

Step-by-step employer registration process for IREMjobs.org

(Note: screens may look slightly different, depending on your computer operating system and web browser. However the site and links will be the same.)

1. The IREMjobs Welcome page should look like something like this:

You can reach this page by typing www.iremjobs.org into your browser bar, or clicking the "Visit IREMjobs.org today!" link at the bottom of the IREMjobs page in IREMFirst.

2. Click on the link that says "click here to register," which can be found in the small gray box on the bottom right of the screen.

3. The first page of the registration process will look like this:

4. To register as an employer, click the button in front of Employer. If you are an IREM member, be sure to click the I am an IREM Member box as well! This will give you a 50% discount off the nonmember price for a job posting. Then click Continue.

5. The next page will display the privacy statement. Please read, then **check the box** that says "I have read, understood, and accept the terms and conditions described above." Then **click the I Agree button**.

6. The next page will look something like this:

If you are an IREM member, enter your member number in the Member ID box. Then, choose a username and password that will be easy for you to remember and fill in your name and company information. The fields shown above in yellow (they may not be yellow on your screen) are required fields. Click Continue when you have filled in the required information.

7. Your registration is now complete. On this page, click "Take Me to Employer Tools" to view the Employer Tools page and be able to post a job.

8. The Employer Tools page looks like this:

Whenever you log in to IREMjobs, you will be taken to this page. To post a job ad, click Post Jobs and you will be walked through the process.

IREM IREMJobs.org powered by realestatejobs.com

[contact](#) | [Join IREM](#) | [Education](#) | [Conferences](#) | [Public Policy](#) | [IREM Store](#) | [About IREM](#) | **IREMFIRST**

[Home](#) | [Privacy Statement](#)

Employer Tools

Mailbox

You have 0 unread message(s) in your mailbox.
[Check for messages and site notifications.](#)

Resume Quick Search

Keyword(s)

Designations: CPM® (Certified Property Manager®)
 ARM® (Accredited Residential Manager®)

Search Resumes

Post Jobs

View, post, and modify your job opportunities.

Active Job Applications

Here is a list of your saved resume searches.

My Profile

Update communication preferences and to add or change contact information.

Company Information

Change company descriptive information.

Help

Having problems with the site? Send a request for help.

EMPLOYER TOOLS

- Employer Tools
- Job Postings
- Active Job Applications
- Search Jobs
- My Profile
- Company Information
- Manage Users
- Mailbox
- Help

LOG OUT

Logged in as **kkazmier**

Logout

[IREM.org](#) | [Join IREM](#) | [Education](#) | [Conferences](#) | [Public Policy](#) | [IREM Store](#) | [IREMFIRST](#) | [Member Services](#) | [JPM](#)
[About IREM](#) | [Chapters](#) | [Chapter Services](#) | [IREM Foundation](#) | [Media Center](#) | [Site Map](#) | [Contact](#)

© 2004 Institute of Real Estate Management. All rights reserved. IREM® the IREM logo. CERTIFIED PROPERTY MANAGER®. CPM® the CPM key logo.