

Registration Instructions for Third Party Agents

Third party agents act on behalf of employers to post the employer's job openings on Job Center of Wisconsin. Examples of third party agents are immigration attorneys who enter foreign labor certification job postings and employees of businesses that offer third party job posting services.

With the permission of the employer that has the job opening, third party agents may be given access to the employer's records to post jobs on the employer's behalf. These registration instructions must be followed. Refusing to do so will delay the verification and approval process for your registration.

Registrations from third party agents will be verified with the company the third party agent says he or she is representing, to ensure that the company has a relationship with the third party agent, and that the company agrees that the third party agent can have access to the company's records.

If you represent more than one company you must register to represent each company.

Registration rules you must follow:

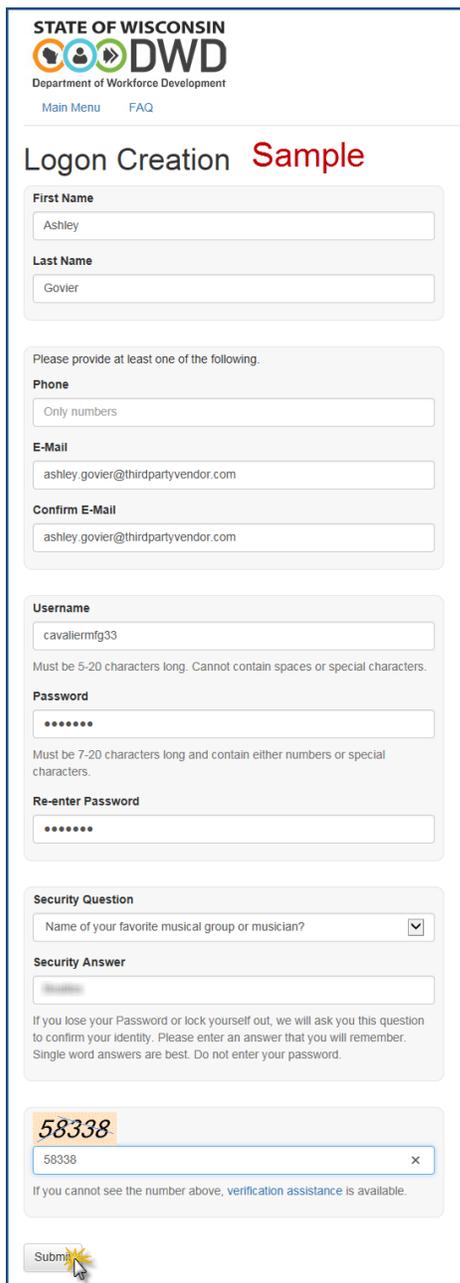
- Usernames and passwords must not be shared! This means that you cannot use the employer's username and password, and do not share your own username and password with others working for your company, the employer you represent, or others.
- Do not create registrations for other people. This means that you should not create a registration for the employer you represent, or for anyone else in your company.
- If more than one person in your company needs access to the Job Center of Wisconsin website, each person must register.

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.



<http://JobCenterofWisconsin.com>

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 for yourself – your first and last name, your email address and/or telephone number.
4. Click on the **Submit** button. If there is any missing information, or any problems, a **red** error message will appear beneath the field(s) that need correction.



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Logon Creation Sample

First Name

Last Name

Please provide at least one of the following.

Phone

E-Mail

Confirm E-Mail

Username

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

Security Answer

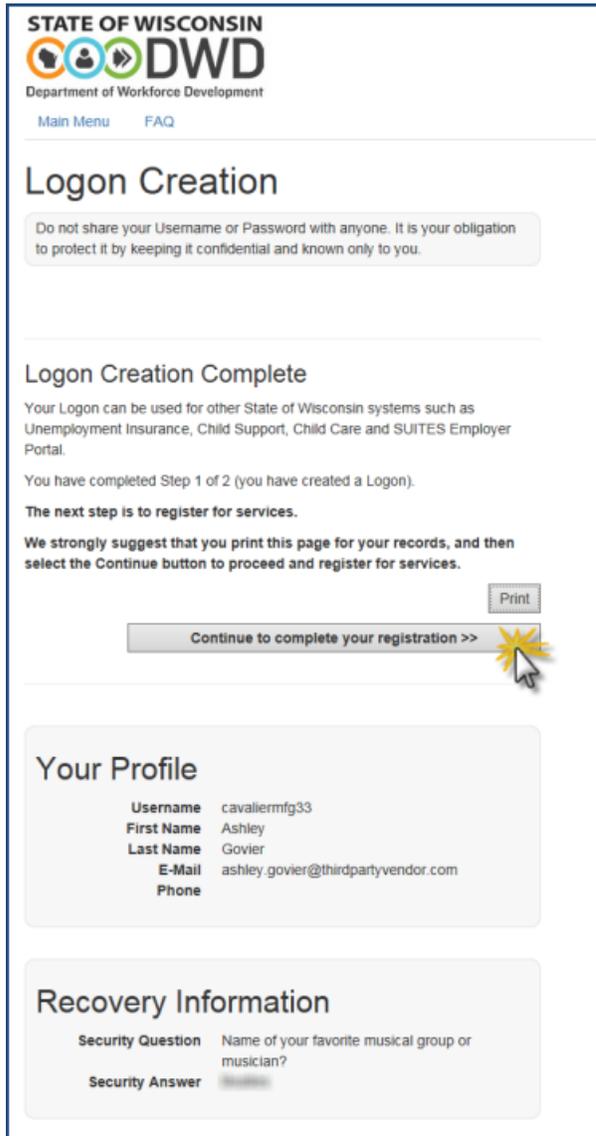
If you lose your Password or lock yourself out, we will ask you this question to confirm your identity. Please enter an answer that you will remember. Single word answers are best. Do not enter your password.

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

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

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



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Logon Creation

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.

Logon Creation Complete

Your Logon can be used for other State of Wisconsin systems such as Unemployment Insurance, Child Support, Child Care and SUITES Employer Portal.

You have completed Step 1 of 2 (you have created a Logon).

The next step is to register for services.

We strongly suggest that you print this page for your records, and then select the Continue button to proceed and register for services.

[Print](#)

[Continue to complete your registration >>](#)

Your Profile

Username	cavallermfg33
First Name	Ashley
Last Name	Govier
E-Mail	ashley.govier@thirdpartyvendor.com
Phone	

Recovery Information

Security Question	Name of your favorite musical group or musician?
Security Answer	<input type="text"/>

- On the **Employer Registration** page:
 - Enter the **name, address, FEIN and UI Account Root Number of the company you are representing** in the **Employer Information** fields.
 - In the **Role, Title or Business Area** field select:

- **Account Representative** if you are a third party agent
- **Attorney – Immigration** if you are an immigration attorney
- Enter **your name, phone number, fax number, etc.** in the **Contact Information** fields.
- In the **County/Job Center drop-down menu**, select the county where the company you represent is located.
- In the **Additional Comments** field, add text to explain why you are requesting access to the company's information. Include the name, address and telephone number for the person at the company who can verify that you are allowed to have access to the company's records.

Two examples:

- **Immigration Attorney:** This registration is so I can enter foreign labor certification job postings for Tequila Sunrise Mexican Restaurant. The person to contact to verify the above information is Ramon Garcia, 608-555-5812 or Ramon4987@gmail.com
- **Third Party Agent:** This registration is so I can enter job postings for Cavalier Manufacturing. I have a contract with them to enter their job postings. The person to contact to verify the above information is Venus Hill, HR Manager, 608-555-2053 or VHill@cavaliermfg.com

See the example on page 6.

Failure to provide all of the information requested will delay our ability to process your registration.

Click on the **Submit** button.



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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: 254



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Supported Browsers
Accessibility

7. Your registration has been successfully submitted.



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.

