HOW TO SUBMIT A JOB

1. On the “Job Search” page on our website and click the “**Post a job**” link.
2. Enter your **username/email address** and **password**. If this is your first time logging in, you will need to click “Forgot Your Password?” to create a new password.
    a. You will be taken to a “Set Rep Password” screen. Enter the email address associated with your account. This will most likely be your company/work email. If you are unsure of which email is on file for you, please contact us.
    b. Once you’ve entered your email address, type in the security code you see in the gray box and press “Send”.
    c. The next screen will ask for a verification code before you can create a password. You will receive an email from noreply@chamberdata.net with the subject line of "Set Rep Password" containing this verification code.
        i. If you do not see an e-mail in your inbox shortly, please check your junk/spam folder.
        ii. If you have trouble receiving the email, meaning it is not found in your inbox or junk/spam folder, we recommend you whitelist the email address noreply@chamberdata.net using this guide for How to Whitelist an Email and try again.
        iii. If you still are unable to receive this e-mail after following the instructions in the guide above, please contact our office for assistance.
    d. When you receive the email, enter the verification code, and create your new password.
    e. After you have specified your password and pressed “Save”, you will be able to login with your new password.
3. Once you have logged into your account:
    a. **Fill in the necessary fields for the job posting.** Be sure to enter the required fields which are marked by an asterisk (Job Title & Details).
    b. **Enter the security code at the bottom and click submit.** If the chamber or membership organization is charging for job postings, you will be asked to enter your payment information before your submission is submitted successfully. Your submission must be approved by the chamber or membership organization before it is displayed on the website.

If you have any questions or concerns, please do not hesitate to contact our office for assistance.