



HOW TO REGISTER FOR RESUME ACCESS

Employers are not required to create an account on OhioMeansJobs.com to simply post their employment opportunities at no cost, but they may want to register to gain access to over 2.5 million resumes in Monster.com's Ohio resume database, free of charge.

Step 1: Visit www.ohiomeansjobs.com

Step 2: Under "Employers", select "Get Started"



Step 3: Click on "Searching Resumes"



Step 4: Under “First Time Visitors”, select “Create My New OMJ Account”

Ohio.gov State Agencies | Online Services

OhioMeansJobs Gateway

Welcome, Guest

First Time Visitors

If you are a first time visitor, please click the "Create My New OMJ Account" button below to establish and OMJ account. An authenticated account can have free and full access to search both OhioMeansJobs and Monster.com resumes.

Please note:

1. If you have both the correct business FEIN (Federal Employee Identification Number) and State of Ohio Tax Withholding Account Number you can have immediate and full access to both OMJ and Monster.com resumes.
2. If you are a sole proprietor, you must enter both the correct SSN (Social Security Number) and your Ohio Withholding Tax Account Number to access and search the OMJ and Monster.com resumes.
3. Upon a valid registration, you will receive an email confirmation with the OMJ Administrator's contact information.

[Create My New OMJ Account](#)

Step 5: Complete all required fields, then click “Submit”



OhioMeansJobs Gateway

Log In

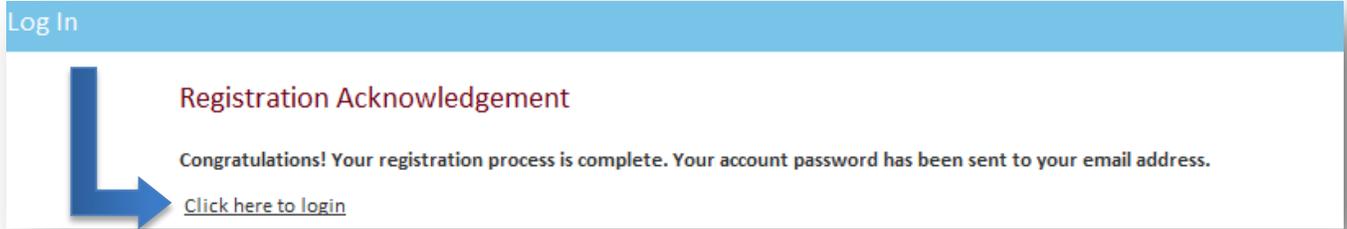
Ohio Means Jobs Registration - Step 1 (Create an OhioMeansJobs User Account)

Enter Your Personal Information

First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Title*	<input type="text"/>	User Name*	<input type="text"/>
Organization*	<input type="text"/>	Telephone*	<input type="text"/> e.g. 1234567890
Address 1*	<input type="text"/>	Address 2	<input type="text"/>
State*	OHIO <input type="button" value="v"/>	County*	Select <input type="button" value="v"/>
City*	<input type="text"/>	Zip*	<input type="text"/> e.g. 12345
Email Address*	<input type="text"/>	Confirm Email Address*	<input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>		

Note: * indicates required field.

Step 6: You will receive a registration acknowledgement indicating the registration process is complete and that your password has been sent to your email. Select “Click here to login”



Log In

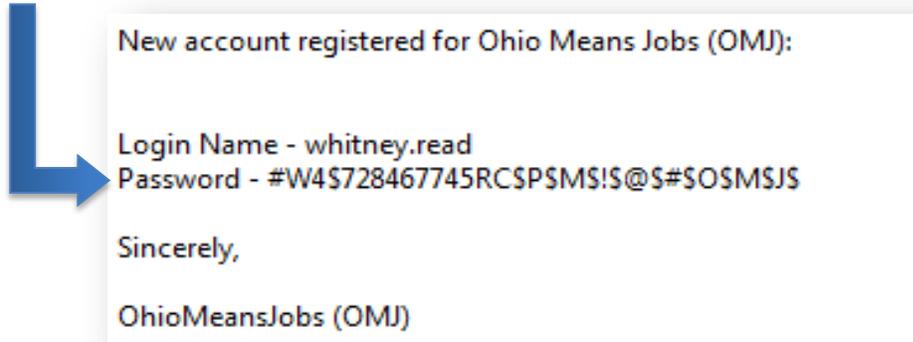
Registration Acknowledgement

Congratulations! Your registration process is complete. Your account password has been sent to your email address.

[Click here to login](#)

A blue L-shaped arrow points from the top left towards the "Click here to login" link.

Step 7: Visit your email inbox to redeem your temporary password



New account registered for Ohio Means Jobs (OMJ):

Login Name - whitney.read
Password - #W4\$728467745RCSP\$MS!S@S#\$SOSMSJS

Sincerely,
OhioMeansJobs (OMJ)

A blue L-shaped arrow points from the top left towards the login name and password information.

Step 8: Enter the User Name created in Step 5 and the temporary password from your email. Click “Log in”



Log In

WELCOME

Returning OhioMeansJobs (OMJ) Users

Please login below with your User Name and Password

User Name *

Password *

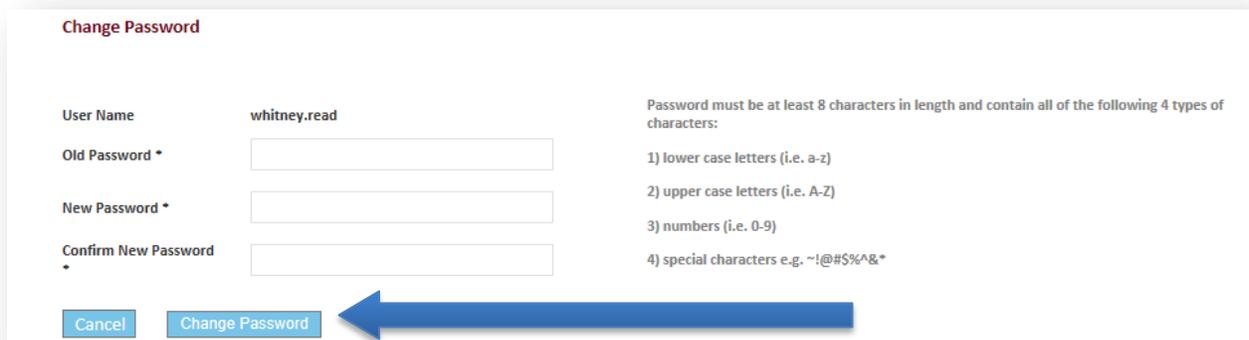
[Forgot User Name](#)

[Forgot Password](#)

Note: * indicates required field.

A blue L-shaped arrow points from the top left towards the "Log in" button.

Step 9: Enter a new password (meeting the four password requirements) and select “Change Password”



Change Password

User Name whitney.read

Old Password *

New Password *

Confirm New Password *

Password must be at least 8 characters in length and contain all of the following 4 types of characters:

- 1) lower case letters (i.e. a-z)
- 2) upper case letters (i.e. A-Z)
- 3) numbers (i.e. 0-9)
- 4) special characters e.g. ~!@#%&*~!

A blue arrow points from the right towards the "Change Password" button.

Step 10: Under “Gateway Services”, click the “OhioMeansJobs Portal” link to proceed with registration process



Step 11: Select the “Type of Account to Create” by using the drop down arrow

A form with two fields. The first field is labeled "Type of an Account to create *" with a subtext "(Please choose one)". The second field is labeled "Organization" and has a small downward-pointing arrow on its right side, indicating a dropdown menu. A blue arrow points from the right towards the dropdown arrow.

Step 11 (a): Organizations: In the “Do you have a FEIN and/or Tax Withholding Account Number” field, there are three options with two outcomes:

Option 1:

*This option will give you full access to all resumes available through OhioMeansJobs.

Option 2:

*This option will give you Limited Access to OhioMeansJobs Resumes.

Option 3:

*This option will give you Limited Access to OhioMeansJobs Resumes.

Step 11 (b): Sole Proprietors: In the “Do you have a FEIN and/or Tax Withholding Account Number” field, there is one option with one outcome:

Option:

*This option requires both SSN and Tax Number. When provided, you will be granted full access to all of OhioMeansJobs resumes.

Step 11 (c): Enter your FEIN, confirm FEIN, and click “Confirm”

A form with two input fields. The first is labeled "Enter FEIN *" and contains the value "341535109". Below it is a smaller label "e.g. 123456789". The second field is labeled "Confirm FEIN *" and also contains "341535109". Below it is a smaller label "e.g. 123456789". A green button labeled "CONFIRM" is positioned below the first field. A blue arrow points from the left towards the "CONFIRM" button.

Step12: Complete the registration process by selecting “Employer Type”, “NAICS Code” (North American Industry Classification System), “Industry Sector” for your business, and “Green Employer” status

Employer Type *	County Agency
Select NAICS *	Public Administration
Select Industry Sector *	Administration of Human Resource P
Are you a Green Employer? *	No

Step 13: Click “Continue”. You now have access to searching resumes

CONTINUE



Questions? Contact the OhioMeansJobs Business Support Center by:

- 1. Using the “Live Chat” feature on OMJ Employer page**
- 2. Calling 1-888-385-2588 (Monday-Friday, 8 AM- 4 PM)**
- 3. Emailing employerassistance@jfs.ohio.gov**