

November 16, 2005

## **How to Add a New Employer in JobNet Business**

We have had several calls asking how to add a new employer to JobNet Business. The training videos titled "Add a Profile" and "Add a Site" provide detailed instructions, but here are the quick steps for adding a new employer:

1. Click on Manage Profiles and do a thorough search for the employer. When you are certain that the employer is not in the system, click on the Add Profile button in the lower right corner of the Profile Search screen.
2. A blank Profile screen will appear. Complete it, then click on the Save button.
3. Click on Manage Sites and do a search on one of the Profile choices (Profile Trade, Profile Legal, EXPOE Reported..., UI #) and choose the employer from the Search Results list. The Add Site button will be in the lower right corner. Click on it and you'll get a blank record to complete.

Once you have a site in the system you will be able to add a job order under Manage Job Orders.

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