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](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 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.
5. The DWD/Wisconsin User Name Creation Complete page will be displayed.

Click on the Continue to complete your registration button.

6. 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.
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.