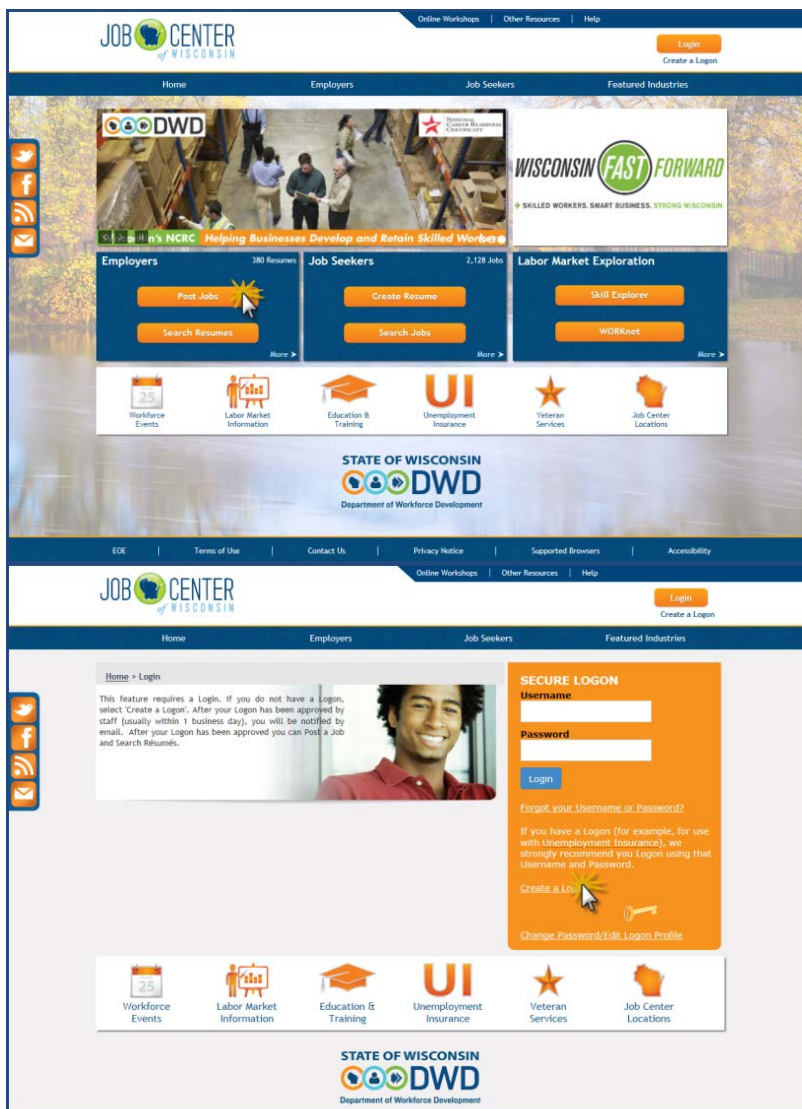


## Registration Instructions for Employers

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.

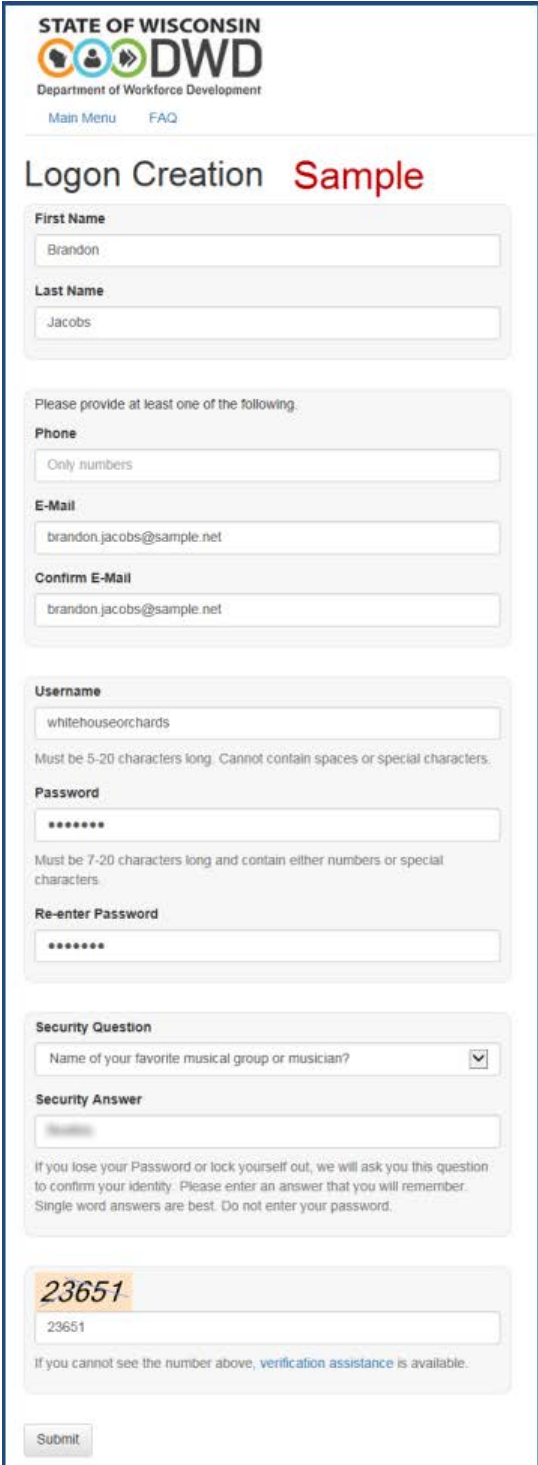
1. To begin, go to <https://jobcenterofwisconsin.com>. Click on the **Post Jobs** button and then on the **Create a Logon** link in the **SECURE LOGON** area.



The screenshot displays the JobCenterofWisconsin.com website interface. At the top, there is a navigation bar with links for 'Online Workshops', 'Other Resources', and 'Help'. Below this, a main menu includes 'Home', 'Employers', 'Job Seekers', and 'Featured Industries'. The central content area features several promotional banners and buttons. A prominent 'Post Jobs' button is highlighted with a mouse cursor. Below the main content, there is a 'SECURE LOGON' section with fields for 'Username' and 'Password', a 'Login' button, and a 'Create a Logon' link. The footer contains various service icons such as 'Workforce Events', 'Labor Market Information', 'Education & Training', 'Unemployment Insurance', 'Veteran Services', and 'Job Center Locations', along with the 'STATE OF WISCONSIN DWD Department of Workforce Development' logo.

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.



STATE OF WISCONSIN  
DWD  
Department of Workforce Development

[Main Menu](#) [FAQ](#)

## Logon Creation **Sample**

**First Name**  
Brandon

**Last Name**  
Jacobs

Please provide at least one of the following.

**Phone**  
Only numbers

**E-Mail**  
brandon.jacobs@sample.net

**Confirm E-Mail**  
brandon.jacobs@sample.net

**Username**  
whitehouseorchards  
Must be 5-20 characters long. Cannot contain spaces or special characters.

**Password**  
\*\*\*\*\*  
Must be 7-20 characters long and contain either numbers or special characters.

**Re-enter Password**  
\*\*\*\*\*

**Security Question**  
Name of your favorite musical group or musician?

**Security Answer**  
\*\*\*\*\*

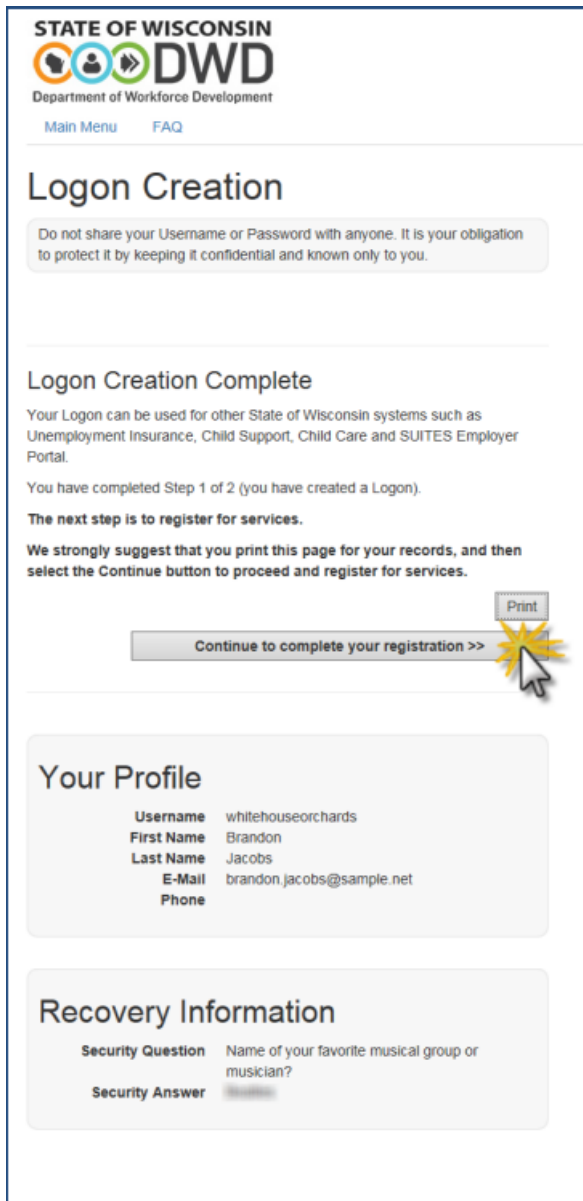
If you lose your Password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Single word answers are best. Do not enter your password.

**23651**  
23651

If you cannot see the number above, [verification assistance](#) is available.

4. The **DWD/Wisconsin User Name Creation Complete** page will be displayed.


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



The screenshot shows the 'Logon Creation Complete' page from the State of Wisconsin Department of Workforce Development. The page includes a header with the DWD logo and navigation links for 'Main Menu' and 'FAQ'. A warning box states: 'Do not share your Username or Password with anyone. It is your obligation to protect it by keeping it confidential and known only to you.' The main heading is 'Logon Creation Complete', followed by text explaining that the logon can be used for other state systems like Unemployment Insurance, Child Support, Child Care, and SUITES Employer Portal. It notes that Step 1 of 2 is complete and the next step is to register for services. A 'Print' button is visible. A large button labeled 'Continue to complete your registration >>' is highlighted with a mouse cursor. Below this are sections for 'Your Profile' and 'Recovery Information'. The profile shows: Username: whitehouseorchards, First Name: Brandon, Last Name: Jacobs, E-Mail: brandon.jacobs@sample.net, and Phone: (blank). The recovery information shows a Security Question: 'Name of your favorite musical group or musician?' and a Security Answer: (blurred).

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.**



[Online Workshops](#) | [Other Resources](#) | [Help](#)

Hi, Brandon | [My account](#) | [Logout](#)


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Home
Employers
Job Seekers
Featured Industries

### Employer Registration

**Complete this registration ONLY if you are an employer!**  
 If you are a job seeker, check out Job Center of Wisconsin's Job Seeker Tools.  
 Otherwise, please provide the following information, then select the Submit button at the bottom of the page.

**Employer Information:**

- \* Indicates a Required Field
- \* Company Name:
- \* Address 1:
- Address 2:
- \* City:
- \* State:
- \* Zip Code:  -
- \* FEIN Code:  [Apply Online Now](#) 

[##-#####]  
 UI Account Root Number:

Company Description:

Text Limit: 2000 | Text Entered: 0

**Contact Information:**

- \* Role, Title or Business Area:
- Salutation:
- First:
- Middle Initial:
- Last:
- Account ID:
- \* Telephone:  Extension:
- Cell Phone:
- Fax:  Extension:
- \* E-Mail:

May we contact you at this address for general job center announcements?  Yes  No

Would you like to receive a Job Order Approval Notice email when job orders you enter are approved by Job Center staff and placed on JobNet?  Yes  No


Would you like to receive a Job Order Expiration Notice email 5 days before job orders you enter are about to go off JobNet?  Yes  No


Preferred Method of Contact:  Telephone  Email  Fax  In Person  None Specified

- \* County/Job Center:

**Additional Comments:**

Text Limit: 2000 | Text Entered: 0





EOE
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Supported Browsers
Accessibility

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!