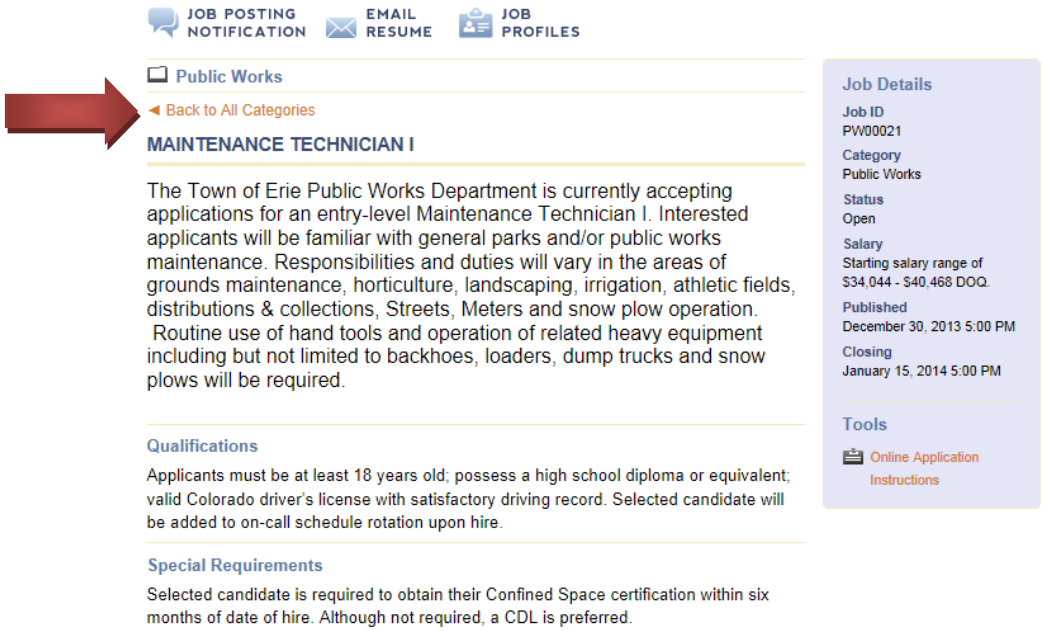
How to Apply Online for a Posted Position

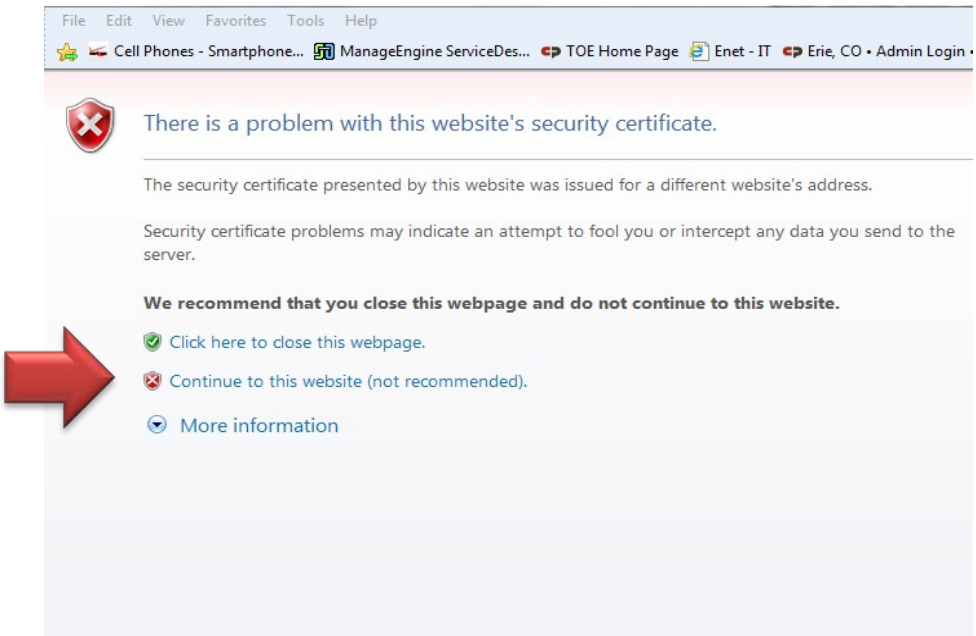
View the Job Postings and select the position you wish to apply for. You can click on the title of the position to read the full details.

Once you have read the details of the position you wish to apply, click Back to All Categories



Click on the Apply Online

If you are prompted with the following Security Certificate – select - Continue to this website

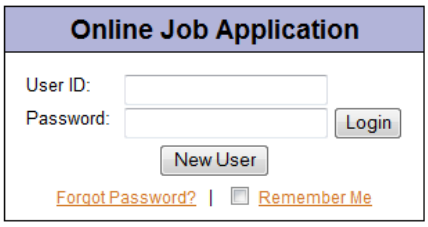


On the next page you will register and set up a user account and password: If you are a returning user enter your user ID and Password and click Login

Existing User
If you have previously created an account on this site, you do not need to create a new login.

New User
If you do not have an account on this site, please enter a desired User ID and Password in the appropriate boxes and click 'New User'.

Password Requirements
The password is case sensitive and must be at least 5 characters long.

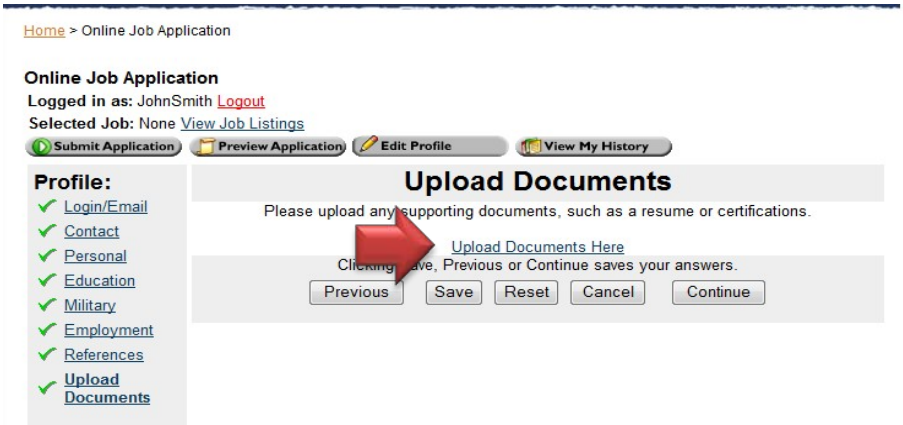


Benefits of being a registered user:
Ease: You can apply for all jobs as they become available. No fussing with paper and no waiting for an application to be sent to you in the mail.
Speed: You can more easily make deadlines since we store your application in our database. You'll only have to change a couple of quick items to apply for a new job.
Convenience: Apply from anywhere in the world you have internet access.

Next, you will need to provide an email address and select "continue."

Then, fill out the Contact, Personal, Education, Military (if applicable), Employment, and Reference pages. When you have completed the page, select the "continue" tab. Repeat this process for each page.

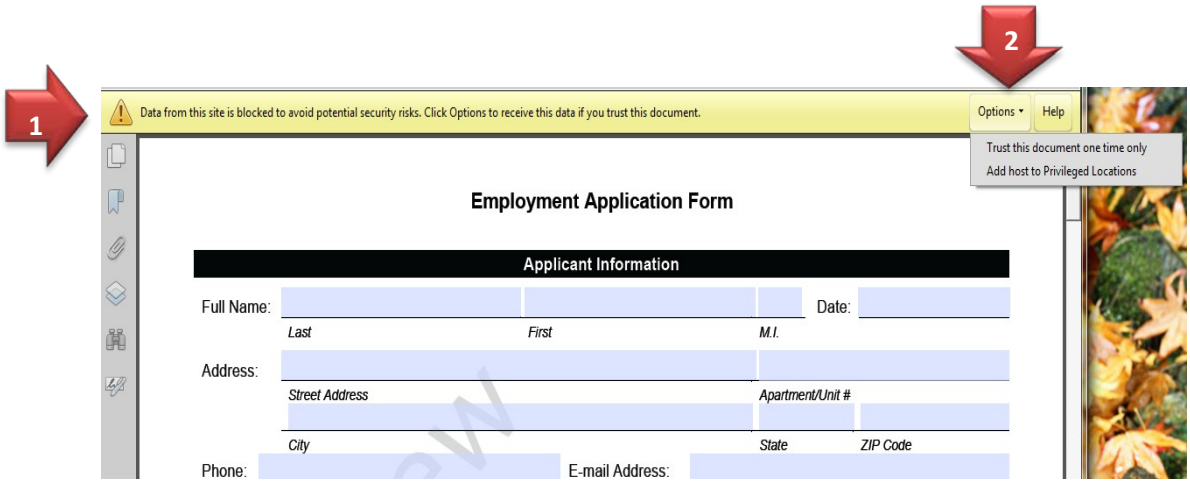
Now you will have the opportunity to upload your Documents. Click **Upload Documents Here**



Next, click the browse tab (shown in example 1 below), and select the documents you wish to upload from our computer. Once you have uploaded your documents you will have the ability to see what documents you have uploaded. You will not be able to open/view or edit your documents, but simply see the document's name, date and time you uploaded (shown in example 2 below). You can delete and re-upload if you found you have uploaded the wrong document.

Now, you may select "Preview Application." The Preview Application icon is located as a tab (shown in example 1) and under "Actions" (shown in example 2).

The first time you preview the Employment Application Form, the form may be blank due to your computer's security settings (shown in example 1) below. If so, you will see a ribbon at the top of the form. You may click the "Option" tab and select "Trust the document one time only" or "Add host to Privileged Location" (shown in example 2). Now you may view your application.



Once you have filled out all the Profile Information, uploaded your documents and previewed your application you are now ready to Submit Application.

You may submit your application by clicking on either of the 2 locations in the example below.