



Create a WorkSourceWA.com apprenticeship sponsor account:

- 1 Go to [WorkSourceWA.com](https://www.worksourcewa.com) and click the **EMPLOYER icon**.
- 2 Click **SIGN IN** on the [WorkSourceWA.com](https://www.worksourcewa.com) sign in page.
- 3 Create a SecureAccess Washington (SAW) account.
- 4 Check your email for a message from WorkSource and click the link to activate your account. If you don't receive the email, check your *junk/spam* folder.
- 5 Sign into [WorkSourceWA.com](https://www.worksourcewa.com) and complete the account setup.
- 6 Once you have completed your account setup, log into your employer account.
- 7 To choose "Type of organization," click the drop down and select **Registered Apprenticeship Sponsor/Committee**.
- 8 Enter your Program ID or if you don't know your ID, click the **About Registered Apprenticeship Programs** link to find it.
- 9 Complete the required fields marked by an asterisk (*) and click **Submit request** after reading WorkSourceWA's Terms of Use and Privacy Policy.
- 10 Your sponsor account is now ready to create and post apprenticeship jobs.

Post an apprenticeship job on WorkSourceWA.com:

- 1 Go to [WorkSourceWA.com](https://www.worksourcewa.com) and click the **EMPLOYER icon**.
- 2 Click **SIGN IN** on the WorkSource signin page.
- 3 Sign into [WorkSourceWA.com](https://www.worksourcewa.com) on the Employer Welcome page with your username and password.
- 4 On your sponsor landing page, select **Post a Job** and the apprenticeship job-posting wizard will load.
- 5 Complete the **Job details required** fields using the selections on the drop downs or the help links.
- 6 You can enter your job description manually, upload a file or click the **View Other Descriptions** link for sample descriptions.
- 7 Enter your company information, application method, apprenticeship details and additional information in the posting sections.
- 8 Click the **Hiring library** box if you want to save the job and speed up the process for later use.
- 9 Click **Preview, Continue** or **Save for later**.
 - Clicking **Continue** moves you to the **Posting** options to select active dates, screening tools and auto-reply letter options.
- 10 Click **Preview, Save for later** or **Continue** to post your job.
- 11 A thank you message with recommended resumes will appear after posting the job.
- 12 There are many ways to search, manage and save potential apprenticeship candidates using the intuitive tools and help options on the [WorkSourceWA.com](https://www.worksourcewa.com) employer home page.