The Commonwealth of Kentucky

Release 4

Business Connect

BusinessConnect.ky.gov

Quick Reference Guide

Managing Business Partner Documents

This Quick Reference Guide is designed to help the Business Partner verify and delete existing documents, or upload new ones in Business Connect.

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Document Verification Overview

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Once the Business Partner has registered for an account in Business Connect, they will need to have their documents verified. But OET Staff is not able to approve the **Program Offering** until all required documents have been verified and approved. Once verified, the user creates will be able to create Offerings within the Business Connect portal.

The Business Partners are able to do the following on the *Document Summary* Screen:

Verify Documents

The uploaded documents will go through a verification process

Delete Documents

The uploaded documents will have the option for deletion

Upload Documents

There will be a button to upload documents on the Document Summary screen

There are two documents required for verification shown below:

The first document for verification is the Equal Employment Opportunity Plan

The second document for verification is the Agency's Strategic Plan of Work

Please Note:. After the Business Partners have uploaded both their documents, they submit the documents for verification. Once the documents have been uploaded, the OET central staff reviews and approves the uploaded documents.

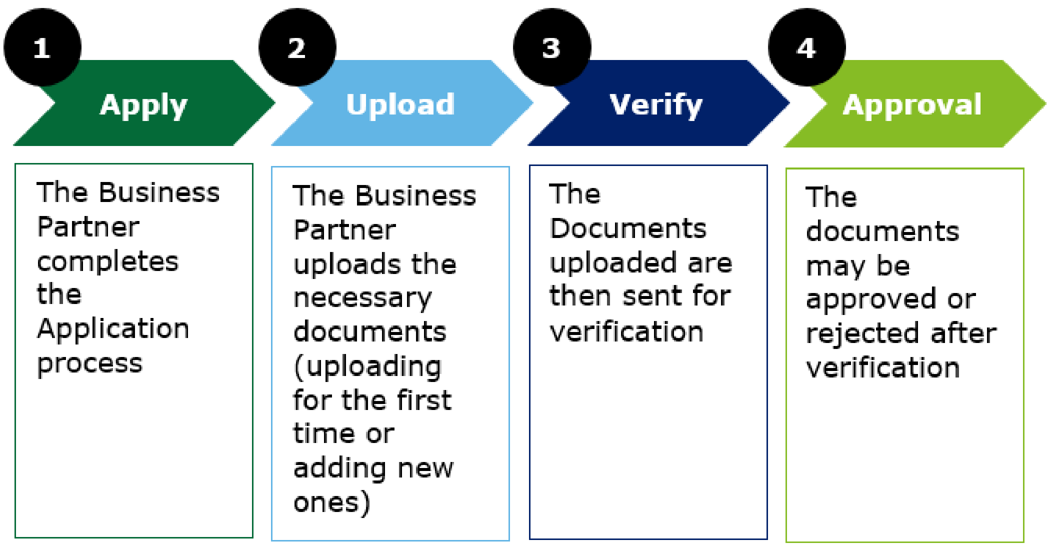
Document Summary

Document Summary Overview

The *Document Summary* Screen provides the Business Partner with a list of all documents uploaded into the Business Connect system with the dcouments details. From the *Document Summary* Screen, Business Partners may **manage** existing uploaded documents and **add** new documents.

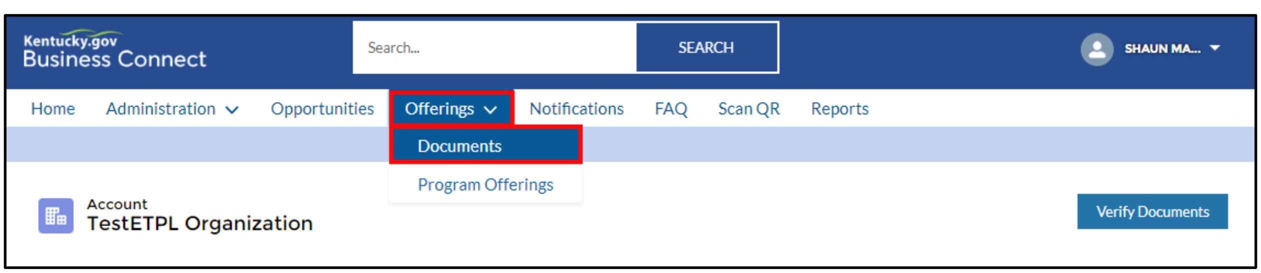
Adding New Documents

The User has the ability to **add** new documents to the system

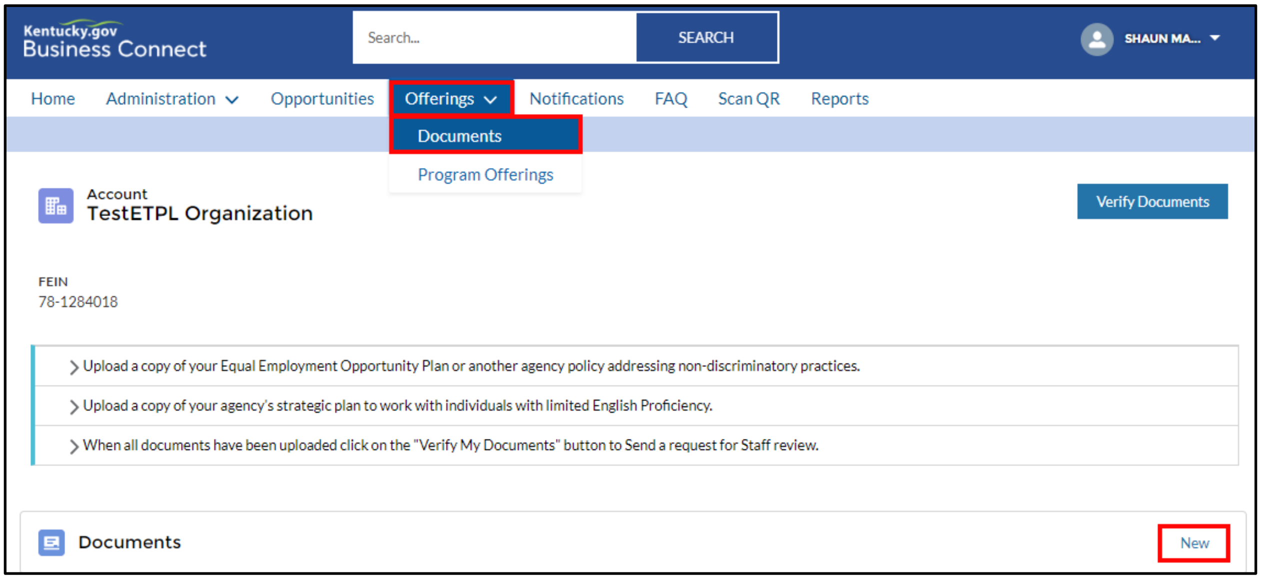


The User may follow the steps below to *Add New Documents:*

1) Login to Business Connect
2) Select the **"Offerings"** subtab from the top navigation bar
3) Select **"Documents"** to be navigated to the *Document Summary* screen



4) Select **"New"** on the *Document Summary* screen



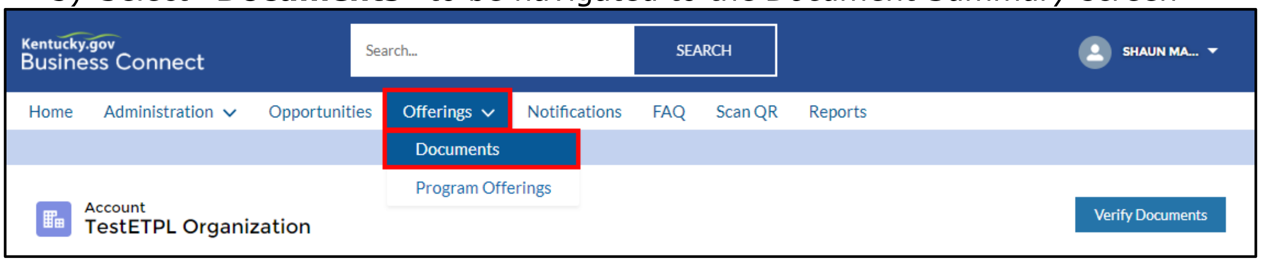
5) Upload the applicable documents
6) Select **"Verify My Documents"** in the top right corner of the screen to submit the newly uploaded document for verification

Verifying Existing Documents

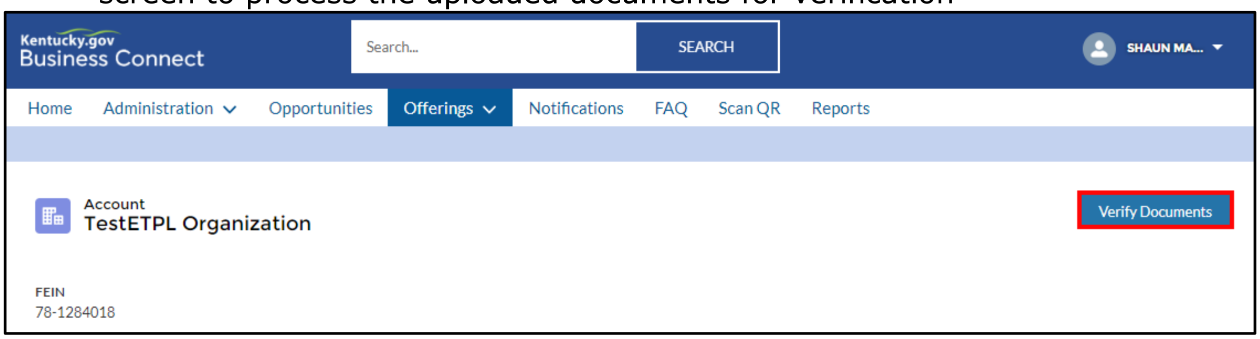
When the Business Partner completes the application process and uploads all necessary documents, the verification process will begin.

The User may follow the steps below to *Verify the Existing Documents:*

1) Select **"Log In"** and enter credentials
2) Select the **"Offerings"** subtab from the top navigation bar
3) Select **"Documents"** to be navigated to the *Document Summary* screen



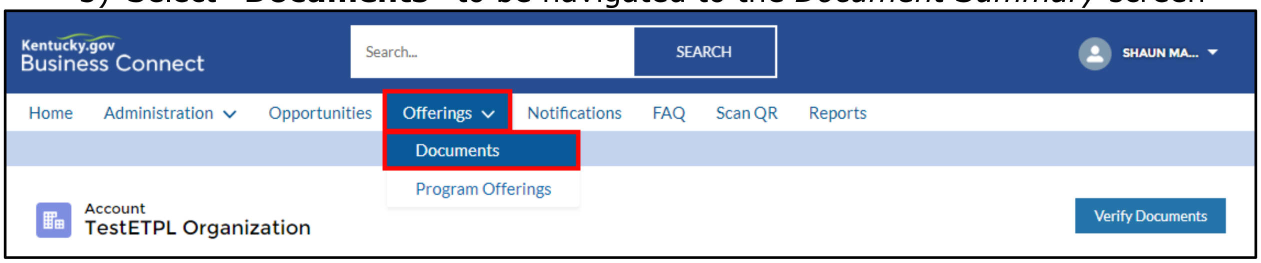
4) Select the **"Verify My Documents"** button in the top right corner of the screen to process the uploaded documents for verification



Deleting Existing Documents

When the Business Partner completes the application process and uploads all necessary documents, the functionality to delete them is available. The first three steps mentioned in the *Verifying Existing Documents* are repeated to arrive at the *Document Summary* screen.
Use the steps below to *Delete the Existing Documents:*

1) Log into Business Connect
2) Select the **"Offerings"** subtab from the top navigation bar
3) Select **"Documents"** to be navigated to the *Document Summary* screen



4) Select the drop-down arrow located to the right of each specific *Documents* field
5) Select **"Delete"** from the drop-down menu options
6) A pop-up screen appears for the user to give a *reason for deletion*
   - This is a required field for deletion
7) Select **"Submit"** in the bottom right corner of the *Deletion Confirmation* screen
   - The User can select **"Cancel"** in the bottom left corner of the *Deletion Confirmation* Screen and navigate back to the *Document Summary* Screen