

Welcome to BlueFinHR JobCenter!

Create Account

How do I create an account?



To create an account, click on the Create Account link in the top menu.

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Create Account

Upon clicking the “Create Account” link you will be taken to the page below.

Here you will enter the necessary information to create an account that will allow you to use the functions of JobCenter.

You will need a valid email address so make sure you have one prior to creating an account.

Any areas that are highlighted in red indicate a required field that needs to be filled out. A * indicates an error. Re-enter this information correctly and when satisfied with the information click “Create User” at the bottom of the screen

Thank you for your interest in EasyHRweb.

You may create an account by completing and submitting the following form. Remember to store your username and password in a safe place for future use on the site.

To sign up for your new account, please complete this form. Your account will not be created until you click on the "Create User" button at the bottom of the page.

User Name:	<input type="text"/>	
Password:	<input type="password"/>	(at least 6 characters)
Confirm Password:	<input type="password"/>	
E-mail Address:	<input type="text"/>	
First Name:	<input type="text"/>	
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Security Question:	<input type="text" value="What is your former name?"/>	▼
Security Answer:	<input type="text"/>	
Address Type:	<input checked="" type="radio"/> US <input type="radio"/> Non-US	
Street Address:	<input type="text"/>	
Address 2:	<input type="text"/>	
Zip:	<input type="text"/>	
Evening Phone:	<input type="text" value="() - -"/>	
Day Phone:	<input type="text" value="() - -"/>	

Create User

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Below are the fields that will need to be completed to create your account.

User Name:	<input type="text"/>	←	User Name: This will be your log in name. Not editable once created.
Password:	<input type="password"/>	←	Password
Confirm Password:	<input type="password"/>	←	Retype above password to confirm
E-mail Address:	<input type="text"/>	←	Valid e-mail address
First Name:	<input type="text"/>	←	First Name
Middle Name:	<input type="text"/>	←	Middle Name
Last Name:	<input type="text"/>	←	Last Name
Security Question:	What is your mother's maiden name? <input type="text"/>	←	Select a security question from the list
Security Answer:	<input type="text"/>	←	Type an answer to the above question
Address Type:	<input checked="" type="radio"/> US <input type="radio"/> Non-US	←	Specify US or Non-US address.
Street Address:	<input type="text"/>	←	Street address
Address 2:	<input type="text"/>	←	Second address
Zip:	<input type="text"/>	←	Zip code
Evening Phone:	() _-__	←	Evening phone with area code
Day Phone:	() _-__	←	Day phone with area code

Create User

When the above information is completed to your satisfaction. Click "Create User" to submit your account information.

Note: It may be a good idea to write down/store your user name, password, security question and answer someplace safe in case you should need to retrieve it.

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Additional information on address entry. For US addresses:

Address Type: US Non-US

Street Address:

Address 2:

Zip:

Here is where you specify US or Non-US address. In this example a US address will be entered.

Street address

Second address

Zip code

Upon entering your zip code the State, City and County will be automatically entered. You should see a confirmation box appear that asks you to confirm this is correct.



Street Address:

Address 2:

City, State: , SC

County:

Zip:

According to the entered Zip code the County and State are generated. In this example there is a drop down menu of options for City that use the entered Zip code.

You should select your correct city from the list.

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Additional information on address entry. For Non -US addresses:

Address Type:

US Non-US

Address:

Foreign Army Base Address
Out of Country Address
999999-000000

Here is where you specify a US or Non-US address. In this example a Non - US address will be entered.

Upon selecting Non-US a text box will appear that will allow you to enter an address.

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Once you have created your account successfully you will be prompted with the below message:

Your account has been successfully created.

If you have clicked "Apply" for a specific application you will be redirected to a page that describes the job for which you are applying. There you may complete any necessary applications and/or submit any essential documentation.

Continue

Once you have created an Account you can view your account information and make changes if needed.

To view you account information, click on the "Your Account" located on the top menu.

You must be logged in to view your profile.

Open Jobs	Your Account		
Job Applications	Notifications	Contact Information	Change Password

Welcome to your profile. You can update or edit any of the listed information. Enter the changes and click the save changes button. This demographic information will be automatically entered into your applications. Please make sure your email address is current.

Applicant ID: 000000363 Date profile created: 11/12/2013 3:25:10 PM

Full Name:

Address Type: US Non-US

Street Address:

Address 2:

City, State:

County:

Zip:

Email Address: x

Evening Phone:

Day Phone:

Save Changes

Welcome to BlueFinHR JobCenter!

Your Profile

Here you will see your contact information that was generated when you created your account.

Open Jobs **Your Account**

Job Applications Notifications **Contact Information** Change Password

Welcome to your profile. You can update or edit any of the listed information. Enter the changes and click the save changes button. This demographic information will be automatically entered into your applications. Please make sure your email address is current.

Applicant ID: 000000363 Date profile created: 11/12/2013 3:25:10 PM

Full Name:

Address Type: US Non-US

Street Address:

Address 2:

City, State:

County:

Zip:

Email Address: x

Evening Phone:

Day Phone:

Save Changes

If you need to edit this information be sure to click the “Save Changes” button.