



## Steps to Create an Employer Account & Post a Job

1. Go to [www.myinterfase.com/irsc/employer](http://www.myinterfase.com/irsc/employer)
2. If you are not a current user, click on **Click here to Register**.
3. Search for your Organization and select it; if you cannot find it click on **Can't Find Your Organization?**
4. Complete all sections. All fields marked with an \* are required.
5. Click on the **Register** button.
6. Once you **Submit** your registration you will be navigated to the "Home Page"
7. To post a job, click on **My Jobs** then select **New Job**
8. Enter the **Position, Contact** and **Posting Information**. All fields marked with an \* are required.

**Note: Once you have registered and posted a job, you will receive an email notification when it is approved. If you have any questions, please contact us at 772-462-7470 or 772-462-7469.**