

Frequently Asked Questions Regarding Web Reporting and Contract Notifications

- Q: What if the login will not let me in? Who do I contact?

A: First you will need to confirm with any others who are using the same consultant ID # and password that the current password you are using is correct. If it is correct but application still will not allow you access, you should contact Beth Erdman at (920) 303-5410 or send an email describing the problem to beth.erdman@wisconsin.gov.

- Q: What is the difference between save and submit report?

A: Save will allow you to exit the web application and return at a later time to finish a previously started report or table without losing previously entered information. Submit will send information to be recorded on the PECFA database. The submit button must be used after completing a web report in order for the report to count towards satisfying Comm 47 requirements.

- Q: Is there a U&C task for filling out the web report?

A: Web reporting would be invoiced under task 7