

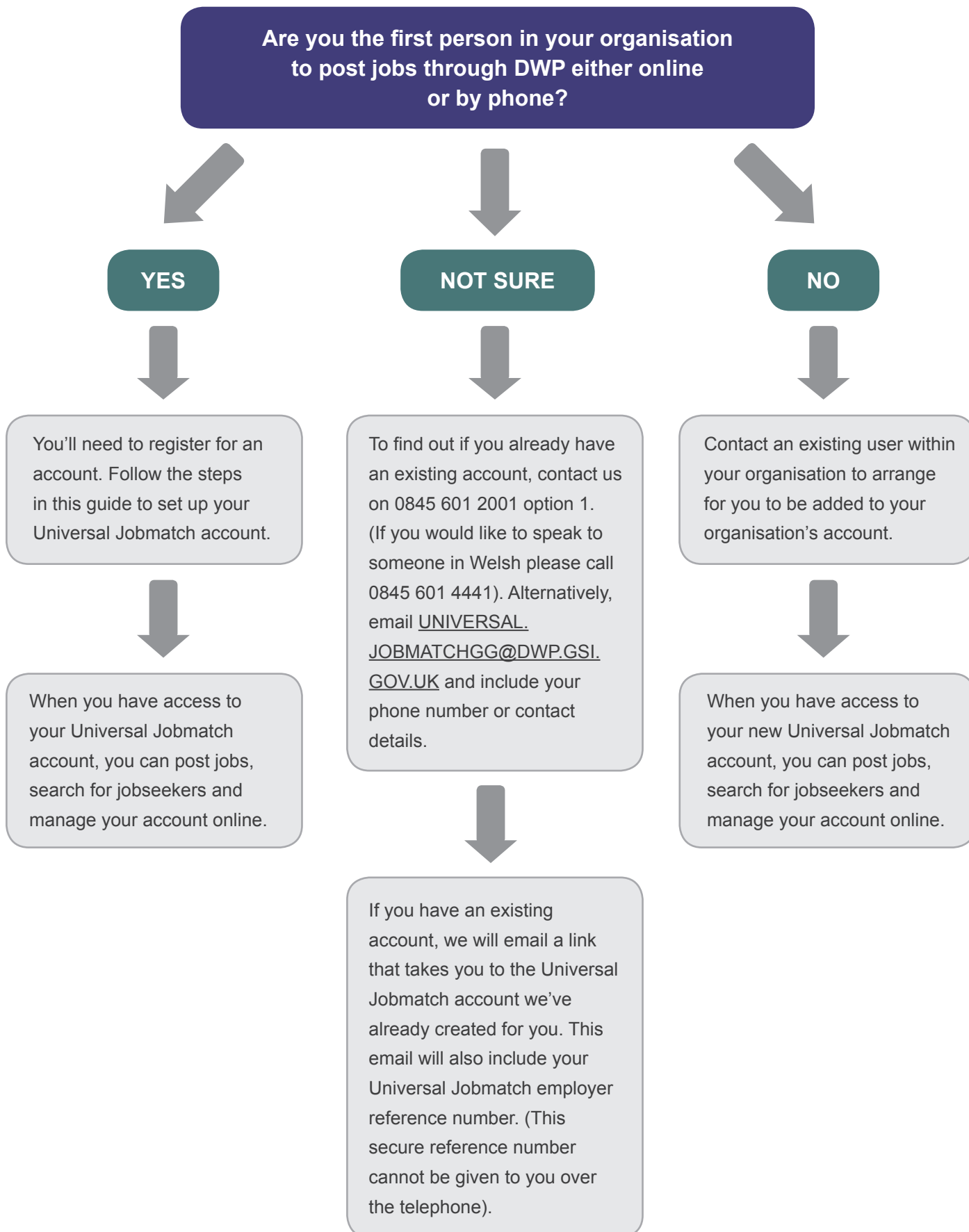


Business Link


How to create a Universal Jobmatch account

Getting started...

This guide has been created to help you through the five-stage process to create a Universal Jobmatch account and a Government Gateway account, if you don't already have one.



Welcome to Universal Jobmatch

**Business Link**

Home

Welcome to Universal Jobmatch

Universal Jobmatch is a service offered through Government Gateway. This service has been designed to help you find and employ the most suitable jobseekers for potential jobs. You can post jobs, review CVs and get updates on jobseekers who match your requirements.

To access Universal Jobmatch, you'll need a Government Gateway account. (This Government Gateway account must be your organisation account, not your personal account).


Need an account?

If you have not previously dealt with the Department for Work and Pensions as an employer, select the Register button.

You'll need a Government Gateway account to complete your enrolment, if your organisation doesn't have one, it will be created as part of this process. If it already has one, you'll need to have the User ID and Password available.

[Download our step by step PDF guide](#) for further help

Register

**Universal
Jobmatch**

Already have a Universal Jobmatch account?

Login

If you've not yet completed your enrolment or you're moving to self service, please refer to the link in the email that has been sent to you.

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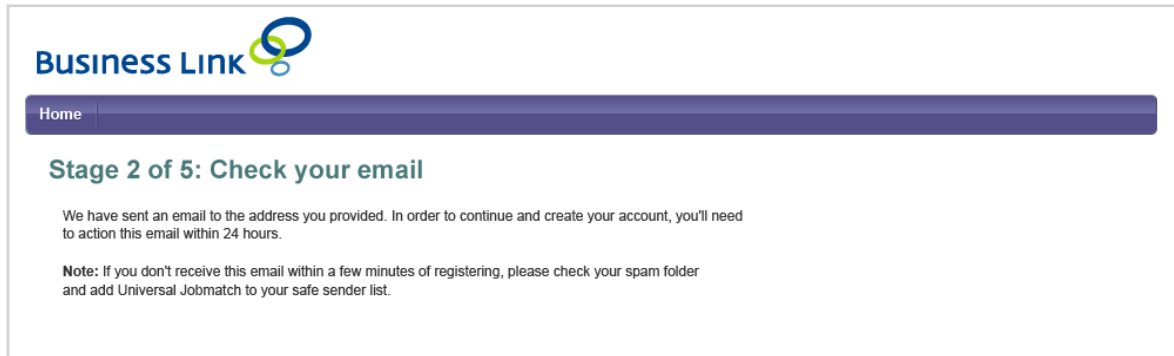
Select the 'Register' button to start creating your account.

Stage 1: Submit your information

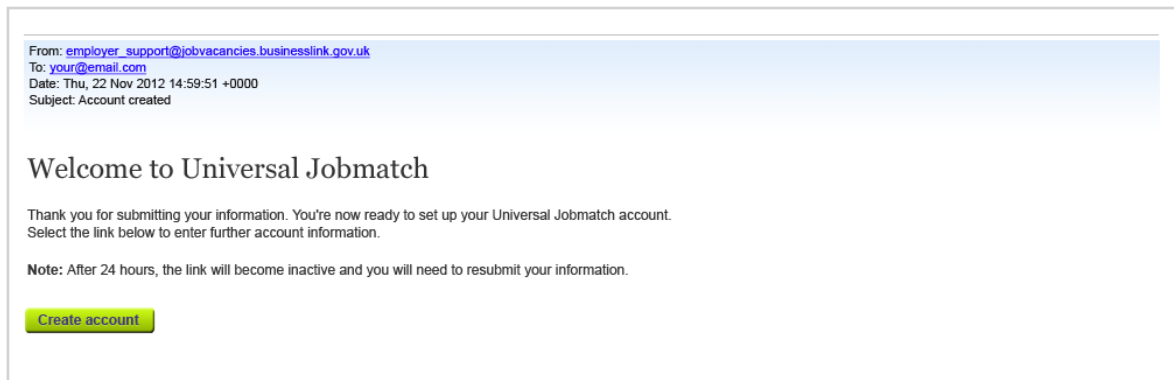
The screenshot shows a web form titled 'Business Link' with a logo. A navigation bar contains a 'Home' link. The main heading is 'Stage 1 of 5: Submit your information'. Below this, a message states: 'You need to provide the following company details, before we can create your account.' A legend indicates that an asterisk (*) denotes a required field. The form section is titled 'Company information' and includes a help icon. It instructs the user to 'Please submit a valid email address, company name and postcode.' There are three input fields: 'Email *', 'Company name *', and 'Company postcode *'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains a series of links: 'Business Link | Terms and Conditions | Cookies | Privacy | Reporting information | Help - FAQs | Contact us | © Crown copyright' and a copyright notice: '© 2012 Department for Work and Pensions (DWP) - All Rights Reserved - V: 2012.1.3.14'.

- To create a Universal Jobmatch account, you need to provide us with some important information about your company.
- You must enter a valid email address, company name and company postcode. If you leave any of the fields in this section blank, you won't be able to continue creating your account.
- Select the 'Submit' button to continue creating your account and we'll send you an email.
- Select the 'Cancel' button to leave this process and not continue creating an account.

Stage 2: Check your email



- Once the confirmation screen is displayed, you can close the current Internet window/browser tab by selecting the 'X' icon on the top right-hand corner.



- You'll need to check for an email sent to you from Universal Jobmatch. If it has not been delivered to your inbox, please check your spam folder and add it to your safe sender list.
- You must select the link in your email within 24 hours of receiving it, otherwise it will become inactive and you'll have to resubmit your information via the 'Register' button on the Universal Jobmatch Welcome page.
- Select the 'Create account' button or link (depending on your email format) displayed within the email to continue creating your account.

Stage 3: Create company account

[Home](#)

Business Link

Stage 3 of 5: Create company account

Please enter your details below to create your Universal Jobmatch account.

*=Required

Account information

First name *

Tom

Last name *

Smith

Company name *

TSmith LTD

Company address *

Company address 2

Postcode *

AB1 1AD

City *

London

Region *

London

Company phone *

User information

Email

your@email.com

Mobile number

Preferred contact method *

- select -

Additional company information

Type of business *

- select -

Number of employees *

- select -

Trading name

Website

☐ * I accept the [Privacy Policy](#), [Terms and Conditions](#) and use of [cookies](#).

☐ I would like to receive messages from DWP

Submit

Cancel

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- You can only continue to create a Universal Jobmatch account once you've validated your email as described in stage 2.
- In stage 3, we need you to provide further information about you and your company. Remember, you'll need to enter information in all fields that display an asterisk (*).
- Before you select the 'Submit' button, make sure you've selected the Privacy Policy, Terms and Conditions and Cookies checkbox.

Stage 4: Government Gateway account



Home

Stage 4 of 5: Government Gateway account

To access your Universal Jobmatch account, you now need to create or log in to a Government Gateway account. This Government Gateway account must be your organisation account, not your personal account.

Make note of your Universal Jobmatch employer reference number: T3ABXNAMSF

You'll need to enter this number when creating or logging into your Government Gateway account and for future correspondence. This information will also be sent to you by email for your reference.

Do you have a Government Gateway account?

No

Yes

Make a note of your Universal Jobmatch employer reference number.

- You'll find your Universal Jobmatch employer reference number displayed on the screen and this will also be sent to you by email.
- You **must** make a note of your Universal Jobmatch employer reference number, as you'll need to have access to this information at a later stage and for future correspondence.
- You need a Government Gateway account to securely access your Universal Jobmatch account. If your organisation already has a Government Gateway account to access other Government services, you can use the same one to access Universal Jobmatch.
- Select the 'Yes' button if your organisation already has a Government Gateway account.
- Select the 'No' button if your organisation does not have a Government Gateway account.

From: employer_support@jobvacancies.businesslink.gov.uk
To: your@email.com
Date: Thu, 22 Nov 2012 14:59:51 +0000
Subject: Account created

To access your Universal Jobmatch account, you now need to create or log in to a Government Gateway account. This Government Gateway account must be your organisation account, not your personal account.

Make note of your Universal Jobmatch employer reference number: T3ABXNAMSF

You'll need to enter this number when creating or logging into your Government Gateway account and for future correspondence. If you've already completed this action, you don't have to repeat the process.


Do you have a Government Gateway account?

No

Yes

Make a note of your Universal Jobmatch employer reference number.

- This email also includes the option to create a Government Gateway account, but if you've already done this, you don't have to repeat the process.



Register for a Government Gateway account

To register for a Government Gateway account using a User ID enter your details below. Please ensure you create a password that you will remember in future. The details you enter will not be sent to any third parties.

*required information (if you only have a first name or a surname (not both), leave one of the name boxes empty)

*First name(s)

*Surname

*Email address

Password must:

- contain 8-12 letters **and** numbers
- contain at least one number and one letter
- not contain the word 'password'

Enter a password


Confirm password

Additional information (optional)
Information such as your organisation/department, telephone numbers, etc. could help others in your organisation identify you. This information will not be sent to any third parties. Max. 255 characters

Please do not use the browser back button through this process as it may not function as expected.

[Return to Universal Jobmatch](#)

- You will be directed to the Government Gateway website to either log in to your existing Government Gateway account or continue creating an account for your organisation.
- Enter your name, surname, email address and a preferred password and select the 'Submit' button. You'll then be directed to the Universal Jobmatch service enrolment screen.



Universal Jobmatch - Service enrolment

Please enter the following information

Please note: * indicates that an answer is required.

Universal Jobmatch employer reference number *
e.g. 0000010229

Your Business Post Code *
e.g. BD9 5QP

☐ I have read, and accept, the [terms and conditions](#) for this service. *

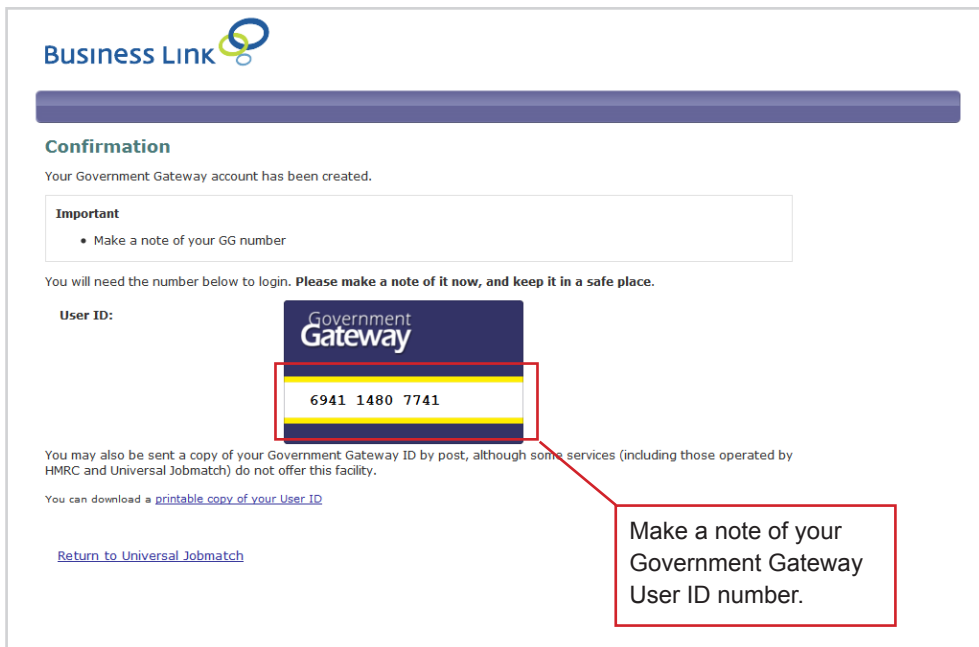
If you like, you can enter a description of this enrolment below, to make it easier to remember.

Reference name

Please do not use the browser back button through this process as it may not function as expected.

[Return to Universal Jobmatch](#)

- Enter the Universal Jobmatch employer reference number that you made a note of earlier and your postcode. Also, make sure you've selected the Terms and Conditions checkbox and then select 'Next' to continue.



- A confirmation screen will be displayed stating that your Government Gateway account has been created. Please make note of your User ID, as you'll need to enter this information along with your password to access your Universal Jobmatch account.

Stage 5: Confirm your account details

Business Link

Home

Stage 5 of 5: Confirm account details

Please confirm your details and amend if necessary

*=Required

Account information

First name *

Tom

Last name *

Smith

Company name *

TSmith LTD

Company address *

High Street

Company address 2

Postcode *

AB1 1AD

City *

London

Region *

London

Company phone *

01234 567 8900

User information

Email

your@email.com

Mobile number

Preferred contact method *

Email

Additional company information

Type of business *

Engineering services

Number of employees *

100 to 249 employees

Trading name

Website

☐ I would like to receive messages from DWP

Submit

Cancel

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- Confirm your details by selecting the 'Submit' button or amend your details if they are incorrect and then select the 'Submit' button. You'll then be directed to set up your security questions and once this has been completed, you're ready to use the Universal Jobmatch service.