

Registering Employers

Last Updated: 07/02/2021

Overview

This job aid describes how to register employers.

Step-by Step Instructions

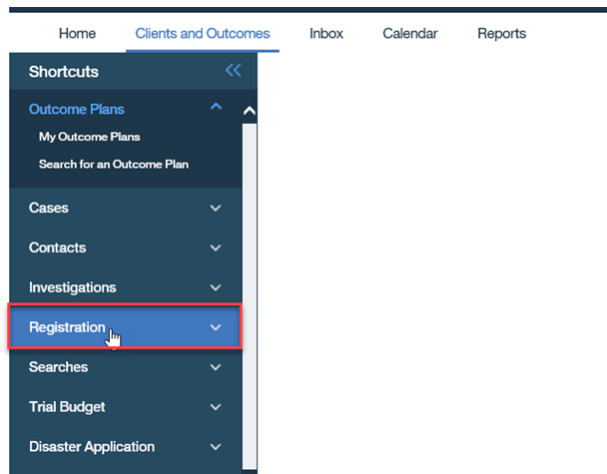
1. Go to the NC FAST page. Click the **Clients and Outcomes** tab.



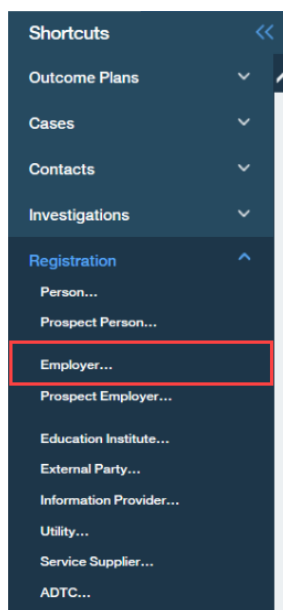
2. Click the Shortcuts panel **toggle**.



3. The Shortcuts menu expands. Click the **Registration** folder.



4. The Registration folder expands. Click the **Employer** hyperlink.



5. The Register Employer pop-up appears. Enter applicable search criteria then click **Search**.

Notes: Social Workers have the option to search by County. If the applicable employer is displayed in the Search Results, do not register them again. Click **Cancel**.

Commented [CK1]: Included option to search by County and replaced screenshot.

Register Employer ? ×

1 Registered Employer Check 2 Employer Details

Step 1: Registered Employer Check - Perform this search to check if the employer is already recorded. Time Remaining: 29:44

Search Criteria

Reference

Additional Search Criteria

Trading Name Registered Name

Address Line 1 Address Line 2

City County

Search **Reset**

6. If the employer is not displayed in the search results, continue the registering process then click **Next**.

Register Employer ? ×

1 Registered Employer Check 2 Employer Details

Step 1: Registered Employer Check - Perform this search to check if the employer is already recorded.

1 There are no matching items for the search criteria entered.

Search Criteria

Reference

Additional Search Criteria

Trading Name Registered Name

Address Line 1 Address Line 2

Cancel **Next**

7. The Employer Details page displays. Enter and select applicable criteria then click **Save**.

Register Employer

1 Registered Employer Check
2 Employer Details

Step 2: Employer Details

Reference Number	<input type="text"/>	Preferred Language	<input type="text"/>
Registration Date *	<input type="text" value="2/9/2018"/>	Preferred Communication	<input type="text"/>
Registered Name *	<input type="text" value="Joe Hope Home"/>		

Registered Address


Apt/Suite	<input type="text"/>	Street 1	<input type="text"/>
Street 2	<input type="text"/>	City	<input type="text"/>

Cancel
Back
Save

8. The Employer page displays.

Joe Hope Home
X

Joe Hope Home



Joe Hope Home
444 Down Dr, Raleigh
Engineering

111334200
(0) Related Companies

Not Recorded

Not Recorded

Home
Background
Contact
Cases
Financial
Verifications
Tasks
Administration

Home

Name

Registered Name	Joe Hope Home	Trading Name	Joe Hope Home
Registration Date	2/9/2018		