

## SBET Application Instructions

1. Go to [www.laworks.net](http://www.laworks.net)
2. Click **Online Service** at the top left side of the screen
3. Scroll down to **Small Business Employee Training Application**
4. Enter login information
5. Enter – first initial and last name for the login name
6. Enter – federal tax identification number
7. Enter – Unemployment Insurance number
8. Click the **login** button
9. From the menu select the option to **Create Application**
10. Enter data needed for items with 1 asterisk \* or make corrections to items with 3 asterisks \*\*\*
11. Click **Create Application**
12. On the next screen scroll down and start with the first field **Trainee's name** and enter appropriate inf:
  - Training Type G1 is colleges/universities/private training providers – select from the drop down menu
  - G2 is equipment training – select from the drop down menu or replace n/a with the training provider's name
  - G3 is software training – select from the drop down menu or replace n/a with the training provider's name
  - G4 is training from a trade association – select from the drop down menu or replace n/a with the training provider's name

ONET Code select from the drop down menu the code that best fits the employee's occupation
13. Click **post this course** when all fields have been complete
14. Repeat steps 12 and 13 until all trainees have been entered
15. Click **Complete App.** button
16. Read and answer the yes/no questions
17. Click **submit** button
18. Print the signature page
19. Sign or have the signature page signed
20. Fax or mail the signature page with the documentation listed on the signature page under the heading **The following documents must be included with your signed application**