



WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

To Register an Employer

A QUICK GUIDE TO USING THE ONLINE PORTAL



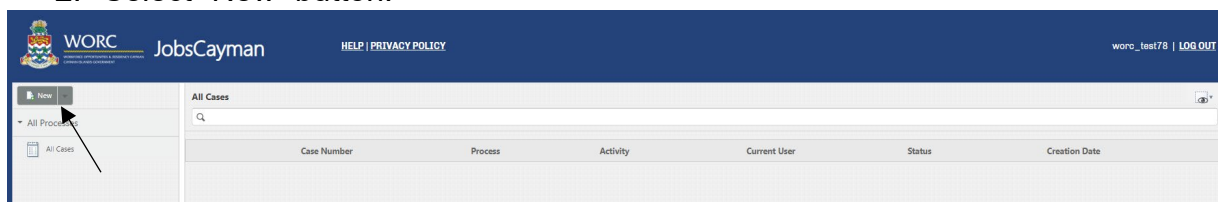
To Register an Employer

1. Log in to the JobsCayman Portal.



The login form is displayed within a blue-bordered box. It features the WORC logo at the top left. Below the logo, there are two input fields: 'User Name:' and 'Password:'. A checkbox labeled 'Remember me next time.' is positioned below the password field. A blue 'Log In' button is located at the bottom left of the form. At the bottom right, there is a link: 'To change your CIGnet password or to register for a CIGnet account [Click Here](#)'.

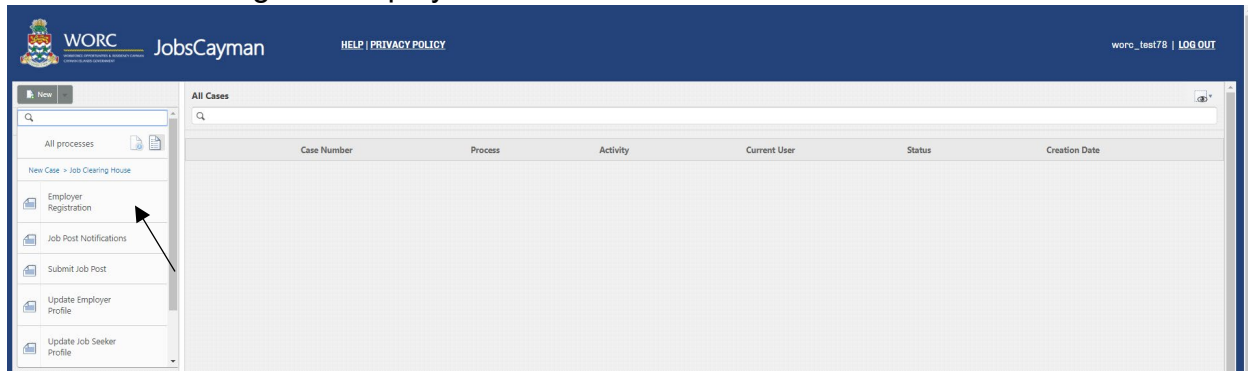
2. Select "New" button.



The screenshot shows the JobsCayman portal interface. At the top, there is a dark blue header with the WORC logo, 'JobsCayman' text, and links for 'HELP | PRIVACY POLICY'. On the right side of the header, it says 'worc_test78 | LOG OUT'. Below the header, there is a left sidebar with a 'New' button and a list of 'All Processes'. The main content area is titled 'All Cases' and contains a search bar and a table with columns: 'Case Number', 'Process', 'Activity', 'Current User', 'Status', and 'Creation Date'.

To Register an Employer

3. Select “Register Employer” button.



4. Fill out the Employer Information

Creation date: 02/10/2020 10:00

Due date: 02/13/2020 10:00

Description: The Employer can be registered by an agent. At this point employer can assign the industry codes, these codes will come from a table that (drag) can query.

Details

Assignees

Events

Creation date: 02/10/2020 10:00

Created by: worc_36578

Case number: ENG206

Process: Employer Registration

Process Path: App > Processes > Job Clearing House > Employer Registration

Register

Case Information

Does this employer have a parent employer?

Yes No

Employer Information

Employer Name:

Postal Code:

Industry Codes: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,36,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,67,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,83,84,85,86,87,88,89,90,91,92,93,94,95,96,97,98,99,100

Building Number:

Nature of Business:

Street Name:

Trade Business License:

District:

General Delivery:

Employer has an approved gratuity scheme:

PO Box:

Yes No

Post Office:

Please select...

Support Filing:

No files uploaded

Contact Information

Contact Person:

Email:

Contact Number:

Alt Email:

Alt Contact Number:

Fax Number:

Save Draft

Submit



To Register an Employer

5. Hit the “Save Draft” button.

Creation date: 02/10/2020 10:00
Due date: 02/10/2020 10:00
Description: The Employer can be registered by an agent. At this point employer can assign the industry codes, these codes will come from a table that (bragi) can query.

Details Assignees Events

Creation date: 02/10/2020 10:00
Created by: worc_bastis
Case number: ER0206
Process: Employer Registration
Process Path: App > Processes > Job Clearing House > Employer Registration

Register information Case information

Does this employer have a parent employer? ☐ Yes ☐ No

Employer Information

Employer Name: Postal Code:
Industry Codes: Suite Number:
Industry: Building Number:
Nature of Business: Street Name:
Trade Business License: District:
General Delivery: ☐ Yes ☐ No Employer has an approved gratuity scheme: ☐ Yes ☐ No
PO Box:
Post Office: [View Map](#)
Support Files: No files uploaded

Contact Information

Contact Person: Email:
Contact Number: Alt Email:
Alt Contact Number: Fax Number:

Save Draft Submit

6. Upload, a valid Trade & Business License, a Valid ID, an Authorization Letter and the Annual returns.

Creation date: 02/10/2020 10:00
Due date: 02/10/2020 10:00
Description: The Employer can be registered by an agent. At this point employer can assign the industry codes, these codes will come from a table that (bragi) can query.

Details Assignees Events

Creation date: 02/10/2020 10:00
Created by: worc_bastis
Case number: ER0206
Process: Employer Registration
Process Path: App > Processes > Job Clearing House > Employer Registration

Register information Case information

Does this employer have a parent employer? ☐ Yes ☐ No

Employer Information

Employer Name: Postal Code:
Industry Codes: Suite Number:
Industry: Building Number:
Nature of Business: Street Name:
Trade Business License: District:
General Delivery: ☐ Yes ☐ No Employer has an approved gratuity scheme: ☐ Yes ☐ No
PO Box:
Post Office: [View Map](#)
Support Files: No files uploaded

Contact Information

Contact Person: Email:
Contact Number: Alt Email:
Alt Contact Number: Fax Number:

Save Draft Submit



To Register an Employer

7. Hit “Submit” button

Creation date: 02/10/2020 10:00
Due date: 02/10/2020 10:00
Description: The Employer can be registered by an agent. At this point employer can assign the industry codes, these codes will come from a table that bragsi can query.

Details Assignees Events

Creation date: 02/10/2020 10:00
Created by: worc_bactg
Case number: BK2006
Process: Employer Registration
Process Path: App > Processes > Job Creating Issue > Employer Registration

Register information Case information

Does this employer have a parent employer? ☐ Yes ☐ No

Employer Information

Employer Name: Postal Code:
Industry Codes: Suite Number:
Industry: Building Number:
Nature of Business: Street Name:
Trade Business License: District:
General Delivery: ☐ Yes ☐ No Employer has an approved gratuity scheme?: ☐ Yes ☐ No
PO Box:
Post Office:
Support File(s):

Contact Information

Contact Person: Email:
Contact Number: Alt Email:
Alt Contact Number: Fax Number:

Save Draft Submit

**Please note that it takes 1 to 3 business days to review*