



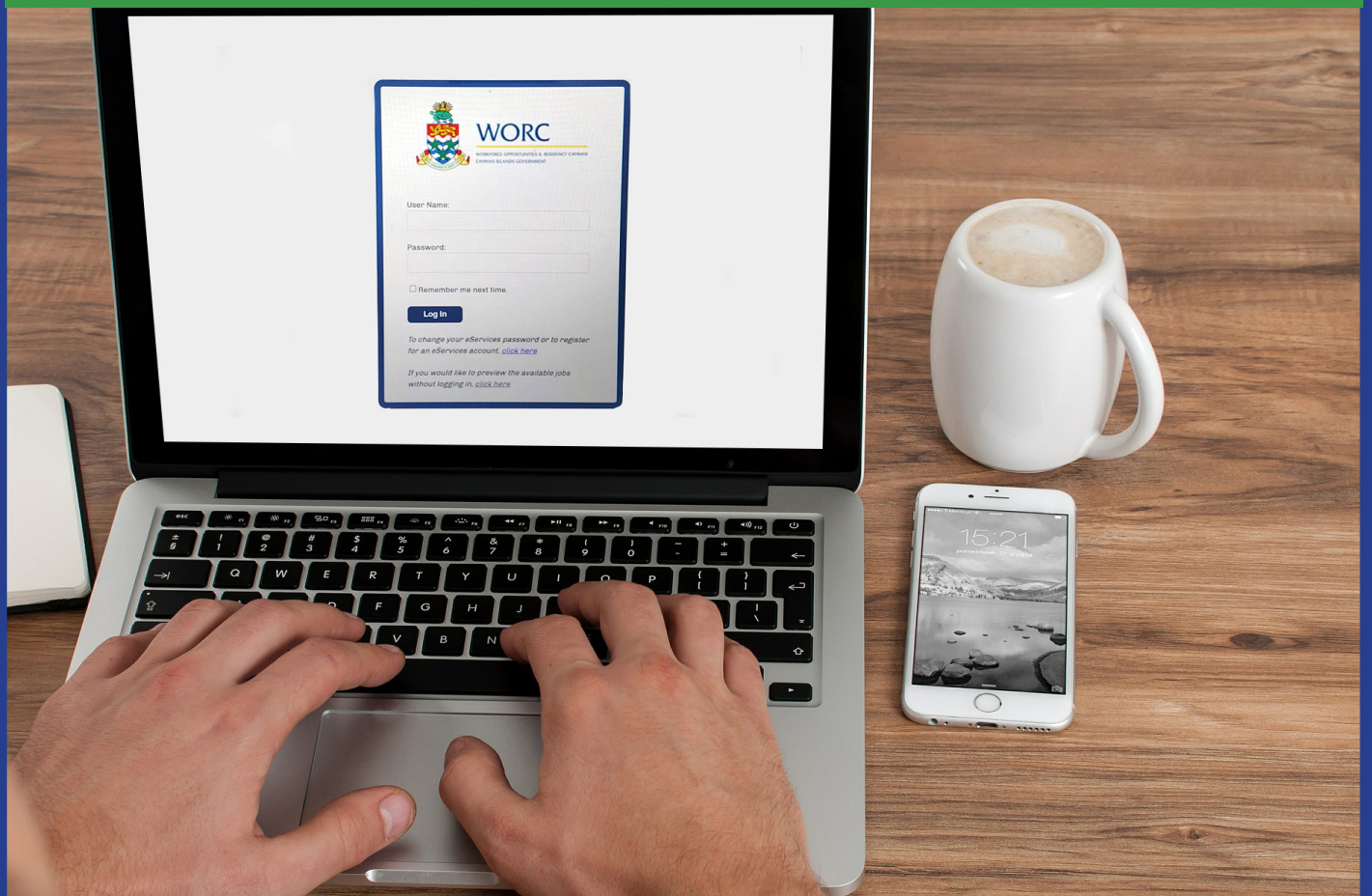
# WORC

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.

The login form is titled 'WORC' and includes the Cayman Islands Government logo. It contains fields for 'User Name' and 'Password', both marked with an asterisk. Below these is a checkbox for 'Remember me next time.' and a 'Log In' button. At the bottom, there is a link to change the password or register for an eServices account.

2. Select “New” Button

The dashboard shows the 'All Cases' table with columns: Case Number, Process, Activity, Current User, Status, and Creation Date. A 'New' button is highlighted in the top left corner.

3. Select “Register Person” button.

The dashboard shows the 'All Cases' table. The 'Register Person' button is highlighted in the top left corner.

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

4. Complete the Personal Information questions

The form is titled 'RGP102 Enter Person Registry Detail'. It includes a sidebar with 'Enter Person Registry Detail' and 'Details' tabs. The main form has sections for 'Personal Registry Information' and 'Case Information'. The 'Personal Registry Information' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Maiden Name', 'Email Address', and 'Would you like to receive SMS notifications?'. There is also a section for 'Intention to Register as a Job Seeker' and a 'Disclaimer' section.

- **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.

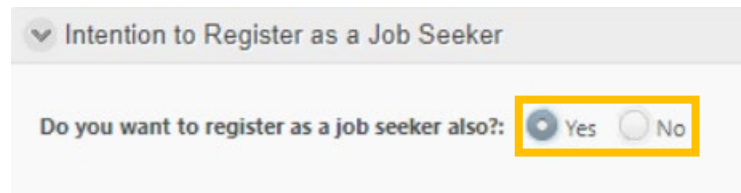
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### **Intention to Register as a Job Seeker**

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:

Please select...

Passport Country:

Please select...

Valid Picture Identification:

Date of Birth:

dd/MM/yyyy

Immigration Status:

Please select...

Immigration Status Expiration:

dd/MM/yyyy

Proof of Immigration Status:

Address and Contact Information

Cayman Resident:

☐ Yes ☐ No

Country:

Physical Address:

Postal Code:

PO Box:

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

\*\*\*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