

Module 2 - Processing “Acceptance/Agreement” of Employers and Agents

This segment explains the complete approval cycle between Agent, Employer and the SWA.

All parties will have an important role to play, if any link is missing, the employer/agent will not be able to complete the applications.

Important:

1. Agents must accept the employer as soon as possible once the employer selects you.
2. SWA has to “accept” the employer once the name appears on SWA’s dashboard.

Employer’s role:

Open “My profile” Go to the last tab “Representative”

The screenshot displays the 'Employer Profile' page for a 'Representative'. The top navigation bar includes 'Contact', 'Addresses', 'Preferences', 'Employees', and 'Representative'. The 'Representative' tab is selected. Below the navigation bar, the 'Representative Information' section is visible. It features a dropdown menu with 'Raja Company' selected. Below the dropdown, there is a text area for a signature and a 'Submit Signature' button. A red arrow points from the 'Representative' tab in the navigation bar to the 'Representative' section. Another red arrow points from the 'Raja Company' dropdown menu to the text area below it.

Select the “Agent” from the drop down menu and **“save”**

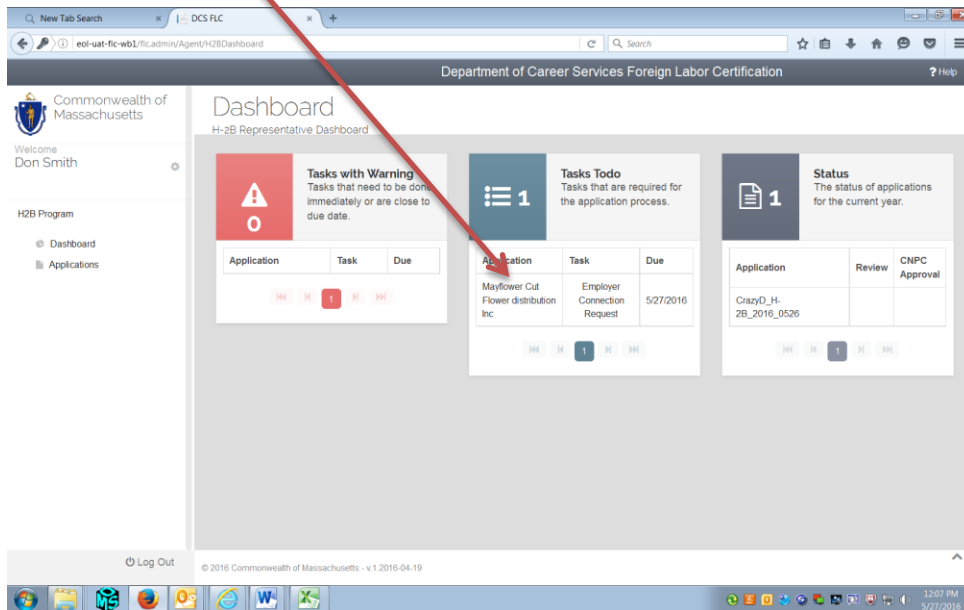
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Agent's Role

Agent's screen

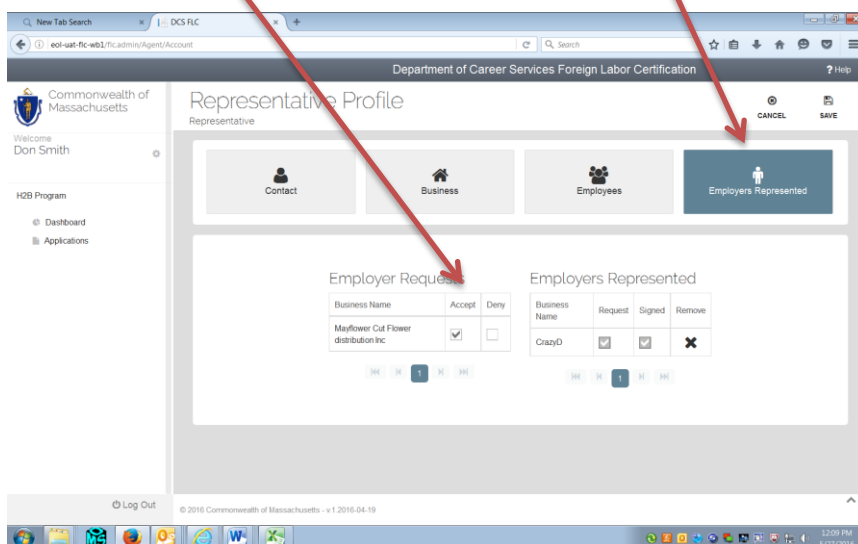
Once the Employer selects the Agent; the name of the employer's name will appear

Under **"Tasks to do"** on Agent's screen.



Agents: Go back to the your **"Profile"**; click on **"Employer's Representatives"**

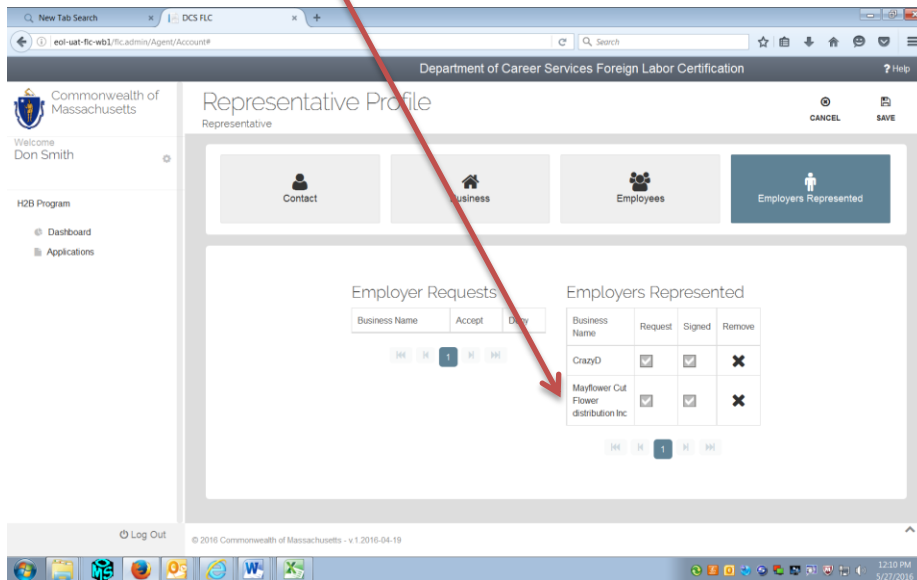
Click on **"Accept"** and **"save"**



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You will get a message; **“Profile saved”**

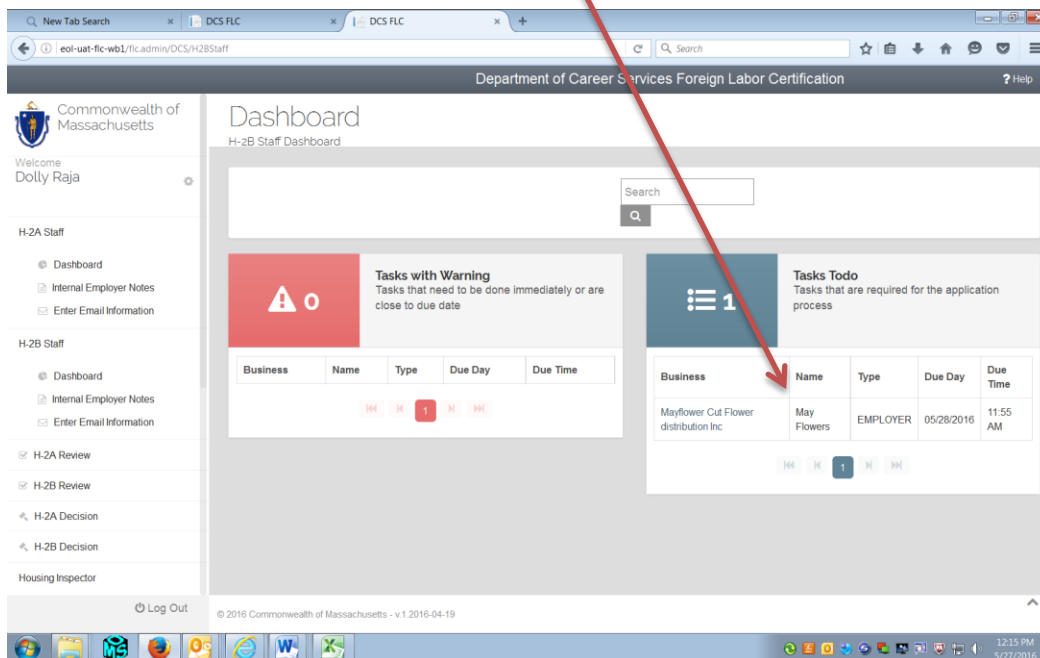
Names of the selected “employers” will appears on the Agents tab **“Employers Represented”**



Since the Agents will be representing several employers; he/she may have to scroll down to select the correct employer.

DCS Staff's Role

The name of the employer appears on DCS's Dashboard.



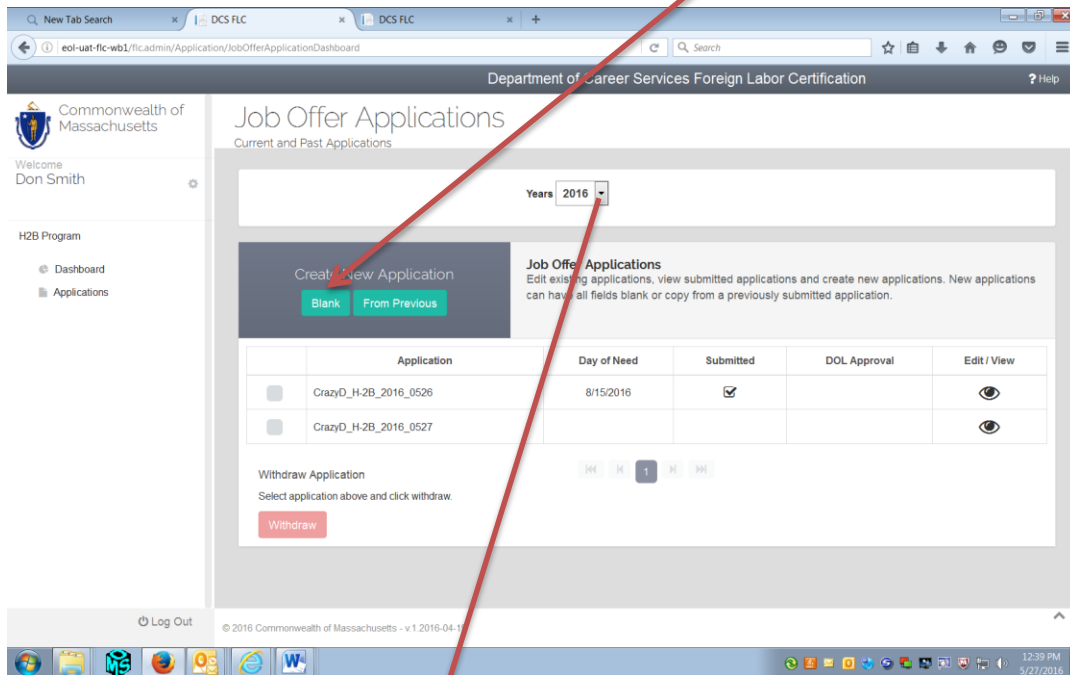
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DCS Staff clicks on the name and approves the employer.

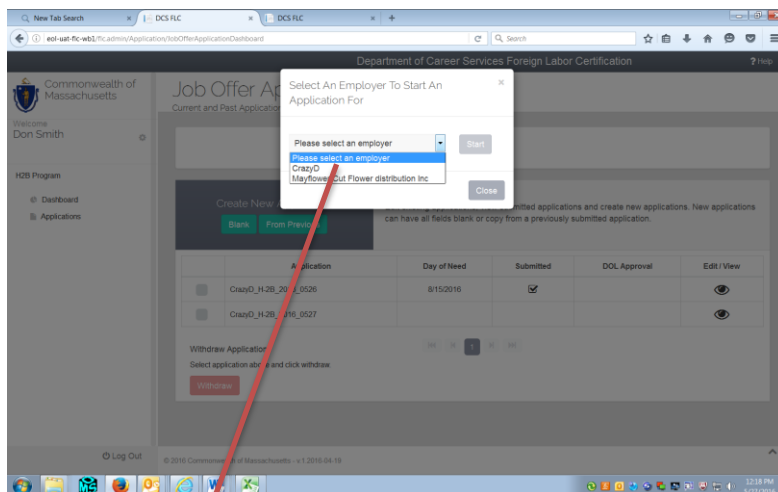
Once approved by SWA; the Agent will be able to file the job order application on behalf of the employer

Agent's Dashboard:

Click on “Applications” from the side bar and then click on “Blank” when starting a new application.



Click on the drop down menu on “years”



From the drop down menu, select the employer that you want to start the application for.

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If the Agent had filed an application in the previous year, click on **“previous”** and a copy of the application will open. You can modify the application.

Filing New Application:

Name of the employer and the Agent will appear together on the **“contact information”** page.

Department of Career Services Foreign Labor Certification

Job Offer Application
Contact Information

CONTACT INFORMATION JOB OPPORTUNITY JOB LOCATION WAGE DEDUCTIONS ADDITIONAL ASSURANCES AND SUBMIT

Employer's and/or Agent's Name and Address
(Number, Street, City, State, and Zip Code)

Type	Name	FLC Employer Id	Street	City	State	Zip Code	Telephone	Fax	Email
Employer	Mayflower Cut Flower distribution Inc	FLC100282	20 Flower Lane	Boston	MA	02114	(999)-999-9999	(999)-999-9999	dollyraja50@yahoo.com
Agent	Test Agent		100 Main Street	Framingham	MA	01701	(999)-999-9999		draja@detma.org

If joint application, enter Joint Employer's FLC Employer Id number:

Complete all tabs and **save.**

This is the end of Module 2, you are now ready to file the job application.