

Quick Employer Registration Guide

Welcome to the Virtual OneStop® system. In this quick reference guide, employer users will learn how to...

- Set up a new employer account and sign in

Note: For in-depth coverage of these topics and more, see the *VOS Employer Services User Guide*. Contact your local One-Stop Career Center to receive a copy in PDF format.

Setting Up a New Account

You'll need your Federal Employer ID (FEIN) or Social Security (SSN) number, as well as information for the primary company location and contact.

► **To create a new account:**

1. On the site home page, click the **Sign In** button in the upper right corner (see figure below).



Sign In Button

2. Under Option 3 – Create a User Account, click the **Employers and Agents** link.
3. Specify what type of user you are (*Direct Rep, TPA, or PEO*).
4. Follow the steps and fill in all required (*) fields on all pages, and then click **Save**.

When the *What would you like to do next?* page displays, your account is created and you're signed in.

Important: New employer accounts are placed in a 'Pending' status for two business days for authentication of the account and any associated job orders. You will have limited capabilities during this time. If you require immediate assistance, contact your local One-Stop Career Center for expedited services.


Signing in to Your Account

► **To sign in to your account:**

1. On the site home page, click the **Sign In** button in the upper right corner.
2. In the Option 1 – Already Registered section, enter your **User Name** and **Password**.
3. If displayed, enter the case sensitive CAPTCHA code at the bottom of the page.
4. Click the **Sign In** button. Your dashboard displays.

Note: If you forgot your user name and/or password, click the [Retrieve User Name or Password link](#), and then select your desired retrieval option.

Getting Help

Wherever you see the information icon  on a page, you can click it to display help text for that section in a pop-up window.