

Third-Party User Instructions



A user who posts jobs for multiple employers can request to use one login, username and password. After approval by Bureau of Job Service, you will access and use the system as described in this document. (Examples included are not real companies.)

1. Go to the [Job Center of Wisconsin website](#) and log in using the primary account you established for your company. You will see the **Employer Profiles** field with a drop-down menu of the companies you are approved to represent.
2. Click on the company name you want to work with.



3. The company you selected is shown in the **Employer Profiles** drop-down menu and a message is displayed at the top of the screen to show which company you are working with. Select the **My Company Information** button.

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4. To view the companies, you can access and the status of their registrations, click on the **Manage Employer Registrations** link.



To add a new employer, choose the **New Employer Registration** button. You will not need to create a username and password for this employer, just register.



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After registering, the new employer will appear in the **Submitted** portion of the screen. New employer registrations will be reviewed and approved before you have access to post jobs for the employer.

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Employer Profiles: ABC COMPANY

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Registrations List

Submitted

Employer Name	FEIN #	Submitted Date
DEF Manufacturing	17-4451123	8/6/2020 11:16:03 AM

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Approved

Employer Name	FEIN #	Approved Date
ABC COMPANY	12-9876543	8/5/2020 4:40:58 PM
WISCONSIN JOB POSTING COMPANY	47-0123456	8/5/2020 4:27:03 PM
ALLIGATOR FOODS	33-4564500	8/5/2020 4:47:50 PM
SUMMER KITCHEN	74-4445333	8/5/2020 4:44:16 PM

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[New Employer Registration](#)

- To create or edit existing job postings for the company shown in the **Employer Profiles** drop-down menu, click on **Employers** in the dark blue menu bar and then **Post a Job**.
- To switch to another employer, choose the employer from the **Employer Profiles** drop-down menu.

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Employer Profiles: SUMMER KITCHEN

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EMPLOYERS

You have switched your Employer Profile to SUMMER KITCHEN

Find Qualified Employees

Start your search for candidates now.

Enter a job title - eg. Accountant

[Post a Job Today](#)

[My JCW Dashboard](#)

[My Company Information](#)

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