



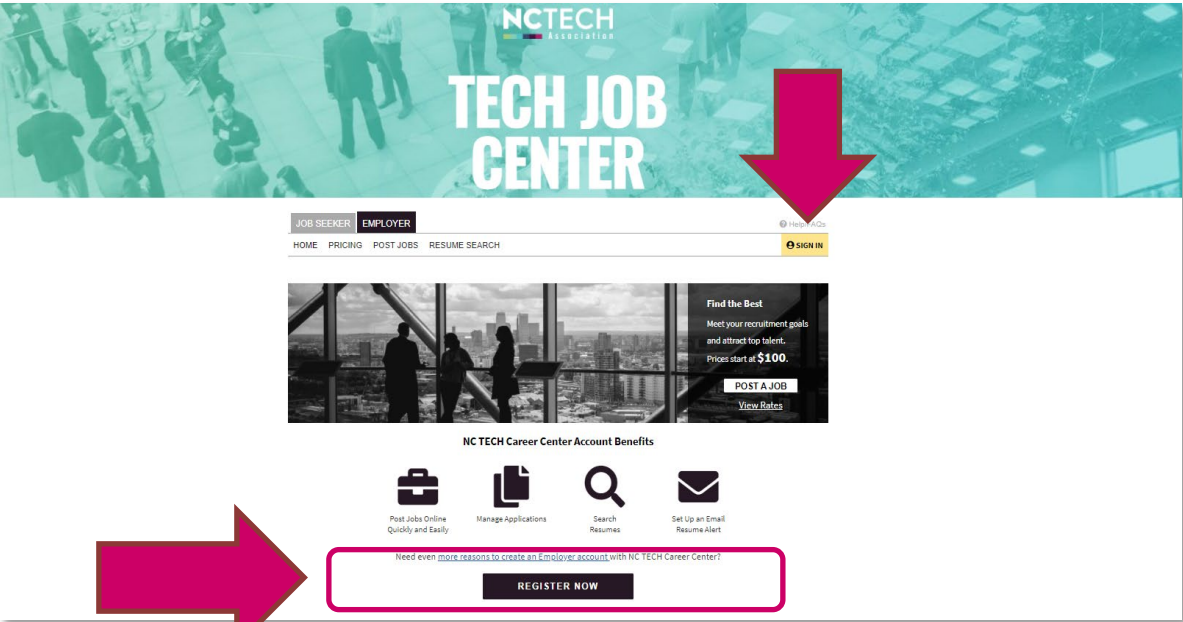
DIRECTIONS ON HOW TO POST JOBS

NC TECH is pleased to provide a TECH JOB CENTER for employers to register, post jobs/internships and search active resumes. Follow the simple steps below to activate your account and post today.

➤ **STEP ONE: Register for a TECH JOB CENTER account**

Visit the **Employer Registration** landing page on the Career Center: <https://jobboard.nctech.org/employers/>

Select the **Sign Up Now** option to create an account. (Already have an account? Sign in and skip to Step Four)



➤ **STEP TWO: Complete the Employer Registration Pages**

To create an account enter your contact and company information, select a password, and review the Terms + Conditions. (You may be asked for billing information, but no payment method will be collected unless your company is NOT a member).

NC TECH members must make sure to select **YES** under the member status option (this is what will trigger the package/postings to be free).

## Employer Registration

Fields marked \* are required

\* First Name

\* Last Name

Job Title

Phone

Mobile Phone

Time Zone

\* Email

\* Confirm Email

\* Password

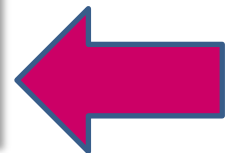
Passwords must be between 7 and 35 characters.

\* Confirm Password

Password Hint

\* Are you or is someone in your company a member of North Carolina Technology Association?

- Yes  
 No



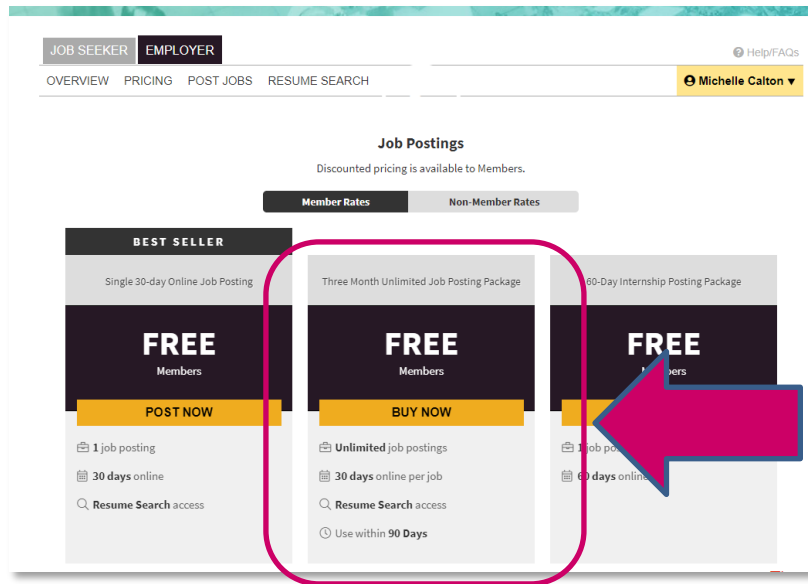
➤ **STEP THREE:** Registration is complete.

You will receive a 'Welcome' email upon registration completion. From your account screen select **Pricing**.

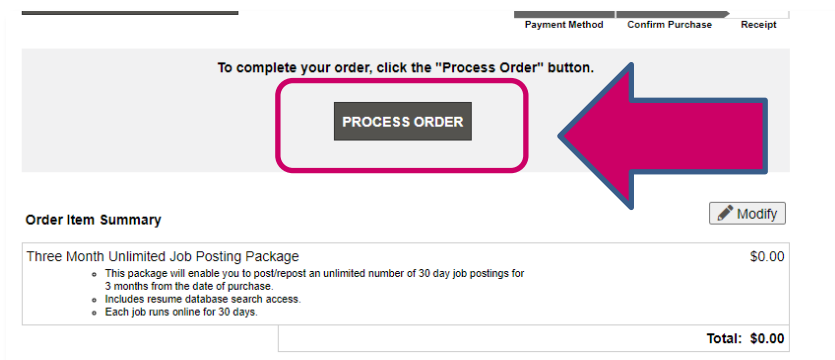
The screenshot shows the 'Employer Registration' completion page. At the top, there are navigation tabs for 'JOB SEEKER' and 'EMPLOYER', with 'EMPLOYER' selected. Below this is a secondary navigation bar with 'OVERVIEW', 'PRICING', 'POST JOBS', and 'RESUME SEARCH'. The 'PRICING' tab is highlighted with a pink box. In the top right corner, there is a 'Help/FAQs' link and a user profile for 'Michelle Calton'. The main heading is 'Employer Registration', followed by a progress bar with three segments: 'Account Info', 'Contact Info', and 'Finished'. The text below reads: 'Registration complete! Your account has been created and you have been signed in. Please familiarize yourself with your [Account Overview](#) which serves as a dashboard. Be sure to [add your logo](#) to promote your brand on all your job postings. We've just sent an email to Membership@nctech.org with more information about your account for you to read later. Please make sure system@jobcontrolcenter.com is added to your email whitelist to ensure delivery.' A large pink arrow points to the 'POST JOBS' button, which is a dark grey rectangle with the text 'POST JOBS' and a sub-link 'or explore your [Account Overview](#)'. At the bottom, it says 'Powered By NAYLOR'.

➤ **STEP FOUR:** Select and activate your TECH JOB CENTER package

Select the **Three-Month Unlimited** package and select the **FREE BUY NOW** column (after three months the system will prompt you to review current job listings and reactivate the free package).



Select **Process Order** to begin posting jobs, searching resumes and accessing all the available job center tools to help you find the perfect hire!



**OPTIONAL:** You may want to explore **Job Posting Enhancements** to get prominent placement as a **Featured Job** or **Featured Employer**. Select **Learn More** to view options and pricing.

