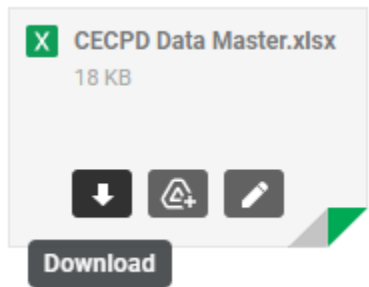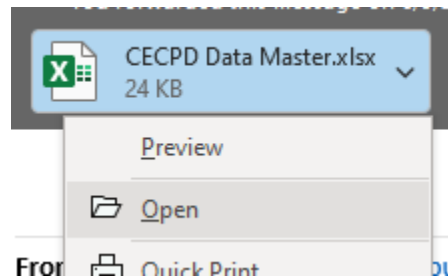# WORKFORCE SUPPORT GRANT

FAX INSTRUCTIONS

CECPD's Fax is a Secure Connection

1. **Download or Open the Excel file titled CECPD Data Master attached to the email you receive from CECPD. This will look different depending on your email.**
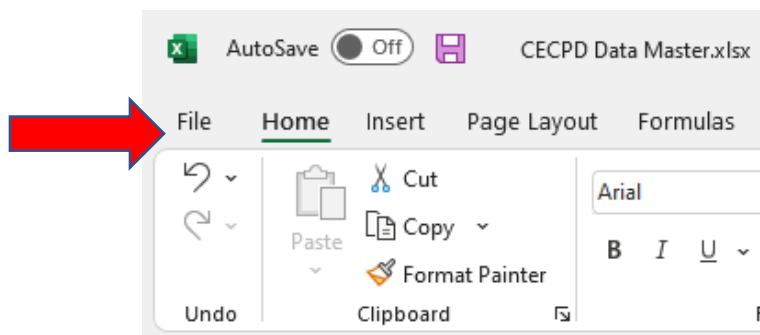
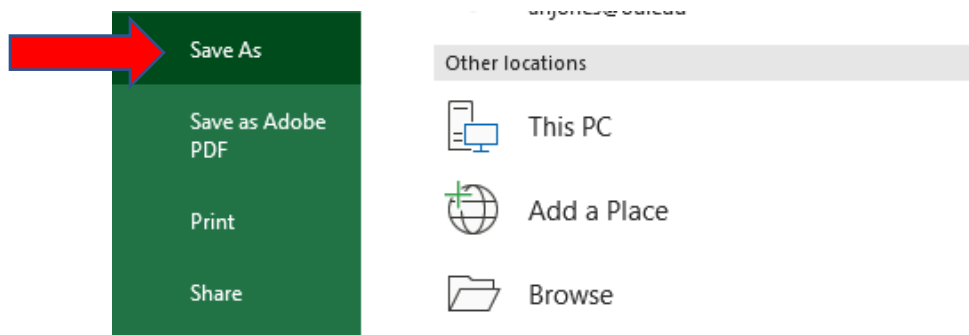(Gmail Example)   (Outlook Example)

2. **Complete the spreadsheet with the information for all your employees that are or will be included on your DHS Application for the $1000 Workforce Support Grant.**

   a. In column A, enter your K8 license number

   b. In column B, enter the Registry ID of the employee

   c. In column C, enter the First Name of the employee (as it appears on their Social Security Card)

   d. In column D, enter the Last Name of the employee (as it appears on their Social Security Card)

   e. In column E, enter the employees email address (they must have access to this account)

   f. In column F, enter the employees FULL Social Security Number with no dashes.

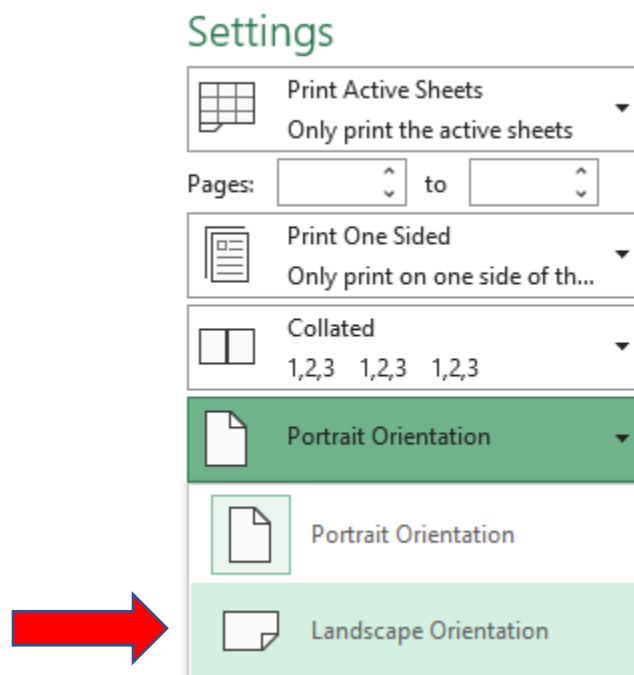   *NOTE: Line 1 of the spreadsheet is just an example and can be typed over.*

3. **Once you have entered all the information for each of your employees, at the top of the spreadsheet, click "File".**

4. On the left-hand navigation, click "Save As" and save the file on your computer for your records.

5. Next, you will need to print the excel sheet. This should default print in landscape orientation, but if it does not, you will need to manually adjust this is your print settings.

6. Once you have printed this out, you will fax it to the secure line. The fax number is 405-799-7634. Please note "Attn: Finance" on your cover page.

7. Once we receive your fax, withing 48 hours, a staff member will make a note on your Organization Profile that your spreadsheet has been received.