

Workforce Information System Enterprise

NC Division of Workforce Solutions

WISE—Attach Local Area Plan

Figure 1—WISE Home—Click Local Area Plan

- 1. Log on to the Grants System. Note: Refer to Log On Instructions.
- Click Local Area Plan from the Display\Change box (Figure 1). The Search: Grantor Agreements window displays.
- Click Search (Figure 2). Note: The result list displayed will date back to PY 2011.
- Click the Plan # highlighted in blue beside the current year. Note: The Status will read "In Process by LA". The Agreement number and Plan Year display at the top of the screen (Figure 3).

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(Instructions continue on next page).



Figure 3—Click Plan # Beside Current Year





Attach Local Area Plan

- 5. Click Attachment. The Attachment Webpage Dialogue box displays (Figure 4).
- 6. Click **Browse** (Labeled 1—Figure 4).
- 7. Navigate to your local area plan and double click.
- 8. Enter local area name and year in the *Name* field (Labeled 2—Figure 4).
- 9. Select Attach (Labeled 3—Figure 4).
- 10. Click Save.

Figure 4—Attach Local Area Plan

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Submit Local Area Plan

- 11. Select **Edit** from the Overview area (Figure 5).
- 12. Select Submitted from the *Status:* dropdown box.
- 13. Click **Save**. A message displays which reads Agreement 20000XXXXX has been saved.

Figure 5—Submit Local Area Plan

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