

### Levels of Access for Grantee Users:

- **H-1B Level 1 (Certification Account):** User has access to perform all Workforce Integrated Performance System (WIPS) functions for both the Quarterly Narrative Report (QNR) and the Quarterly Performance Report (QPR), including entering information into the reporting system, file upload, reviewing errors, viewing reports, and certifying both the QNR and the QPR reports. **Level 1 accounts are issued automatically and are mandatory.**
- **H-1B Level 2 (Upload Account):** User can perform WIPS functions that support report completion for both the QNR and the QPR, including entering information into the reporting system, file upload, reviewing errors, and viewing reports. This user cannot certify either the QNR or the QPR report. **Level 2 accounts are optional.**

#### ***H-1B Level 1 (Certification Account)***

DOL issues an account and password to access one H-1B Level 1 Certification Account only to the authorized representative of each grant.

Any Authorized Representative change needs to go through the grant modification process, assisted by the grant's Federal Project Officer (FPO). The modification, signed by the Grant Officer, is the formal approval of the Authorized Representative change.

WIPS access credentials to for certification access will not be granted to individuals that are not formally recognized as the Authorized Representative for the grant, including individuals that have not been yet been finalized by a formal modification.

The request to change an Authorized Representative must be on organizational letterhead, signed by an official of the organization such as, but not limited to, the chairman of the board, governor, tribal chairman, executive director, etc. specifying the outgoing and the incoming Authorized Representative and their contact information. The letter should NOT be signed by the person being designated as the new Authorized Representative, but rather by someone with some degree of authority over the Authorized Representative.

#### ***H-1B Level 2 (Upload Account)***

DOL issues an account and password to access one H-1B Level 2 Upload Account only to a user designated by the authorized representative of each grant.

Upon grant award, Authorized Representatives will be contacted by the program office to provide contact information for one grant Upload Account user who will have upload level privileges to enter, submit, and review grant information in WIPS prior to certification by the authorized representative.

Changes in the designated grant Upload Account user should be sent by the Authorized Representative to the appropriate Department of Labor (DOL) grant mailbox and to the grant FPO, along with the contact information for the new designated user. Once this information is received, new H-1B Level 2 Upload Account user account access credentials can be issued.