

## How to Post a Job Listing on ArkansasMatters.com

You must be logged in to post a Job Listing. If you are not logged in you will be asked to do so. If you are not registered, you will need to register first. After you have successfully logged in, you will be able to begin creating your listing.

Use your internet browser to go to

<http://www.arkansasmatters.com/content/marketplace/jobs/post> The following form will be displayed.

**Job Listings Post - Edit Item** KARK4

We need some more information before we can allow you to start posting to this section. Please fill out the form below to continue.

**Company:**  (required)

**Address:**  (required)

**Address 2:**  (optional)

**City/State:**  Virginia  (required)

**Zip Code:**  (required)

**Phone:**  (optional)

**Contact E-Mail:**  (required)

**Web Site:**  (optional)

**Bio:**  (optional)

**User Logo:**   (optional)

Input your company name, address, city/state, zip code, and e-mail. You may also enter a phone number, web site address, company bio, and company logo if you wish. When you have completed the form, click the submit button.

After you click submit, a new form will be displayed.

*Note: This form only appears the first time you create a job listing. All subsequent entries appear to skip this step and go directly to the form displayed below.*

Job Listings Post - Edit Item KARK4

### Enter your Information

Category: Accounting

Position:

Description:

Target: Advanced Career (5+ years)

Hours: Full Time

Term: Unspecified

Salary: \$

Salary Competitive:

Location:

Enter the following information about your job listing: category, position title, job description, level of experience required, type of position (full time, part time, shift work, etc.), position, duration (temporary, permanent, contract), salary, salary competitive, and location.

Once you have successfully entered all of the information you wish to include in your listing, click the submit button.

Note: This is as far as I could go in the submission process. Once I clicked submit with all the required information, I received the following message:

Your submission has the following errors:

- **Sorry, you are out of credits.**