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
Login!
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."

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.
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."
**STEP 8**
Complete all required fields and click "Submit."

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.

**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.

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.

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 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.

CONTACT INFORMATION

Please contact COMET staff if you have any questions