

## Arizona Early Childhood Workforce Registry

## Adding Your Employer Using an Employer ID

Create an account on the Arizona Early Childhood Workforce Registry. You will use the Employer ID number listed in step 3 to add your employer.

To create a Registry account:

1. First, go to <u>www.azregistry.org</u> to create a Registry Account and click on "Register Now."



2. After filling in your personal information, click on the **Continue with Registration** button.

Continue with Registration

3. From the drop down menu, select "Employer ID" and **type the Employer ID number provided below** in the search box. Click on the **Search** Button.

Name of Program Where you Work: *	Enter One or Two Words from Site Name, or the Street Numbers from Site Address		
	Employer ID Y For:	Search	

4. Next, click on the name of your employer/site and click the Select button.

Program Name	City	State	Select
Currently Unemployed			Select
Employer Not Listed			Select
MONICA ORTIZ 2213 1/2 S 2ND AVE	Tucson	AZ	Select

5. Lastly, complete all required information and click on the **Continue With Registration** button.

Employer Name: *	MONICA ORTIZ		
	Enter Search Criteria: MONICA ORTIZ		
	Search		
Job Role: *	Select a Job Role	•	
Primary Age of the children ou serve for this position? *	Select Primary Age Group	v	
Start Date: *			
Position Type: *	Part Time Full Time		
Number of hours worked per week: *			
Number of Weeks worked per Year: *			
Salary Type: *	Hourly     Annually		
Benefits Offered: (Through employer)	Dental	Discounted Child Care	
	Free Child Care	Life Insurance	
	Medical	Paid Professional Development Time	
	Retirement	<ul> <li>Other</li> </ul>	
		Continue With Regist	tration