



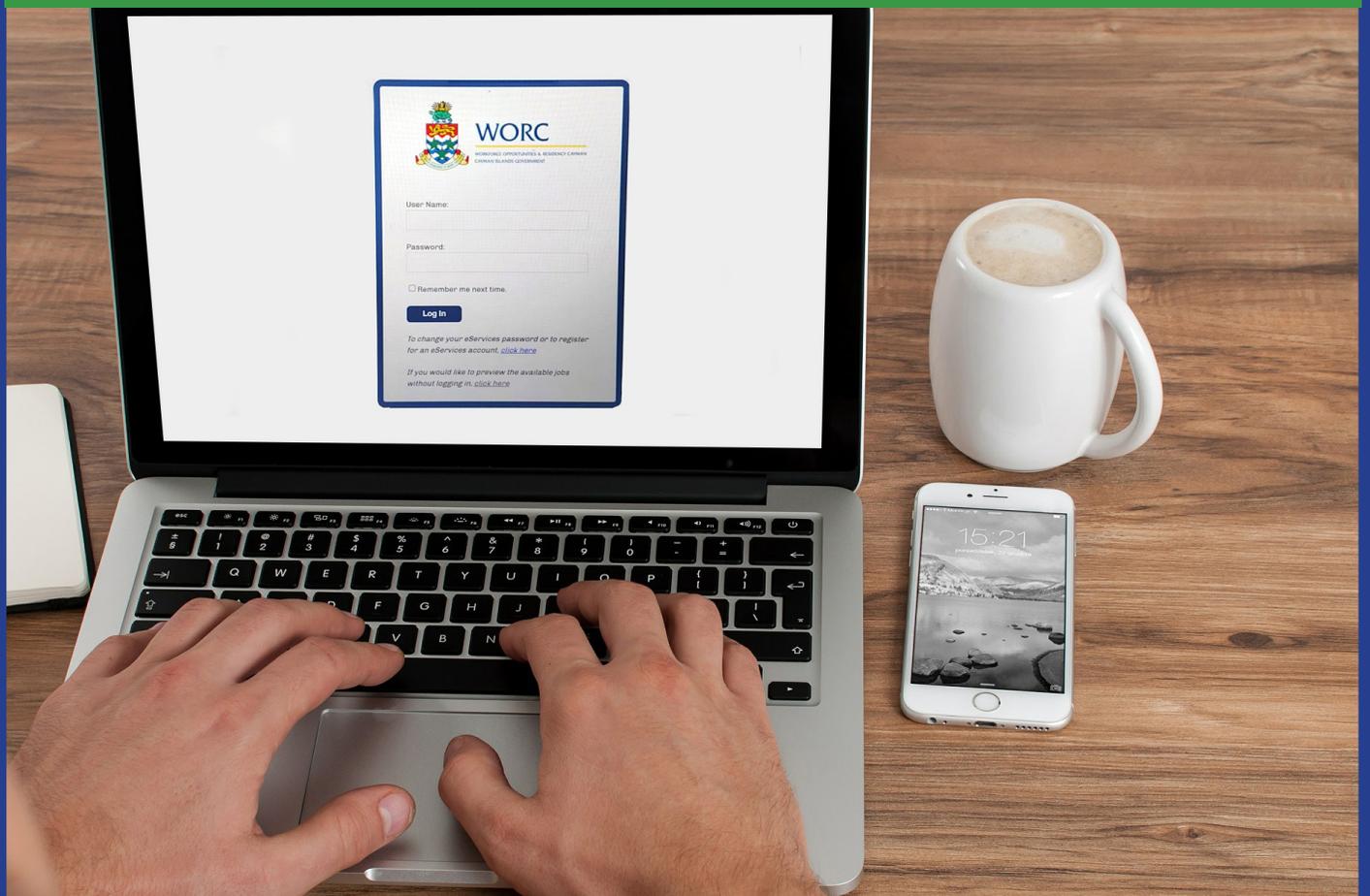
WORC

WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

JobsCayman

How To Register as a Person

A QUICK GUIDE TO USING THE UPDATED ONLINE PORTAL





To Register a Person

1. Log in to the JobsCayman Portal – use your e-Services login credentials.

User Name:

Password:

Remember me next time.

Log In

To change your eServices password or to register for an eServices account [Click Here](#)

2. Select “New” Button

3. Select “Register Person” button.

***All questions with a red line at the left edge are mandatory

4. Complete the Personal Information questions

RGP102 Enter Person Registry Detail
 App/Processes/Job Clearing House/Register Person

Register Person - Enter Person Registry Detail

Register Person RGP102 Status Register Personal Information

Personal Registry Information Case Information

Name and Immigration Information

First Name: Email Address:

Middle Name: Would you like to receive SMS notifications?:

I Have No Middle Name

Last Name:

Maiden Name:

Intention to Register as a Job Seeker

Do you want to register as a job-seeker also? Yes No

Disclaimer

All personal information collected by CIG WORC is done so exclusively with your consent, by means of a form posted on our website, an email received from you or by telephone. No information is collected automatically.

Agree

Save Draft **Submit**

- **NOTE:** *If you wish to register as a job seeker at this time – DO NOT proceed to step 5 (DO NOT hit the submit button). Please see further instructions in the ‘Intention To Register as a Job Seeker’ section below.*

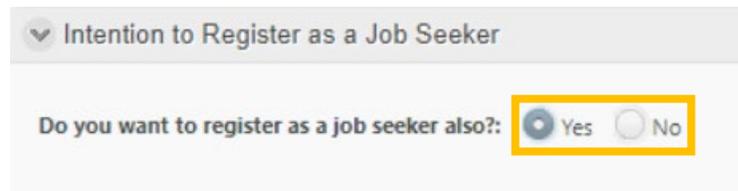
5. Hit the **Submit** button when finished.
6. You may now log out.
 - You will receive confirmation of your registration via the email address you entered.
 - Once you receive the email confirmation (**you may login and check even if you do not receive the email*) you may log back in where you will find additional options such as
 - Stand-Alone payment
 - Employer Registration
 - Update your person status or indicate your desire to register as a job seeker.

Intention to Register as a Job Seeker

When you create your person registration you may indicate your intention to register as a job seeker at the same time if you wish. By choosing this option, you will be provided with the option to register as a Job seeker.

Follow the instructions above in steps 1 – 4.

4(a) Select “Yes” to the question ‘Do you want to register as a job seeker also?’



▼ Intention to Register as a Job Seeker

Do you want to register as a job seeker also?: Yes No

4(b) Complete the Job Seeker questions

- You will be required to provide proof of your identity and Immigration status by uploading the relevant documentation.
- Sections with the red highlight line are mandatory.

▼ Intention to Register as a Job Seeker

Do you want to register as a job seeker also?: Yes No

If you answer YES, you will need to provide documentation to support your response. This will include additional questions as well as upload of a valid picture identification and proof of immigration status. If you are not interested in registering as a job seeker, your registration will be approved immediately. You will have the option to perform a profile update at a later date to become a job seeker. If you are registering for the sole purpose of using the online payment process, respond NO at this time.

Citizenship:	<input type="text" value="Please select..."/>	Date of Birth:	<input type="text" value="dd/MM/yyyy"/>
Passport Country:	<input type="text" value="Please select..."/>	Immigration Status:	<input type="text" value="Please select..."/>
		Immigration Status Expiration:	<input type="text" value="dd/MM/yyyy"/>
Valid Picture Identification:	<input type="text"/>	Proof of Immigration Status:	<input type="text"/>

▼ Address and Contact Information

Cayman Resident:	<input type="radio"/> Yes <input type="radio"/> No	Country:	<input type="text"/>
Physical Address:	<input type="text"/>	Postal Code:	<input type="text"/>
PO Box:	<input type="text"/>		

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Agree:

Save Draft Submit

***All questions with a red line at the left edge are mandatory

4(c) Hit the **Submit** button when finished.

4(d) You may now log out.

- You will receive confirmation of your registration via the email address you entered above.
- Once you receive the email confirmation (**you may login and check even if you do not receive the email*) you may log back in where you will find additional options such as
 - Job Seeker registration
 - Stand-Alone payment
 - Employer Registration
 - Update your person status