Job Posting Process

1. From the National Black MBA Association home page (http://www.nbmbaa.org) > Click on the “Career Success Network” link in the upper right. > Access the Employer Portal.

![Employer Portal Screenshot]

2. Click the “Sign In” link

3. Then proceed to enter your email / password on the following page. If you are new to the site simply click on the “New Users Sign Up” link and it will walk you step by step through the registration process.

![Sign In Screen Screenshot]
4. Once logged in to your account you can click on any of the either the “Post a Job” link or button on the Overview page. The system will then walk you step by step through the posting process.

- Fields marked with the + are mandatory
- Fill in the information as needed
- Click the “Save and Preview Job” button at the bottom once finished.
5. The next page will allow you to preview the listing – if all looks good you can then click the “Proceed to Checkout” button.

6. Select your job posting package by clicking on the appropriate radio button. If you already have a package assigned to your account you can click on the “Use My Existing Package” button.

Continue to Payment
7. If using an existing package you will then click on the “Process Order” button. If you do not, simply input your credit card information and click the “Pay with Credit Card” and then “Process Order”

Additional assistance needed reach out to 888.491.8833 x 2532 (8:30 am. – 5:30 pm. est.)