Managing Company Information and Contacts

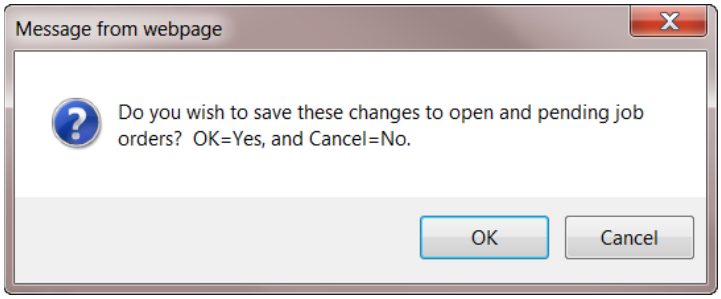
You can manage your company's information, such as editing location information or adding new locations, or editing or adding contact persons.

To begin, please go to JobCenterofWisconsin.com and login. Click on **Employers** in the dark blue menu bar, and then on **My Company Information**.

How do I add my company's logo to my job postings?

1. To add your company's logo so it appears on your job postings, click on **Manage Company Information**.
2. Click on the link for the site you want to add the logo for.
3. On the **Location** tab, click on the **Add Company Logo** area.
4. Upload your company's logo image file. Click on the **Save Location** button.

5. This message will appear. Click on the appropriate button.



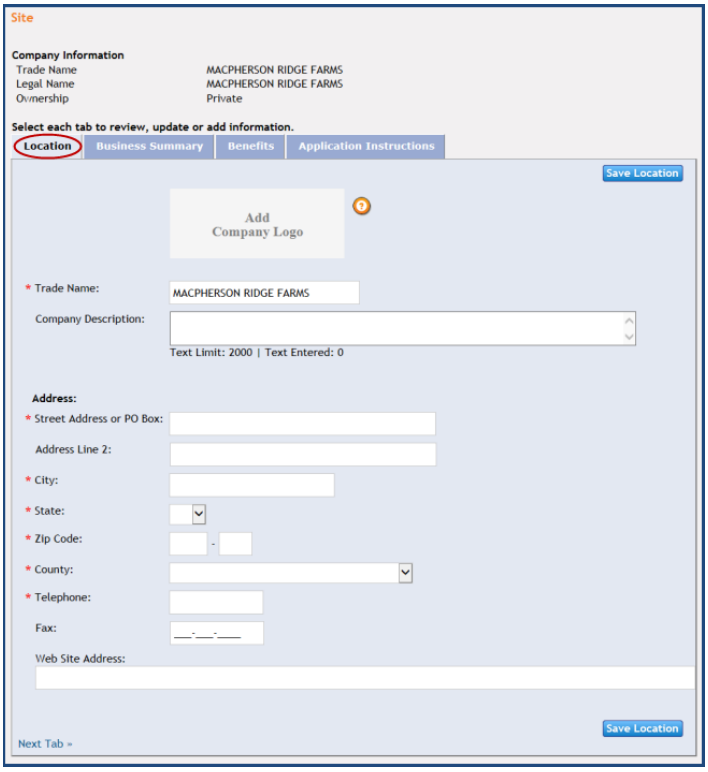
How do I remove my company's logo from my job postings?

1. Click on the **Remove Company Logo** checkbox.
2. Click on the **Save Location** button.
3. When the above message appears, click on the appropriate button.

How do I add a new location (site) for my company?

1. Click on **Manage Company Information**.
2. Click on the **Add Site** button.

3. A form with your organization's name will be displayed with four tabs across the top.

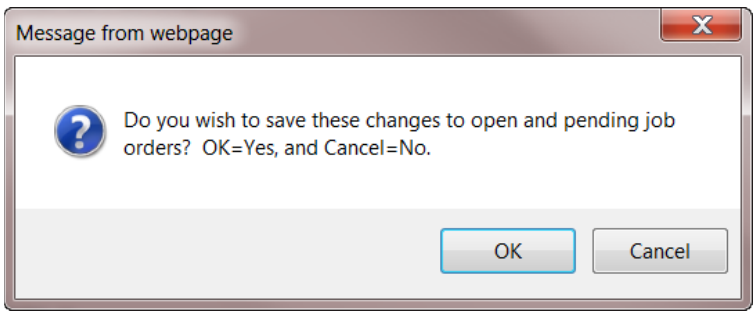


4. Fill in the information on the Location tab, and then click on the **Save Location** button**.**

5. Click on the Business Summary tab, and then on the Add Business Summary button. Fill in the information. Click on the Save Business Summary button.

6. If your company has standard benefits that you want to appear on all of your company's job postings, click on the Benefits tab, and then on the Add Benefits button. Select the benefits offered by clicking on the checkbox(es). Click on the Save Benefits button.

7. This message will appear. Click on the appropriate button.



8. If your company has standard application instructions that you want to appear on all of your company's job postings, click on the Application Instructions tab, and then on the Add Application Instructions button. Indicate how applications or resumes will be accepted by clicking on the checkbox(es). Click on the Save Application Instructions button.

9. The above message will appear. Click on the appropriate button.

How do I edit a location (site) for my company?

1. Click on **Manage Company Information**.

2. Click on the link for the site you wish to update/edit.

3. The site will be displayed with four tabs across the top.

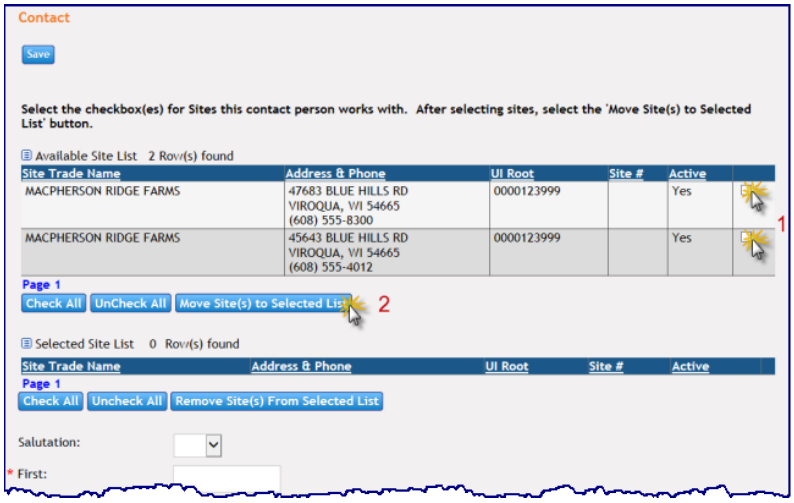
4. Click on the tab you want to edit and then add or edit the information. Click on the **Save** button.

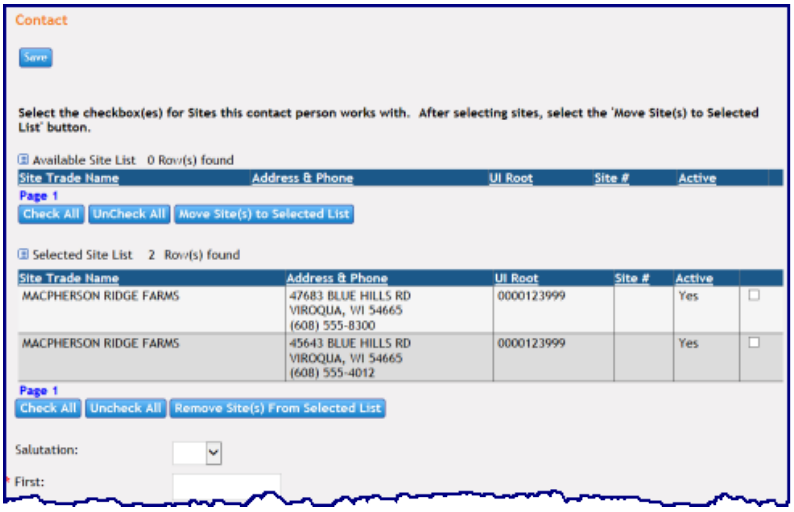
How do I add a new contact person for my company?

1. Click on **Manage Company Contacts**.

2. Click on the **Add Contact** button.

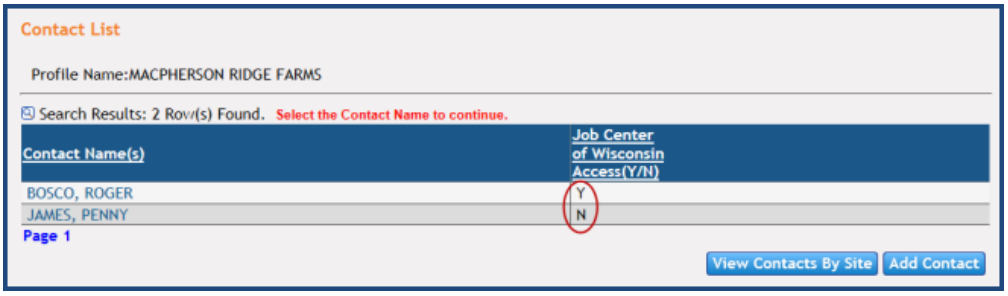
3. A blank Contact form will be displayed. Click the checkbox(es) on the **Available Site List** that the contact person will be posting jobs or searching resumes for. Click on the **Move Site(s) to Selected List** button.





4. Fill in the field on the form and click on the Save button.

5. The contact person has now been added to the **Contact List**. The 'Y' and 'N' in the **Job Center of Wisconsin Access** column indicates whether the contact person has access to post jobs and search resumes. If the person does not have access and needs it, he or she must register.



How do I edit a contact person for my company?

1. Click on **Manage Company Contacts**.
2. Click on the name link for the person's record you wish to edit/update. For security reasons, you are not allowed to change the first name or last name of the contact person.
3. Add or update the information and click on the **Save** button.

How do I delete a contact person for my company?

1. Click on **Employers** in the dark blue menu bar, and then on **Request Assistance.**
2. Click on the **Delete Contact Person** checkbox and enter the details of your request in the **Comments** field. Click on the **Submit** button.
3. For security reasons, only Job Service staff can delete contact persons.

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