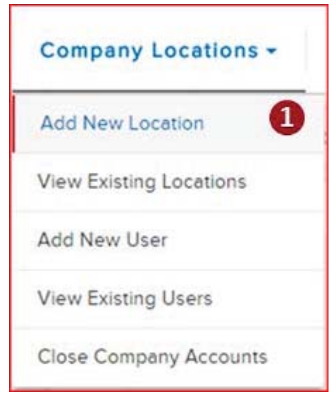
Add Company Location

How a corporate administrator adds a company location

Corporate administrators can enroll new employer accounts by adding a company location.



1 To enroll a new company location:

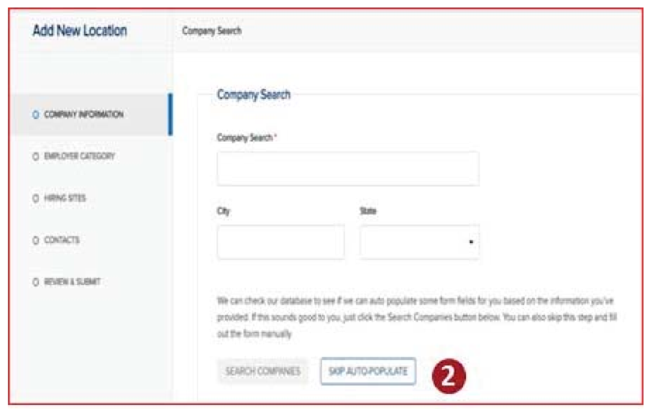
From **Company Locations**, click **Add New Location**.

2 To search for the company's information:

From the **Company Information** tab, enter the company name, city and state. Click, **Search Companies** and scroll down to view the results.

Select the appropriate company and click **Continue**.

To skip this step, click **Skip Auto-Populate** to enter the company information manually.

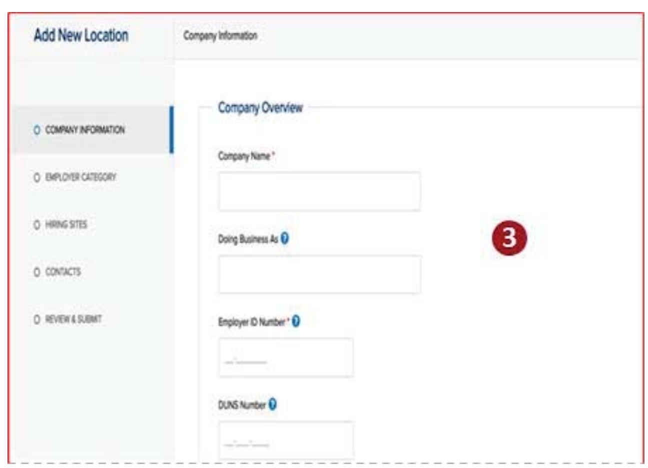


Note: Review the information for accuracy and enter the information for any fields that could not be populated.

3 From the **Company Information** tab, enter the company name, Employer Identification Number, total number of employees, physical address and mailing address and North American Industry Classification System (NAICS) code.

A red asterisk (*) indicates a required field.

Click **Save & Continue**.



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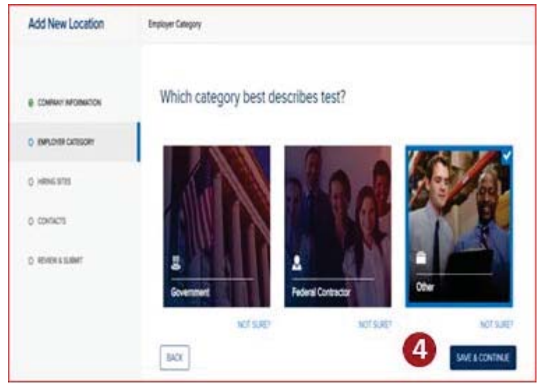
4 From **Employer Category**, select the category that best describes the company location.

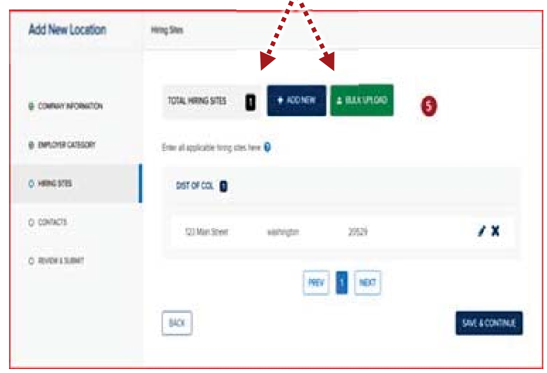
If you indicate Federal Contractor with FAR E-Verify Clause, you will be required to select the federal contractor category that best describes the organization and indicate who will be verified.



5 From **Hiring Sites**, click **Add New** to add participating hiring sites or **Bulk Upload** to add multiple hiring sites.

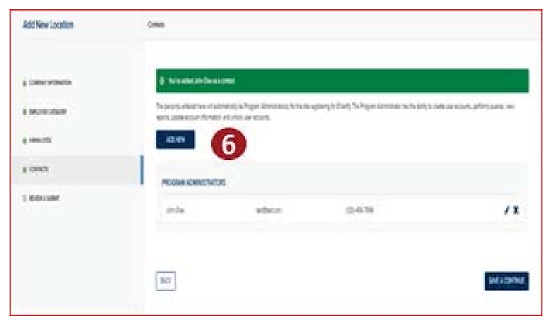
Note: The bulk upload function requires a Comma Separated Value (.csv) file of the hiring site addresses.

Tip: If you select **Bulk Upload**, click **Download CSV Samples** to open a pre-formatted .csv file for hiring sites.



6 From **Contacts**, click **Add New** to add the program administrators for the company location then click **Save & Continue**.

Note: Program administrators can add other users, create cases, update the company information, create reports and unlock user accounts.



7 Review the company information and then click **Submit Enrollment**. Click View MOU and print a copy of the memorandum of understanding (MOU) you electronically signed.

The program administrators that were added will receive an email confirmation with a user ID and temporary password.