



Instructions for how to:

- **Post a Job**
- **Search Job Postings**

TO GET STARTED NOW:

Follow these instructions:

To Login to Existing Profile or Create a New Profile:

- Go to www.sswlhc.org and click the link within the **box outlined in red** titled “**New Member Web Portal**”
- From here you will have two choices –
 - 1) Login using the User ID and Password that were recently sent to you in your dues renewal notice (this should be the same User ID and Password that was originally assigned for you to use when accessing the SSWLHC Member’s Only Area of the web site). – or –
 - 2) If you don’t recall your User ID or Password or need to create a new account, instead of logging in on the web portal home page, look for the heading “*Don’t Have an Account Yet?*” and click the link titled “*Sign up for an Individual Account*”. Enter your email, first name, last name, and select “Create an Account”. (Continue following the bullets below for to complete the process.)
- Enter login information in all required fields and click “Save my profile.”
- You have now successfully created your online profile

Post a Job – Job Posting:

- To post a job, click on “Post a Job – Job Posting” link under “Career Center”
- Place all information in required fields and select “Confirm”
- Verify that all information is correct and select “Save and Continue Payment”
- Select “Job Posting (\$150)” and click “Continue”
- Input payment information and click “Continue.”
- Once complete, you will receive an confirmation email receipt
- This job posting will be posted to the new member online portal for 90 days

Search a Job:

- To search for a job, click on “Search Job Posting” under “Career Center”
- Input information in the necessary fields and click “Search.”