

Creating an Employer Account

1. Introduction

1.1 Introduction



Notes:

Welcome to the Learning Center. In this video, we will demonstrate how employers perform system registration to create an account. Your actual system settings and options may differ from those shown in the video. **Click or tap “Get Started” to begin.**

1.2 Objectives



Notes:

By the end of this video, you will be able to:

Compare the different registration options.

Analyze the system registration process.

Create an account in the system.

1.3 What is System Registration?

What is System Registration?

- ✓ System registration for employers is the process of performing data entry to create an account profile, which includes creating a user name and password.
- ✓ As a registered system user, you will log in using your user name and password and use those features configured for your system to the fullest extent possible.
- ✓ This differs from guest access, where system login is not required, and access to system features is limited.



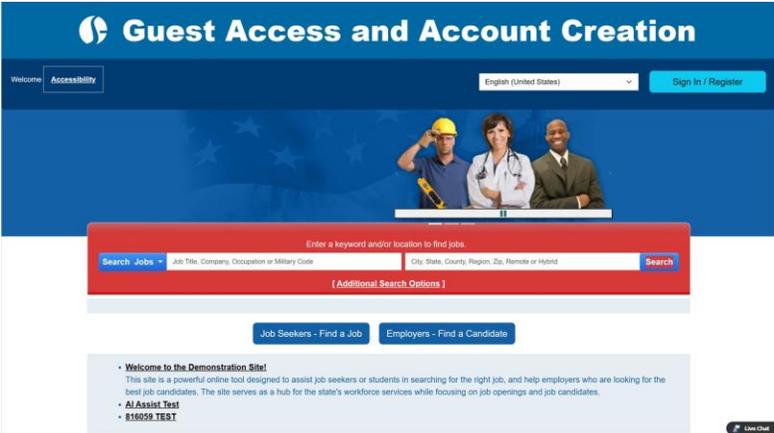
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1.4 Guest Access and Account Creation



Notes:

Begin the process of registering by accessing the Home Page. This is a sample Home Page. Your system's Home Page may look different, but they all contain links to resources that you will find useful.

Click a link for Employer Services either in the middle or the bottom of the Home Page to learn more about how the system works. You can review the site in Guest mode. You can review system tools as a Guest but you will have to register to look for real candidates or create job orders.

2. Employer Account

2.1 Walk-through



Notes:

Let's review the system registration process for employers in more detail.

2.2 Registration Page



Notes:

Employer registration begins by clicking the Sign In button, which is located in the top of your system's Home Page. You can also change the system language from this same location. Click the Sign In button to view the next registration steps.

2.3 Registration Options

Registration Options

VOS Sapphire AI

User Name: Language: English (United States)

Password: [Retrieve User Name or Password](#)

Sign In

If you would like to become a fully registered user with Employ Florida and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

Individual
Register as this account type if you are an **individual** and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc. This is also where you can register if you wish to file a claim for unemployment.
If you would like to view Employ Florida as a visitor to see what services are available, please select [Guest Access](#).

Employers and Agents
Register as this account type **on behalf of your company** or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information, job applicants for your business. You can also **post job openings** online, as well as file for the Work Opportunity Tax Credit (WOTC). This is also where you can register if you wish to manage any unemployment claims associated with your company.
If you would like to view Employ Florida as a visitor to see

Notes:

Once you click the Sign In button, there are various options for accessing your system. Employers can log in if they already have a Username and Password. Simply enter the information and Sign In. If you have forgotten your Username and Password, click a link to answer questions from your completed registration, and you will be able to access the system and change your login information. You can also access the system as a guest. Here you can check out common employer features before registering. And this is where you register if you haven't before. Click on the Employer portion, which is a link to begin registration.

2.4 Registration Type

Registration Type

VOS Sapphire AI

Home / Agreement / Select Registration Type

Representative Type
Please specify what type of user that you are:

Direct Representative of your Organization
Select this option if you are a recruiting employer and want to post a job or search for qualified candidates or you are an employer registering to file for the Work Opportunity Tax Credit based on your hiring of workers.

Third Party Agents (TPA)
For WOTC use only, with a power of attorney - authorized representatives handling payroll administration and tax reporting responsibilities for business clients, which may include filing for the Work Opportunity Tax Credit on the client's behalf.

Professional Employer Organization (PEO)
For WOTC use only, with a power of attorney - authorized representatives handling payroll administration and tax reporting responsibilities for business clients, which may include filing for the Work Opportunity Tax Credit on the client's behalf.

Next >>

Notes:

First, select your registration type.

Depending on your system's settings, you may have the option to register as a Direct Representative of your Organization, a Third Party Agent, or as a Professional Employer Organization.

For our example, we will select Direct Representative.

2.5 Employer Type Selection

The screenshot shows a web application interface for 'Employer Type Selection'. The page title is 'Employer Type Selection'. The breadcrumb trail is 'Home / Agreement / Select Registration Type'. The main content area is titled 'Representative Type' and contains the instruction 'Please select one of the options below:'. There are two radio button options: 'Recruiting' and 'WOTC Services'. The 'Recruiting' option is selected. Below the options are two buttons: 'Cancel' and 'Continue Registration'.

Notes:

You can register in the system for multiple reasons. In this example, there are recruiting employers, and WOTC Services. Your system may vary.

Select the employer type that best fits your situation. For purposes of this video, we will focus on the most common employer type, Recruiting Employers. Make that selection and click Continue Registration.

2.6 Employer Identification

The screenshot shows a web application interface for 'Employer Identification'. The page title is 'Employer Identification'. The breadcrumb trail is 'Home / Agreement / Select Registration Type / Verify Employer Registration Identification'. The main content area is titled 'Employer Identification' and contains four required fields, each marked with a red asterisk: 'Type of Identification' (with radio buttons for 'Federal Employer Identification Number' and 'Social Security Number'), 'Federal Employer ID Number (EIN) / Federal Tax ID (FEIN) or Social Security Number', 'Confirm Federal ID Number', and 'UI Employer Account Number'. Each field has a text input box and a confirmation input box. A 'Continue' button is located at the bottom right of the form.

Notes:

The first step asks basic employer identification questions. For purposes of this video, we will focus on the required questions. Here, you will have to provide either your FEIN Number or your Social Security Number. Select the correct radio button and enter that number twice. In some systems, the UI Employer Identification Number may also be required. Enter if there is a red asterisk next to that number, which identifies required fields. Click Continue.

2.7 Login Information

Login Information

User Name:

Enter User Name (3 - 20 characters, and must include characters, letters or numbers. Allowable characters are + @ - _ .).

Password:

Must be between 8 and 16 characters in length.
One upper case character.
One lower case character.
One numeric character.
1 Special Character. (Allowable characters are ! @ # \$ % ^ * , and +).

Confirm Password:

Use Out

Notes:

The Login Information at the top requires you to create a Username and a Password. You will need both of these to log into the system. Follow your system's blue text guidelines, to complete these fields and others. Choose a security question from the drop-down box. Choose something that is easy to remember, because you'll need this response if you forget your login information.

2.8 Employer Identification (1 of 2)

Employer Identification

Company Name:

Company Name as registered with the State of Florida

Federal Employer ID Number (EIN) / Federal Tax ID (FEID) or Social Security Number:

Do not enter dashes. Example 99900111

Primary Location Information

Zip Code

Fast Zip Code

Mailing Address

Check here if Mailing Address is the same as the address above.

Mailing Country:

Use Out

Notes:

The Employer Identification section asks for your Company Name. Below that, you can confirm the Employer Identification Number provided on Page One of the Registration Form. Employer Location requests information on two location types: Primary Location and Mailing Address. These addresses may be the same, or they may be different. For Primary Location, enter the zip code first. This will pre-fill most of your address. The only information left to complete is the Street Address, up to 3 lines.

2.9 Employer Identification (2 of 2)

The screenshot shows the 'Mailing Address' section of the VOS Employer Identification form. At the top, there is a checkbox labeled 'Check here if Mailing Address is the same as the address above.' Below this, a red box contains the text 'Address has NOT been standardized.' The form includes several input fields: 'Mailing Country' (a dropdown menu currently showing 'United States'), 'Mailing Address 1', 'Mailing Address 2', 'Mailing Address 3', 'Mailing Zip/Postal' (with the value '52312' and a note '99999 or 99999-9999'), 'Mailing City' (with the value 'Bartlow'), and 'Mailing State'. A 'Use Out' button is located at the bottom right of the form.

Notes:

The Mailing Address may be different. If it is, you will need to enter it manually. If it's the same as the Primary Location, click the checkbox in the upper left and it will pre-fill the Primary Location.

If your system employs the Address Standardization feature, the address may change to meet bulk mailing standards. Address Standardization accesses a USPS Database which will identify the postal service defined address.

2.10 Contact Information

The screenshot shows the 'Contact Information' section of the VOS Employer Identification form. It contains several input fields: 'Job Title', 'First Name', 'Middle Initial', 'Last Name', and 'Primary Phone'. The 'Primary Phone' field is split into three parts: a main number, a hyphen, and an 'Extension' field. A 'Use Out' button is located at the bottom right of the form.

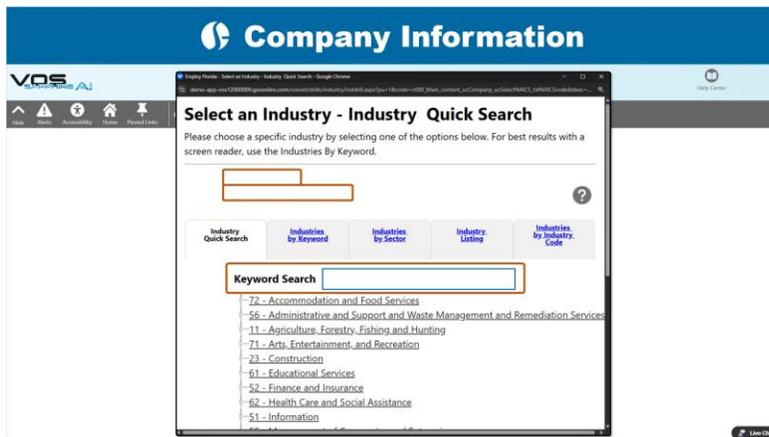
Notes:

Complete the Contact Information. This includes the Contact Title, Name, Phone, Email, and Notification Preference.

You will need to confirm your email address twice.

Your Preferred Notification Method is how you would like to receive notifications and alerts. You can select options from a drop-down list, such as Message Center or Email. This will determine the default option to send important information.

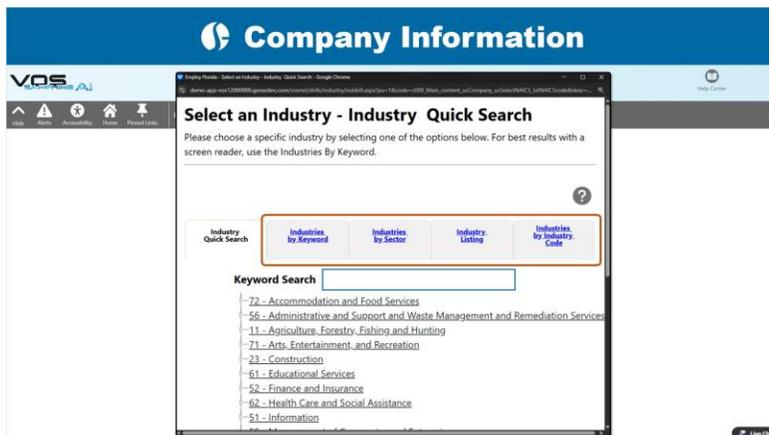
2.11 Company Information (1 of 2)



Notes:

In the Company Information section, you will need to search for and select the NAICS code that best represents their company. NAICS stands for North American Industry Classification System. This code will help you develop job orders and associate them with specific industries. Click a link that goes to a NAICS search screen. Here, you can search and select the code using multiple methods. Once selected, it will appear below that section.

2.12 Company Information (2 of 2)



Notes:

Search options also include locating an industry by keyword, sector, alphabetical listing, or by industry code. Locating an industry by an alphabetical list tends to be the easiest method.

This section will also ask you to provide the number of employees in their company, the type of employer, and whether they are a federal contractor.

Answers are selected through drop-down options.

2.13 Company Profile

Company Profile

Enter a profile of your company for job seekers to view including a summary of your major products and services.

Some HTML tags such as embedded videos are not allowed in this text box and will not be saved. Keyboard shortcut F10 toggles between editor toolbar and edit field.

[Clear Text | Remove All Formatting]

Special Characteristics ?

Check each special characteristic that applies to your company:

- Older Worker Friendly
- Veteran Friendly
- Disability Friendly
- Minority Owner
- Veteran Owner
- Woman Owner
- Justice Involved Friendly

Live Chat

Notes:

The Company Profile is not required, but it can be very helpful to educate job applicants about your company. This free form text box enables you to manually create, or copy and paste text, with information about your company. A number of text formatting options are available to customize the appearance of this section.

2.14 Characteristics and Benefits (1 of 2)

Special Characteristics ?

Check each special characteristic that applies to your company:

- Older Worker Friendly
- Veteran Friendly
- Disability Friendly
- Minority Owner
- Veteran Owner
- Woman Owner
- Justice Involved Friendly

Benefits Offered ?

Benefits:

- Benefits not specified
- No benefits provided
- Benefits provided outlined below

You have a written affirmative action plan

Live Chat

Notes:

Special Characteristics enables you to identify yourself as receptive to specific types of job seekers (such as Older Workers or Veterans), or the company can be identified with specific attributes, such as Woman-Owned or Veteran-Owned. Each system may provide different Special Characteristics, or some systems may have none at all.

2.15 Characteristics and Benefits (2 of 2)

Characteristics and Benefits

VOS Search

Home / Agreement / Select Registration Type / Verify Employer Registration Identification / Employer Registration

Benefits Offered

Benefits:

Benefits not specified

No benefits provided

Benefits provided outlined below

Check each benefit that is generally offered to one or more employees.

<input type="checkbox"/> Medical	<input type="checkbox"/> Company Vehicle
<input type="checkbox"/> Dental	<input type="checkbox"/> Other
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> None
<input type="checkbox"/> Vision	<input type="checkbox"/> Expense Account
<input type="checkbox"/> Child Care	<input type="checkbox"/> Profit Sharing
<input type="checkbox"/> Vacation	<input type="checkbox"/> Extended Sick Leave
<input type="checkbox"/> Holidays	<input type="checkbox"/> Flexible Benefit Account
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Travel Allowance
<input type="checkbox"/> Tuition Assistance	<input type="checkbox"/> Child Care Assistance
<input type="checkbox"/> Job Share	<input type="checkbox"/> Emergency Savings Plan
<input type="checkbox"/> Flex-Time	<input type="checkbox"/> Gym Stipend
<input type="checkbox"/> 401K	<input type="checkbox"/> Mentor Program
<input type="checkbox"/> Stock Options	<input type="checkbox"/> Mobile Phone Stipend
<input type="checkbox"/> Retirement/Pension	<input type="checkbox"/> Professional Clothing Stipend
<input type="checkbox"/> Relocation Assistance	

Save Draft

Notes:

Benefits is helpful for attracting applicants because it will indicate what benefits are available with each job posting. If a job seeker needs health insurance, you can create a master list of benefits, and customize them with each job order based on requirements. Job seekers may be apt to apply for a specific job if that benefit is shown as being available. There is a text box below the benefits checkboxes where you can manually enter additional, specific ones.

There is also a check-box at the bottom to identify if your company has written an affirmative action plan.

2.16 Saving Registration

Saving Registration

VOS Search

Home / My Dashboard / Employer Information

Employer Information

Workforce USA has been successfully registered. Please make a selection below to continue.

What would you like to do next?

- [Add Locations and Contacts](#)
To add additional locations or contacts, please click the link above.
- [Post a Job](#)
At this time, you may enter job orders for positions that you have vacancies for. These job orders will be placed in a hold status until a staff member can verify your registration information. Please allow up to 3 business days for this verification process. You will be notified via this system's message center and via email if you provided one during registration.
[For immediate assistance, please contact the nearest One Stop Career Center.](#)
- [My Dashboard](#)
To find more information about other services offered to employers, please click the link above.

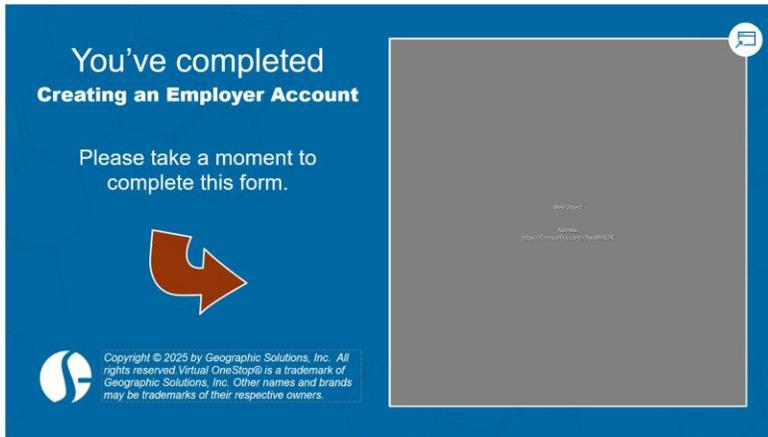
Notes:

Click the Save button to complete system registration. The system will display a registration confirmation screen. Now you can explore the various employer tools available. However, you will not be able to post job orders or review job seeker information until a business services staff member has enabled your account. This is a security feature to curtail fraud.

This concludes our tour of Creating an Employer Account.

3. Conclusion

3.1 Survey



Notes:

You've completed: Creating an Employer Account. We'd Love to Hear Your Thoughts on this video. Please take a moment to **complete this form**. Thanks for watching!

4. Help

4.1 Help



Notes: