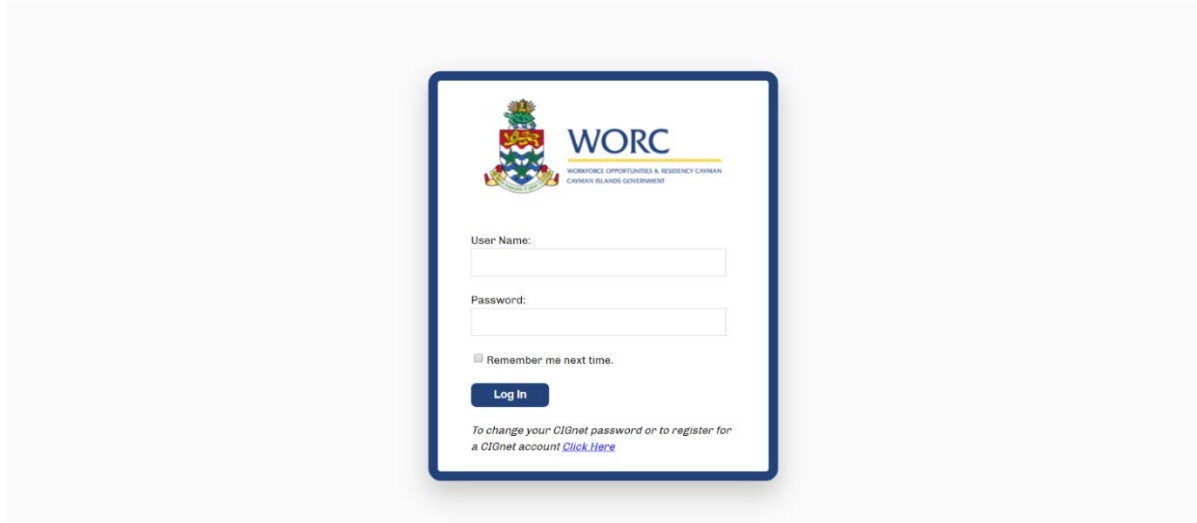


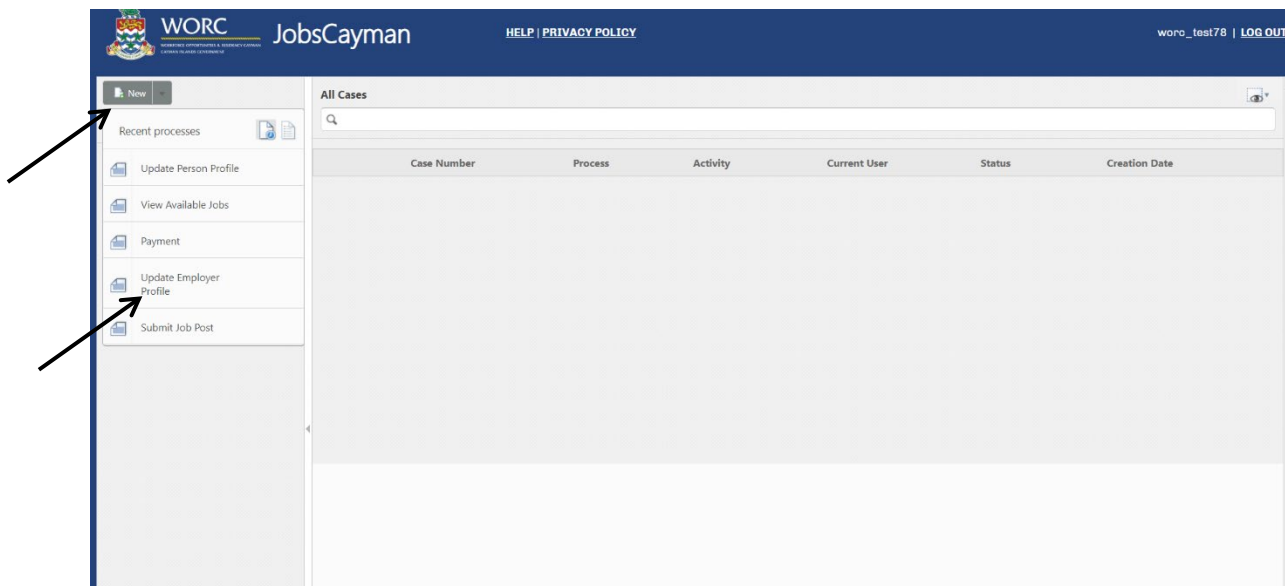
## To Add An Associated Company

1. Log in to JobsCayman Portal.



The screenshot shows the login page for the WORC JobsCayman portal. It features the WORC logo at the top left. Below the logo, there are two input fields: 'User Name:' and 'Password:'. A checkbox labeled 'Remember me next time.' is positioned below the password field. A blue 'Log In' button is located at the bottom of the form. Below the button, there is a link: 'To change your CI@net password or to register for a CI@net account [Click Here](#)'.

2. Click on the 'New' Button, then 'Update Employer Profile'.



The screenshot displays the JobsCayman portal dashboard. The top navigation bar includes the WORC logo, 'JobsCayman', and links for 'HELP | PRIVACY POLICY'. The user 'woro\_test78' is logged out. On the left sidebar, a 'New' button is highlighted with an arrow. Below it, a list of actions is shown: 'Recent processes', 'Update Person Profile', 'View Available Jobs', 'Payment', 'Update Employer Profile' (highlighted with an arrow), and 'Submit Job Post'. The main content area is titled 'All Cases' and contains a search bar and a table with columns: 'Case Number', 'Process', 'Activity', 'Current User', 'Status', and 'Creation Date'.



## To Add An Associated Company

### 3. Select the company that you want to use

The screenshot shows the 'UEP197 Select Employer' form. On the left, there is a sidebar with 'Select Employer' and 'Details' tabs. The 'Details' tab shows: Creation date: 12/13/2019 16:22, Created by: worc\_test78, Case number: UEP197, Process: Update Employer Profile. The main form area has 'Update Employer Profile - UEP197' and 'Status: Select Employer'. There are 'Select' and 'Update' buttons. A search box contains 'K2's Stores 2505'. Below the search box are 'Save Draft' and 'Submit' buttons.

### 4. Scroll down to the where it says to 'Manage Associate Employer'.

The screenshot shows the 'Manage Associated Employers' section. An arrow points to the 'Manage Associated Agents or Persons' section. The 'Manage Associated Employers' section includes: 'Employer's Name' field, 'Search Employer (s)' button, 'Evidence' field with 'No files uploaded' message, and 'Escrow Account Details' section showing 'Escrow Account ID: 10000022' and 'Creation Date: 14/11/2019'. The 'Manage Associated Agents or Persons' section has a table with columns: Agents / Person's Name, Email, Primary Contact, Delegated Contact, and Recruiter Role. The table contains one entry: worc\_test78, kaitand10@gmail.com, checked for Primary Contact, unchecked for Delegated Contact, and 'Please select...' for Recruiter Role. Below the table is an 'Agent's / Person's Registry ID' field and a 'Search Agent (s) / Person (s)' button.



## To Add An Associated Company

5. Search for the Company you want to link.

The screenshot shows the WORC system interface. On the left, there is a sidebar with tabs for 'Details', 'Assignees', and 'Events'. The 'Details' tab is active, showing a summary of the task: 'In this task user will be able to update employer profile's information'. The main content area is titled 'Manage Associated Employers' and contains several sections:

- Contact Information:** Fields for Contact Person (Kallian), Contact Number (+1345 9021738), Alt Contact Number (+1345), Employer's Email (kallian.dacosta@gov.ky), Alt Employer Email, and Fax Number (+1345).
- Manage Associated Agents or Persons:** A table with columns for Agent's / Person's Name, Email, Primary Contact, Delegated Contact, and Recruiter Role. One entry is visible: 'worc\_test78' with email 'kallian10@gmail.com' and 'Primary Contact' checked.
- Search Agent (s) / Person (s):** A button with an arrow pointing to it from the left.
- Manage Associated Employers:** A section with an 'Employer's Name' field (containing '%/%') and a 'Search Employer (s)' button.
- Evidence:** A section with a 'No files uploaded' message and a file upload icon.
- Escrow Account Details:** A table with columns for Escrow Account ID (10000022) and Creation Date (14/11/2019).

6. Select the company then click add.

7. When done, hit submit.