

HOW TO REGISTER AS A SUPPLIER IN COMET

Note

If you already have a previously approved Logon for other DWD systems (for example, for use with Job Center of Wisconsin, Unemployment Insurance or Wisconsin Fast Forward), we strongly recommend you register for COMET using that Username and Password.

Registration Steps

STEP 1:

Open the COMET supplier portal located at: <https://webapps.dwd.state.wi.us/COMET>

Users with Account Logons for DWD Systems: Skip to Step 7 to complete your COMET registration using your existing username and password for other DWD systems.

New Users: Begin with STEP 2 to create your required account logon.

STEP 2:

Click on "New User? [Create a Logon](#)"

Secure Logon

If you already have a Logon (for example, for use with Job Center of Wisconsin, Unemployment Insurance or Wisconsin Fast Forward), we strongly recommend you Logon using that Username and Password.

Username *

Password *

[Logon!](#)

[Forgot your ID or password?](#)

[New User? **Create a Logon**](#)

[Change Password/Edit Contact Information](#)

STEP 3

Complete all fields, check the box to accept the terms and conditions, and click "NEXT."

STATE OF WISCONSIN
DWD
Department of Workforce Development

Help Home Español

Create a Logon

First Name

Last Name

Email

Confirm Email

Mobile Phone

Confirm Mobile Phone

Username
 Username should be letters and numbers only.

Password
 7-20 characters. Include at least one number or one symbol.

Confirm Password

Question

Answer

I Accept the [Terms and Conditions](#) required to use this site.

STEP 4

A confirmation email will be sent to the email address entered in Step 3. Open the email and click the hyperlink to activate your account and continue the COMET registration process.

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Confirm Email Address

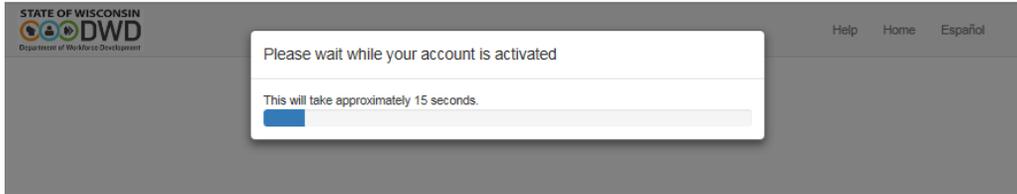
[Check your email \(s...@gmail.com\) in order to verify your email address and proceed.](#)

If you do not get this email in the next hour (by 9:51 AM Central Time), please [contact the IT solutions center](#)

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

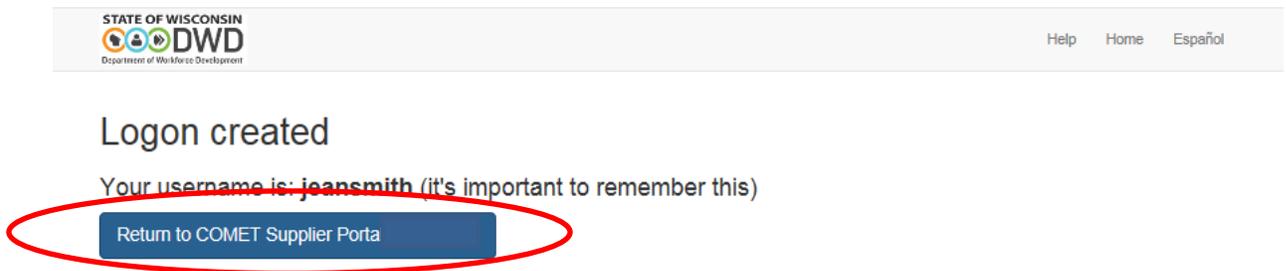
STEP 5

Account activation takes approximately 15 seconds. Please wait for the next screen prompt to complete the COMET registration steps.



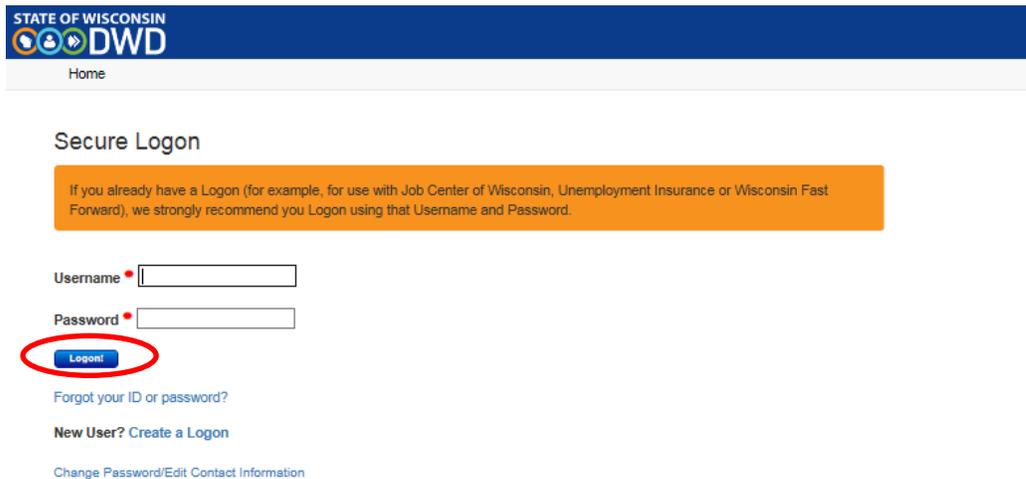
STEP 6

Click on "Return to COMET Supplier Portal."



STEP 7

Enter your existing or newly created account username and password and click "Logon."



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STEP 8

Complete all required fields and click "Submit."

Registration for COMET

The Supplier Name is how your business or grantee name is registered in the state's STAR system. If you need help identifying this Supplier Name, please contact your grant administrator.

The Supplier Number is the unique identifier for your business or grantee in the state's STAR System. If you need help finding this number, please contact your grant administrator.

Registration information

First Name: *

Supplier Name: *

Telephone Number: *

Address 1: *

City: *

Zip: *

Last Name: *

Supplier Number: *

Email: *

Verify Email: *

Address 2:

State: *

Zip Ext:

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STEP 9

Please allow up to 3 business days for COMET registration approval and access. Notification will be sent to the email address associated with your account once your request has been approved.

[Home](#) [Logout](#)

[Help](#)

Welcome to COMET!

Your request for registration is currently being processed. You will be notified via an  email within 1-3 business days after your request has been approved by DWD staff at the address you provided during registration.

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STEP 10

Once approved, logon to COMET using the link in your email or by visiting:
<https://webapps.dwd.state.wi.us/COMET>

STEP 11

Click on the "My Details" tab to review information submitted during the registration process. All fields can be updated, except First Name, Last Name and Supplier Number. Click "Save" and changes will be reflected upon the next logon.

The screenshot shows the 'My Details' page in the COMET system. The navigation bar at the top includes 'Home', 'My Contracts', 'My FSRs', 'My Invoices', 'MyDetails' (circled in red), 'Reference Tables', and 'Logout'. The 'My Details' section contains the following fields:

First Name:	<input type="text" value="john"/>	Last Name:	<input type="text" value="smith"/>
Supplier Name: *	<input type="text" value="ABC Supplier"/>	Supplier Number:	<input type="text" value="0000018682"/>
Telephone Number: *	<input type="text" value="000-000-0000"/>	Email: *	<input type="text" value="sumanpreetk.ghuman@dwd.wisconsin.gov"/>
Address 1: *	<input type="text" value="123"/>	Address 2:	<input type="text"/>
City: *	<input type="text" value="windsor"/>	State: *	<input type="text" value="WI"/>
Zip: *	<input type="text" value="53025"/>	Zip Ext:	<input type="text"/>

A 'Save' button is located below the form fields and is circled in red.

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CONTACT INFORMATION

Please contact [COMET staff](#) if you have any questions