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## **CalJOBS Help Sheet #3**

# **How to Register an Employer in CalJOBS**

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## How to Register an Employer in CalJOBS

This Help Sheet describes step by step how to register an Employer in CalJOBS.

Registering an Employer:

1. To register an employer, navigate to the left side and hover your mouse over to “Manage Employers” and click on “Create an Employer”.  
*(Note: Before creating a new employer, make sure to search for the employer in case it already exists in the system. You may search by clicking “Assist an Employer”. This will prevent duplicates.)*



2. Under “Staff Info”, select Los Angeles County Department of Community and Senior Services as the LWIA and your assigned Office Location.
3. Under “Login Information” tab enter a username and password for the employer and a security question and response.  
*(Note: Username and password must adhere to the required characters and symbols. For example, “Password1\$” is case sensitive.)*

\* indicates required fields.

For help click the question mark icon next to each section.

**Staff Info**



\* LWIA / Region:

\* Office Location:

**Login Information**



\* User Name:

Enter a unique user name (8 - 256 characters, and must include characters, letters or numbers. Allowable characters are (@), (.), ( \_ ). Spaces are not allowed.)

\* Password:

Enter Password: (8 - 20 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character.) Allowable characters are (!), (@), (#), (\$), (%), (^), (\*), (.), ( \_ ).

Example: Sample1!

\* Confirm Password:

Last Changed: 10/24/2013 9:12:53 AM, Cheren Payne

\* Security Question:

The response to the security question will be required if you forget your user name or password.

\* Security Question Response:

You will need your User Name and Password for all future activities in CalJOBS. Please write this information down and keep it in a secure place.

4. Fill in the “Employer Identification” tab by entering the company name and Unemployment Insurance Tax ID #. Clicking “Search for UI Employer” which will show various fields in which you can find an employer.
5. Under Primary Location Information, enter the zip code of the primary location for where the residence or business is located. After entering the zip code it auto-populates the necessary fields, and requires in most cases the street address. (Note: You may use the “Find Zip Code” link to search an employer’s address.)

Employer Identification

\* Company Name:

\* Unemployment Ins. Tax ID #:

Do not enter dashes. Example 999001111 [Search for UI Employer](#)

Find UI Employer

Company Name:

Company FEID:

State Accounting Number:

Company Address 1:

Company Address 2:

Company City:

Company State:

Company Phone Number:

Primary Location Information

\* Zip code:  [Find Zip Code](#)

99999 or 99999-9999

6. In the Mailing Address section enter the employer’s mailing address if it is different than the primary location information. If it is the same, check the box next to “Click here if Mailing Address is the same as the address above”.

Mailing Address

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

\* Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

\* Mailing City:

\* Mailing State:

\* Mailing Country:

\* Mailing Zip/Postal:

99999 or 99999-9999

7. In the Contact Information section, enter all available employer contact information. Select the preferred method to receive notifications.  
(Note: Required fields are marked with an asterisk \*)

### Contact Information

[?](#)

\* Job Title:

\* First Name:

Middle Initial:

\* Last Name:

\* Primary Phone:  -  -  Ext

Contact Text Message Phone Number:  -  -

Fax:  -  -

Primary Contact Email Address:

Confirm Contact Email Address:

[Read Our Email Security Policy](#)

\* Please select a method in which you prefer to receive your notifications:

Company Website:   
e.g. (<http://www.companywebsite.com>)

Company Job Application Website:   
e.g. (<http://www.companywebsite.com>)

8. In the Company Information section enter the employer’s company information. Click the “Search for Industry Code (NAICS)” link to search for the industry code. You may search by keyword, sector, listing or industry code. Once selected it will automatically input the industry code.
9. In the “Company Profile” tab, in the free-form text box, be sure to include a detailed description of the company, including its products and services. *(Note: You may copy paste company information here.)*

**Company Information**

\* Industry Title (NAICS): [Search for Industry Code \(NAICS\)](#)

\* Type of Employer:

\* Are you a Federal Contractor?:  Yes, I am a Federal Contractor  
 No, I am not a Federal Contractor

Are you ADA Compliant?:  Yes, I am ADA compliant  
 No, I am not ADA compliant

**Company Profile**

Enter a profile of your company for job  
 Some HTML tags such as e

For help click the question mark icon.

Industries by Keyword | [Industries by Sector](#) | [Industry Listing](#) | [Industries by Industry Code](#)

**Search for an industry by keyword(s)**

Type your keywords in the box and click the *Search* button.

Click [Industry Listing](#) to see an alphabetical list of all available industry titles.

[ [Spell Check](#) | [Clear Text](#) | [Remove All Formatting](#) ]

10. In the Benefits Offered section, select the benefits that are provided by the employer, if any. When you are finished, click “Save”.

Benefits Offered

?

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

Benefits not specified

No benefits provided

Benefits provided outlined below

<input type="checkbox"/> Medical	<input type="checkbox"/> Tuition Assistance	<input type="checkbox"/> Company Vehicle
<input type="checkbox"/> Dental	<input type="checkbox"/> Job Share	<input type="checkbox"/> Other
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Flex-Time	<input type="checkbox"/> None
<input type="checkbox"/> Vision	<input type="checkbox"/> 401K	<input type="checkbox"/> Expense Account
<input type="checkbox"/> Child Care	<input type="checkbox"/> Stock Options	<input type="checkbox"/> Profit Sharing
<input type="checkbox"/> Vacation	<input type="checkbox"/> Retirement/Pension	<input type="checkbox"/> Extended Sick Leave
<input type="checkbox"/> Holidays	<input type="checkbox"/> Relocation Assistance	<input type="checkbox"/> Flexible Benefit Account
<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Uniform Allowance	<input type="checkbox"/> Travel Allowance

Please list any additional benefits you may provide not listed above:  
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

[ [Spell Check](#) | [Clear Text](#) ]

You have a written affirmative action plan

*Note, selecting “Benefits provided outlined below” will show a list of benefits.*

Please do not use any personal identification information as your user name (e.g. Social Security Number or FEIN). You will need your User Name and Password for all future activities in this system. Please write this information down and keep it in a secure place.

11. You will now have the option to enter a secondary contact. Once you select “Add Contact” you will be brought to the Contact Information section to input the information. You must input information up until the “Sign in Information”. Click “Finish” after inputting the data. You have successfully created your employer.

**Add Secondary Contact**

Follow the link below to add a secondary contact *(Optional)*

[\[ Add Contact \]](#)

**Continue**

Contact Information
  Contact Designations
  Sign In Information
  User Privileges
  Other Information

**Contact Information**

\* First Name:

Middle Initial:

\* Last Name:

\* Job Title:

\* Phone:  -  -  Ext.

Fax:  -  -

Alternate Phone:  -  -

Text Message Cell Phone Number:  -  -   
*For receiving virtual recruiter job alerts*

Email:

Confirm Email:

\* Status:  Active  Inactive

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