

Add Employer Account & Users

Login as the Operator/Admin from the menu select **Activity > Employers** > to get to the Employers page. Click the '**Add Employer Account**' button. Fill in the below employer info and click Save.

Account Information

- **Employer Name and Address** – The name and address will auto populate into job postings. You can give them access to edit their name and address in job postings.
- **Phone & Web Site** – These fields do not auto populate anywhere and are used for the board operators reference only.

Posting Options

- **Application URL** - specify whether the employer can use an off-site link to redirect the job seeker to apply on the employer's own web site.
- **Hide Employer Name** - specify whether the employer can choose to hide their company name (confidential job posting).
- **Hide Job Address** - specify whether the employer can hide their address (and map) on the job posting.
- **Auto Repost** - Specify whether the employer can have jobs automatically repost when they expire. As long as they have job posting access the job posting will not close until they manually close it.
- **Employer Aliases** - specify whether the employer can use an Alias name, logo, address for job postings.
- **Job Video** - specify whether the employer can embed a video into the job posting.

Board Access

- **Job Posting Access** – Allows employer to post unlimited jobs. You must enter in the # of job posting days. Job postings will automatically close after that # of days unless they use the auto repost feature. You can set an expiration date to cut off their access after a specific date. You can leave the date blank to have NO expiration date.
- **Resume Search Access** – Allows the employer to search the job seeker database, use of folders, and job seeker RESUME/profile alerts. You can set an expiration date to cut off their access after a specific date. You can leave the date blank to have NO expiration date.

Profile Options

- **Allow Employers to Edit Profile** – If you do NOT allow employers to edit their profile, only the board operator can create a profile page for them.
- **Featured** – This features the employer's logo in the featured section. Usually on the home page. You can set an expiration date to cut off their access after a specific date. You can leave the date blank to have NO expiration date.

Create an Employer User

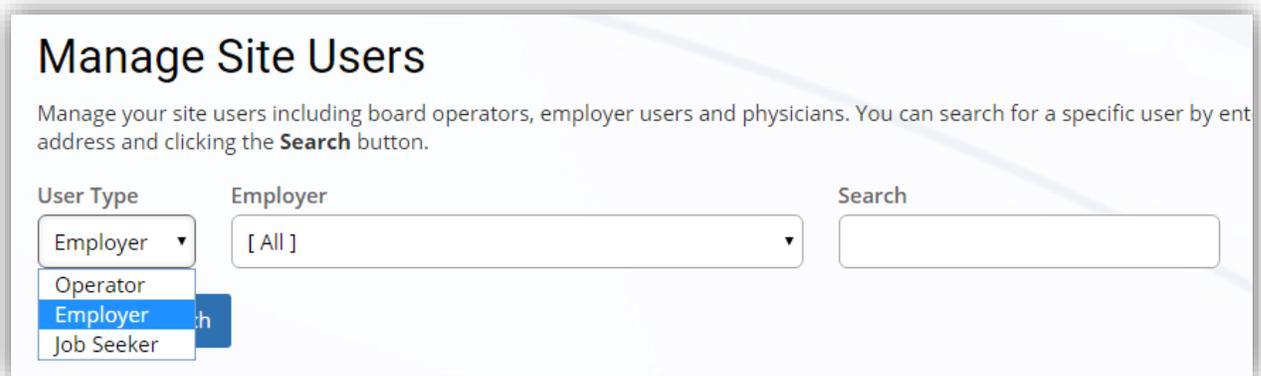
Once the employer account is created, the next page is the Create an Employer Account page. You can choose to skip this step and add a user at a later time.

Fill in the user's info. The email address will be their login "username". Password must be 6 characters long, and is case sensitive.

Click the 'Save' button and you're all done!

Create Additional Employer User accounts

To create additional employer user accounts go to **Activity > User Accounts**. On the Manage Site Users page click the User Type drop down and select **Employers**. Then an Employer drop down will appear. Select the employer you would like to add a user too. Then click the 'Add' button.



Manage Site Users

Manage your site users including board operators, employer users and physicians. You can search for a specific user by entering an email address and clicking the **Search** button.

User Type	Employer	Employer	Search
<input type="text" value="Employer"/>	<input type="text" value="[All]"/>	<input type="text"/>	<input type="text"/>
<ul style="list-style-type: none">OperatorEmployerJob Seeker			

Fill in the user info, click the 'Save' button and you're all done!