USER MANUAL
FOR

Employer Registration

Document Control

Document Name	User Manual For Employer Registration
User Role	Employer
Version	0.1

Contents

EMPLOYER REGISTRATION –User Manual

1. Website Language Selection
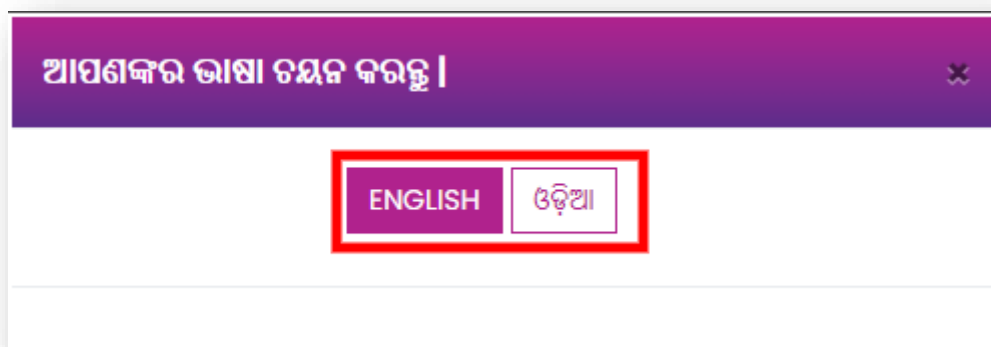
Figure 1: (Way 1): Language selection Pop-up

Figure 2: (Way 2): Home Page selection option

Reference to figure1	
Step1	Enter following URL into the browser https://jobs.skillodisha.gov.in/- A Pop-up will be displayed
Way 1	In the Pop-Up window, you can select language either English or Odia
Reference to figure2	
Way 2	You can select language either English or Odia
Result	**The page will open in the selected language**

2. Sign up Process – Employer
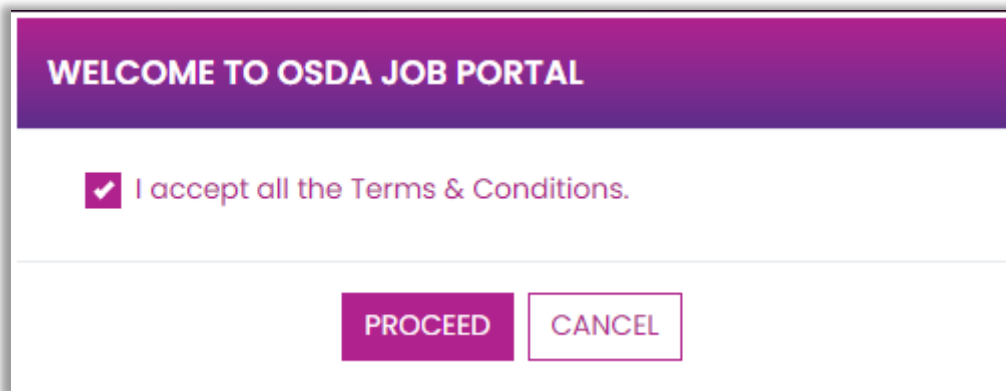

Figure 3: Employer Registration

Figure 4: Employer Registration: Terms & Conditions

Figure 5: Employer Registration Step Wizard form – Mobile No.

Figure 6: Employer Registration Step Wizard form – OTP Verification

Figure 7: Employer Registration Step Wizard form

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Reference to figure 3, 4, 5, 6, 7	
Step1	Click on **"I want to Hire"**
Step2	Read & accept the **Terms & conditions** to proceed
Step3	You will come on Step wizard form, here first enter the Mobile no (can also select various country)
Step 4	You will receive an OTP, enter the same in next step. Once OTP verification is completed successfully, user will come on third & last step
Step 5	**Enter all the required details here, enter captcha and submit**
Note	Employer registration completed successfully, you will receive welcome email, credentials and welcome SMS

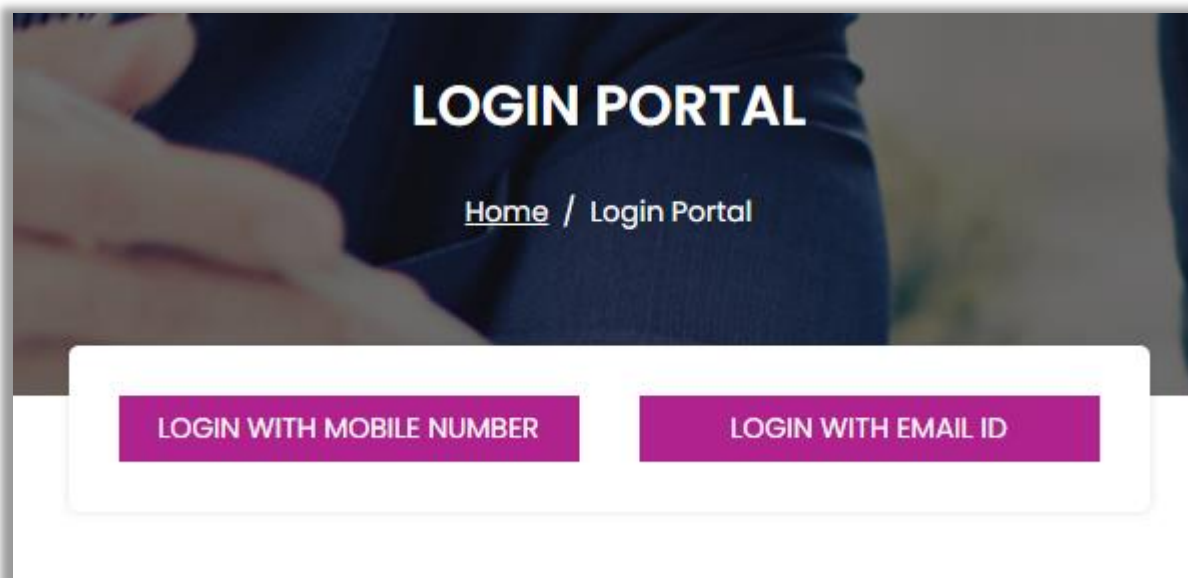## 3. Login Functionality
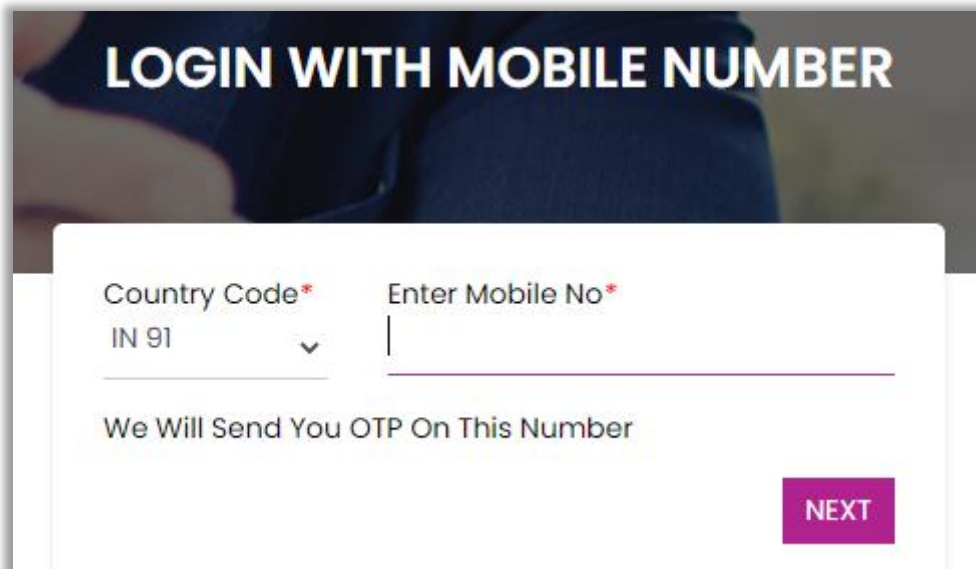
Figure 8: Login Process

Figure 9: Ways to Login
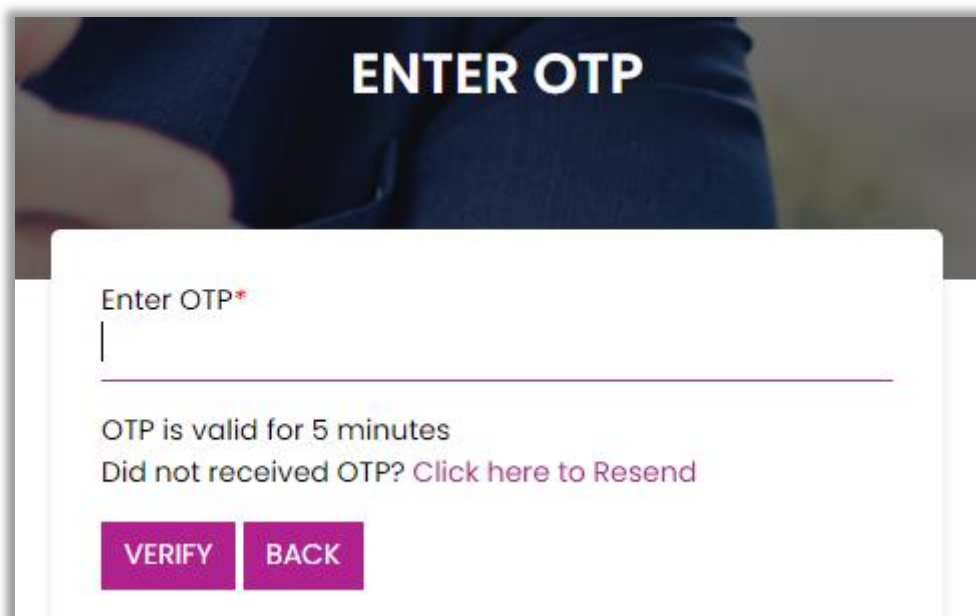
a) Login Functionality – Way 1 (Mobile Number)

Figure 10: Login using Mobile No. step 1

Figure 11: Login using Mobile No. step 2

b) Login Functionality – Way 2 (Email ID)
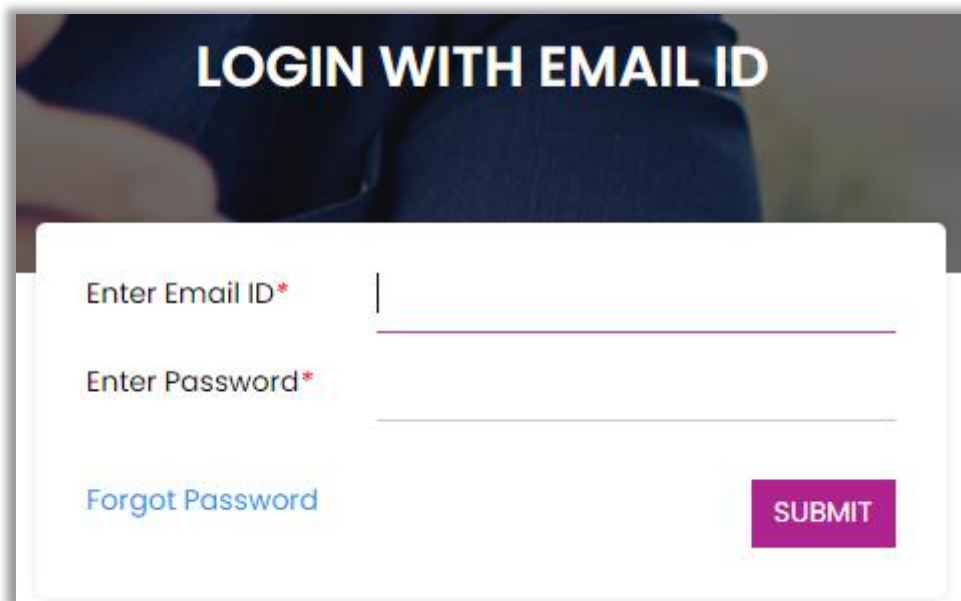
Figure 12: Login using Email ID

Reference to figure 8, 9, 10, 11, 12	
Step1	Click on **"Login"**
Step2	Will get two options to Login i.e. Email Based or Mobile OTP based
Step3	If user selects Mobile Based login, Enter Mobile No with which you had registered before and enter the OTP received
Step 4	If user selects Email ID based login, enter the email ID, password which was received to you while signup process.
Note	Employer will be logged in to the portal