



## Creating ERA Account

### Step 1:

Click on your country's seeker URL and then go to the next page of this job-aid.

### Step 2:

*Option A:* Click "Login" from the Open Vacancies page.

*Option B:*

1. Click on the hyperlinked job title for any job.
2. Click "Apply to this Vacancy" or "Email to a Friend."

The screenshot shows the 'Open Vacancies' page. At the top right, there is a 'Login' link with a red arrow pointing to it labeled 'Option A'. Below the search bar, there is a 'Sort By:' dropdown menu set to 'Close Date (Ascending)'. On the left, there is a 'Filter Results By' sidebar with expandable categories: Series, Grades, Location, Salary, and Agency. The main content area displays a job listing for 'Protocol Assistant' with a red arrow pointing to the job title labeled 'Option B' and the number '1'. The job details include: Salary: (KWD) KD11,500 - (KWD) KD11,500/Per Year; Position Info: Public Non-Status Full-Time; Location: Bogota, CO; Close Date: 11/30/2017; Agency: Embassy Bogota. At the bottom of the listing, there is a 'Show 25 results per page' dropdown and a 'GO' button, along with navigation buttons: FIRST, PREVIOUS, NEXT, LAST.

The screenshot shows the 'Vacancy Details' page. At the top, there is a red arrow labeled '2' pointing to a row of five buttons: 'APPLY TO THIS VACANCY', 'VIEW ELIGIBILITY QUESTIONS', 'VIEW VACANCY QUESTIONS', 'EMAIL TO A FRIEND', and 'PRINT VACANCY'. Below these buttons, there is a navigation menu with the following items: Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply.



### Step 3:

Click “Create an Account” from the Login pop-up window.

## Login

[Forgot Password?](#)

**LOGIN**

Don't have an account yet?

**CREATE ACCOUNT**

**TERMS AND CONDITIONS**

By creating an account (login and password), I understand and expressly consent to the following:

- The information that I provide while filling out this online employment application form and completing the application process, including possibly sensitive data, will be transferred online, stored, and processed on a server in the United States of America. This information may or may not be provided the same level of data protection as provided in my home country.
- The information that I provide will be retained and destroyed in accordance with U.S. Department of State record retention policies and procedures.



#### Step 4:

1. Fill out Personal and Contact Information including First Name, Last Name, US Citizen status, Address, City/Town, Country, State/Province/Territory, Zip/Postal/Pin Code, Telephone type, Telephone Number, and Email.
  - Use the "Next" and "Previous" buttons located at the bottom of each page to navigate.
  - Do NOT use the browser navigation buttons or refresh button, or you may lose important information.
  - All items marked with a red asterisk (\*) are mandatory and require a response.
  - Note that each ERA account must have a unique email address. The system will not allow multiple applicant accounts to share an email address.

### Personal Information

Prefix  
--- Please Select ---

**\* First Name** **Middle Name** **\* Last Name**

Suffix  
--- Please Select ---

**\* US Citizen**  
 Yes  No

### Contact Information

**\* Address 1**

Address 2

Address 3

**\* City/Town** **\* Country** **\* State/Province/Territory**

**\* Zip/Postal/Pin Code** **Plus 4**

**\* Telephone 1** **\* Telephone Number** **Extension**

+ ADD ANOTHER TELEPHONE

**\* Email**

Enter only ONE Internet E-Mail Address (example: john\_doe@company.com)



2. Enter and confirm password then select and answer three security questions.
  - Your password must have at least 12 characters and must include at least one letter (upper and lower case), one digit, one special character and no spaces.
  - Each security question selection must be unique.
  - Each security question answer must be unique.
  - Question answers must not begin and/or end with spaces.
  - Question answers are case sensitive.
3. Click “Next.”

**2**

**\* Password**

Your password must have at least 12 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no spaces.

**\* Confirm Password**

**\* Secret Question 1**

--- Please Select ---

**\* Secret Answer**

Minimum 5 characters. Maximum 25 characters.

**\* Secret Question 2**

--- Please Select ---

**\* Secret Answer**

Minimum 5 characters. Maximum 25 characters.

**\* Secret Question 3**

--- Please Select ---

**\* Secret Answer**

Minimum 5 characters. Maximum 25 characters.

**3**

**NEXT**

### Step 5:

Receive confirmation that your account was created.

- Upon account creation you also will receive an email stating that your seeker account was created.
- **Ensure to safeguard account email, password, and security questions/answers as you will be responsible for remembering this information in order to login to your ERA account.**

Login

Personal Information

Account Created

## Account Creation

**Congratulations, your account was created.**