

Learning Center Transcript

Create an Employer Account

Description: Learn how to create your employer account to complete system registration. This will enable you to take full advantage of system resources, such as posting job orders and searching for candidate resumes.

1. How to Create an Employer Account

Welcome to the Learning Center. In this training segment, we will demonstrate how employers complete system registration. At the conclusion of this video, you will be able to:

- Identify required fields
- Utilize general assistance tools
- Conduct an Industry search
- Successfully complete system registration
- Understand the benefit of system registration

Your actual system setting and options may differ from those shown in this video.

Now let's take a closer look at how to create an employer account.

2. Home Page

This is a sample Home page. Your system's Home page may look different, but they all contain links to similar resources. To register for the first time, click the register link on the Home page.

3. Registration Page

The following screen appears, allowing you to determine the account type you want to create. The registration type screen is displayed. Select the registration type that best describes your organization from the options listed by clicking the link to the desired type of registration. You can also select multiple registration types that allow you to create one account with a different type of access.

Once you have made a selection, click the Continue Registration button to begin.

The first registration screen is displayed.

4. Built-In Assistance Tools

Page one of Employer Registration will ask some basic questions. There are built-in aids to help you stay on track:

- Help bubbles will explain fields and buttons on the page.

- Blue text will explain any rules or limitations certain fields may have, such as the User Name and Password.
 - Red asterisks are required information fields.
 - Field assistance links will take you to other websites or other locations within the system. One of the first assistance links is the one to take you to the U.S. Postal Service site to assist you in locating a zip code.
 - Radio buttons allow only one response, while checkboxes will allow more than one.
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5. Login Information

To start, create a username ID and a password. You'll need both to log in to the system.

Now choose a security question from the drop-down box and type an answer to that question. Choose something that is easy to remember. You'll need this if you forget your login information, and use the "Forget username and/or password" process to retrieve it.

6. Company Information and Zip Code

Next, enter the company or business name.

Enter the Zip Code for your primary work location. The system uses this information to pre-fill most of your address on the second registration page.

You may click on the Find Zip Code link to access the U.S. Postal Service website for search assistance.

Enter the **street address** of the primary business location, up to three lines.

The system has auto-filled the remainder of the business address based on the Zip Code entered on page one.

7. Mailing Address

You may have a mailing address that is different than your primary location address. If it's different, enter it manually here. If it's the same, click the checkbox and the information will pre-fill.

If your system employs the *Address Standardization* feature, the address format may change to meet bulk mailing standards.

8. Contact Information

Complete the Contact Information section. Confirm your email address by entering it twice.

Select your **Preferred Notification Method** from the drop-down list. The system will use this method to contact you when required.

If you record your company's web site address, be sure to use the proper format.

If there is a specific page on your company's website that you wish to direct job applicants to, such as an Employment or Jobs page, enter that page location in the *Link for job Applicants* field.

9. Company Information

Here, in the Company Information section, your first step is to search for and select the industry code that best defines the nature of business conducted.

Click the Search for Industry NAICS Code link to select the North American Industry Classification System code for your business.

When you click the Search for Industry NAICS Code link, you may choose one of the search options displayed to select your industry title.

Let's review these options.

10. Industries by Keyword Tab

The Industries by Keyword option is the first option displayed. You may search for an industry by typing one or more keywords in the field. Separate keywords with ANDS and ORs.

When you click the Search button, the system displays a list of match results.

When you click on your desired industry title, the system will insert the NAICS code and title in the Company Information section.

11. Industries by Sector Tab

Now let's look at another option. Click the Industries by Sector tab and a list is displayed. Once selected, your NAICS code and the Industry Code Title are completed.

12. Industry by Listing Tab

The alphabetized list is displayed when you click the Industry Listing tab.

. Again, the system will auto-fill the NAICS Code and title as a result of your selection.

13. Industries by Industry Code Tab

Click the **Industries by Industry Code** tab. The system displays a list of match results.

In some instances, you must click the plus sign to reach to most detailed level. Finally, click the Industry Code and Title link.

The system will auto-fill the NAICS Codes and title as a result of your selection.

14. Employee Number and Type of Employer

Complete the remaining required details in this section by clicking the **Number of Employees** drop-down button and selecting the number of employees in your company. Then select the **Type of Employer** from the drop-down box.

If your company works with the Federal government on a contract basis, select “Yes” beside *Are you a federal Contractor?*

15. Company Profile and Benefits

Although it is not required, you can create a company profile to list the major products and services your company offers. Use the formatting control options to customize the text appearance.

16. Saving your Information

Click the Save button to complete system registration. The system will display a registration confirmation screen similar to this one. Now you may explore the various system tools to help manage your needs.

17. Completion

You have successfully completed this demonstration on how to create an Employer account.

Don't forget to access the other videos available on other topics.
