**On the Main Menu please select *Apply for Short-Time Compensation Benefits* and then *Continue***

Graphical user interface, text, application, email

Description automatically generated

**Please select *Employer***

Graphical user interface, text, application

Description automatically generated

**Once Employer is selected, a new drop-down menu will appear as seen below. Please *select I am applying to participate in the Short-Time Compensation Program* and then select *Continue.***

Graphical user interface, text, application, email

Description automatically generated

**The next screen is the STC Plan Application. Please fill in all fields marked with an asterisk**

Application, Teams

Description automatically generated

Background pattern

Description automatically generated

Graphical user interface, application

Description automatically generated

Background pattern

Description automatically generated with medium confidence

Graphical user interface

Description automatically generated with medium confidence

Graphical user interface, text, application

Description automatically generated

**Once the application has been filled out, you may upload any additional documentation that is pertinent to the STC Plan Application. If there is none, please select *Continue.***

Graphical user interface, text, application

Description automatically generated

**Please list each employee who will be participating in the STC program and answer the corresponding questions. Select the *Add Employee* button to add more employees to the list. Once all employees have been added, please select *Continue*.**

***Please note: Only employees who are listed here will be eligible to participate in this STC Plan. Employers will not be able to add any new employees to their STC plan once this application has been submitted.***

Table

Description automatically generated

**Please read the certification page, check the *I certify* box, and put *Name*, *Title*, and *Date* in the boxes listed and then select *Continue***

Graphical user interface, text, application, Word

Description automatically generated



**Once you select Continue, the Employer Plan Application has been submitted. A confirmation screen will pop up with a Reference Number. Employers can expect to be contacted within 10 business days.**

**Thank you for your interest in STC!**