Registration Instructions for Third Party Job Posting Companies

Wisconsin allows third party job posting companies to post jobs on behalf of other employers, as long as the Department of Workforce Development's security rules are adhered to, and as long as the policies and procedures of the Job Service Bureau are adhered to.

Third party job posting companies must provide the Department of Workforce Development, on at least a monthly basis, (1) a list of companies you represent that have jobs in Wisconsin or in a county that borders Wisconsin, and (2) a list of your company's employees that need job posting access and who will be registering to post jobs on behalf of other companies.

If you represent more than one company, you must register to represent each company. If more than one staff person from the third party job posting company needs access to represent a company, each staff person must register in his or her own name. **Usernames and passwords cannot be shared!**

Third party job posting companies must provide the Department of Workforce Development, on a monthly basis, or more frequently, as needed (1) a list of companies you represent that have jobs in Wisconsin or in a county that borders Wisconsin, and (2) a list of your company's employees that need job posting access and who will be registering to post jobs on behalf of other companies.

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1. To begin, go to https://jobcenterofwisconsin.com. Click on **Employer Tools** and then on **Create a Logon**.

2. Read all of the information on the **Self Registration** page, and the **User Acceptance Agreement**. Click on the **Accept** button.

Self Registration

Welcome to the DWD/Wisconsin User Name self registration process. Self Registration allows you to create your personal DWD/Wisconsin User Name. This is your key to doing secure business with the Department of Workforce Development over the Internet.

Requesting a DWD/Wisconsin User Name and Password

You will need to provide a minimal amount of user information to enable DWD to create a DWD/Wisconsin User Name for you. DWD is required by state and federal law to keep user information you provide confidential. Please see the User Acceptance Agreement for additional information. **NOTE:** An account not accessed within the past 26 months will be considered dormant and may be deleted without warning, following security best practices. If you need an account after the original is deleted, you will need to register for a new account and request the required access authorization.

Starting the Self Registration Process

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom of the page to agree to the terms of the usage policy. If you do not agree to the terms, click Decline.

User Acceptance Agreement

Violators may be subject to prosecution, fines or other sanctions... View More

Printer Friendly Version

Accept   Decline

3. Fill in the required fields **only** on the **Logon Creation** page. Required fields are marked with a red asterisk *****.

   See the example on page 3.

   Click on the **Submit** button. If there is any missing, required information, or any problems, a **bold red** error message will appear next to the field(s) that need to be corrected.

Logon Creation

If you think you may have already completed this process and may be creating a duplicate account, please call (608) 266-7252 for more information or for help in setting up or recovering your account.

This page uses the graphic to the right to prevent automated registrations
If you cannot see the number in that graphic, verification assistance is available.

98116

* Indicates Required Field

Profile Information

PLEASE NOTE: This is a personal account which you may use for different purposes, so enter your own name, not the business name or your boss's name. If you will be using your DWD/Wisconsin Logon for your work, there will be an additional step later that will connect your self-registration with that business or organization.

*First Name	Brett
Middle Initial	
*Last Name	Simonson
Suffix	▾

E-Mail address is strongly recommended in case you forget your password. Don't have an E-Mail?

E-Mail		
Confirm E-Mail		
Phone 6085551234		ext.
Mailing Address		
Street Address or P.O. Box		
City		
State/Province	▾	
Zip/Postal Code		

Logon Information

PLEASE NOTE: Your User Name must be between 5-20 characters long and **CAN** be a combination of letters and numbers. Your User Name must not contain spaces or special characters.

*User Name	3rdparty

PLEASE NOTE: Your Password must be 7-20 characters long and **MUST** contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the User Name.
Password Tips

*Password	•••••••
*Re-enter Password	•••••••

User Name/Password Recovery

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. Short, specific answers are the best. (Security question tips) The security answer you enter cannot contain your password. This is not a password hint. Example:

*Security question:*Name of your first pet?
Answer: Spot

*Security Question	Name of your first pet? ▾
*Security Answer	Rex

Verification

This step helps prevent automated registrations.
If you cannot see the number below, verification assistance is available.

* *98116* Please enter the number as it is shown in the box to the left. [98116]

Do not share your User Name or Password with anyone. It is your obligation to protect it by keeping it confidential and known only to you.

Submit ☀   Reset

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

   Click on the **Print** button to print the page. Store it in a secure location.

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

DWD/Wisconsin User Name Creation Complete

The DWD/Wisconsin User Name and Password can be used for various DWD systems.

You have completed Step 1 of 2 (you have set up an account).

The next step is to register for services.

We strongly suggest that you print this page for your records, and then click on the Continue button to proceed and register for services. 1

| Print | Continue to complete your registration >> |

Profile Information

User Name	3rdparty
First Name	Brett
Middle Initial	
Last Name	Simonson
Suffix	
E-Mail	
Phone	
Mailing Address	
Street Address or P.O. Box	
City	
State/Province	
Zip/Postal Code	
Security Question	Name of your first pet?
Security Answer	Rex

5. On the **Employer Registration** page:

- Enter the **name and address of the company you are representing** in the **Employer Information** fields.

    - In the **Role, Title or Business Area** field select **Account Representative.**

- 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.

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

Click on the **Submit** button.

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 click the Submit button at the bottom of the page.

Employer Information:

*Indicates a Required Field

*Company Name:	Spacely Sprockets
*Street Address	1019 Iroquis Drive
*City:	Madison
*State:	WI
*Zip Code:	53704 -

Providing your company's Federal Employer Identification Number (FEIN) and 6-digit root Unemployment Insurance number will reduce the amount of time it takes Job Center of Wisconsin Call Center staff to approve your registration.

FEIN Code:	39-8921305 [##-#######]
UI Account Root Number:	953581
Company Description:	

Text Limit: 2000 | Text Entered: 0

Contact Information:

*Role, Title or Business Area:	ACCOUNT REPRESENTATIVE
Salutation:	MR
First:	Brett
Middle Initial:	
Last:	Simonson
Account ID:	3rdparty
*Telephone:	805 555 - 1234 Extension: 19
Cell Phone:	-
Fax:	805 555 - 1235 Extension:
*E-Mail:	BrettSimonson@thirdpartyagents.com

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:

Dane / Job Center of Wisconsin Call Center

Additional Comments:

This registration is so I can enter job orders for Spacely Sprockets. I have a contract with them to enter their job orders. The person to contact to verify the above information is Venus Hill, HR Manager, 608-555-2053 or VHill@spacelysprockets.com

Text Limit: 2000 | Text Entered: 250

Submit

6. Your registration has been successfully submitted.

Employer Registration

Your Registration has been successfully submitted!

A Job Center of Wisconsin Call Center Representative will call you within one business day to complete the registration process. As soon as your registration is processed you will be able to post job openings and search for potential employees.

Thank you for using Job Center of Wisconsin.

7. After your registration has been verified and approved by Call Center staff, use this link https://jobcenterofwisconsin.com to enter job orders. Click on **Employer Tools and then on My Job Orders.** Login with your username and password.

Key Points About Entering Job Postings

- When you are entering job orders, you must list yourself as the Employer Contact at the bottom of the Company Info tab of the job order. This information does not appear anywhere on the job order as the job seeker views it. This information is only used by our job order processing staff. You will be the person our staff contact if there is any question about the job order.

- Do not create site records for employers with invalid addresses such as 'Various Locations', 'Work from Home', etc. Job orders attached to such records are not allowed and will not be processed. The site records will be deleted.

- The job must be in Wisconsin or in a county that borders Wisconsin.

- When the job you are entering is for private employment agency you must include the name and full address of the company the private employment agency is recruiting for in the **Comments to Call Center Staff** field on the bottom of the last tab of the job posting.

  The information is not displayed on the job posting, but is used behind the scenes by job order processing staff.

Comments to Call Center Staff:
If you have any special instructions for Call Center staff regarding this job order, please enter them here. These comments will be visible to staff only. They will not appear on the job order.

Recruiting for ABC Company, 123 Main Street, Madison, WI 53702.

Text Limit: 500 | Text Entered: 63

« Previous Tab

Save - Incomplete   Save - Complete   Abandon Changes

Preview   Email Preview