

POST A JOB LISTING

STEP 1: AFTER LOGGING IN TO YOUR ACCOUNT, CLICK ON “MY JOB LISTINGS” AMONG THE OPTIONS TO THE LEFT IN YOUR MEMBER PORTAL.

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My Job Listings

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- > Messaging Preferences

Logout

Add A Job >>

Listing Title	Created	Status	Action(s)
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NAYLOR
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STEP 2: CLICK ON THE “ADD A JOB” BUTTON TO THE RIGHT TO CREATE A NEW LISTING

STEP 3: ENTER THE JOB DETAILS AND SAVE

(continue scrolling to see photo of Step 3)

POST A JOB LISTING



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Jobs Details

Position Information

Category	Job Opening: Attorney
Job Status	Full Time
Job Title *	<input type="text"/>
Job Description	<div><p>Source <input type="button" value="Save"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/> <input type="button" value="Undo"/> <input type="button" value="Redo"/></p><p><input type="button" value="Cut"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/> <input type="button" value="Find"/> <input type="button" value="Spell"/> <input type="button" value="ABC"/></p><p><input type="button" value="List"/> <input type="button" value="Check"/> <input type="button" value="Link"/> <input type="button" value="Image"/> <input type="button" value="Table"/> <input type="button" value="Text"/></p><p>B <i>I</i> <u>U</u> S ^{x₂} ^{x₃} <i>I_x</i></p><p><input type="button" value="Align Left"/> <input type="button" value="Align Center"/> <input type="button" value="Align Right"/> <input type="button" value="Align Justify"/> <input type="button" value="Bulleted List"/> <input type="button" value="Numbered List"/> <input type="button" value="Decrease Indent"/> <input type="button" value="Increase Indent"/> <input type="button" value="Outdent"/> <input type="button" value="Indent"/></p><p><input type="button" value="Link"/> <input type="button" value="Unlink"/> <input type="button" value="Image"/> <input type="button" value="Table"/> <input type="button" value="Text"/> <input type="button" value="Smiley"/> <input type="button" value="Omega"/> <input type="button" value="List"/> <input type="button" value="Refresh"/></p><p>Styles <input type="button" value="Format"/> Font <input type="button" value="Size"/></p><p><input type="button" value="A-"/> <input type="button" value="A+"/> <input type="button" value="Text"/> <input type="button" value="Help"/></p></div> <div><input type="text"/></div>