

Instructions for Submitting Electronic Files

Options for Plan Submission. States may utilize various methods to submit their plans.

1. Diskette. States may elect to transmit a single diskette which contains the required information using WordPerfect 5.1 or 6.0. The diskette should be forwarded with a transmittal containing the original signature of the Governor or the authorized designee.

2. Electronic Transmission. States may elect to transmit their plans electronically utilizing the TTRC facility at the Employment and Training Administration. The required information must be in WordPerfect 5.1 or 6.0. Software which will permit this transmission will be provided to States prior to the May 1 deadline for submission of the plans. In order to ensure that the software is compatible with your system, your organizations configuration information is needed as indicated in the attached. Once your access to the TTRC is established, it will provide you with additional capabilities beyond the transmission of your State plans.

If States elect to utilize this approach, an original signature must be forwarded under separate cover or an electronic personal identification number (PIN) must be used when transmitting the document.

3. Electronic Signature. States electing to utilize a completely automated package must contact their Regional office for a personal identification number (PIN) prior to submission of the electronic plan. The PIN will be provided only to authorized persons. This PIN must be contained as part of the transmission.

ELECTRONIC SUBMISSION OF STATE PLANS

User Name: _____
 First Name Last Name MI

Organization Name: _____

Address: _____

Phone: () _____ - _____

Fax: () _____ - _____

PC Type:

- Pentium-based PC
- 486-based PC
- 386-based PC
- 286 or ST-based PC
- IBM-PC Incompatible

Memory Capacity:

- Less Than 4MB
- 4MB
- 8MB
- More that 8MB

Communications Facilities (select all that apply):

- Modem Speed: _____ Manufacturer/Model _____
- Internet Access:
 - America On-Line
 - Prodigy
 - Microsoft Network
 - Other, Specify: _____

Operating Systems (select all that apply):

- DOS (Version 5.0 __ Version 6.0 __ Other __)
- MS-Windows
- Windows 95