



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

How to Update an Employer Profile

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL





Update Employer Profile

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. Click on the 'Employers' tab.



Inbox Person Profile ▾ Employers ▾ Job Seekers ▾ Help ▾



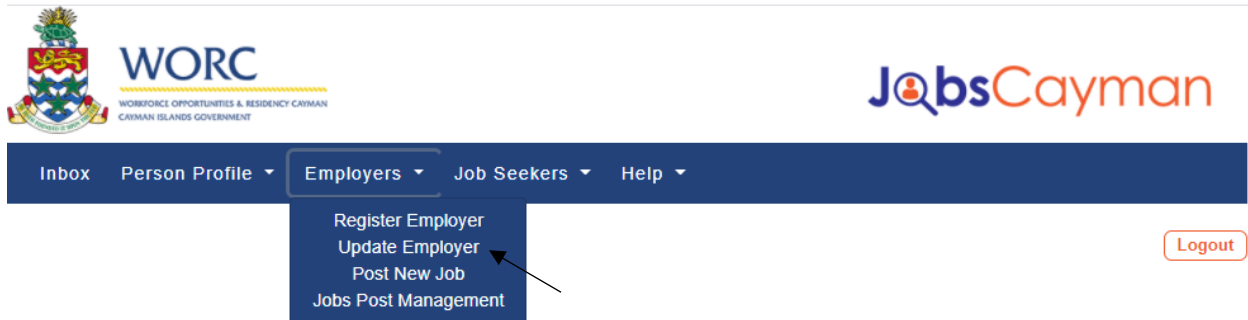
WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

Update Employer Profile

3. Click on 'Update Employer Profile' button.



4. Select the Company you would like to update.

Update Employer Profile

This is where you can update employer information but also Manage Associated Agents or Persons. The Associated Agents or Persons will be those that you have assigned that can act on your behalf using JobsCayman. Under the Contact Information section on this form, you can also select if you would like to receive SMS notifications.

Select Employer



Update Employer Profile

5. Update the information where needed.

Update Employer Profile

This is where you can update employer information but also Manage Associated Agents or Persons. The Associated Agents or Persons will be those that you have assigned that can act on your behalf using JobsCayman. Under the Contact Information section on this form, you can also select if you would like to receive SMS notifications.

Select Employer

Employers Information

Contact Information

Manage Associated Agents or Persons

Manage Associate Employers

Employer Name

Nature of Business

Industry

[Wages FAQs](#)

License or Registration Number

Approved Gratuity Scheme

- Yes
 No

Please Upload Gratuity Letter

No file chosen
[Download](#)
 Required Field

Building Number

Suite Number

Street Name

District

General Delivery

- Yes
 No

Post Office

PO Box

Postal Code

Please upload one of the following depending on your registration entity:

- Trade & Business License
- Annual Returns- if the company is limited
- Owner Identification
- Authorization Letter

Proof of Right to Operate

No file chosen



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

Update Employer Profile

6. When finished hit 'Send'.

Update Employer Profile

This is where you can update employer information but also Manage Associated Agents or Persons. The Associated Agents or Persons will be those that you have assigned that can act on your behalf using JobsCayman. Under the Contact Information section on this form, you can also select if you would like to receive SMS notifications.

Select Employer

test employer 2

Employers Information

Contact Information

Manage Associated Agents or Persons

Manage Associate Employers

Associated Employers

Employer Name	Business Registry ID	Associated
Employers Name		
<input type="text" value="Enter Employers Name"/>		
<input type="button" value="Search Employers"/>		
Employer Name	Business Registry ID	Associated

Send