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WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

How to Register a Person

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL



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JobsCayman

To Register a Person

1. Log into the JobsCayman Portal.

Welcome!

JobsCayman is the online portal where employers and job seekers meet for success. Job seekers can register to view and apply for available jobs or request assistance in finding employment. Employers can post job advertisements and review applicant details.

Here, you can also receive Customer Care support by speaking with us through our Live Chat service, searching for answers in our knowledge base, or submit a question using the fillable form. WORC is here to provide support throughout every step of the journey.



Login to JobsCayman

Username

Don't have a username [Click Here](#)

Password

Forgot my password [Click Here](#)

Login

2. Select the 'Person Profile' button.



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JobsCayman

Inbox

Person Profile ▾

Help ▾



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To Register a Person

3. Select 'Register Person' button.



4. Fill out the two tabs (*Name and Immigration & Address and Contact Information*).

Person Registration

This is the first step in registering with JobsCayman. Both individuals and employers are asked to complete this section to register as a person. Provide general registration details including your full name, general contact information and current Immigration status, among other information.

Name and Immigration Information	Address & Contact Information		
First Name <input type="text" value="Enter First Name"/> <small>Required Field</small>	Middle Name <input type="text" value="Enter Middle Name"/>	Last Name <input type="text" value="Enter Last Name"/> <small>Required Field</small>	Gender <input type="text" value=""/> <small>Please select</small>
Date of Birth <input type="text" value="dd-mmm-yyyy"/> <small>Required Field</small>	Citizenship <input type="text" value=""/> <small>Please select</small>	Immigration Status <input type="text" value=""/> <small>Please select</small>	
Passport Country <input type="text" value=""/> <small>Please select</small>			

Documents required for uploading:

Proof of Immigration status
 No file chosen
Required Field

Passport image page
 No file chosen
Required Field



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To Register a Person

5. Upload a valid ID under 'Passport' and Proof of Immigration Status under 'Evidence'.

Documents required for uploading:

Proof of Immigration status

No file chosen

Required Field

Passport image page

No file chosen

Required Field



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6. When finished, hit 'Send' under the 'Address & Contact Information' Tab.

Name and Immigration Information **Address & Contact Information**

Cayman Resident
 Yes
 No
Required Field

Contact Number

Required Field

Email Address

Required Field

PO Box

Postal Code

Country

Please select

Physical Address:

Required Field

City

Required Field

State

Required Field

All system notifications will be sent by email, but we are now adding SMS notifications as an additional form of notification. If you choose to opt in for this additional service, you will never be charged for receiving SMS notifications and you may choose to opt out at any time by updating your Person Profile.

If you opt to receive SMS notification, you will receive SMS texts that notify you of changes to the cases you have in progress. Some examples include confirmation of submission, notification that your registration needs revision to be processed or final decisions, among other types. These are very short texts that notify you that you may need to log into receive additional detail.

If you wish to opt in for SMS notifications, please note that your Contact Number must be a valid mobile number that has the ability to receive SMS messages.

Would you like receive SMS notifications?
 Yes
 No

Send →

**Please note that it takes 1 to 3 business days to review.*