



Last Updated: 9/22/2016

URL: <https://webapps.dwd.in.gov/lke/>

DWD Contact Information

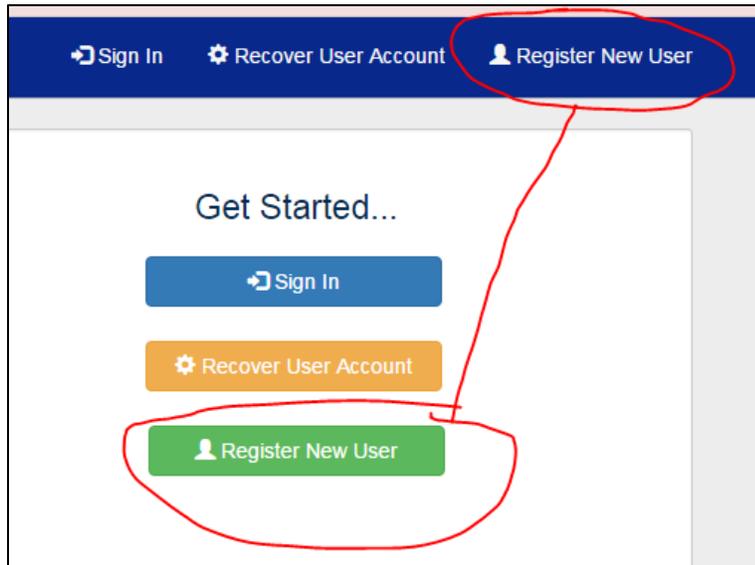
DWD Last Known Employer

LKE@DWD.IN.GOV

Register as a new Customer

Open a web browser and navigate to the website (see URL above)

Locate one of the "Register New User" links and choose it



Enter the name of the business that is being represented

The Federal ID of the company is required.

Fill in the address information.

Enter your primary email address. This email will be used for communications from DWD regarding LKE and for password resets.

Submit the form.

 Last Known Employer

[Sign In](#)
[Recover User Account](#)
[Register New User](#)

Organization Information

| | | |
|---|---|---|
| <p>★ Business Name</p> <input type="text" value="business name"/> | <p>★ Federal ID#</p> <input type="text" value="federal id#"/> | |
| <p>★ Street Address</p> <input type="text" value="street address"/> | <p>★ City, State (County)</p> <input type="text" value="City"/> <p><small>Begin typing the name of the desired city, then select it from the list. Not selecting the city will revert back to the previously selected city.</small></p> | <p>★ Zip</p> <input type="text" value="zip"/> |

User Account Primary Email

★ Email

If you already are a registered user of other DWD applications such as IN Training or eWotc, then you will skip this next step.

Enter the desired username that will be used for signing into the website.
 Enter your name and phone number.
 Submit the form to continue.

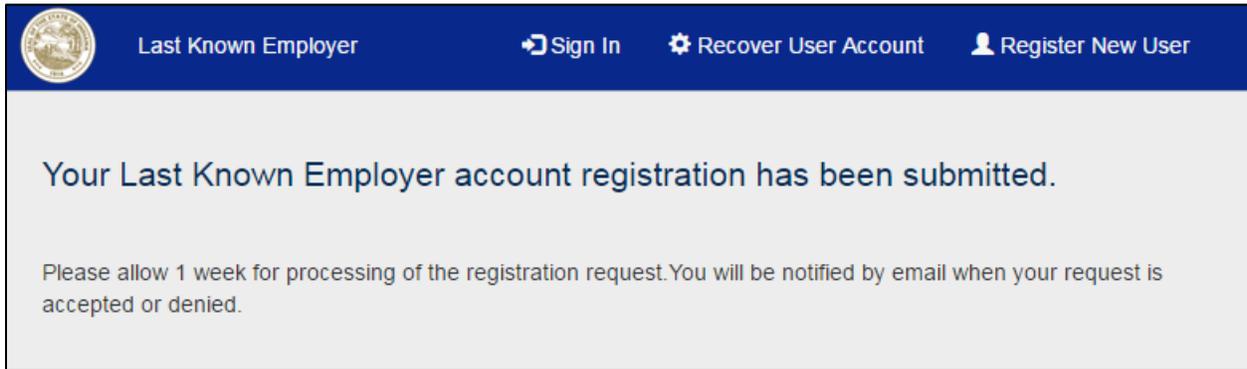
 Last Known Employer

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User Profile Information

| | | |
|--|---|---|
| <p>★ Primary Email Address</p> <input type="text" value="myemail@notemail.com"/> | <p>★ Desired Username</p> <input type="text" value="username"/> | |
| <p>★ Honoric</p> <input type="text" value="Mr."/> | <p>★ First Name</p> <input type="text" value="first name"/> | <p>★ Last Name</p> <input type="text" value="last name"/> |
| <p>★ Primary Phone #</p> <input type="text" value="primary phone #"/> | <p>Primary Phone Extension</p> <input type="text" value="primary phone extension"/> | |

The screen will display a notification providing information about the approval process. Users will not have access to LKE until a DWD Staff member has reviewed the user registration.

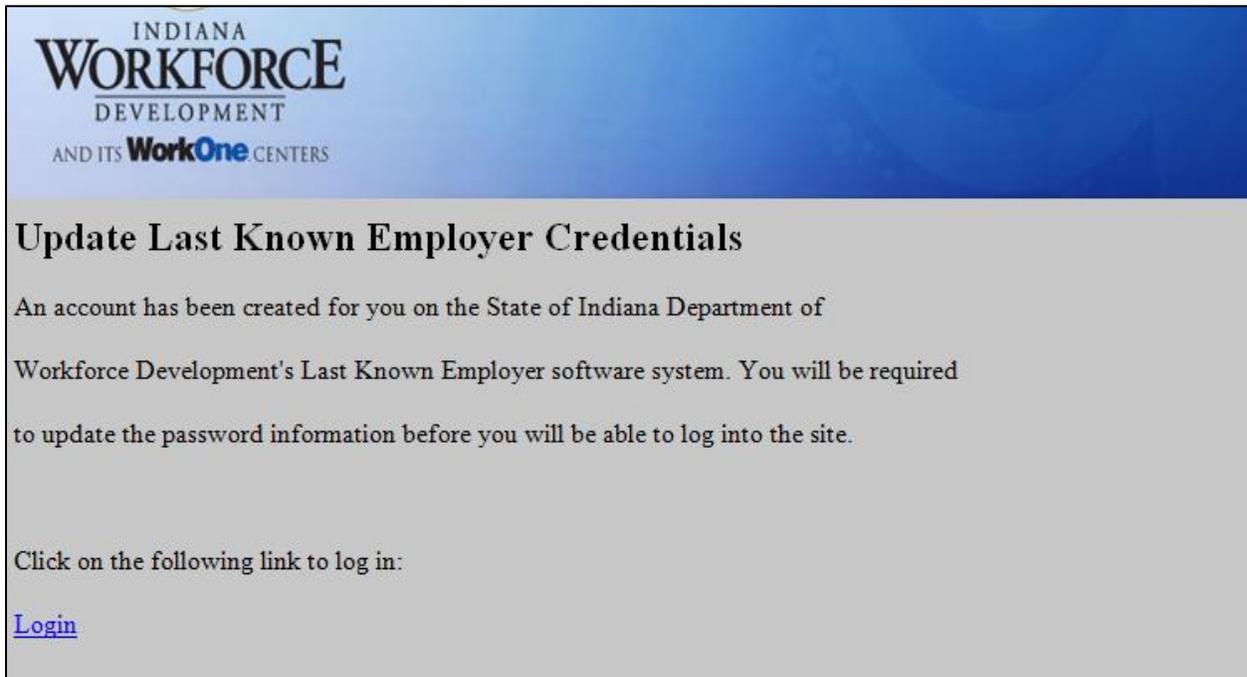


The screenshot shows a dark blue header with the Indiana state seal on the left and navigation links: "Last Known Employer", "Sign In", "Recover User Account", and "Register New User". The main content area is light gray and contains the following text:

Your Last Known Employer account registration has been submitted.

Please allow 1 week for processing of the registration request. You will be notified by email when your request is accepted or denied.

Once DWD Staff approves the registration, an email will be delivered to the registered email address. This email will inform you of the decision made for the registration. If approved, there will be a link to finalize the registration and sign in.



The screenshot shows the logo for "INDIANA WORKFORCE DEVELOPMENT AND ITS WorkOne CENTERS" at the top. Below the logo, the page title is "Update Last Known Employer Credentials". The main text reads:

An account has been created for you on the State of Indiana Department of Workforce Development's Last Known Employer software system. You will be required to update the password information before you will be able to log into the site.

Click on the following link to log in:

[Login](#)

Following the link will lead to the final registration screen. This screen will allow you to establish your password and a security pin.

Complete the form, view and agree to the terms and conditions of the LKE system. Submit the form.

Be sure to pick a memorable Security Pin. This is necessary in order to recover lost credentials without DWD staff assistance.

 Last Known Employer [Sign In](#) [Recover User Account](#) [Register New User](#)

Password and Security Pin Requirements

Password

- Can not contain your username
- Must be 8-20 characters long and contain at least one lower-case character, one upper-case character, one number and one special character. Allowable special characters are (! @ # \$ % ^ * _)
- Can not be same as any of the previous five passwords used

Security Pin

- Required for recovering your account
- Should be a five digit number

Login Information

| | |
|-----------------------|---------------|
| Username | TEST_USER_001 |
| Password | ***** |
| Re-enter Password | ***** |
| Create a security pin | 12345 |

Login Information

| | |
|-----------------------------------|-------------|
| Create your own security question | my question |
| Answer | my answer |

[I agree to the Terms and Conditions](#)

You will be notified that the credentials have been established.
You should now be able to login with the username and password submitted during the registration process.

 Last Known Employer

The credentials were updated successfully.

You may proceed to log in at [Sign in](#)