



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 screenshot shows the login page for the WORC JobsCayman portal. It features the WORC logo at the top left. Below the logo are two input fields: "User Name:" and "Password:". There is a checkbox labeled "Remember me next time." and a blue "Log In" button. At the bottom, there is a link: "To change your CIGnet password or to register for a CIGnet account [Click Here](#)".

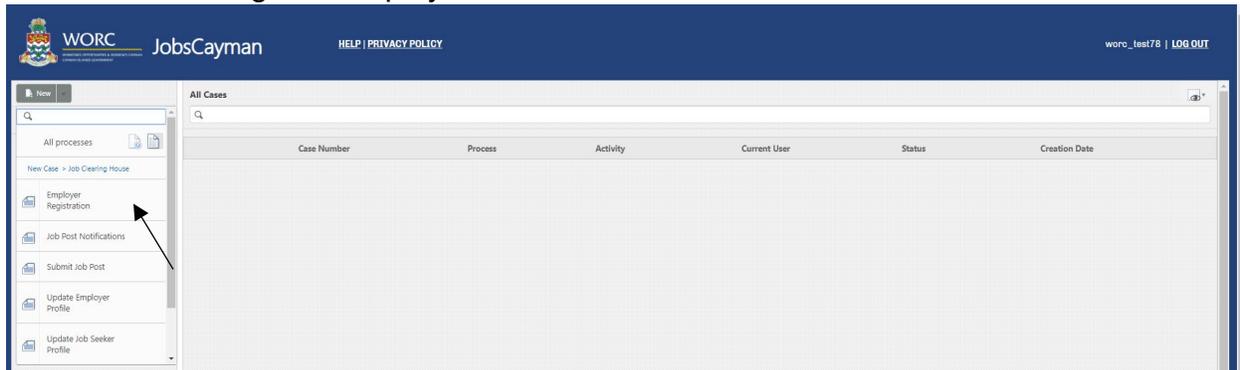
2. Select "New" button.



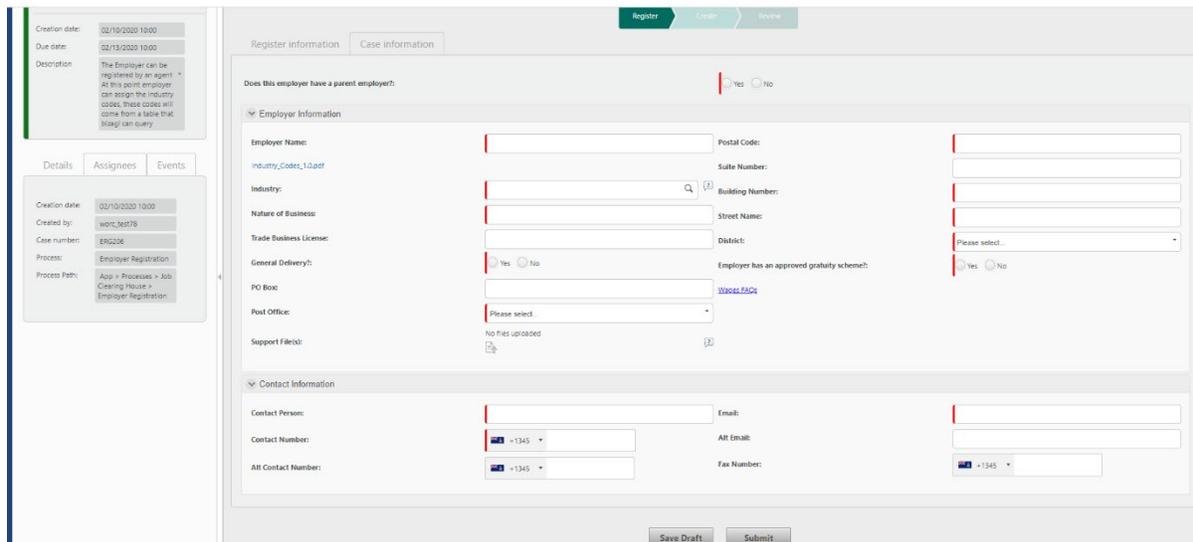
The screenshot shows the dashboard of the WORC JobsCayman portal. The top navigation bar includes the WORC logo, "JobsCayman", "HELP | PRIVACY POLICY", and "woro_test78 | LOG OUT". On the left sidebar, there is a "New" button with a plus sign, and below it, a list of items: "All Processes" and "All Cases". An arrow points to the "New" button. The main content area is titled "All Cases" and contains a search bar with a magnifying glass icon and a table with columns: "Case Number", "Process", "Activity", "Current User", "Status", and "Creation Date".

To Register an Employer

3. Select “Register Employer” button.

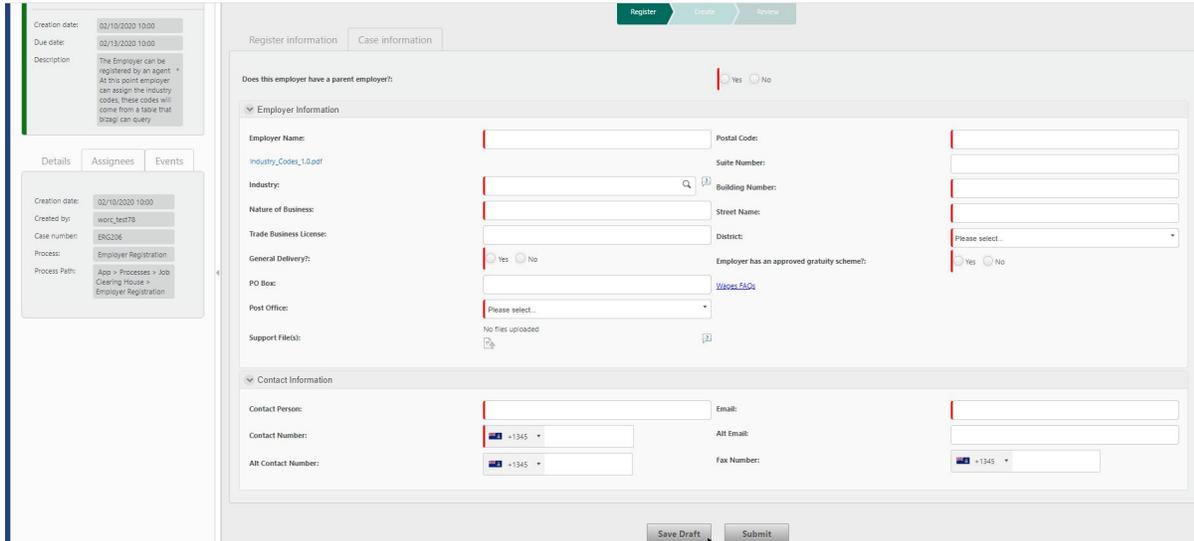


4. Fill out the Employer Information



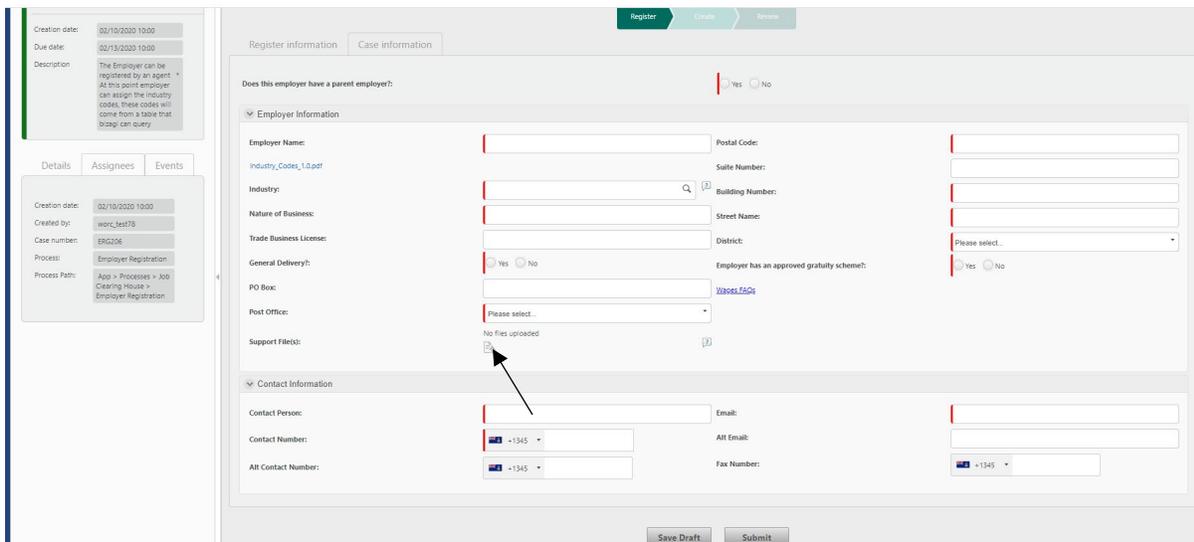
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5. Hit the “Save Draft” button.



The screenshot shows the 'Register an Employer' form with the 'Register' tab selected. The form is divided into 'Register information' and 'Case information' sections. The 'Register information' section includes a question 'Does this employer have a parent employer?' with 'Yes' and 'No' radio buttons. Below this are several input fields for 'Employer Information' (Employer Name, Industry, Nature of Business, Trade Business License, General Delivery, PO Box, Post Office, Support Files) and 'Contact Information' (Contact Person, Contact Number, Alt Contact Number, Email, Alt Email, Fax Number). The 'Save Draft' button is highlighted with a red arrow pointing to it.

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



This screenshot is identical to the previous one, but with a red arrow pointing to the 'Support Files' section. The 'Support Files' section shows 'No Files uploaded' and a plus sign icon for uploading files. The 'Save Draft' button remains highlighted.



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7. Hit "Submit" button

The screenshot shows the 'Register information' form in the WORC system. The form is divided into two main sections: 'Employer Information' and 'Contact Information'. The 'Employer Information' section includes fields for Employer Name, Industry Codes, Industry, Nature of Business, Trade Business License, General Delivery, PO Box, Post Office, and Support Files. The 'Contact Information' section includes fields for Contact Person, Contact Number, Alt Contact Number, Email, Alt Email, and Fax Number. A 'Submit' button is highlighted with a black arrow.

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