

# HOW TO REGISTER AS A COMET SUPPLIER

## COMET Access Requires MyWisconsin ID and COMET Registration

To access DWD's Contract Management and Expenditure Tracking System (COMET), new Supplier Contacts must:

1. Create a MyWisconsin ID or use an existing MyWisconsin ID.
2. Complete COMET Supplier registration and receive approval from DWD Program staff.

Access to COMET is not available until both tasks are completed.

## What is MyWisconsin ID?

MyWisconsin ID is a new State of Wisconsin secure sign-in service. It allows users access to all participating state systems and services using one username and password. MyWisconsin ID replaces prior login services.

When you create a MyWisconsin ID, you will:

1. Provide your email address, which becomes your MyWisconsin ID username.
2. Create a MyWisconsin ID password.
3. Select one or more Multi-Factor Authentication (MFA) methods to help protect your account.

## How MyWisconsin ID Sign-In Works with COMET

When you sign in to COMET, you will:

1. Enter your MyWisconsin ID username (email address) and password.
2. Verify your identity using one of your selected multi-factor MFA methods, such as:
  - Text message
  - Phone call
  - Email verification message
  - Authenticator app (such as Okta Verify or Google Authenticator)
  - Other approved methods
3. After your identity is verified, COMET will open and display the dashboard for your Supplier entity.

## Before You Create a MyWisconsin ID

Your email address will be used as your MyWisconsin ID username. Before creating a MyWisconsin ID, ensure that your email address meets the following requirements:

- Do not use a personal email address.
- Use an email address assigned only to you by your company or organization.
- Shared email addresses are not permitted. This includes distribution lists, team inboxes, and "contact us" mailboxes. Contact your organization's IT department if you need an individual email address.
- A separate MyWisconsin ID account is required for each Supplier entity (Supplier Number). If you submit Financial Status Reports (FSRs) or invoices for multiple Supplier entities, you must create a unique MyWisconsin ID account—with a separate email address and password—for each Supplier Number. Contact your organization's IT department if additional email addresses are needed.

## Creating a MyWisconsin ID for COMET

For your convenience, a version of the MyWisconsin ID process customized for COMET is included in this document. **A detailed, step-by-step MyWisconsin ID process** is available on the MyWisconsin ID Registration page at [https://det.wi.gov/Pages/MyWisconsin\\_ID\\_Self\\_Registration.aspx](https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx)

**For help creating or managing your MyWisconsin ID account, contact** the MyWisconsin ID Account Service Desk, at **608-471-6667**. Help is available 24 hours a day, 7 days a week, 365 days a year.

For information specific to the Department of Workforce Development, see **DWD's MyWisconsin ID FAQ** at <https://dwd.wisconsin.gov/mywisconsinid/faq.htm>

## Determine Your Starting Point

The MyWisconsin ID process for COMET differs slightly for New or Existing approved COMET Supplier Contacts, and for those with or without a MyWisconsin ID. Please consider the following and proceed as directed:

### Without a MyWisconsin ID

- Follow the Steps in order, starting with Step 1.
- You must create a MyWisconsin ID to enable COMET login.
- Do not create a MyWisconsin ID using a shared or personal-use email address.
- ❖ **New Supplier Contacts**
  - During your first COMET login, you will be prompted to complete a Supplier Registration form. You must provide your Supplier Number, which can be obtained from your DWD Program staff.
- ❖ **Approved Supplier Contacts**
  - The email address used to create your MyWisconsin ID username **must match the email address associated with your original, approved Supplier Registration** to access your Supplier's existing COMET contracts, Financial Status Reports (FSRs), and invoices. If needed, your DWD Program staff can confirm the approved email address used for COMET.
  - If your MyWisconsin ID username (email address) is not found in COMET after login, you must complete a Supplier Registration form. Your Supplier Number, which can be obtained from your DWD Program staff, is required.

### With a MyWisconsin ID

- ❖ **New Supplier Contacts and Approved Supplier Contacts**
  - Follow the Steps in order, starting with **Step 1**.
  - You may use a MyWisconsin ID created for a State of Wisconsin system or service other than COMET to access COMET.

## MyWisconsin ID and COMET Supplier Registration

### STEP 1:

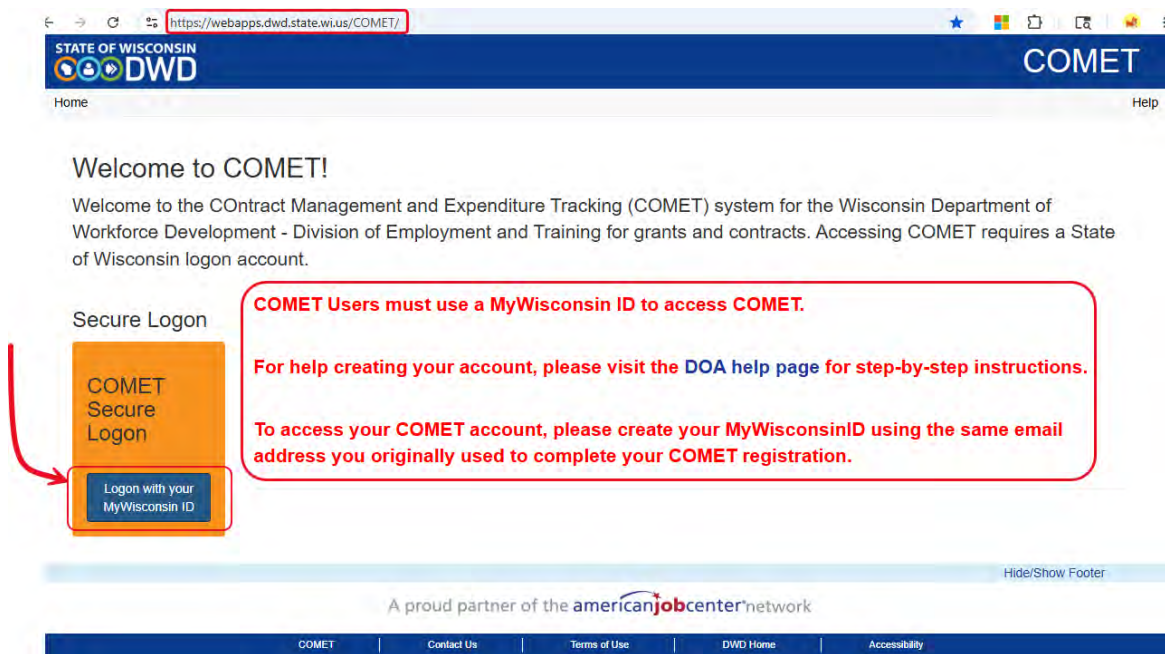
- ❖ **All Supplier Contacts:**
  - Open your internet browser and navigate to the COMET Supplier Portal at <https://webapps.dwd.state.wi.us/COMET> **Go to Step 2.**

## STEP 2:

### Log In

#### ❖ All Supplier Contacts:

- Click on the "Logon with your MyWisconsin ID" button on the COMET Welcome screen:



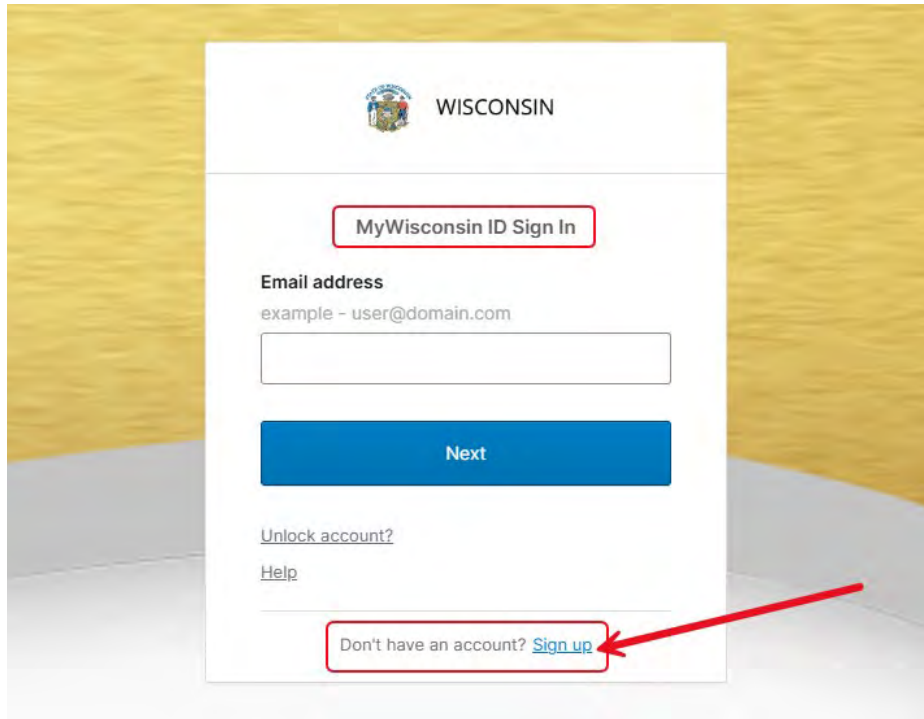
- **Go to Step 3.**
  - **No MyWisconsin ID?** Follow the steps for "**New and Approved Supplier Contacts Without a MyWisconsin ID.**"
  - **Already have a MyWisconsin ID?** Follow the steps for "**New and Approved Supplier Contacts With a MyWisconsin ID.**"

## STEP 3:

### MyWisconsin ID Sign In

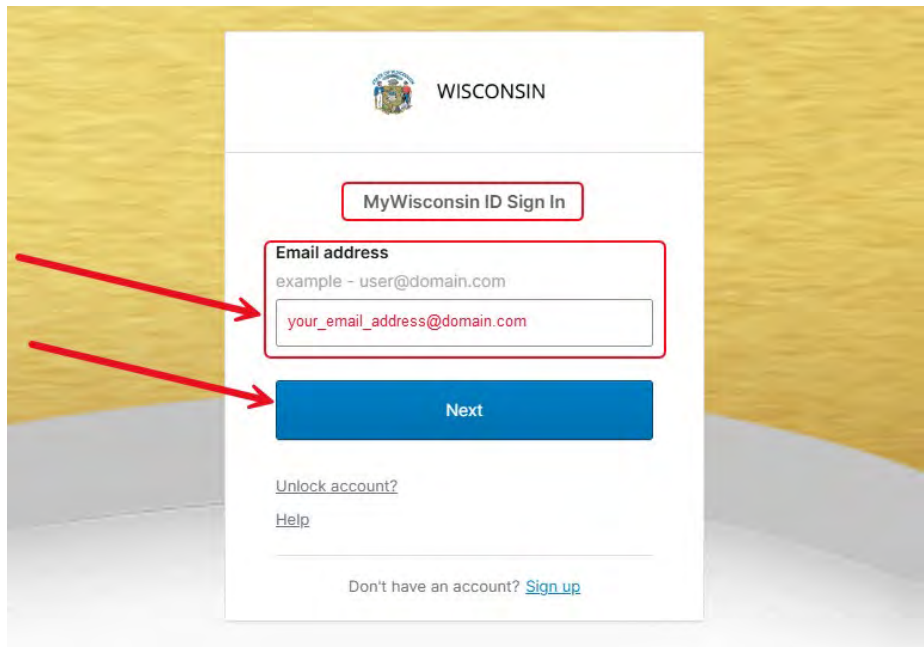
#### ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:

- On the "State of Wisconsin – Sign In" browser tab, in the "MyWisconsin ID Sign In" screen, click the "[Sign Up](#)" link after "Don't have an account?" **Go to Step 4.**
- Note:
  - To create a MyWisconsin ID, you must complete all registration steps, including selecting your (MFA) preferences.
  - Once you start MyWisconsin ID registration, you must **complete it within two hours**. Incomplete registrations are automatically deleted every two hours. Users with incomplete accounts must repeat the creation process from the start.
  - In this documentation, screenshots with a muted yellow background indicate the MyWisconsin ID environment (not COMET).



❖ New and Approved Supplier Contacts **With** a MyWisconsin ID:

- Enter your MyWisconsin ID username (email address). Click "**Next.**"



- Follow the prompts to enter your MyWisconsin ID password.
- Follow the prompts to complete your selected MFA methods.
  - COMET seeks to match an approved Supplier Contact email address to your MyWisconsin ID username (email address).
  - **If COMET matches** your MyWisconsin ID username (email address), your COMET login is complete. You will see the Dashboard for your Supplier entity/Supplier Number and COMET navigation menus.

- If COMET does NOT match your MyWisconsin ID username (email address), you are notified on screen that no match was found.
  - Click the "New COMET registration" button to complete/submit a new COMET Supplier Registration. **Go to Step 12.**



**No match found in COMET for the entered email.**

Proceed to create a new COMET user registration.

(Note: Your Supplier Number is needed to complete a COMET registration.)



If you feel this is in error, please contact your DWD office or bureau for assistance.

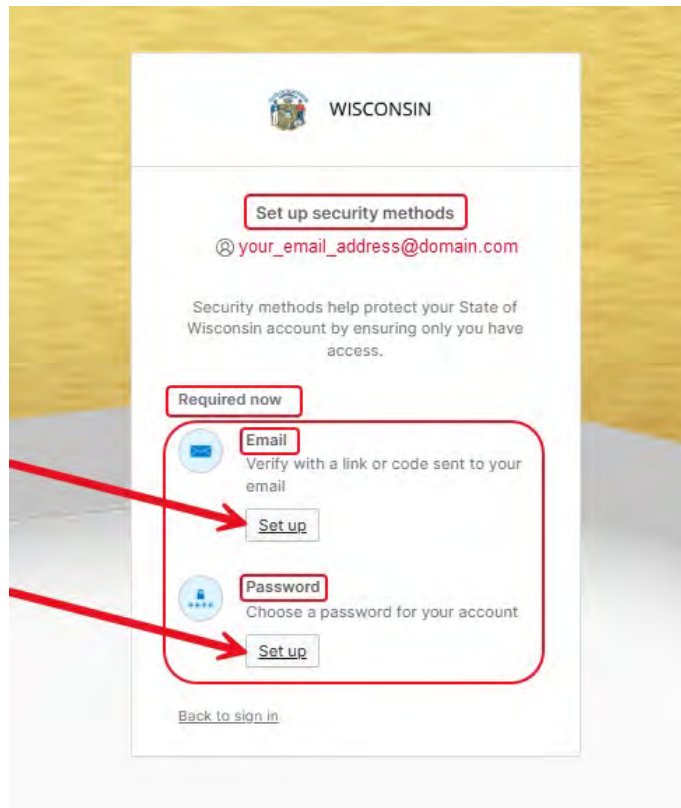
## STEP 4:

- ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:
  - Enter your First Name, Last Name, and Email address. The entered email address becomes your MyWisconsin ID username. Click the **Sign Up** button. **Go to Step 5.**

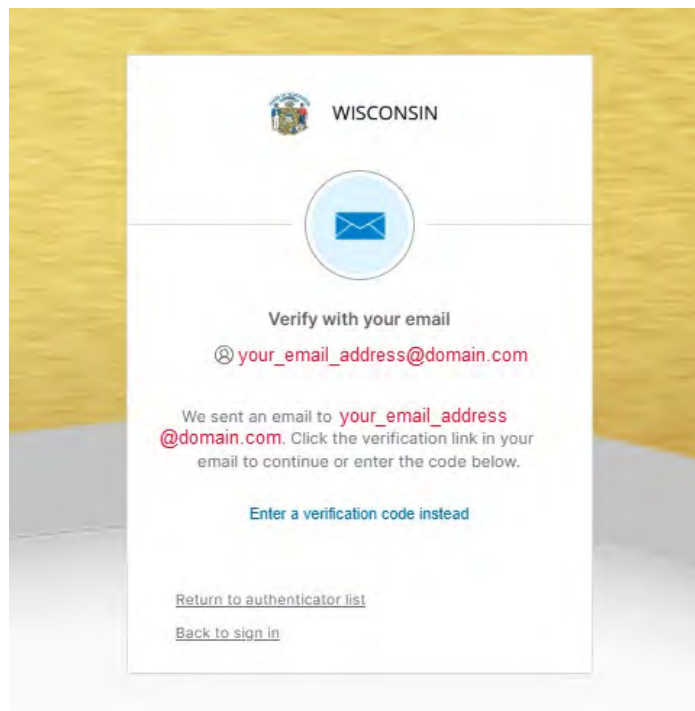
## STEP 5:

### MyWisconsin ID Email Address Verification

- ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:
  - MyWisconsin ID navigates to "Set up security methods" for MyWisconsin ID username (email address) verification and MyWisconsin ID password setup completion: Click the Email "Set Up" button to verify your email address using a link sent to your email address.



- MyWisconsin ID confirms that the email was sent. **Go to Step 6.**

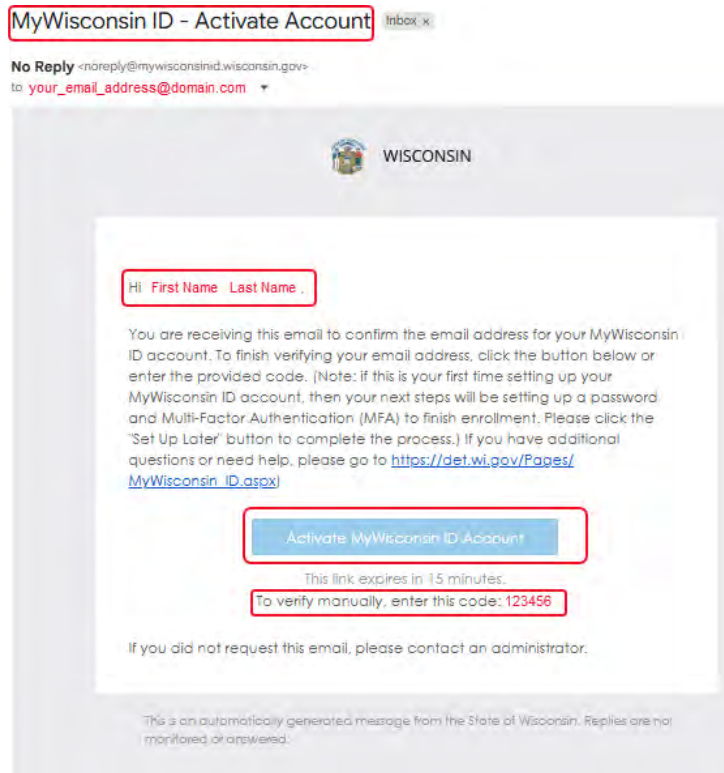


## STEP 6:

### MyWisconsin ID Activate Account

- ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:
  - Leaving the MyWisconsin ID window open, open your email. Locate the Email Confirmation message with the subject, "MyWisconsin ID – Activate Account."

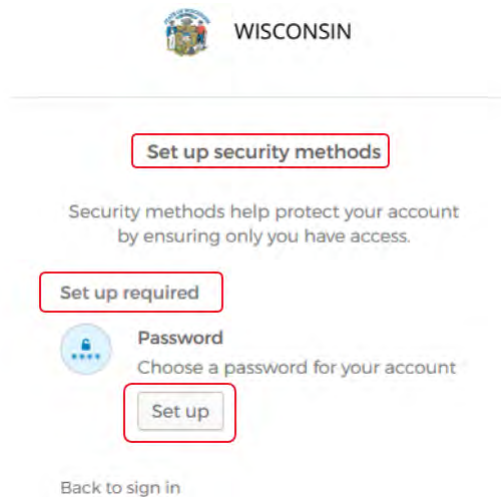
- Click the "Activate MyWisconsin ID Account" button to verify your email address. **Go to Step 7.**



## STEP 7:

### MyWisconsin ID Password Set Up

- ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:
  - After verifying your email address, you will set up the Password for your account. Click the "Set Up" button for Password to create a password for your account. **Go to Step 8.**



## STEP 8:

### ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:

- Set up your MyWisconsin ID password. **Go to Step 9.**
  - If you make multiple unsuccessful password setup attempts, the registration process will time out and prevent you from continuing. You may see an error message stating that your account cannot be created. If this happens, wait two hours before trying again.

WISCONSIN

\*\*\*\*

Set up password

your\_email\_address@domain.com

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

Enter password

Re-enter password

Next

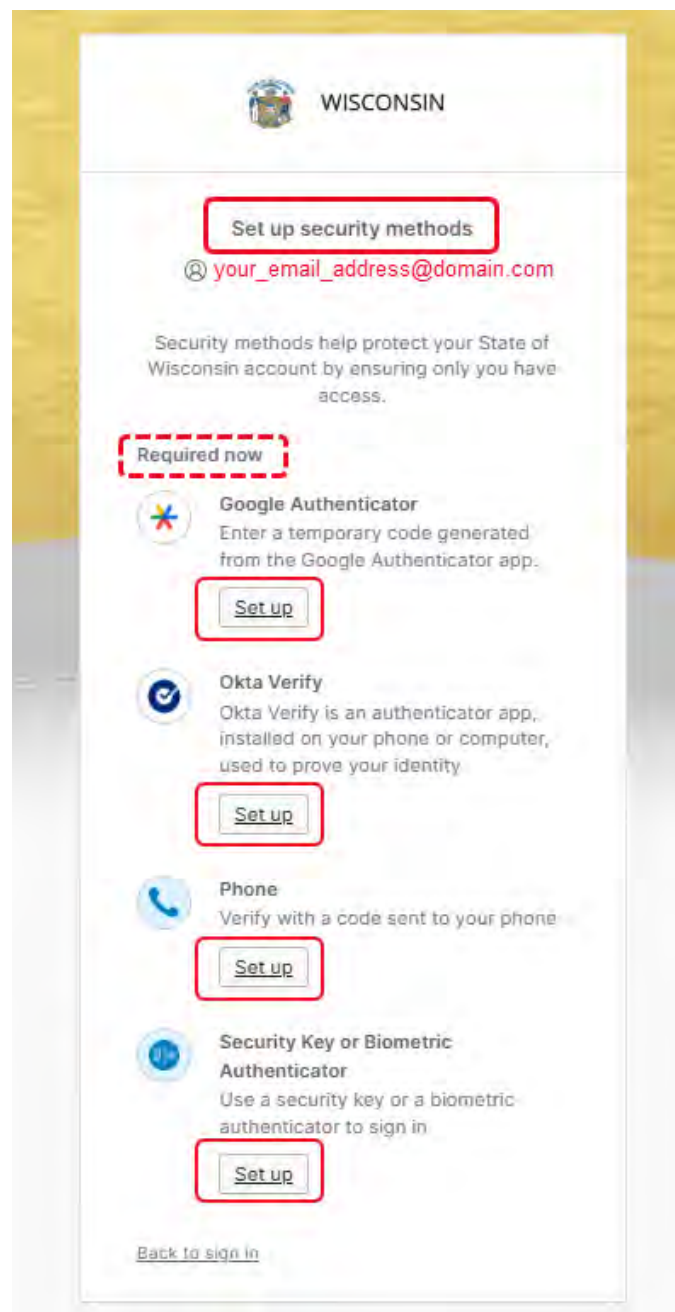
[Return to authenticator list](#)

[Back to sign in](#)

## STEP 9:

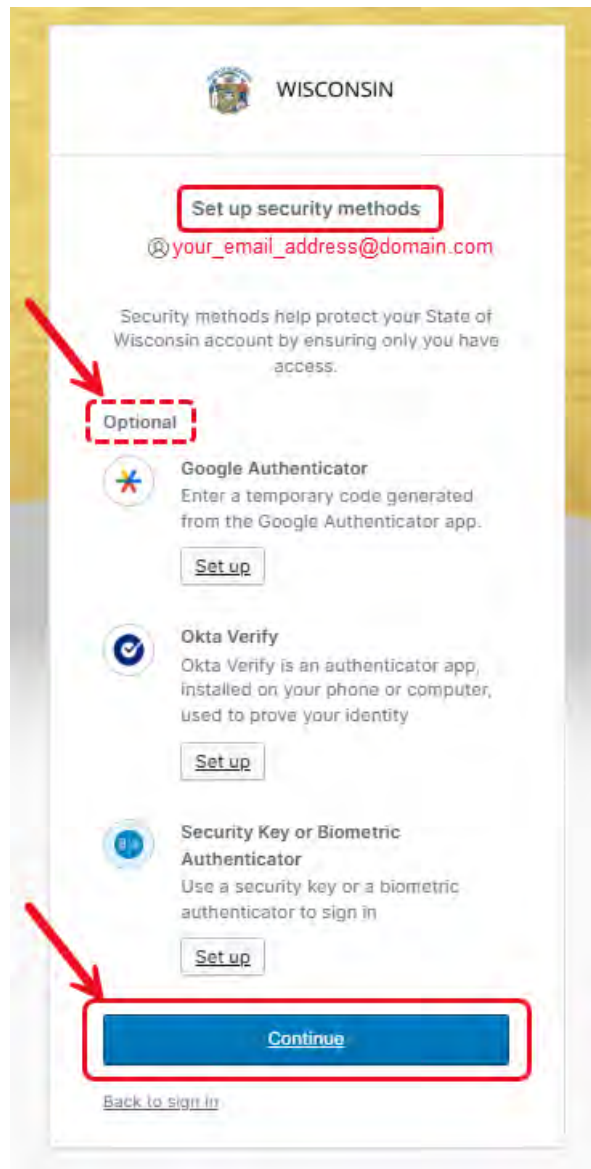
### MyWisconsin ID MFA Set Up

- ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:
  - After setting up the password for your MyWisconsin ID account, you are prompted to **select one Multi-Factor Authentication (MFA) method from several options.**
  - Click the Set up button under your preferred MFA method.
  - Follow the prompts to set up your selected MFA method. **Go to Step 10.**
    - **Phone Authentication** requires selection of receipt of either a phone call or text for identity verification. To complete setup, you will receive a phone call or text message at the number you provide.
    - **Google Authenticator** and **Okta Verify** are authentication apps that must be installed on either your phone or computer. During setup methods, you will interact with your MFA app.



## STEP 10:

- ❖ New and Approved Supplier Contacts **Without** a MyWisconsin ID:
  - After setting up **one MFA** method, you are directed to the last screen that offers optional set up of additional MFA methods.
    - **If you wish to set up additional MFA methods, click "Set up"** and follow the prompts.
    - **If you do not wish to set up additional MFA methods, click "Continue" to complete MyWisconsin ID setup/registration.**
  - **This completes the MyWisconsin ID setup process.** Remember your MyWisconsin ID username (email) and password. **Go to Step 11.**



The MyWisconsin ID Account Service Desk at [https://det.wi.gov/pages/MyWisconsin\\_ID.aspx](https://det.wi.gov/pages/MyWisconsin_ID.aspx) provides online self-service resources and support guidance. For personal assistance, contact the Service Desk at 608-471-6667, available 24 hours a day, 7 days a week, 365 days a year.

## STEP 11:

### Login to COMET

#### ❖ New and Approved Supplier Contacts **With** a MyWisconsin ID:

- Go to the "COMET Supplier Portal: Login" page and login with your MyWisconsin ID.
  - If you are not navigated automatically to the "COMET Supplier Portal: Login" page, close all open internet browser tabs and windows to log out of the MyWisconsin ID creation process completely. Open your browser.
    - Employment & Training Partners and DWD Grant Recipients: Navigate to the Employment Training & Partners portal at <https://dwd.wisconsin.gov/det/partners.htm>
      - Click the COMET tile. On the tile expansion, click the "Login to DET-APPS" button.
      - In the "DET (APPS) Application Portal for Partners & Staff" window either login using the appropriate role or click "COMET" in "To Get Started" menu on the left side of the screen.
- In the "COMET Supplier Portal: Login" page, click the "Logon with your MyWisconsin ID" button to enter your MyWisconsin ID username and password. **Go to Step 12.**

Home Help

### Welcome to COMET!

Welcome to the COntract Management and Expenditure Tracking (COMET) system for the Wisconsin Department of Workforce Development - Division of Employment and Training for grants and contracts. Accessing COMET requires a State of Wisconsin logon account.

Secure Logon

**COMET Users must use a MyWisconsin ID to access COMET.**

**For help creating your account, please visit the [DOA help page](#) for step-by-step instructions.**

**To access your COMET account, please create your MyWisconsinID using the same email address you originally used to complete your COMET registration.**

Logon with your MyWisconsin ID

Hide/Show Footer

A proud partner of the [americanjobcenter](#) network

COMET | Contact Us | Terms of Use | DWD Home | Accessibility

## STEP 12:

### COMET Registration Match

#### ❖ New and Approved Supplier Contacts **With** a MyWisconsin ID:

- Enter your MyWisconsin ID (email address) and password.
- Complete your selected MFA verification methods.
- If COMET matches your MyWisconsin ID username (email address), your COMET login is complete.
  - The COMET Dashboard and navigation menus for your Supplier entity (Supplier Number) are displayed.

- If COMET does not find a match for the MyWisconsin ID username (email address), a "no match found" message displays.
  - Both new and previously approved Supplier Contacts are treated as new, unapproved Supplier Contacts and must complete and submit a COMET Supplier Registration for approval by their DWD Program staff.
  - Complete all required registration fields and click Submit. **Go to Step 13.**

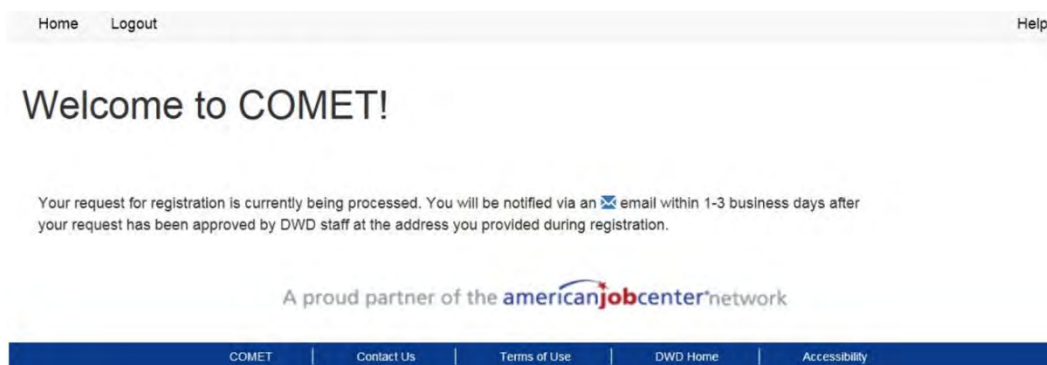
- Note:
  - **Supplier Name** is how your Supplier entity/grant recipient name is registered in the state's STAR system for financial payment receipt. If you need help identifying your Supplier Name, contact your DWD Program staff.
  - **Supplier Number** is the unique payment Supplier entity/grant recipient identifier in the state's STAR System. If you need help finding this number, contact your DWD Program staff.

## STEP 13:

### COMET Supplier Contact Approval

#### ❖ New Supplier Contacts **With** a MyWisconsin ID:

- After submitting your Supplier Registration, "Welcome to COMET" displays:



- Allow up to three business days for COMET registration approval. When approved, notification is sent to the email address associated with your MyWisconsin ID.
- Once approved, logon to COMET with the link in your email or go to <https://webapps.dwd.state.wi.us/COMET>. After login, the COMET Dashboard and navigation menus for your Supplier entity (Supplier Number) are displayed. **Go to Step 14.**

## STEP 14:

### Confirm or Update Supplier Contact Registration Details

- Click on the "My Details" tab to review information submitted during the registration process. All fields can be updated, except First Name, Last Name, and Supplier Number. Click "Save" and changes will be reflected upon the next logon.

The screenshot shows the 'My Details' page in the COMET system. The page header includes the State of Wisconsin DWD logo, the user's Supplier ID (#####), and the Supplier Name (Supplier Entity Name). The navigation menu includes Home, My Contracts, My FSRs, My Invoices, My Details (selected), Reference Tables, Logout, and Help. The main content area is titled 'My Details' and contains a form with the following fields:

- First Name: First Name
- Last Name: Last Name
- Supplier Name: \* Supplier Entity Name
- Supplier Number: #####
- Telephone Number: \* (###) ###-####
- Email: \* your\_email\_address@domain.com
- Address 1: \* Address 1
- Address 2: Address 2
- City: \* City
- State: \* WI
- Zip: \* Zip Code
- Zip Ext: Add

A red box highlights the 'Supplier Name', 'Supplier Number', 'Telephone Number', 'Email', 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'Zip Ext' fields. A red arrow points to the 'Save' button located below the form.

At the bottom of the page, there is a footer with the text 'A proud partner of the americanjobcenter network' and a 'Hide/Show Footer' link. The footer also contains links for COMET, Contact Us, Terms of Use, DWD Home, and Accessibility.

## CONTACT INFORMATION

If you have COMET system issues or questions about your COMET contract, FSRs, or invoices, contact your DWD Program staff for help. Find COMET contact email box addresses at <https://dwd.wisconsin.gov/comet/contacts.htm>