How to Register on the OhioMeansJobs Gateway as an Employer
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1. Go to 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”

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

![Registration Acknowledgement](image)

Below is a sample of the email. The Sender will be 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.

![Email Sample](image)

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

![Login Interface](image)
8. You will be asked to immediately change your password. Put in a new password and click the “Change Password” button.

![Change Password Form](image1.png)

Note: * indicates required field.

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

![Gateway Services](image2.png)
10. Select for the “Type of an Account to Create” as an Organization or a Sole Proprietor.

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.

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

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

14. Select the industry sector for your company.

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

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.

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