



INSTRUCTIONS FOR POSTING EMPLOYMENT OPPORTUNITIES ON THE BCPA WEBSITE

If you do not already have a profile with the BC Paralegal Association, you will have to create one prior to posting an employment opportunity on the BCPA website. Below are instructions on how to proceed:

- Click on the '**Employment Opportunities**' tab.
- Click on '**Non-Members: Post an Employment Opportunity**' and complete the required fields. You must check the box agreeing to our terms and conditions. Click '**Get Started**'.
- Complete *Step 1: Personal Profile* by inserting the information required in the fields marked with an ' * ' and click '**Next**'.
- Complete *Step 2: Company Profile*.
If the company you are with is already in our database, you can simply enter the name of your company in the space provided in the **Join Your Company** box and click '**Next**'.

If your company is not registered with us, please click '**Register your Company**' in the **Register a New Company** box, complete My Company Information and click '**Next**'.

- Complete *Step 3: Privacy* by selecting one option and click '**Next**'.
- Complete *Step 4: Additional Options* by indicating your preference as to whether or not you are interested in volunteering. Click '**Finish**'
- Complete **New Employment Opportunity** page by inserting the information required in the fields marked with an ' * '. Please ensure you check the box "Post as your company" is checked. Click '**Save as Draft**'.
- In the box with your company name at the top, you will see "The draft job must be submitted for approval and an invoice rendered", click '**Pay and Submit for Approval**'.
- Next you will see your Order Summary. Click '**Invoice Me**' or '**Submit for Approval**'.
- Next screen says "Note: This post has not been published yet, it is waiting for admin approval."
- Once a draft employment opportunity has been submitted for review, you should receive an email within 48 hours advising it has approved or if changes or more information are required.
- If you do not receive an email, please contact the Employment Opportunities Chair, Tanya Groutage at Tanya@bcparalegalassociation.com.