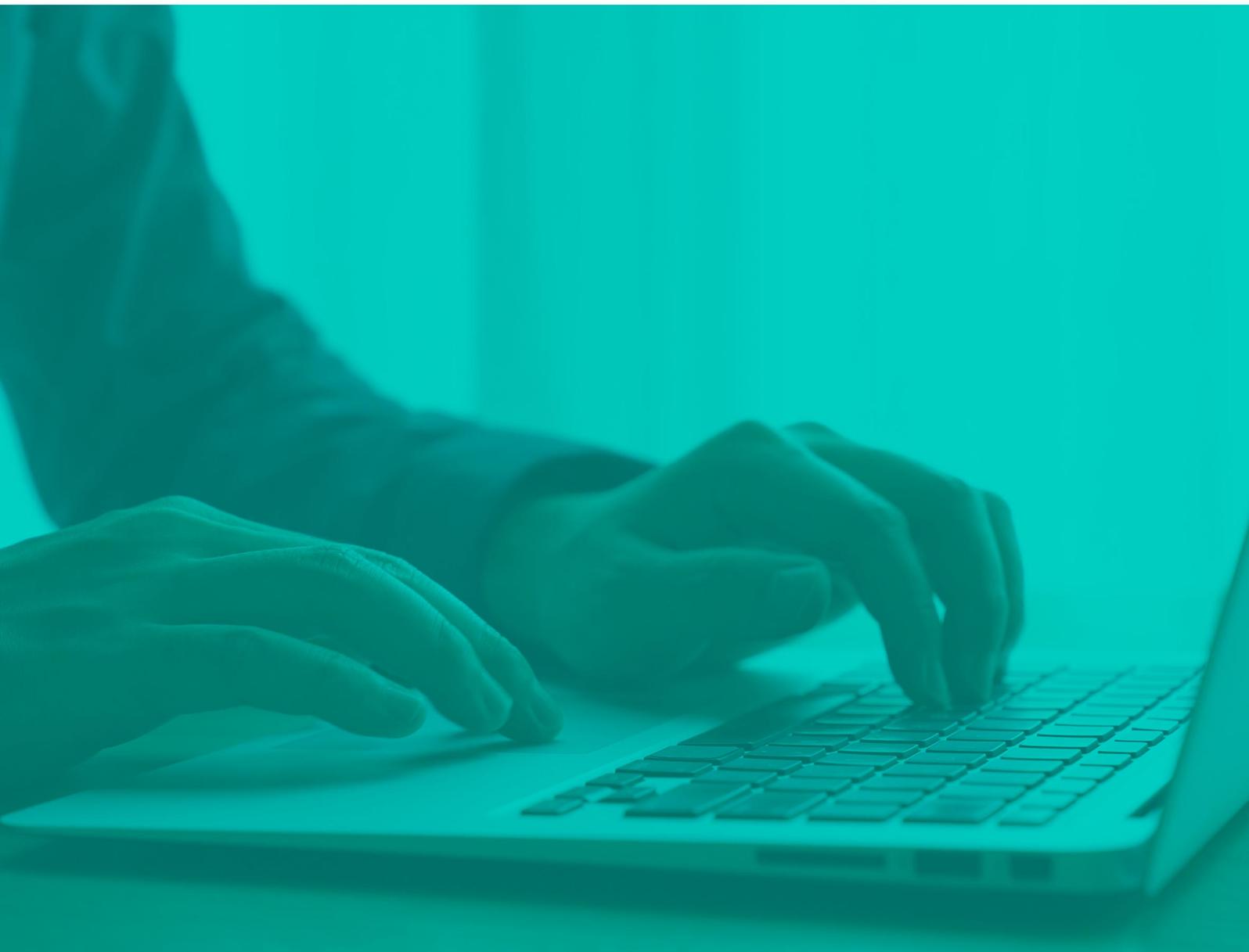# NEW JOB PORTAL GUIDE FOR EMPLOYERS

# A. Sign-up for an EMPLOYER account

To be able to post jobs, an employer account is needed. Follow these steps:

1. **SIGN-UP** - Go to https://cathnews.com/user-login/ to submit a sign-up form. Using a strong password is required.
2. **VERIFY ACCOUNT** - After signing up, you will receive an email containing verification code and verification link.
3. **APPROVAL** - After your account has been verified, admin will approve your EMPLOYER account. You are now able to post jobs.

# B. Post a Job

After your account has been verified and approved, you are now able to post a job.

1. **LOGIN** - Go to https://cathnews.com/user-login/ to log in to your employer account and access your account dashboard.

2. **POST A NEW JOB** – On the left menu, click on Post a New Job. Fill up the form and submit. Your job will then be sent to the admins for approval.

3. **APPROVAL** - Once an admin approves your job ad, an email will be sent to inform you that the listing is now available on the jobs list: https://cathnews.com/jobs/

## C. Other services

1. **EDIT JOB** - Go to Manage Jobs to find the listing you want to edit.
2. **EDIT PROFILE** - Go to Company Profile to edit your employer account profile.
3. **UPLOAD COMPANY LOGO** - Click on the button below the logo to upload your logo.
4. **CHANGE PASSWORD** - To change your account password, click on Change Password.

FOR ASSISTANCE AND INFORMATION:
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If you have any further enquiries, or would like to share your success, please email us at news@cathnews.com