

## JobNet Business Registration Approval Automated Email

07/23/2008

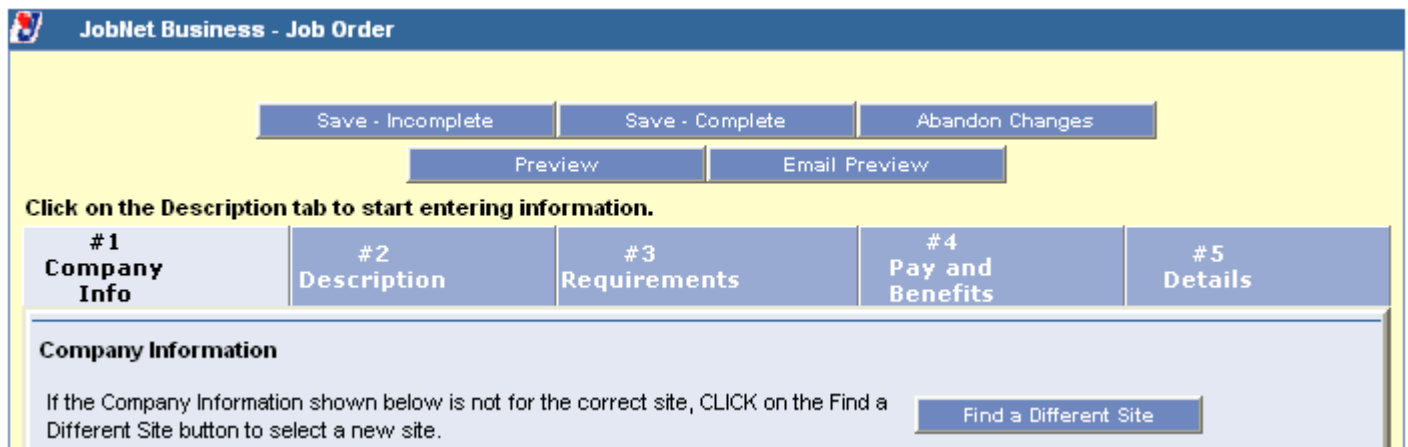
Your request for JobNet Business access has been approved.

Use this link <http://dwd.wisconsin.gov/jobnetbusiness/> to log in and use the system. Click on the yellow Login button, then enter your User name and Password. Do not share your username and password with others.

To view or print instructions for using JobNet Business, go to <http://dwd.wisconsin.gov/jobnetbusiness/instructions.htm>

A few tips as you are working on your job orders:

- There are 5 tabs across the top of the job order. There is information to be reviewed, and/or completed, on each tab. It is strongly recommend that you click on the **Save-Incomplete** button after you review or add information to each tab.



The screenshot shows the 'JobNet Business - Job Order' interface. At the top, there are three buttons: 'Save - Incomplete', 'Save - Complete', and 'Abandon Changes'. Below these are 'Preview' and 'Email Preview' buttons. A message states: 'Click on the Description tab to start entering information.' Below this is a horizontal navigation bar with five tabs: '#1 Company Info', '#2 Description', '#3 Requirements', '#4 Pay and Benefits', and '#5 Details'. The '#1 Company Info' tab is currently selected. Below the tabs, the 'Company Information' section is visible, with a note: 'If the Company Information shown below is not for the correct site, CLICK on the Find a Different Site button to select a new site.' A 'Find a Different Site' button is located to the right of the text.

- The job order will time-out after 4 hours, so be sure to save your work as you go along. Please use the **Save-Incomplete** button every few minutes so that your work is not lost.
- When you are ready to send your job order to the Wisconsin JobNet Call Center for final processing, use the **Save-Complete** button.

If you have any questions or problems, please contact the Wisconsin JobNet Call Center:

Email : [WIJobOrders@dwd.state.wi.us](mailto:WIJobOrders@dwd.state.wi.us)

Toll-free Telephone: 888-671-5627

If you would like to receive periodic emails about job order policy changes, JobNet Business enhancements, and other information of interest to employers, please go to [www.wisconsinjobcenter.org/signup](http://www.wisconsinjobcenter.org/signup) and sign up to receive the **JobNet Business Employer** notices.

Thank you for using JobNet Business!