

## A.25 Processing Employer Registrations for JobNet Business Access

Registrations can be accepted from employers who have a job opening with a worksite in Wisconsin, or in a county that borders Wisconsin. [See A13. Location of Work Site](#) (this would be linked to that policy). Employer registrations appear on the Request for Assistance list in JobNet Business. Registrations should be handled by the office that serves the county where the employer is located. If the employer is located in a county that borders Wisconsin, the Job Center that serves the Wisconsin county that borders the employer's location should process the registration. If the employer is located outside of Wisconsin in a non-bordering county, staff should use their best judgment about which office should process the registration.

Most registrations are straightforward, and the employer registers with the correct office. However, staff should not automatically approve every registration that appears on the Request for Assistance list. Some registrations may need to be moved to another office, may not be for legitimate employers, may be from a job seeker, or may be for companies that don't have a job opening in Wisconsin or a bordering county.

Once an employer's registration is processed and approved, all job orders entered by that person will come to the office that approved the registration, regardless of where in the state the job opening is occurring. This makes things easier for the employer customer because he or she only needs one registration and only needs to work with one Job Center.

Sharing a username and password is not allowed. According to Department of Workforce Development Security rules, each person at the company who needs access to JobNet Business must have his or her own JobNet Business account. This is for the protection of the employer's information. When a person with access leaves the company, his or her access is deleted.

Please see the ["Processing Employer Registrations for JobNet Business Access"](#) (make this a hyperlink to the Instructions document).