Step 1.

Answer each question; then hit submit.
Step 2.

Enter your Federal Employer ID Number; then hit submit.
Step 3.

Enter in the DUA #

Enter in the business’s address.

Enter in the contact information of the person who will be the main point of contact for the Express Grant.
Step 4.

Choose the type of industry from the drop down list.

Enter in the number of employees who will be trained based on their roles in the company.

Insert the course ID #s of the courses you wish to take part in. Next put in the number of employees that will be trained in this course. Then put in half or less of the cost of the course.

Hit calculate, and the information should populate itself.
Step 5.

Put in the proposed start date of the training. Please note that this is not a guaranteed start date.

Fill in this information.

Fill in this information.

Fill in this information.

Fill in this information if applicable to your grant.
Step 6.

Tick any that apply to the business.

Tick which option applied to you.

Hit Submit.
Step 7.

Request your Certificate of Good Standing (COGS) from MassTaxConnect (https://mtc.dor.state.ma.us/mtc/). 

Do not request any documents from the Secretary of the Commonwealth’s site.

This Certificate can take several weeks to be made available to you so please request this at least two months before the proposed start date.