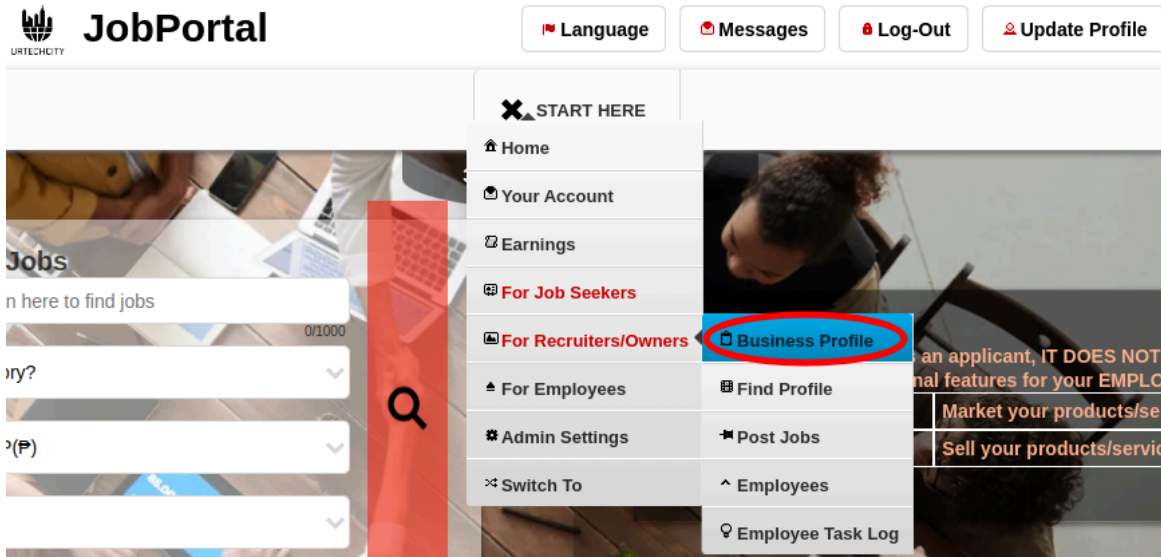
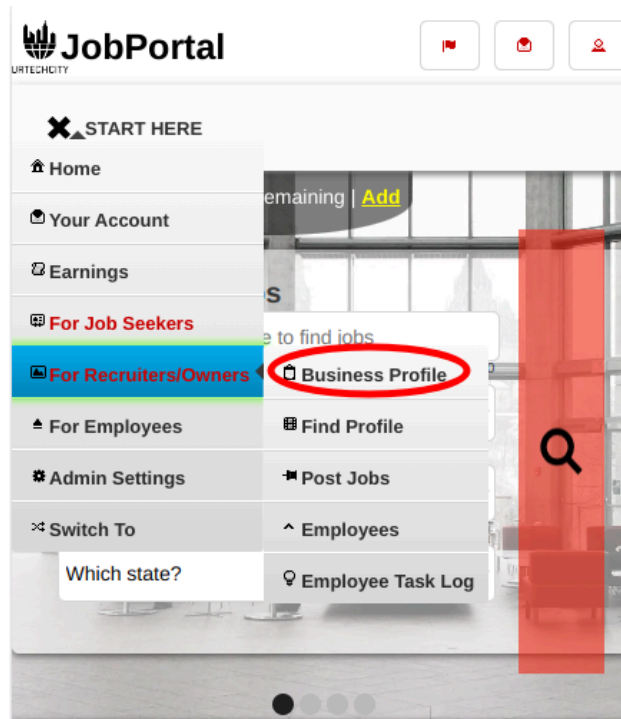


1. Click **Business Profile** from the menu:

- a. Desktop



- a. Mobile Devices



2. Creating a business profile is important. This makes sure that applicants know more information about your company. Please take note of the below:

- **Add** button adds a business profile
- **Edit** button updates/changes business profile
- **Delete** button deletes existing business profile

a. Desktop

The screenshot shows the desktop version of the Job Portal. At the top, there is a navigation bar with the JobPortal logo, a 'START HERE' button, and utility buttons for Language, Messages, Log-Out, and Update Profile. Below this, a banner indicates '359 Points Remaining | Add'. The main section is titled 'Business Profile' and includes a help link: '+ Read me first(click to show/hide information which can guide you in this area)'. A table lists existing business profiles with columns for Business/Company Name, Status, and actions. The 'Add', 'Edit', and 'Delete' buttons are circled in red.

Business/Company Name ↑	Status ↑	
<input type="text"/>		<input type="button" value="Add"/> <input type="button" value="Clear"/> <input type="button" value="Search"/>
1. blazing Star int'l Manpower services	Verified	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2. BORN Group (under Tech Mahindra)	Verified	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

b. Mobile Devices

The screenshot shows the mobile version of the Job Portal. The layout is similar to the desktop version but adapted for a smaller screen. The 'Business Profile' section is prominent, and the 'Add', 'Edit', and 'Delete' buttons are circled in red.

Business/Company Name ↑	Status ↑	
<input type="text"/>		<input type="button" value="Add"/> <input type="button" value="Clear"/> <input type="button" value="Search"/>
1. blazing Star int'l Manpower services (Verified)	Verified	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2. BORN Group (under Tech Mahindra) (Verified)	Verified	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3. Career Advocates PH		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

3. Once you click the **Add** or **Edit** Button, it will take you to this page. Please take note of the below:
 - Attach some proof of legitimacy, since applicants also wants to validate the company they are applying from
 - Fill-in all the entries then click the **Save** button to save the changes made.
- a. Desktop

Business Profile

399 Points Remaining | [View](#)

+ Read me first(click to show/hide information which can guide you in this area)

Business/Company Name*

blazing Star int'l Manpower services

Address*

Unit 107 4th Floor Makati Cinema Square 1299 Don Chino Roces Makati City.

Country

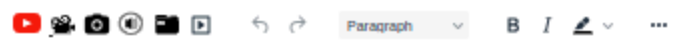
Philippines - PHP(🇵🇭)

Use Lottery Product

Is Confidential

Details*

File Edit View Insert Format Tools Table Help



Paragraph


Blazing Star International Manpower Services

Unit 107 4th Floor Makati Cinema Square 1299 Don Chino Roces Makati City.
POEA License POEA-066-LB-042919-R

25 words | tiny


Attachments or Supporting Information*

Video Add



Back Save

Mobile Devices

URTECHCITY🚩📧👤

START HERE

Country 359 Points Remaining | [Add](#)

Philippines - PHP(₱) ▼

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▶ ↶ ↷ Paragraph

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Attachments or Supporting Information*

Video ▼ [Add](#)



[Back](#) [Save](#)