



**Department of  
Job and Family Services**

John R. Kasich, Governor  
Cynthia C. Dungey, Director

Office of  
Workforce Development



## **How to Register on the OhioMeansJobs Gateway as an Employer**

## How to Register on OhioMeansJobs Gateway

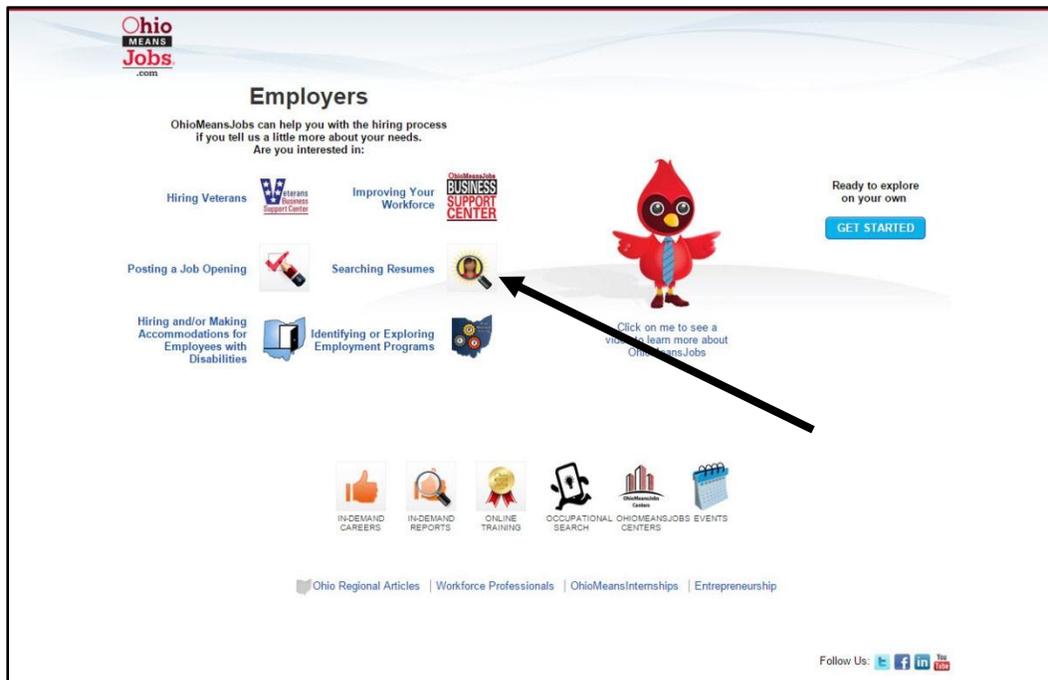
1. Go to [www.ohiomeansjobs.com](https://www.ohiomeansjobs.com)



2. Click on the Get Started button under Employers.



3. Click the Search Resume Icon on the left.



4. Click the "Create My New OMJ Account"

OhioMeansJobs Gateway

WELCOME

**Returning OhioMeansJobs (OMJ) Users**

Please login below with your User Name and Password

User Name \*

Password \*

[Forgot User Name](#)

[Forgot Password](#)

**Note: \* indicates required field.**

**First Time Visitors**

If you are a first time visitor, please click the "Create My New OMJ Account" button below to establish and OMJ account. An authenticated account can have free and full access to search both OhioMeansJobs and Monster.com resumes.

Please note:

1. If you have both the correct business FEIN (Federal Employee Identification Number) and State of Ohio Tax Withholding Account Number you can have immediate and full access to both OMJ and Monster.com resumes.
2. If you only have the correct FEIN or Ohio Tax Withholding Account Number, then you will receive limited access to search thousands of OMJ resumes only. A notification will be sent to the Administrator to grant full access to millions of additional resumes.
3. If you are a sole proprietor, you must enter both the correct SSN (Social Security Number) and your Ohio Withholding Tax Account Number to access and search the OMJ and Monster.com resumes.
4. Upon a valid registration, you will receive an email confirmation with the OMJ Administrator's contact information.

[Create My New OMJ Account](#)

5. Fill in your personal information and a user name and then click the submit button

Ohio Means Jobs Registration - Step 1 (Create an OhioMeansJobs User Account)

**Enter Your Personal Information**

First Name\*  Last Name\*

Title\*  User Name\*

Organization\*  Telephone\*  e.g. 1234567890

Address 1\*  Address 2

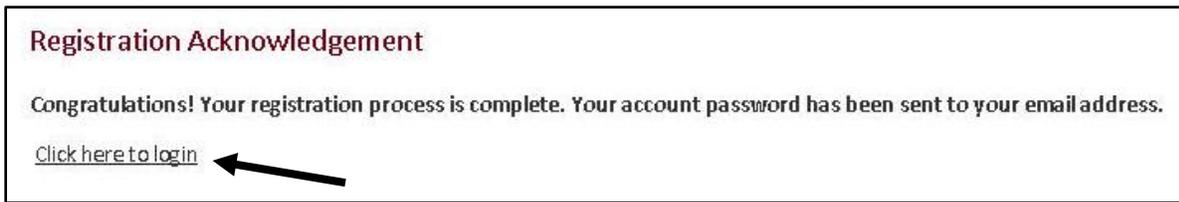
State\*  County\*

City\*  Zip\*  e.g. 12345

Email Address\*  Confirm Email Address\*

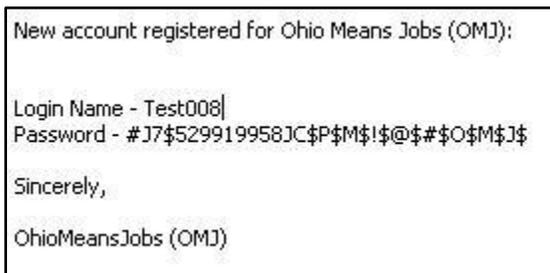
**Note: \* indicates required field.**

6. You will receive the Registration Acknowledgement “Congratulations! Your registration process is complete. Your account password has been sent to your email address.” and to check your email for your temporary password. Click the “Click here to login” link to log in.



Below is a sample of the email. The Sender will be [omj.noreply@jfs.ohio.gov](mailto:omj.noreply@jfs.ohio.gov).

Note: Copy the password from right to left and make sure no added space is at either end of the password. Added space will result in an account lock out after 5 attempts.



7. Sign in with your user name and temporary password.



8. You will be asked to immediately change your password. Put in a new password and click the “Change Password” button.

**Please change your password !**

**Change Password**

User Name                      Test008

Old Password \*               

New Password \*               

Confirm New Password \*     

Cancel      Change Password      ←

**Note: \* indicates required field.**

Password must be at least 8 characters in length and contain all of the following 4 types of characters:

- 1) lower case letters (i.e. a-z)
- 2) upper case letters (i.e. A-Z)
- 3) numbers (i.e. 0-9)
- 4) special characters e.g. ~!@#%&^\*

9. In the Gateway Services section click the “OhioMeansJobs Portal” link to be taken to the Step 2 Registration Page.

**Gateway Services**

- [OhioMeansJobs Portal](#) 
- [Service Two](#) 
- [Service Three](#) 
- [Service Four](#) 

10. Select for the “ Type of an Account to Create” as an Organization or a Sole Proprietor.

Type of an Account to create \*  
(Please choose one) Organization

**11. Organizations**

In the “ Do you have a FEIN and/or Tax Withholding Account Number?” section select:

I have both FEIN and Tax Withholding Account Number

This option will give you full access to all resumes available through OhioMeansJobs.

**Sole Proprietors**

In the “ Do you have a FEIN and/or Tax Withholding Account Number?” section select:

I am a Sole Proprietor using my SSN & Tax Withholding Account Number

This option requires both SSN and Tax Number. When provided, you will be granted full access to all of OhioMeansJobs resumes.

Once a selection has been made input your numbers twice and click the confirm button to verify your numbers. A successful validation message will appear, if the correct numbers are inputted.

Do you have a FEIN and/or Tax Withholding Account Number? \*  
(Please choose one) I have both FEIN and Tax Withholdir

Enter FEIN *	<input type="text" value="e.g. 123456789"/>	Confirm FEIN *	<input type="text" value="e.g. 123456789"/>
Enter Tax Withholding Account Number *	<input type="text" value="e.g. 12345678"/>	Confirm Tax Withholding Account Number *	<input type="text" value="e.g. 12345678"/>

Enter Correct Number(s) \*

Company Name

**CONFIRM** ←

Valid Registration

You have successfully validated your company and have full access to all resumes. Please continue with your registration.

12. Select your Employer Type from the drop down menu.

Employer Type \* County Agency

13. Select the North American Industry Classification System (NAICS) option that your company falls under.

Select NAICS \* Public Administration

14. Select the industry sector for your company.

Select Industry Sector \* Administration of Human Resource P

15. Select whether or not your company is a Green employer.

Are you a Green Employer? \* No

16. Select whether your company is Military-Friendly. If “Yes” is chosen you will see a link appear to the left of the box. Click the link to review items to be checked if you would like your company to be added to our monthly newsletter or our online registry.

Military-Friendly Employer \*  [Click to select Military-Friendly Employer Activities](#)

17. Once you have decided what you would like checked (at least one needs to be checked) on the information that pops up, click the select button to finish.

**OWT – Veterans Workforce**

Ohio is proud to be called home to approximately 900,000 veterans and military service members—the 6th largest population in the United States. Recognizing veterans as a valuable, talented and skilled workforce, the state of Ohio is committed to prioritizing and increasing the number of military service members and their families living and working in Ohio. Employers in Ohio are also interested in supporting our veteran community, and recently passed legislation will make it easier to connect employers to veterans and allow veterans to find rewarding careers to provide from themselves and their families.

As required under Ohio House Bill 488 and Ohio Revised Code 5903.15, if your company has voluntarily adopted a policy “to provide a preference for employment decisions, including hiring, promotion, or retention during a reduction in force, to a service member, veteran, or the spouse or a surviving spouse of a service member or veteran” and you are interested in your company’s name being listed in a registry on OhioMeansJobs.com please check here.

If your company is interested in self-identifying as a Military-Friendly Employer, and having your company name be listed on OhioMeansJobs.com as a Military-Friendly Employer please check here.

Military-Friendly Employers are those organizations that provide support for their current and prospective Military and Veteran employees. Some examples of activities of Military-Friendly Employers include:

- Establish a policy to provide a preference for employment decisions, including hiring, promotion, or retention during a reduction in force, to a service member, veteran, or the spouse or a surviving spouse of a service member or veteran.
- Actively recruit, hire and retain veterans and service members.
  - o Establish veteran specific marketing and outreach products
- Establish a Veteran/Military Employee Resource Group.
  - o Identify veteran and military employees
  - o Identify a veteran or military spokesperson or liaison
  - o Establish a veteran and military employee on-boarding and mentorship program
- Sponsor and host company military and veteran recognition events and programs.



18. Click the “Continue” button. Congratulations. You have just registered as an employer and may begin to search all of OhioMeansJobs resumes.

