

Below is a summary of items either added or updated to OhioMeansJobs.com on 05/21/2020:

Employer Updates:

- **Employer Registration**

- OhioMeansJobs.com has deployed an updated version of its employer account registration

The Sign In/Register screen continues to have the same two options, but with a slightly different appearance.

- Your existing account will continue to work with the same username as before. However, you will need to use the Forgot Password function in order to set a new password.

The screenshot shows two side-by-side panels. The left panel is titled "Sign In" and contains the following elements: a heading "Sign in now to access your account.", a label "Username/Email *", an input field, a label "Password *", another input field, a link "Forgot your Password?", a checkbox "I have read and agreed to the OMJ Terms And Conditions.", and a "Sign In" button. The right panel is titled "First Time User?" and contains the text "Click 'Continue' to create an account and start finding top candidates today!" and a "Continue" button.

The first step to registration now requires you to select whether you have both a FEIN and tax withholding account number, or if you have an OMJ Center FEIN

- Employers **MUST** choose to use their FEIN and tax withholding number
- OMJ Center FEIN will only work for registering staff who work at the local OhioMeansJobs Centers

The screenshot shows the "Recruiter Registration" screen at "Step 1". It features a progress bar with "Step 1" highlighted and "Step 2" in a lighter grey. Below the progress bar is the heading "Company Registration" and the question "Do you have a FEIN and/or federal tax withholding number? *". A dropdown menu is open, showing three options: "Select One" (highlighted in blue), "I have a FEIN and a tax withholding account number", and "I have an OMJ center FEIN".

This is the screen employers will see. After you enter your FEIN and tax withholding number, you will see this screen, click the "Continue" button

Recruiter Registration

Step 1 Step 2

Company Registration

Do you have a FEIN and/or federal tax withholding number? *

Enter FEIN* please enter 9 digit FEIN number (e.g 123456789)

Confirm FEIN*

Enter tax withholding account number *

Confirm tax withholding account number *

If you enter an invalid FEIN or Tax Withholding Number, you will receive an error screen. In the event this happens, please double check your numbers. If your numbers are correct and you still see this screen, you will need to verify that you are registered with the Ohio Business Gateway at <https://business.ohio.gov/wps/portal/gateway/business/home>.

Recruiter Registration

Step 1 Step 2

Company Registration

⚠ The FEIN and Tax ID entered could not be verified

Do you have a FEIN and/or federal tax withholding number? *

Enter FEIN* please enter 9 digit FEIN number (e.g 123456789)

Confirm FEIN*

Enter tax withholding account number *

Confirm tax withholding account number *

This is the screen OhioMeansJobs Centers representatives will see when registering. After you enter your county's designated OMJ Center FEIN, click the "Continue" button

Recruiter Registration

Step 1
Step 2

⚠ Please check if your OMJ Center FEIN is correct

Company Registration

Do you have a FEIN and/or federal tax withholding number? *

▼

Enter FEIN*

please enter 9 digit FEIN number (e.g 123456789)

Confirm FEIN*

Cancel
Continue

If you enter an invalid OMJ Center FEIN, you will see this screen. If you are not an OMJ Center Representative attempting to use this option, you MUST use the FEIN and Tax Withholding Number option. If you are an OMJ Center Rep and still experiencing this option, please double check that the number you are inputting is correct. If you have double checked and it still is not working, please contact your management.

Recruiter Registration

Step 1
Step 2

⚠ Please check if your OMJ Center FEIN is correct

Company Registration

Do you have a FEIN and/or federal tax withholding number? *

▼

Enter FEIN*

please enter 9 digit FEIN number (e.g 123456789)

Confirm FEIN*

Cancel
Continue

After confirming your FEIN and Tax Withholding number, you'll be taken to Registration Step 2. Note, you will only see the company information if you are the first person to register from your organization. Here you will enter the following information:

- Company Address
- Company Zip code
 - City & State are based on zip code
- Contact phone
- Employer Type
- NAICS code
- Industry Sector
 - The Industry Sector list is dependent on the NAICS selection

- Military-Friendly Employer status
 - If "Yes" is chosen, you will see a link appear to the right of the box. Click the link to review the activities that indicate how your company is Military-Friendly. Your company will possibly be added to our monthly newsletter and will be added to the online registry of Military-Friendly employers.
- Username
 - Accounts are unique to the username.
- Password
 - 8-20 characters, including at least 1 letter and 1 number or symbol
- Your company email address
 - This should not be your company's HR email address. Please use your own work email address
- Your First/Last Name
- Your job title
- Company Administrator
 - This is selected by default if you are the first person to register under your company's FEIN
 - Subsequent users who register will not see this option.
 - In order to change a company's admin, please see the instructions located at <https://employer.ohiomeansjobs.monster.com/Channels/EOMJMY/Employer/HowDoI.aspx>

Recruiter Registration

Step 1 Step 2

Company Information

FEIN

Tax withholding account number

Company Name *

Address 1 *

Address 2

ZIP Code *

City *

State *

Primary phone *	<input type="text"/>	e.g. 123-456-7890
Secondary phone	<input type="text"/>	e.g. 123-456-7890
Employer Type *	- SELECT -	
NAICS *	- SELECT -	
Industry Sector *	- SELECT -	
Military-Friendly Employer *	- SELECT -	
Personal Information		
Username *	<input type="text"/>	
Password *	<input type="password"/>	8 - 20 characters (including at least 1 letter and 1 number or symbol)
Confirm Password *	<input type="password"/>	Exclude your first and last name, username and email address.
Email Address *	<input type="text"/>	
Confirm Email Address *	<input type="text"/>	
First Name *	<input type="text"/>	
Last Name *	<input type="text"/>	
Title *	<input type="text"/>	

Military-Friendly Employer *

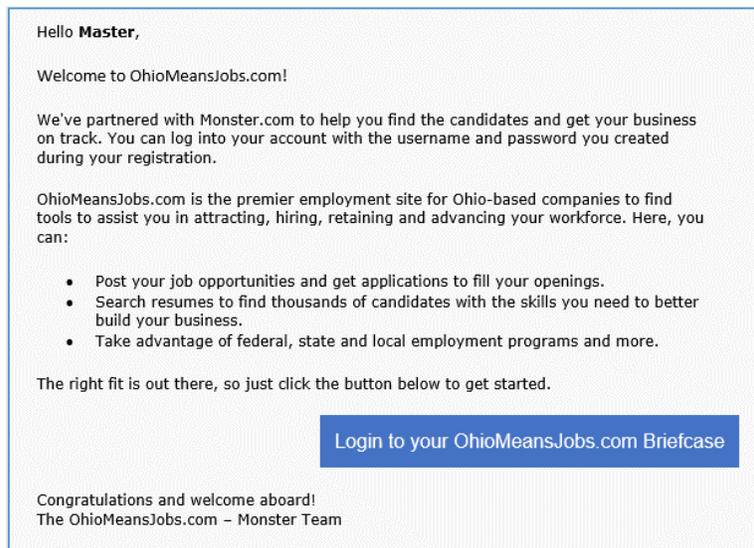
[Click to select Military-Friendly Employer activities](#)

Personal Information		
Username *	Squints13	
Password *	*****	8 - 20 characters (including at least 1 letter and 1 number or symbol)
Confirm Password *	*****	Exclude your first and last name, username and email address.
Email Address *	Squints813@monster.com	
Confirm Email Address *	Squints813@monster.com	
First Name *	Master	
Last Name *	Squints	
Title *	Cat	
Company Administrator	<input checked="" type="checkbox"/> Yes	
<input type="checkbox"/> By clicking this checkbox you acknowledge and agree to the Terms and Conditions		
<input type="button" value="Cancel"/> <input type="button" value="Create Account"/>		

Employer Type *	- SELECT -
NAICS *	- SELECT -
Industry Sector *	Federal Agency
Military-Friendly Employer *	Private, For Profit
	Private, Not For Profit
	Public, For Profit
	Public, Not For Profit
Personal Information	County Agency
Username *	State Agency

The screenshot shows a registration form with the following fields: NAICS *, Industry Sector *, Military-Friendly Employer *, Personal Information, Username *, Password *, Confirm Password *, Email Address *, Confirm Email Address *, First Name *, Last Name *, Title *, and Company Administrator. A dropdown menu is open for the NAICS field, displaying a list of industry sectors including Agriculture, Forestry, Fishing and Hunting; Mining, Quarrying, and Oil and Gas Extraction; Utilities; Construction; Manufacturing; Wholesale Trade; Retail Trade; Transportation and Warehousing; Information; Finance and Insurance; Real Estate and Rental and Leasing; Professional, Scientific, and Technical Services; Management of Companies and Enterprises; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; Accommodation and Food Services; Other Services (except Public Administration); and Public Administration. The 'Company Administrator' checkbox is checked.

After clicking “Create Account, the user will receive a confirmation email



After logging in, you will be taken to the Employer Briefcase

Ohio MEANS Jobs.com POWERED BY MONSTER

LIVE CHAT : ONLINE

My Jobs My Candidates Greg

Post A Job Find Candidates Business Support Center

Welcome back, Greg.

Search resumes and manage candidates

Saved Employment Opportunities [View/Manage](#)

Search and save Ohio-based employment programs that are relevant to you. Your last saved 5 programs are shown below. [Search Programs](#)

Tutorials

Please note that the following are links to generic tutorials on Monster's employer functionality and are intended to provide you with basic instruction. There are slight differences in the functionality leveraged by OhioMeansJobs.

Resume Search Overview	Manage folders
Resume Search Example	Manage Multiple Resumes
Viewing Results	Understand Resume Sections
Viewing Actions	Acting on Resumes in Folders
Saving Resume Searches	Tips for Boolean Users
Understanding Manage Job Postings Area	Creating Letters
Creating Jobs	Creating Questionnaires

CZ Tech/Global - Monster Government Solutions Engineering

Widgets will be shown when the data is available

Manage Widgets

Add or Remove Active Widgets using the Employer Briefcase Page Settings located under the settings menu.

Arranging Active Widgets

Arrange the widgets by clicking the arrow pointing in the direction you'd like it moved (up or down) until it's in the desired page position

[View briefcase module details](#)

Upcoming Events

Date	Events
Register for Event	View Calendar

If you need to edit your account information for any reason, click the blue gear icon in the upper right-hand corner, and then click "Account Settings."

- Company admins will see the option to Manage Users when clicking the gear icon, if there are other users under the company's FEIN
- Admins can view first/last name, role, active/inactive status, and who last modified the account
- Admins can view/edit users' accounts, disable an account, promote/demote a user from admin, or trigger a password reset email

My Jobs My Candidates Master Squints

Account Settings

Company Settings

Calendar

Manage Users

Hiring Library

Sign Out

@monster.com

Users

Manage access to user accounts.

Actions

<input type="checkbox"/>	Last Name ▲	First Name	Role	Status	Last Modified by	Actions
<input type="checkbox"/>	Squints	Master	Administrator	Active	Squints, M.	Actions
<input type="checkbox"/>	User	Standard	Standard User	Active	User, S.	Actions

View/Edit
Disable
Reset password

You will be shown your account settings by default. If you need to make any changes, click the “Edit” button

- Admins and non-admins alike can click the “View Company Admins” link to see a list of all admins for a company.
- This will include first/last name, email address, and phone number

Account Settings

Account Profile

Account Preferences

Employer Briefcase Settings

Account Profile Edit

Master Squints
Administrator
Cat
_Generated_Name
123 Columbus Ave
Columbus, Ohio 43213
US

Email Squints813@monster.com
Primary phone 9876543210
Secondary phone
Military Friendly Yes

[View Company Admins](#)

Tax ID number

Federal Employment Identification Number(FEIN) Tax ID

Username & Password Reset Password

Username Squints13
Password *****

Once you make the necessary updates, click “Save.”

Account Settings

Account Profile

Account Preferences

Employer Briefcase Settings

Account Profile

First name *	Master	Last name *	Squints
Job title *	Cat	Company name *	Generated_Name
Company address 1 *	123 Columbus Ave	Company address 2	
ZIP Code *	43213	State *	Ohio
City *	Columbus	Email address *	Squints813@monster.com
Confirm Email Address *	Squints813@monster.com	Primary phone *	9876543210
Secondary phone			

Cancel Save

Tax ID number

Federal Employment Identification Number(FEIN)	Tax ID
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Username & Password

Reset Password

Username	Squints13
Password	*****

When a user forgets their password, they should visit the login screen and click the forgot password link, and then enter the email address they registered with.

Sign In

Sign in now to access your account.

Username/Email *

Password *

[Forgot your Password?](#)

I have read [Forgot Password](#) [MJ Terms And Conditions](#).

Sign In

Forgot Password

Please enter the email address associated with your account.

Email Address

Proceed

[Forgot your email address?](#)

Call us at 1-888-451-OHIO (6446), Option 1

An email will be sent to them with reset links for each account associated with that email address.

Forgot Password

An email message has been sent to username@companyname.com

Please refer to this message for instructions on how to access your account. If you do not receive an email message shortly, it may be stuck in your spam filter.

Once the user clicks the link in the email, they will be taken to the OhioMeansJobs.com page. They should click the "Reset" link on that page and then will be prompted to enter a new password. Users will need to click the reset link in the email address for each account that needs to be reset

Welcome Master Squints,

Although you may have forgotten your OhioMeansJobs login information, you can still access your account by creating a new password.

RESET PASSWORD

Below are list of user account(s) matched with requested email to reset password. Click on each Reset link to reset your password.

813813813_Generated_Name

OwenTester

[Reset](#)

As a best practice, we recommend that you keep your login information in a secure place and change your password on a regular basis.

If you have any questions, a Customer Service Representative is ready to help you at 888-451-OHIO (6446) and select option 1.

Sincerely,

The OhioMeansJobs - Monster Team

[EMPLOYER HOME](#)