Gammel, Gary	2275	07/06/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Select"/>	gregario	Gammel, Gary	2281	07/15/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-- End of Results --

Support Services Assessment Form (SSAF)

SSAF Review:

Support Services Assessment Form

SSAF ID: 2281
 Participant ID: gregario
 Participant Phone: (928) 329 0990 x151
 Address: 3842 W 10th St
 Participant Name: Gammel, Gary R
 Participant E-Mail: noc@ypic.com
 Yuma, AZ 85304
 Vendor ID:

SSAF Type
 Original Revision Review

Provider: YPIC Youth Services Effective Date: 07/15/2018
 Review Date: 10/13/2018

Intensive Services: Adult Dislocated Worker
 Basic Skills Intensive Svcs STRN
 Training Services: Adult Education Training Services STRN Training Services SNBP

In-School Youth Out-of-School Youth
 Youth Program: Basic Skills Youth STRN Youth SNBP

<input checked="" type="checkbox"/> No Income	<input type="checkbox"/> Other Income			<u>Daily Transportation Award</u>	
<input type="checkbox"/> Eligible SNBP	<input type="checkbox"/> UI Wages	AWC	\$3.50	Somerton	\$4.00
<input type="checkbox"/> Salary / Wages	<input type="checkbox"/> Not Eligible	Foothills	\$4.00	Wellton Tacna	\$5.50
		Gadsden	\$4.50	Yuma	\$3.00
		San Luis	\$5.00		

Explanation

Weekly Transportation Award (STRN)	= Award:	3.00000	x days:	4	=	12
Weekly Needs Based Payment (SNBP)	= Hours:	12	x \$2.00:	24	=	288
				Total Weekly Award:	=	300

I understand that any falsified information may result in immediate termination.
 I have reviewed the information on this form and it is correct to the best of my knowledge.

Participant Signature _____ Date _____

Staff Signature _____ Date _____

This is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Update SSAF

Print SSAF

Support Services

Make changes as necessary and press Update SSAF

If no changes are necessary, press Print SSAF

When complete, press Support Services to return to SSAF menu

From the Main Menu, select the Maintenance button



Maintenance is divided into two sections – Program Maintenance and Staff Account Maintenance



Program Maintenance

The screenshot displays a web interface for "ARIZONA @ WORK Yuma County". The main heading is "Contracts and Reports". Below this, there is a section titled "Program Maintenance" which contains a vertical list of six blue buttons: "Providers", "Case Managers", "Training Sites", "Participants", "Delete Contract", and "Delete SSAF".

ARIZONA @ WORK™
Yuma County

Contracts and Reports

Program Maintenance

- Providers
- Case Managers
- Training Sites
- Participants
- Delete Contract
- Delete SSAF

Authorized users can modify the Provider (Company) information. After the modifications are entered, press Update to apply the changes.

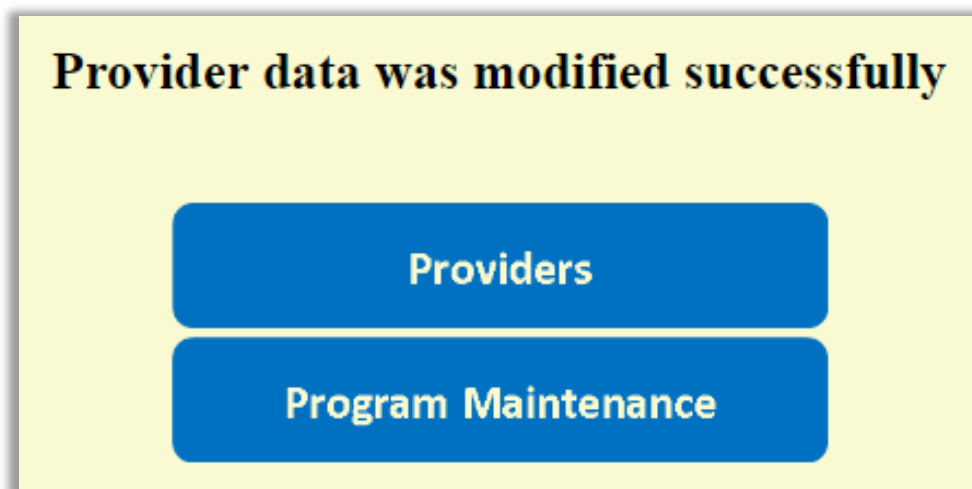
ARIZONA@WORK™
Yuma County

Contracts and Reports

View / Edit Providers

	Provider	Phone	FAX	TTY
Update	Yuma Private Industry Council, Inc	9283290990	9287829558	9283296466
	Address 3834 W 16 St	City Yuma	State AZ	ZIP 85365
Update	ResCare Workforce Services Yuma	9283290990	9287829558	9283296466
	Address 3826 W 16 St	City Yuma	State AZ	ZIP 85364

Upon successful update, a confirmation will be displayed



Adding a Case Manager

Add Case Manager

Add New Name: bob esponja Title: cocinar Email Address: noc@ypic.com
Telephone: 9283290990 Authorized Signer: Lidia Blackthunder -Youth Manager Home Agency: Yuma Private Industry Council, Inc.
Make Inactive

View / Edit Case Managers

Enter the Case Manager information

Add Case Manager

Add New Name: bob esponja Title: cocinar Email Address: noc@ypic.com
Telephone: 9283290990 Authorized Signer: Lidia Blackthunder -Youth Manager Home Agency: Yuma Private Industry Council, Inc.
Make Inactive

View

- Select Manager From List
- Lidia Blackthunder -Youth Manager
- Sam Mendoza - Youth Services Coordinator

The Authorized Signer can be selected from the drop-down list

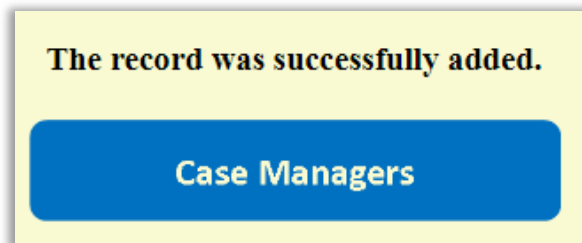
Add Case Manager

Add New Name: bob esponja Title: cocinar Email Address: noc@ypic.com
Telephone: 9283290990 Authorized Signer: Lidia Blackthunder -Youth Manager Home Agency: Yuma Private Industry Council, Inc.
Make Inactive

View / Edit Case Managers

- Yuma Private Industry Council, Inc.
- ResCare Workforce Services

Upon successful update, a confirmation will be displayed



Training Sites

New Training Sites can be added, or modified as necessary. Training Sites can also be reviewed for EIN and NAICS codes

ARIZONA @WORK™
Yuma County

Contracts and Reports

Add New Training Site

Add New	Training Site	Authorized Representative	Phone	EIN	NAICS
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Address	City	State	ZIP	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Public Sector	Private Sector	Approved		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

View / Edit Training Sites

Update	Training Site	Authorized Representative	Phone	EIN	NAICS
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Address	City	State	ZIP	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Public Sector	Private Sector	Approved		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Update	Training Site	Authorized Representative	Phone	EIN	NAICS
	1st Bank Yuma	Ricardo Perez	9283443336	860968262	<input type="text"/>
	Address	City	State	ZIP	
	1800 S 4th Ave	Yuma	AZ	85364	
	Public Sector	Private Sector	Approved		
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

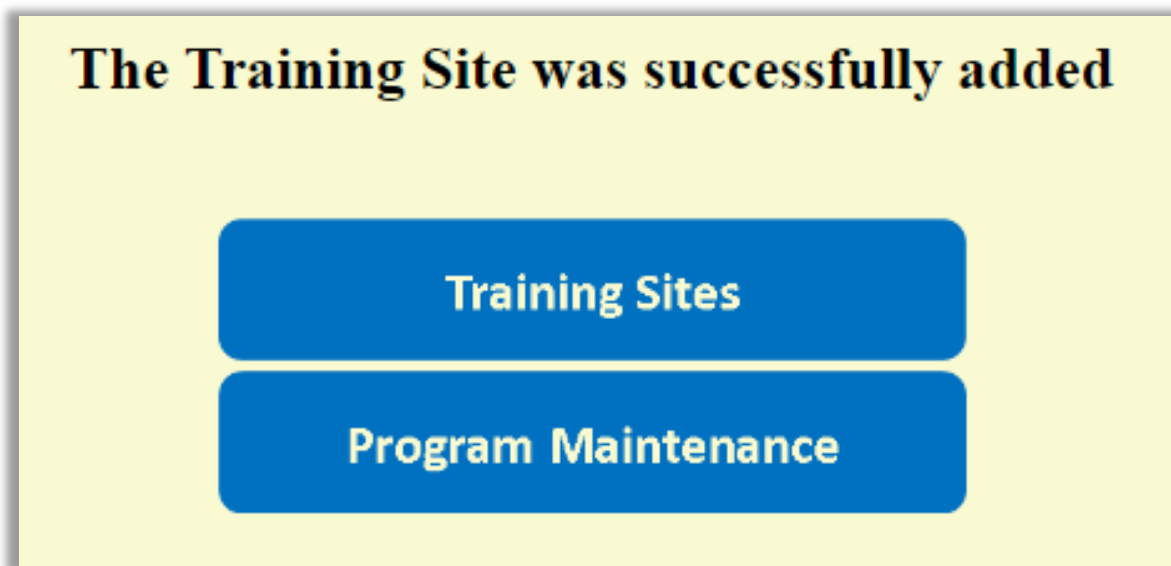
Authorized users can enter new Training Sites

Enter the Training Site information

Add New Training Site

<input type="button" value="Add New"/>	Training Site	Authorized Representative	Phone	EIN	NAICS
	dave's doggy den	dave	9283290990	12	12
	Address	City	State	ZIP	
	123 main st	yuma	az	85364	
	Public Sector	Private Sector	Approved		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Upon successful update, a confirmation will be displayed



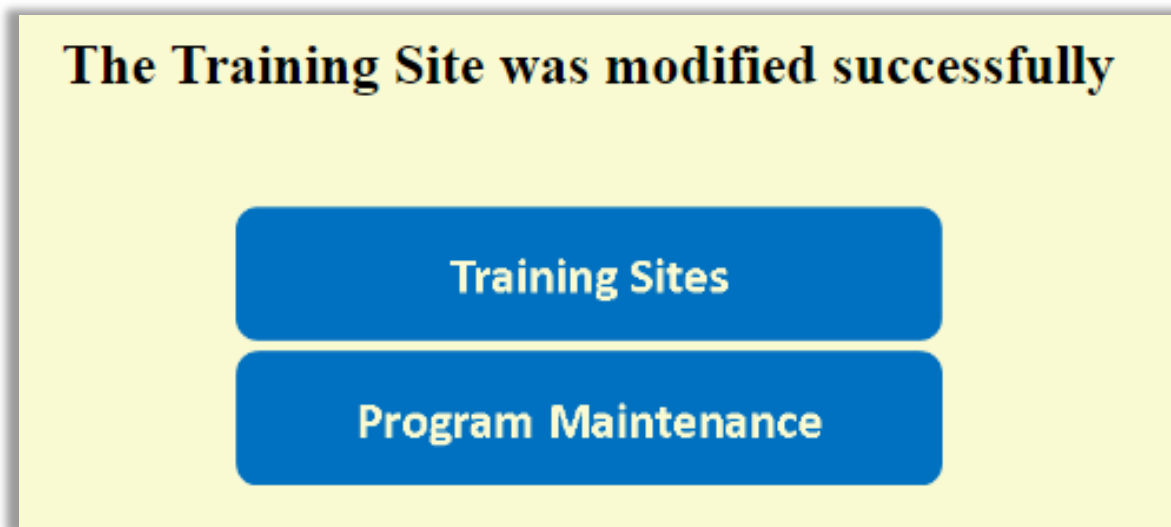
Training Sites

Authorized users can enter new Training Sites

Update the Training Site information

Training Site	Authorized Representative	Phone	EIN	NAICS
dave's doggy den	dave	9283290990	12	12
Address	City	State	ZIP	
123 doggy drive	yuma	az	85364	
	Public Sector	Private Sector	Approved	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Upon successful update, a confirmation will be displayed



Participant Information

Authorized users can modify Participant Information (New Member Accounts are created in the PROGRAM system)

Enter the search term and press Submit

ARIZONA @ WORK™
Yuma County

Contracts and Reports

Participant Search

Search for Participants by their:
First or Last Name, UserName, Phone Number or E-Mail Address

Submit **Reset Form**

Select the appropriate Participant from the Search Results

Search Results

Select	974896	Aaron	Gammel	9287506781	aarongammel86@gmail.com
Select	gregario	Gary	Gammel	(928) 329 0990 x151	noc@ypic.com

-- End of Results --

New Search

Participant Information

Modify the Participant Data as necessary. Press Update when done

View / Edit Participant Data

Participant Name	UserName	Phone	E-Mail Address
Gary <input type="text"/> R <input type="text"/> Gammel	gregario	(928) 329 0990 x151	noc@ypic.com
Update	Street Address	City	State
	3842 W 16th St	Yuma	AZ
	Mailing Address	City	State
	3834 W 16th St	Yuma	AZ
			ZIP
			85364
			ZIP
			85365

Upon successful update, a confirmation will be displayed

The Participant Data was modified successfully

Program Maintenance

Authorized users can delete Contracts created in error.

Enter the Contract Number and press the Submit button

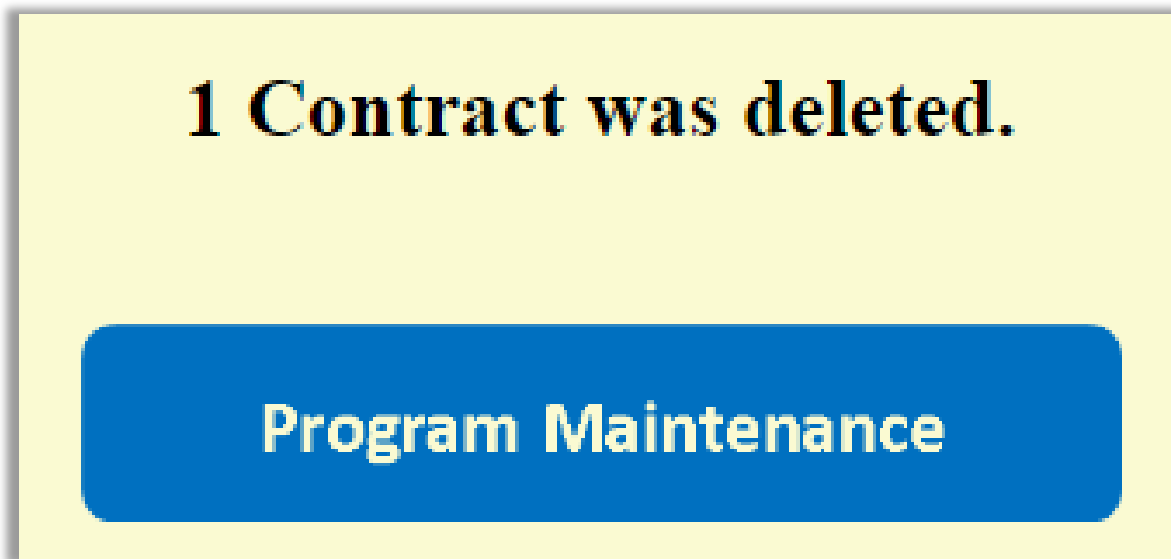


Delete Contract

Enter Contract Number to Delete

Submit Reset Form

Upon successful deletion, a confirmation will be displayed



1 Contract was deleted.

Program Maintenance

Delete SSAF

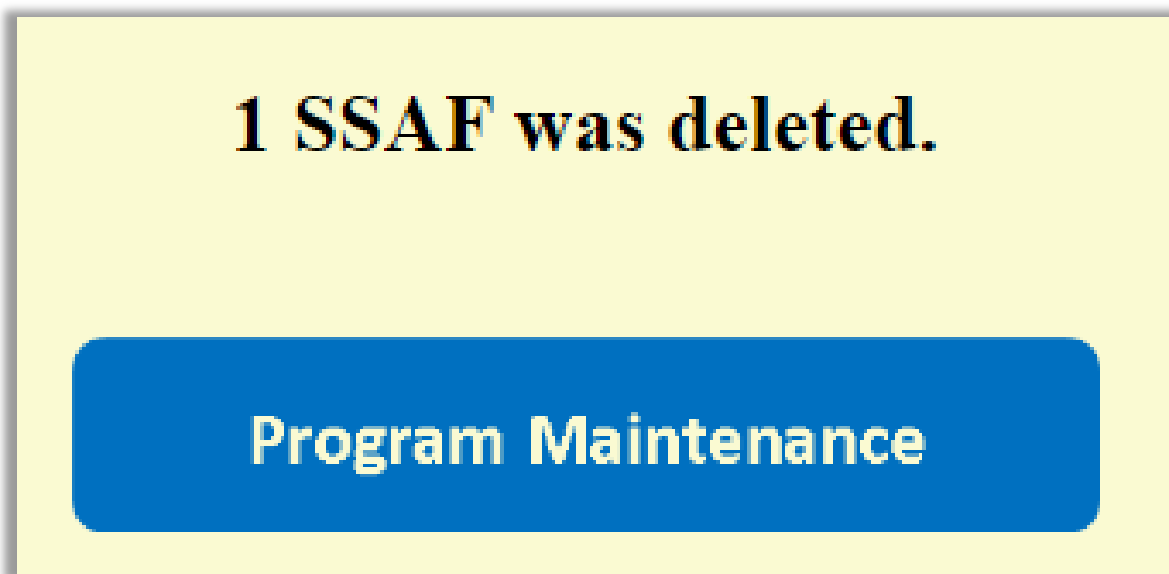
Authorized users can delete SSAFs created in error.

Enter the SSAF Number and press the Submit button



The screenshot shows a web form titled "Delete SSAF" on a light yellow background. Below the title is the instruction "Enter SSAF ID Number to Delete". A text input field contains the number "2281". At the bottom of the form are two blue buttons: "Submit" on the left and "Reset Form" on the right.

Upon successful deletion, a confirmation will be displayed



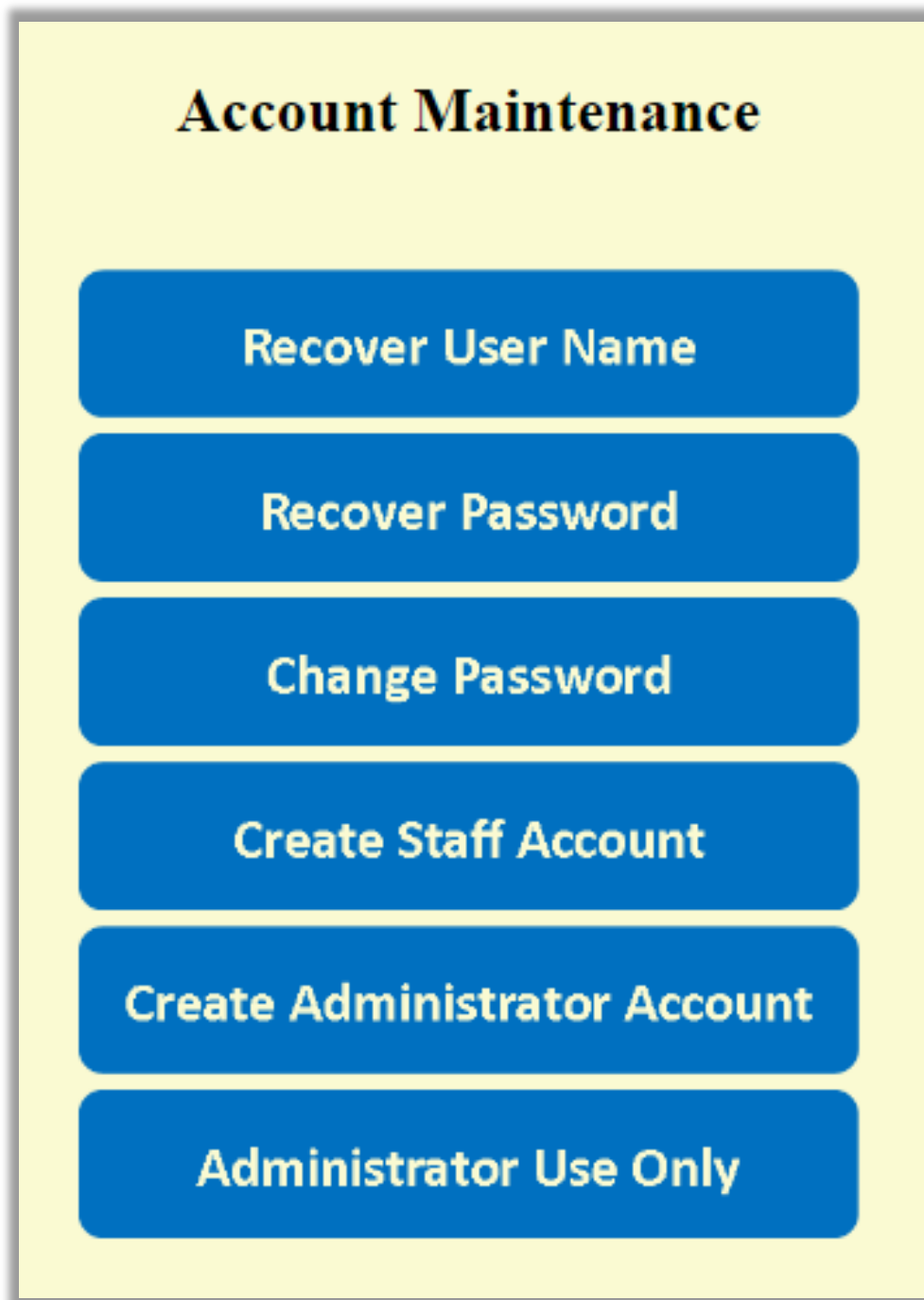
The screenshot shows a confirmation message on a light yellow background. The text "1 SSAF was deleted." is displayed in a large, bold, black font. Below this message is a large, rounded blue button with the text "Program Maintenance" in white.

From the Main Menu, select the Maintenance button



Maintenance is divided into two sections – Program Maintenance and Staff Account Maintenance





Recover forgotten User Name

Account Maintenance

[Recover User Name](#)

Enter First and Last Name, press Submit

Recover User Name

First Name:

Last Name:

[Submit](#) [Reset Form](#)

An email will be sent to the email address of record

User Name Successfully Recovered!

A welcome message has been sent to noc@ypic.com.

Recover Password

Recover forgotten Password

Account Maintenance

Recover User Name

Recover Password

Enter First and Last Name, press Submit

Recover Password

First Name:

Last Name:

Submit Reset Form

An email will be sent to the email address of record

Password Initialized!

A welcome message has been sent to noc@ypic.com.

Account Maintenance

[Recover User Name](#)

[Recover Password](#)

[Change Password](#)

Enter old password, then enter the new password twice

Change Password

Enter Current Password:

Enter New Password:

Re-Enter New Password:

[Submit](#) [Reset Form](#)

An email will be sent to the email address of record

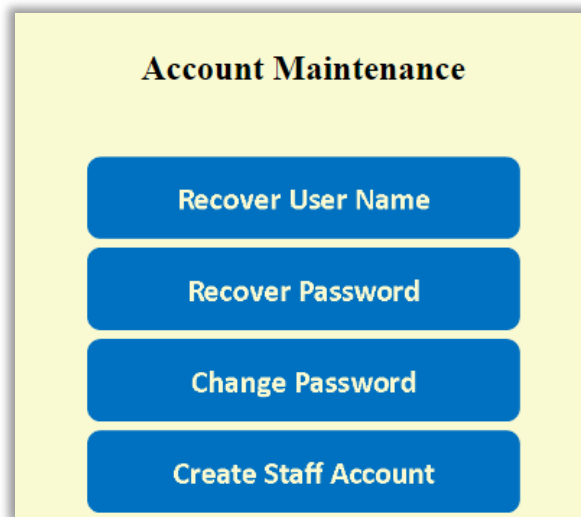
Password Change was Successful

[Return to Top Level](#)

Certain features of this site may be unavailable between 2 and 3 am MST. We regret the inconvenience.
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Create Staff Account

Authorized users can create new staff accounts



Account Maintenance

Recover User Name

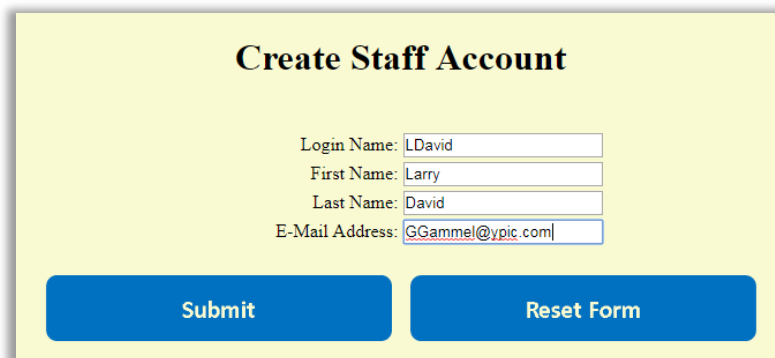
Recover Password

Change Password

Create Staff Account

A yellow rectangular box with a drop shadow containing the title "Account Maintenance" and four blue buttons stacked vertically: "Recover User Name", "Recover Password", "Change Password", and "Create Staff Account".

Enter User Account details and press Submit



Create Staff Account

Login Name:

First Name:


Last Name:

E-Mail Address:

Submit Reset Form

A yellow rectangular box with a drop shadow containing the title "Create Staff Account" and a form with four input fields: "Login Name" (LDavid), "First Name" (Larry), "Last Name" (David), and "E-Mail Address" (GGammel@ypic.com). Below the fields are two blue buttons: "Submit" and "Reset Form".

An email will be sent to the email address of record

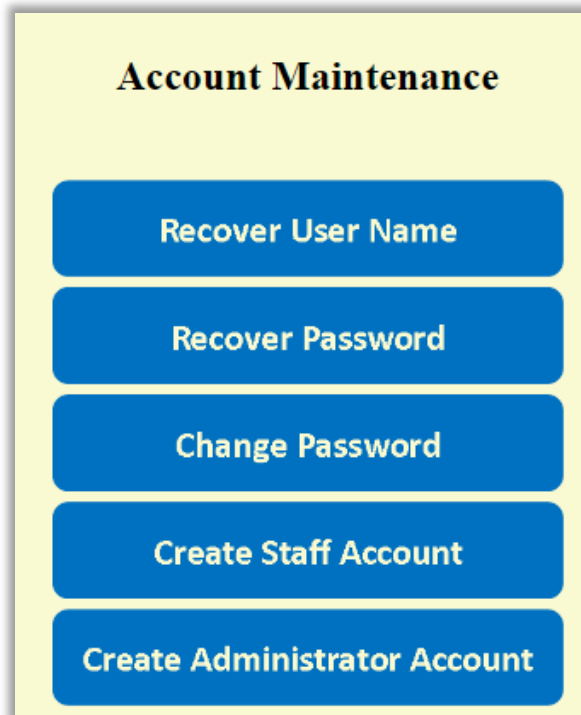


Account creation successful!

A welcome message has been sent to GGammel@ypic.com.

A yellow rectangular box with a drop shadow containing the bold text "Account creation successful!" and a line of italicized text below it: "A welcome message has been sent to GGammel@ypic.com."

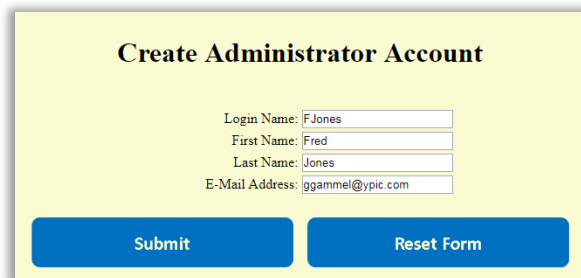
Authorized users can create new administrator accounts



Account Maintenance

- Recover User Name
- Recover Password
- Change Password
- Create Staff Account
- Create Administrator Account

Enter Administrator Account details and press Submit



Create Administrator Account

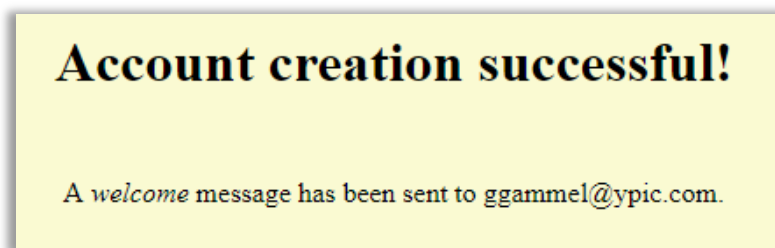
Login Name:

First Name:

Last Name:

E-Mail Address:

An email will be sent to the email address of record



Account creation successful!

A *welcome* message has been sent to ggammel@ypic.com.

