

## Pre-Registration Instructions for [www.JobsinNL.ca](http://www.JobsinNL.ca)

The JobsinNL.ca website will not be officially launched until the last week of October 2009. This is to help ensure you and other employers throughout the province have the opportunity to post your job advertisements for free beforehand to be ready when JobsinNL.ca goes live online. This email includes the **confidential** login information you will need to access the JobsinNL.ca website and your account to post your job ads before the official launch date. We encourage you to take advantage of this opportunity now. For your convenience, JobsinNL.ca will always be accessible - 24 hours a day, 7 days a week.

### **Getting started is easy! To Register:**

1. Go to [www.jobsinnl.ca](http://www.jobsinnl.ca)
2. When the login screen appears, please enter the following:  
**username:** jobsinnl  
**password:** jobsinnl.ca

*Once the site is officially launched, this step will not be required>*

3. Once you are on the JobsinNL.ca website, simply go to the 'Register' under the Employer section and fill in all required information. Once you submit your registration information, you will be sent an email within 24 hours providing you with your own confidential password and username – then you will be ready to start posting free job ads!

If you have any questions please contact JobsinNL.ca via e-mail at [help@jobsinnl.ca](mailto:help@jobsinnl.ca) or toll free by phone at 1-800-563-6600 (729-6600 in the St. John's area), from Monday-Friday between 8:30 a.m. and 4:30 p.m.

Thank you in advance for creating an account with our new jobsite. We hope you find this new tool to be a valuable resource to assist you with your recruitment and retention needs.

Department of Human Resources, Labour and Employment  
Government of Newfoundland & Labrador