

Third-Party Agent Employer Registration Instructions



Third-party agents can post job openings on behalf of another employer on the [Job Center of Wisconsin \(JCW\) website](#). Examples of third-party agents are immigration attorneys who enter foreign labor certification job postings and employees of businesses that offer third-party job posting services.

With the permission of the employer with a job opening, third-party agents may be given access to the employer's records to post jobs on the employer's behalf.

These registration instructions must be followed to avoid delays in the verification and approval process for your registration.

Registrations from third-party agents will be verified with the company the agent says they represent. This ensures that the company has a relationship with the third-party agent, and that the company agrees that the agent can have access to the company's records.

If a third-party agent represents more than one company, the agent must register to represent each company.

Registration rules:

- Usernames and passwords must not be shared! This means that you cannot use the employer's username and password and cannot share your own username and password with others working for your company, the employer you represent, or others.
- This is a personal logon which you may use for different purposes. Enter your own name, not the business name or your boss's name. If you are using the Department of Workforce Development (DWD)/Wisconsin logon you use for your work, there will be an additional step later that will connect your logon with that business or organization.
- If more than one person in your company needs access to the JCW website, each must register.

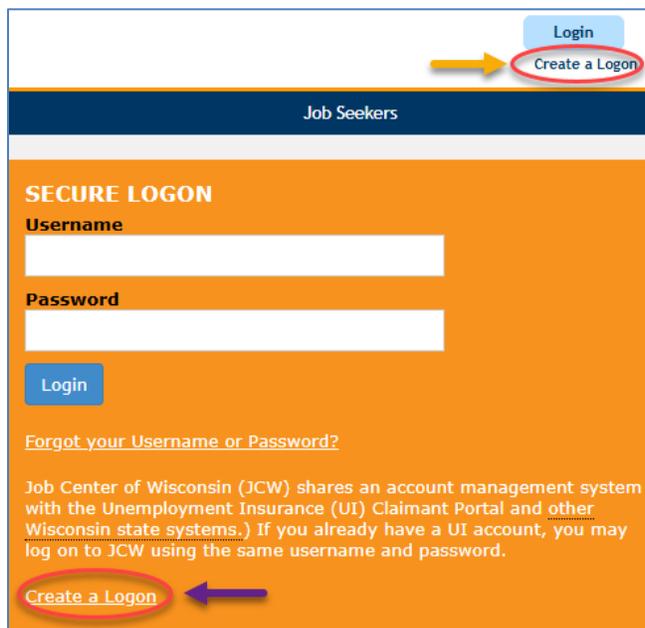
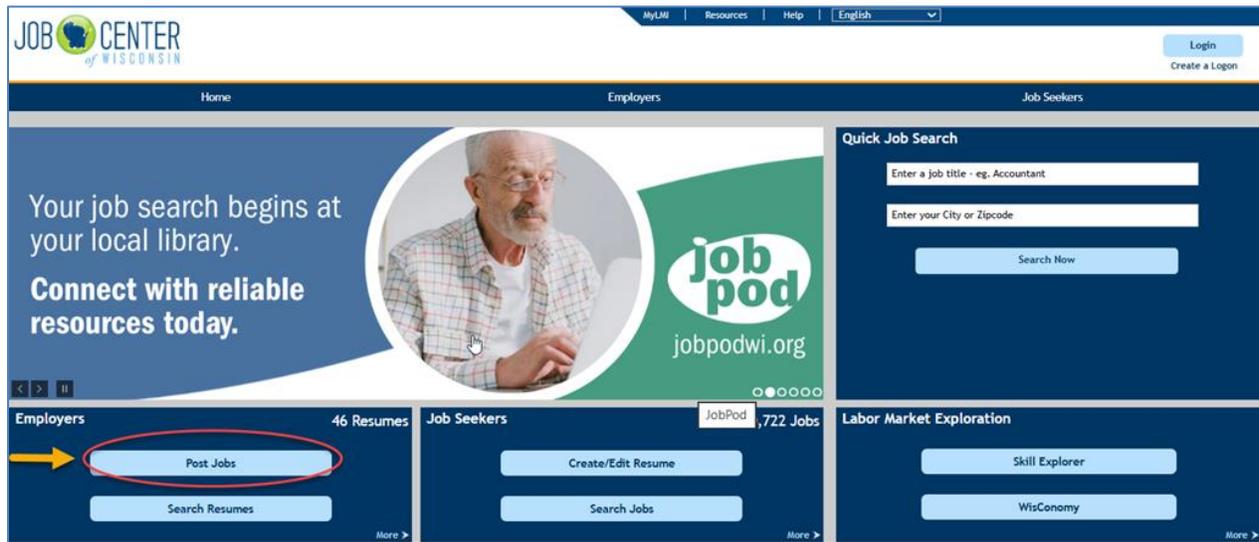
JobCenterofWisconsin.com | jobcenterofwisconsin@dwd.wisconsin.gov | 888-258-9966



A proud partner of the [AmericanJobCenter](#) network

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1). To request information in an alternate format, including language assistance or translation of the information, please contact us at (414)-250-6500.

- To begin, go to JobCenterofWisconsin.com. Click on the **Post Jobs** button. then Create a **Logon** link in the **SECURE LOGON** screen.



- Complete the information on the **Create a Logon** page with your first and last name, email address and/or telephone number. Read and accept the **Terms and Conditions**. Click the **Next** button.

JobCenterofWisconsin.com | jobcenterofwisconsin@dwd.wisconsin.gov | 888-258-9966



A proud partner of the [AmericanJobCenter](http://AmericanJobCenter.org) network

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1). To request information in an alternate format, including language assistance or translation of the information, please contact us at (414)-250-6500.

3. Confirm your phone number or email address and complete your logon, then click **Login and complete your registration**.
4. From the DWD/Wisconsin Logon Created page, click on **Return to Home Page**. On the next page, choose **Login and complete your registration**.
5. On the Employer Registration page:
 - Enter your own name, address, Federal Employer Identification Number (FEIN) and Unemployment Insurance (UI) Account Root Number of the company you are representing in the Employer Information fields.
 - In the Role, Title or Business Area field select:
 - **Account Representative** if you are a third-party agent
 - **Attorney – Immigration** if you are an immigration attorney
 - 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.

- In the **Additional Comments** field, explain why you are requesting access to the company's information. Include the name, address and telephone number for the person at the company who can verify that you are allowed to have access to the company's records.

Examples (not real companies):

- Immigration attorney: This registration is so I can enter foreign labor certification job postings for Sunrise Vacations. The person to contact to verify the above information is Sunrise Vacation. The person to contact to verify the above information is Sunny Day, 123-111-2222 or Test@gmail.com.
- Third-party agent: This registration is so I can enter job postings for Happy Manufacturing. I have a contract with them to enter their job postings. The person to contact to verify the above information is Sarah Happy, HR Manager, 123-333-2222 or testl@happymfg.com.

Providing all the information requested will avoid a delay in registration processing.

JobCenterofWisconsin.com | jobcenterofwisconsin@dwd.wisconsin.gov | 888-258-9966



A proud partner of the [AmericanJobCenter](#) network

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1). To request information in an alternate format, including language assistance or translation of the information, please contact us at (414)-250-6500.

6. Click 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 select the Submit button at the bottom of

Employer Information:

- * Indicates a Required Field
- * Company Name:
- * Address 1:

7. You will know that your registration has been successfully submitted when you see this screen.

Employer Registration

Your Registration has been successfully submitted!

A Job Service Call Center Representative will call you within three business days to complete the registration process. As soon as your registration is approved you will be able to post job openings and search resumes.
Thank you for using Job Center of Wisconsin.

8. After your registration has been verified and approved, use JobCenterofWisconsin.com to enter job postings. Choose on the **Post Jobs** button, then the **Job posting Home page**. Login with your username and password.

JobCenterofWisconsin.com | jobcenterofwisconsin@dwd.wisconsin.gov | 888-258-9966



A proud partner of the **AmericanJobCenter** network

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call us through Wisconsin Relay Service (7-1-1). To request information in an alternate format, including language assistance or translation of the information, please contact us at (414)-250-6500.