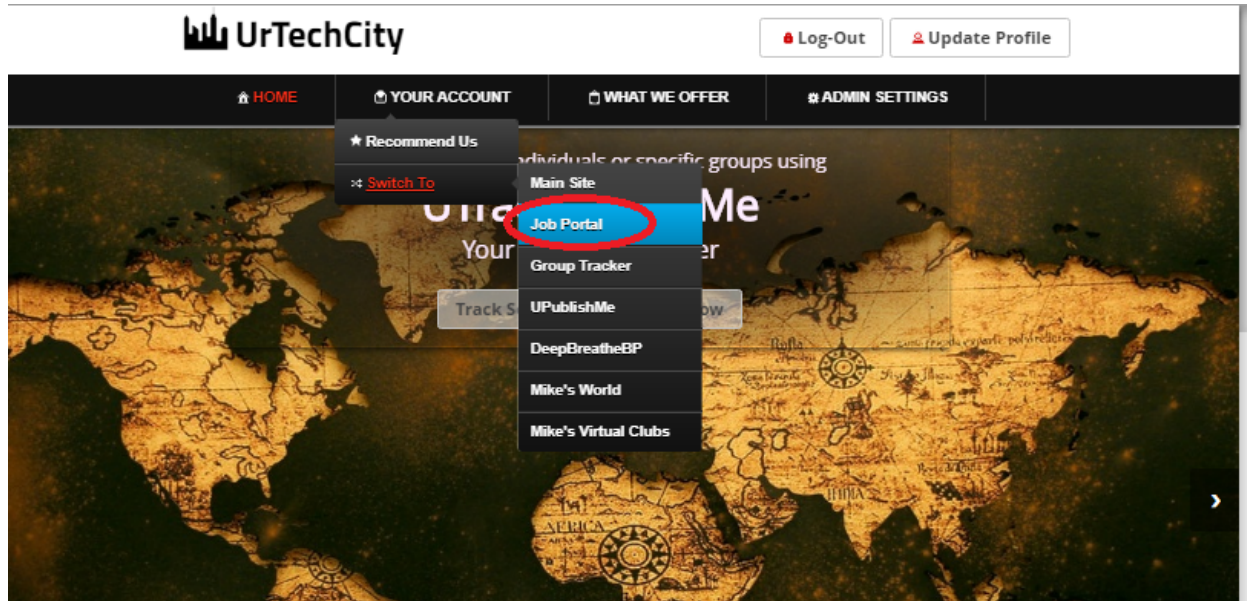


1. Go to the job portal website to start creating your business profile:

a. Desktop

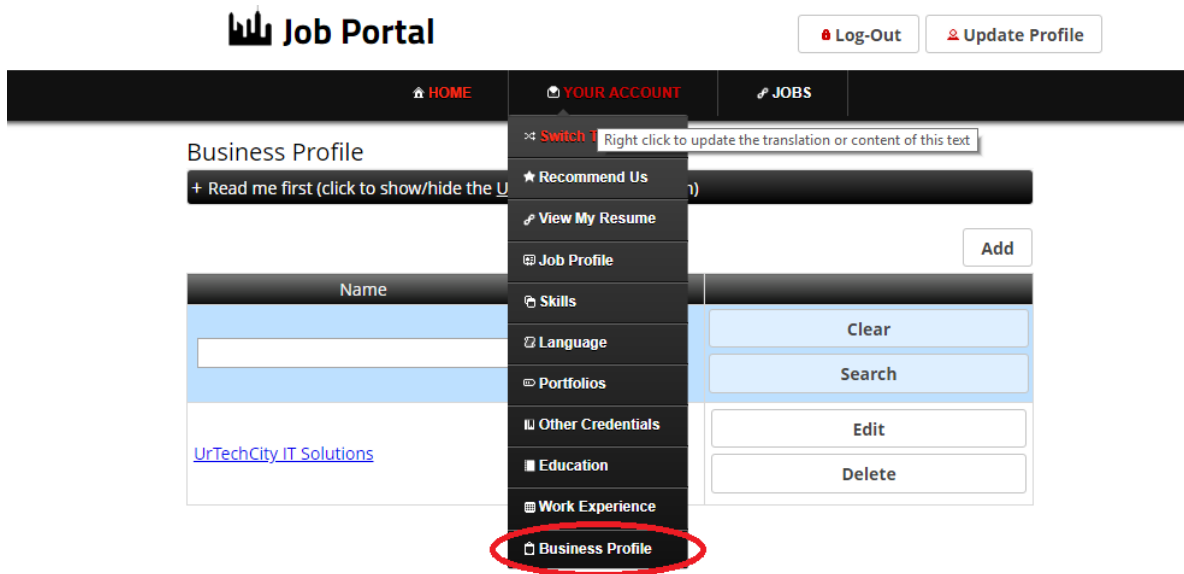


a. Mobile Devices

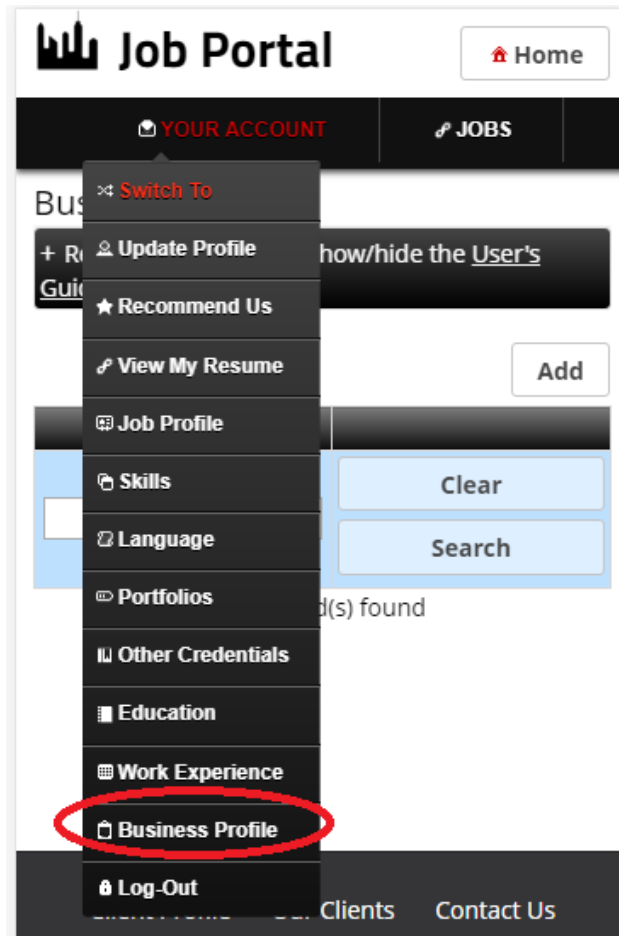


2. Click **Business Profile** from the menu:

a. Desktop



b. Mobile Devices



3. Creating a business profile is important. This makes sure that applicants know more information of 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 desktop interface shows the 'Job Portal' header with navigation links for HOME, YOUR ACCOUNT, and JOBS. In the top right, there are 'Log-Out' and 'Update P' buttons. The 'Business Profile' section includes a link to 'Read me first' and an 'Add' button. Below is a table with columns for Name and Status. The table contains one entry: 'UrTechCity.IT Solutions' with a status of 'Unverified'. Action buttons for 'Clear', 'Search', 'Edit', and 'Delete' are visible. The 'Add', 'Edit', and 'Delete' buttons are circled in red.

Name	Status	
<input type="text"/>		Clear
		Search
UrTechCity.IT Solutions	Unverified	Edit
		Delete

b. Mobile Devices

The mobile interface shows the 'Job Portal' header with a 'Home' button. Navigation links for 'YOUR ACCOUNT' and 'JOBS' are present. The 'Business Profile' section includes a link to 'Read me first' and an 'Add' button. Below is a table with columns for Name and Status. The table contains one entry: 'UrTechCity.IT Solutions (Unverified)'. Action buttons for 'Clear', 'Search', 'Edit', and 'Delete' are visible. The 'Add', 'Edit', and 'Delete' buttons are circled in red.

Name	Status	
<input type="text"/>		Clear
		Search
UrTechCity.IT Solutions (Unverified)		Edit
		Delete

4. 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 **Ok** button to save the changes made.

a. **Desktop**

Name* 23/200

Details* 1870/2000

UrTechCity IT SOLUTIONS is engage in Software/IT Development, Job Outsourcing, and Business Process Outsourcing or Call Center (that includes the following: Telephone and Internet contact, Sales, Customer Service and Marketing Efforts). We provide design, development, analysis, implementation, and quality assurance for our IT services. We bring a whole new class of services and excellent approach to customer's needs and satisfaction. We serve an extensive portfolio of services in the most professional manner adhering to the industry's standards. We ensure to provide inevitable commitment to provide superior services. We provide multi-channel approach such as Voice, Non-Voice, Inbound, Outbound, Sales, and Technical Support for our Call Center services.

We value Customer Satisfaction which plays an important role within the business. We are dedicated on enhancing customer productivity by providing superior customer support and service. We focus on our customers' needs by delivering high-value support by fostering teamwork and continuous improvement in everything we do. We are dedicated to the success of our clients, their company and the people within our own company. We ensure to implement and execute the highest possible standards. Our management team is committed on providing all the resources necessary to our Quality Information, Policy and


Address* 59/200

Country*

Attachments or Supporting Information*

Attachment Type	Url / File Name	
Video	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Add"/>
Pdf	DTI	<input type="button" value="Delete"/>

Mobile Devices

 **Job Portal** Home

YOUR ACCOUNT **JOBS**

Business Profile

Name* 23/200

Details* 1870/2000

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Address* 59/200

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