



## ORPA Non-Member Job Posting Instructions

Individuals and organizations who are not members of may post job announcements in ORPA's Career Center for \$20.00 per posting. Job postings may be paid with a credit card (preferred) or by an invoice. If you pay for your posting with a credit card, you will be able to post your job right away.

If you choose to pay by invoice, you must wait for administrative authorization to proceed with your posting; depending on staff availability, it may take 24-48 hours until you are authorized for an invoiced posting.

Posting with a Credit Card Payment (recommended)	Posting with an Invoice Payment
<p>1. Go to <a href="http://www.orpa.org">www.orpa.org</a> and login with your website username and password. If you do not have a username and password, you will need to register on the website and create a user profile at <a href="https://orparks.site-ym.com/general/register_member_type.asp">https://orparks.site-ym.com/general/register_member_type.asp</a>?</p> <p>Choose the "Non-Member Affiliate" option</p>	<p>1. Go to <a href="http://www.orpa.org">www.orpa.org</a> and login with your website username and password. If you do not have a username and password, you will need to register on the website and create a user profile at <a href="https://orparks.site-ym.com/general/register_member_type.asp">https://orparks.site-ym.com/general/register_member_type.asp</a>?</p> <p>Choose the "Non-Member Affiliate" option</p>
<p>2. While logged in, click the "Post Your Job" option on the "Career Center" menu.</p>	<p>2. While logged in, click the "Post Your Job" option on the "Career Center" menu.</p>
<p>3. Select the quantity of job postings that you want to purchase, then click "Add Item".</p>	<p>3. Select the quantity of job postings that you want to purchase, then click "Add Item".</p>
<p>4. Review your order, then click "Checkout".</p>	<p>4. Review your order, then click "Checkout".</p>
<p>5. Change your "recipient" information if needed. Remember the email address you provided for your recipient as you will need it to set up your job posting. Select "credit card" as the payment type, then enter your credit card information. If the recipient and the cardholder are the same, select that option. If they are a different name or address, complete the billing information manually. Click "Proceed to Confirmation" to continue.</p>	<p>5. Change your "recipient" information if needed. Remember the email address you provided for your recipient as you will need it to set up your job posting. Select "bill me" as the payment type, then complete the billing information. Click "Proceed to Confirmation" to continue.</p>
<p>6. Review your order information, then click "Complete Order".</p>	<p>6. Review your order information, then click "Complete Order".</p>
<p>7. Once your order is processed, you will receive an email that contains a link to your invoice.</p>	<p>7. Click the link to open your invoice. Print and process the invoice for payment.</p>
<p>8. Once you have received the third email, click the link to the invoice. You can print the invoice for your records.</p>	<p>8. You will receive an email to confirm your order.</p>
<p>9. Once your invoice is open, note the invoice number, which you will use to set up your job posting. Click the link to manage your job posting.</p>	<p>9. Once ORPA has approved your posting, you will receive another email with a link to your job posting invoice. Click that link to open your invoice.</p>
<p>10. Enter your recipient email and invoice number, then enter and submit your posting.</p>	<p>10. Copy your invoice number, which you will need to set up your job posting. Click the link in your invoice to start the online job posting process.</p>
	<p>11. Enter the "recipient" email address and your invoice number.</p>
	<p>12. Proceed to enter information about your position.</p>