

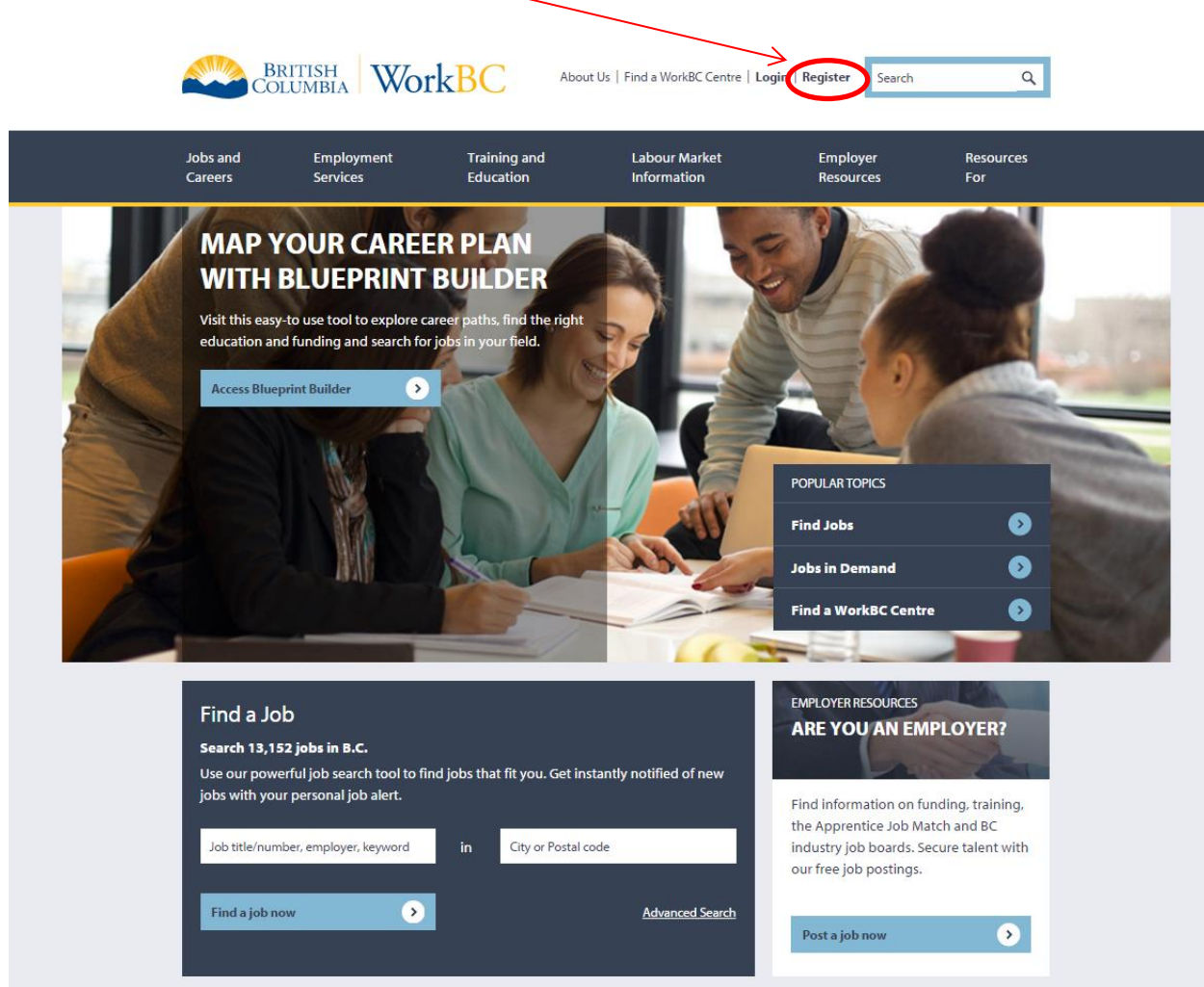


Employer Registration Guide

This guide will walk you through the process of creating your employer account. **Setting up an employer account is required only once and must be done through the WorkBC website.**

Create Employer Account:

- 1) Visit www.WorkBC.ca
- 2) Click on the “Register” tab.



3) Click on the "I am an employer" tab.

The screenshot shows the WorkBC website interface. At the top left is the logo for BRITISH COLUMBIA WorkBC. To the right are links for 'About Us', 'Find a WorkBC Centre', 'Login', and 'Register', along with a search bar. Below this is a dark navigation bar with six categories: 'Jobs and Careers', 'Employment Services', 'Training and Education', 'Labour Market Information', 'Employer Resources', and 'Resources For'. A large banner below the navigation bar reads 'Create a New WorkBC Account'. Underneath the banner, the text 'Which account is right for you?' is displayed. Two options are presented as cards: 'I am a job seeker' with the subtext 'Get a personalized job search >' and 'I am an employer' with the subtext 'Easily manage your talent search >'. The 'I am an employer' card is circled in red, and a red arrow points from the instruction above to this card. A small blue circular icon with a white arrow is located at the bottom right of the main content area.

- 4) Enter your 15 character “Canada Revenue Agency Business Number”, the text seen in the CAPTCHA, and then click on “Continue”.

If you cannot read the CAPTCHA image, you may generate a new image by clicking the refresh button.

The screenshot shows the WorkBC website interface for creating a new account. At the top, there is a navigation bar with links for 'Jobs and Careers', 'Employment Services', 'Training and Education', 'Labour Market Information', 'Employer Resources', and 'Resources For'. Below this is a search bar and a 'Register' button. The main heading is 'Create a New WorkBC Account'. A progress bar indicates the current step is 'Business Number'. The form includes a text input field for the 'Canada Revenue Agency Business Number (15 characters)', a CAPTCHA image showing the number '2200', and a 'Continue' button. Red annotations highlight the refresh button, the business number input field, the CAPTCHA image, and the 'Continue' button.

Please note:

The business number (BN) is required because it is a common client identifier for businesses to simplify their dealings with federal, provincial and municipal governments. It is required to help WorkBC Administrators validate your employer profile.

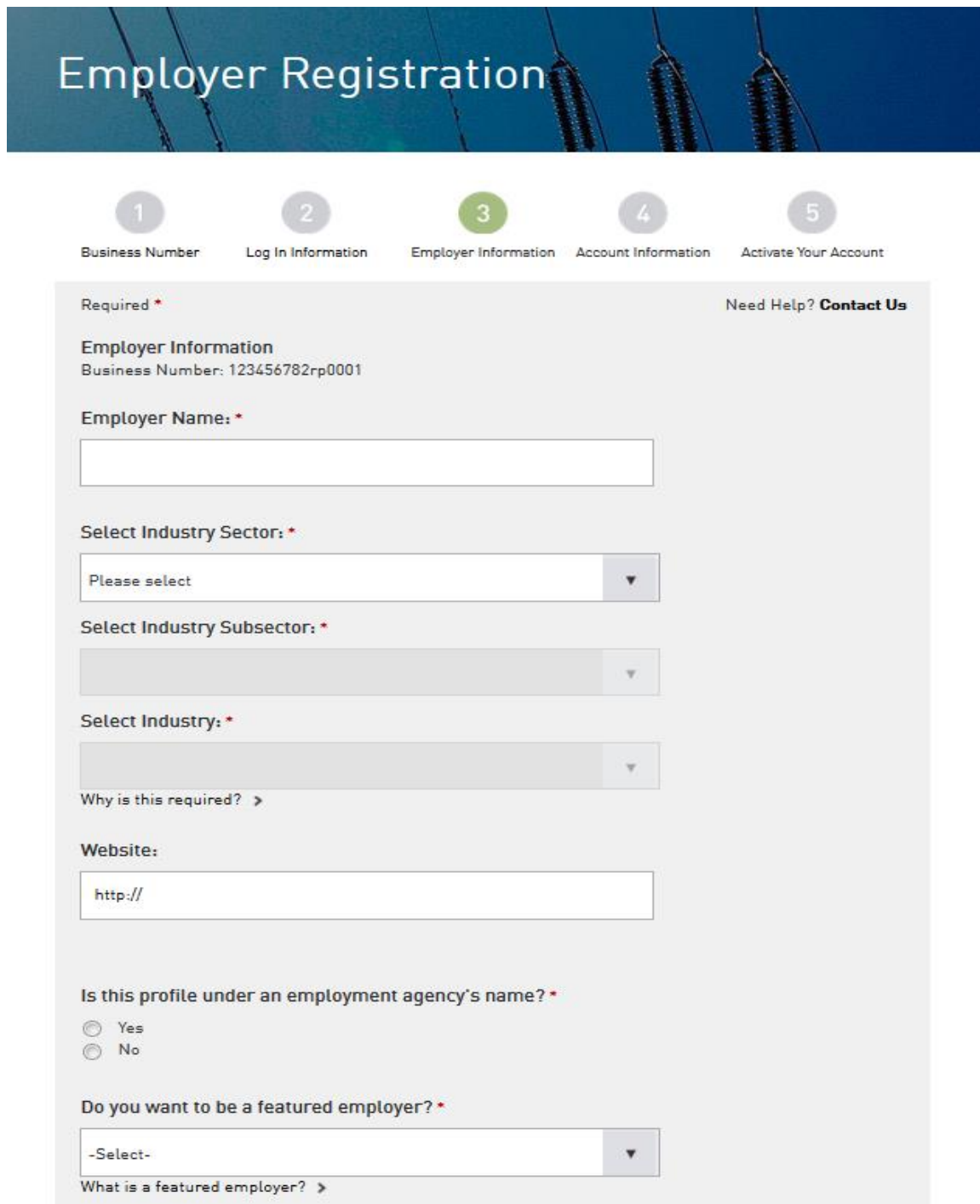
You may be asked to scan/email or fax a copy of an official Canada Revenue Agency (CRA) document, which shows your legal or operating name, address, and 15 character business number.

Enter a valid email address, create a password, and then click “Continue”.

Please note: Password

Be sure to make note of your password for later use.

- 5) Fill out the “Employer Information” form in its entirety, then click “Continue”.



The screenshot shows the 'Employer Registration' process, specifically step 3: 'Employer Information'. The progress bar at the top indicates five steps: 1. Business Number, 2. Log In Information, 3. Employer Information (highlighted in green), 4. Account Information, and 5. Activate Your Account. The form itself is titled 'Employer Information' and includes a 'Required' asterisk and a 'Need Help? Contact Us' link. The 'Business Number' is pre-filled as '123456782rp0001'. The 'Employer Name' field is empty. There are three dropdown menus for 'Select Industry Sector', 'Select Industry Subsector', and 'Select Industry', all currently showing 'Please select'. Below these is a link 'Why is this required? >'. The 'Website' field contains 'http://'. There are two radio button options for 'Is this profile under an employment agency's name? *': 'Yes' and 'No'. The 'Do you want to be a featured employer? *' dropdown menu is set to '-Select-'. A link 'What is a featured employer? >' is located at the bottom of the form.

Please note: Industry Sector

Select your company’s sector from the dropdown list. Once you have done this, you can further drill down to the relevant subsector and industry information. You can view the entire list of industries here: <https://www.statcan.gc.ca/eng/subjects/standard/naics/2007/index>

Primary Location


Street / Road Name: *

Apartment / Suite / Building / Floor:

City: * **Province / State: ***

Postal Code: * **Country: ***

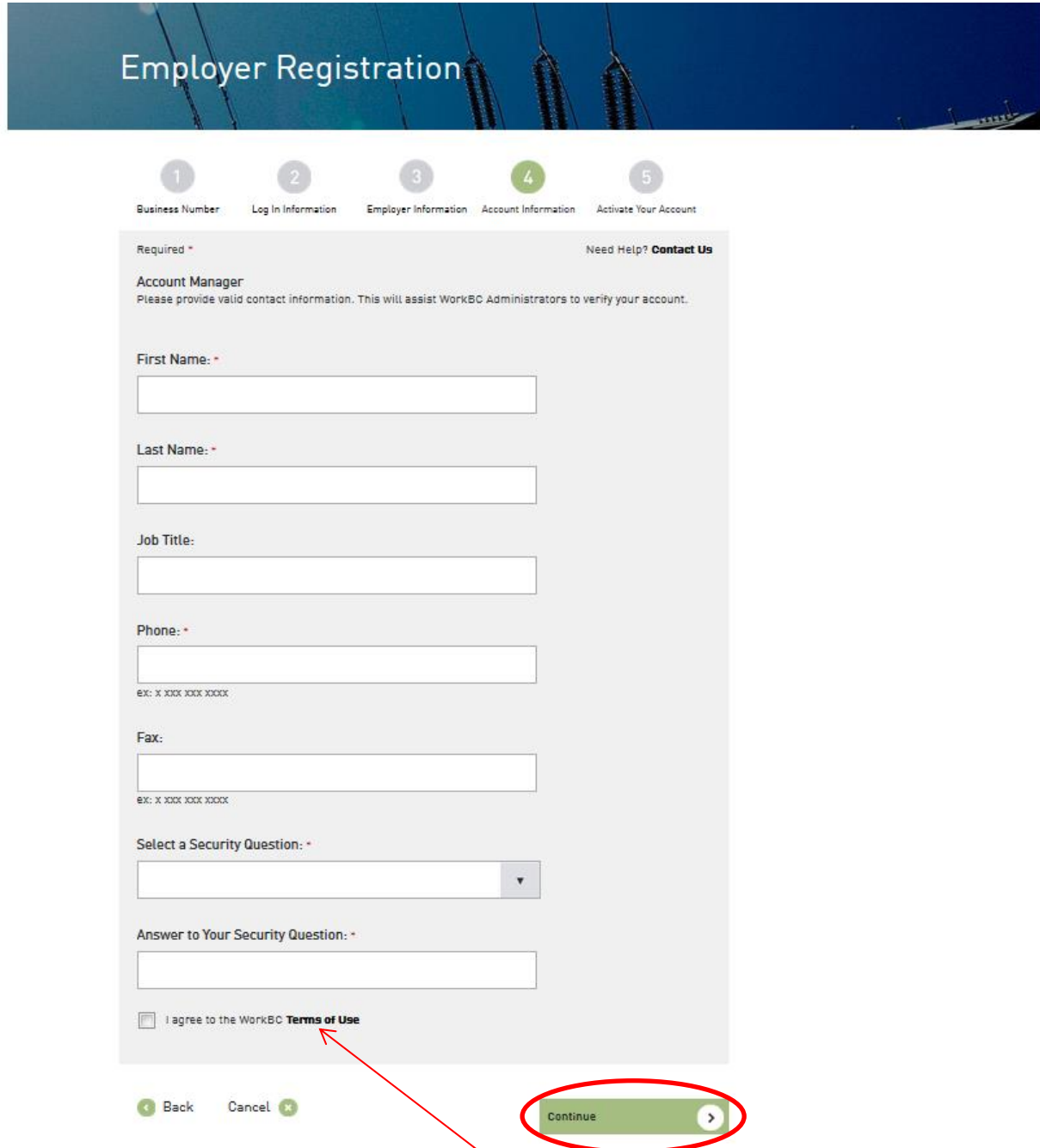
Do not publicly display the full address
Select this if you only want to display the city and province / state to job seekers.



Add Another Location +

- 6) Fill out the “Account Manager” contact information form, and agree to WorkBC’s Terms of Use, then click “Continue”.

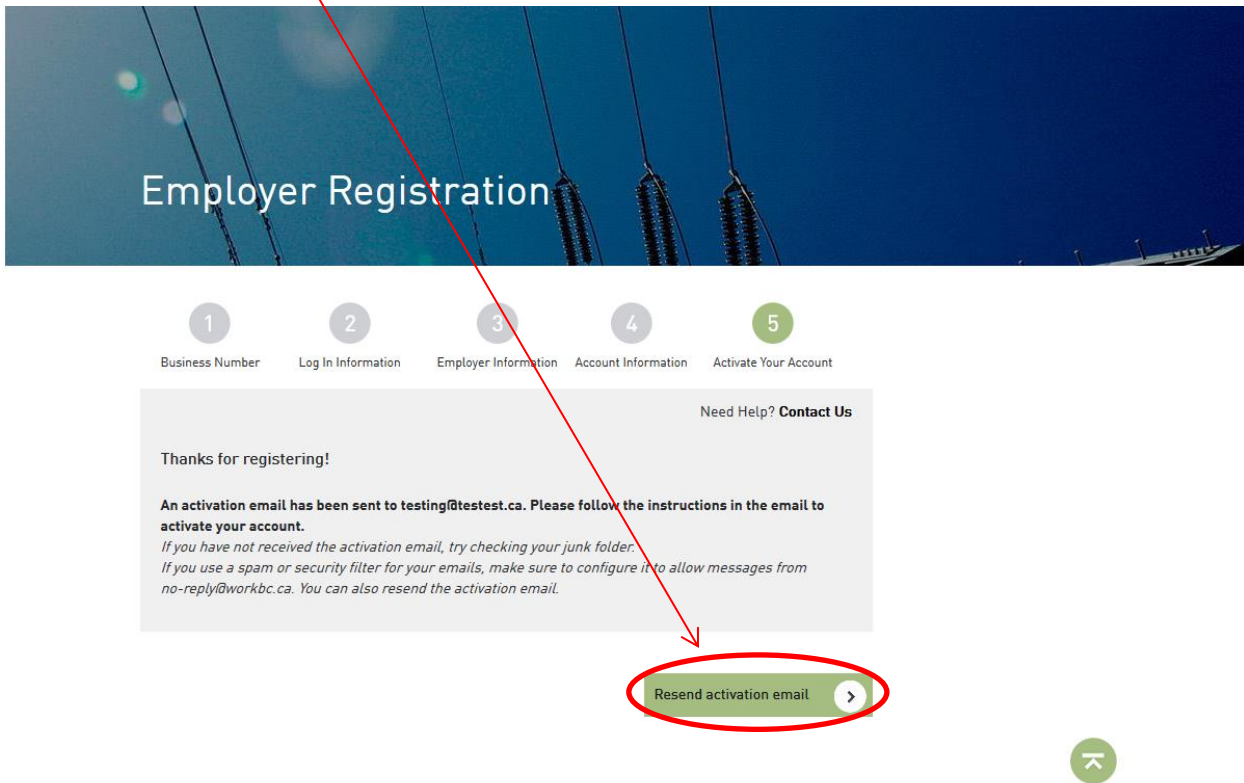
Note: The Account Manager section is where you put your own contact information. This information is not visible to the public, and will allow WorkBC staff to connect with you regarding your account. If you would like to set up multiple users on this account, you will be able to do so after you complete the initial registration.



The image shows a screenshot of the 'Employer Registration' process. At the top, there is a blue banner with the text 'Employer Registration'. Below the banner is a progress bar with five steps: 1. Business Number, 2. Log In Information, 3. Employer Information, 4. Account Information (highlighted in green), and 5. Activate Your Account. The main form area is titled 'Account Manager' and includes a 'Required' section. It contains several input fields: 'First Name', 'Last Name', 'Job Title', 'Phone', and 'Fax'. Below these are a 'Select a Security Question' dropdown menu and an 'Answer to Your Security Question' text box. At the bottom of the form, there is a checkbox labeled 'I agree to the WorkBC Terms of Use'. A red arrow points from this checkbox to the text 'You can read the Terms of Use in full detail by clicking here.' Below the form are three buttons: 'Back', 'Cancel', and 'Continue'. The 'Continue' button is circled in red.

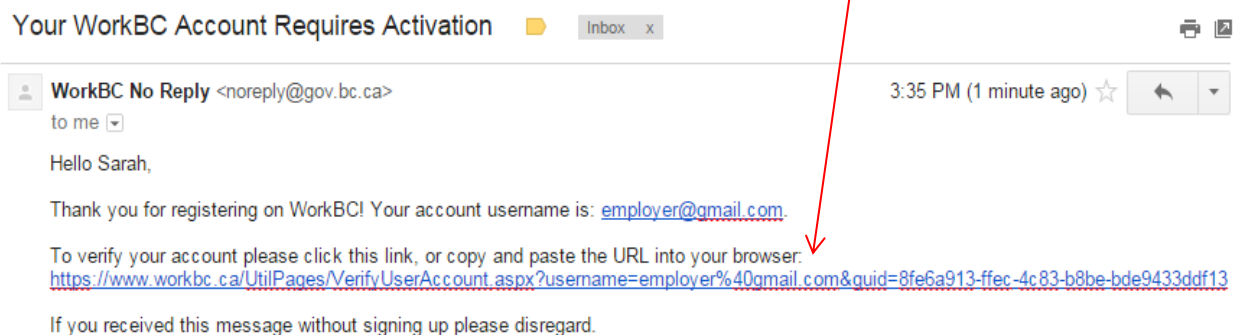
You can read the **Terms of Use** in full detail by clicking here.

8) Check your email account for your activation email, and click on the link provided. If you did not receive it you can resend it below.



Please note: Account Activation Required

The email will be sent from: **“WorkBC No Reply”** and the subject line of the email will read **“Your WorkBC Account Requires Activation”**. Please click on the verification link in the body of the email to complete the activation of your account. Once complete you will be able to Log into your WorkBC account.



Send Us Your Feedback:

- Phone: 250-952-6914
- Toll Free: 1-877-952-6914
- Fax: 250-387-5329
- Email: <https://www.workbc.ca/Contact-Us.aspx>
- Hours: Monday – Friday, 8:30am – 4:30PM (PST)

Best wishes for success in locating the right talent.

WorkBC

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