Registration Instructions for Employers

We appreciate your interest in registering on JobCenterofWisconsin.com, where talent and opportunity meet. You must register in order to post jobs and search résumés. Each person who needs access at your organization must register and create an account (Username and Password). Please do not share your account with anyone.

1. To begin, go to https://jobcenterofwisconsin.com. Click on the Post Jobs button and then on the Create a Logon link in the SECURE LOGON area.
2. Read all the information on the Logon Creation page, and the User Acceptance Agreement. Click on the Accept button.

3. Complete the information on the Logon Creation page – your first and last name, email address and/or telephone number.

Click on the Submit button. A red error message will highlight fields with missing or incorrect information.
4. The **DWD/Wisconsin User Name Creation Complete** page will be displayed.

   Click on the **Continue to complete your registration** button.

5. Complete the fields on the **Employer Registration** page. See page 4 for an example.

   Your registration is important to us. **Please provide us with all requested information to prevent a potential processing delay.**
6. You have successfully submitted your registration!

After your registration has been verified and approved by Call Center staff, use this link https://jobcenterofwisconsin.com to enter job postings. Click on the Post Jobs button and then on the Enter a New Job Posting link. Login with your username and password.

Thank you again, and best wishes on your talent search!