



CAREER SITE LOG-IN INSTRUCTIONS

WOTC PAGES (WORK OPPORTUNITY TAX CREDIT APPLICATION)

IF YOU ARE UNABLE TO MOVE FORWARD WITH THE QUESTIONNAIRE BUT WOULD LIKE TO COMPLETE IT, PLEASE CALL THE NUMBER BELOW.

ONCE YOU HAVE FINISHED THE PHONE SCREENING AND HAVE A CONFIRMATION NUMBER, THEN YOU CAN CLICK ON THE LINK.

THE ADPE WINDOW WILL OPEN; PLEASE EXIT OUT OF IT. THE SYSTEM SHOULD NOW LET YOU MOVE FORWARD.

IF YOU ELECT TO **NOT** COMPLETE THE QUESTIONNAIRE, YOU CAN BYPASS THE WOTC BY USING THE FOLLOWING INSTRUCTION.

1. Click on the "Complete Tax Credit Screening Questionnaire" link

WOTC

Work Opportunity Tax Credit

Mandatory fields are marked with an asterisk. *

Employment Tax Credit Screening

The information you provided has been saved.

Vectrus participates in the federal government's Work Opportunity Tax Credit, Welfare to Work, and other federal and state tax credit programs.

"To determine eligibility for this program, Vectrus requests your participation to complete the voluntary tax credit screening questionnaire. The information you supply will be used by Vectrus to complete its federal and state tax returns, and in no way will negatively impact any hiring decision. Your responses to the questions will be confidential. This questionnaire takes between 45 seconds to a few minutes to complete. [If you are unable to access the below link or if Internet access is unavailable, please call 1-800-477-8582 to be screened by an ADP Call Center operator (24 hours every day).]"

PLEASE COMPLETE THE TAX CREDIT SCREENING QUESTIONNAIRE (click the link below)

[* Complete Tax Credit Screening Questionnaire](#)

(After completing the questionnaire, you will automatically return to this page.)



2. A SEPARATE ADP WINDOW WILL APPEAR (YOU CAN SEE THE WEB ADDRESS CHANGE TO AN ADP WEB ADDRESS), CLICK ON THE “CONTINUE” BUTTON
3. SCROLL DOWN TO THE BOTTOM OF THE PAGE AND CHECK THE BOX THAT SAYS “IF YOU DO NOT WISH TO PARTICIPATE IN THE TAX CREDIT SCREENING AT THIS TIME, CHECK THIS BOX.”
4. YOU WILL BE ASKED TO CONFIRM YOUR DECISION TO BYPASS THE TAX CREDIT SCREENING. SELECT YES TO CONTINUE.
5. YOU WILL SEE A CONFIRMATION THAT THE TASK IS COMPLETE, AND AT THAT POINT, YOU CAN CLOSE OUT (EXIT) OF THE ADP WINDOW.
6. ONCE YOU ARE BACK TO THE MAIN APPLICATION PAGE, SELECT SAVE AND CONTINUE TO MOVE FORWARD WITH YOUR SUBMISSION.

* City
COLORADO SPRINGS

* State
COLORADO

* Zip
80915

Telephone
(555) 555-5555

Continue

If you do not wish to participate in the Tax Credit Screening at this time, check this box.