

WIOA Follow Up Email Steps


After submitting the online WIOA application, read the below steps to update your Employ Florida account with all required elements: registration, resume, background wizard, work analyzer, and copies of your ID and social security card.

When completed, contact WIOA staff at WIOAinfo@careersourcepinellas.com

Step 1: Complete Employ Florida Registration


Click here to access the Employ Florida Help Center for assistance with Work Registration for Reemployment Assistance benefits.

DISASTER RECOVERY
Job Portal

Select Language  Sign In

EMPLOY FLORIDA

Enter a keyword and/or location to find jobs

Search Jobs  Job Title, Company, Occupation or Military Code City, State, County

Select "Sign In"

JOB SEEKERS

If you have not previously registered, please click one of the links under Create a User Account to create a new User ID. To view Employ Florida with limited access, click the Guest Access link. In the Already Registered section, the username and password are required for login.

For help click the information icon next to each section.

Option 1 - Already Registered

User Name:

Password:

Sign In



If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

Option 2 - Try Us Out

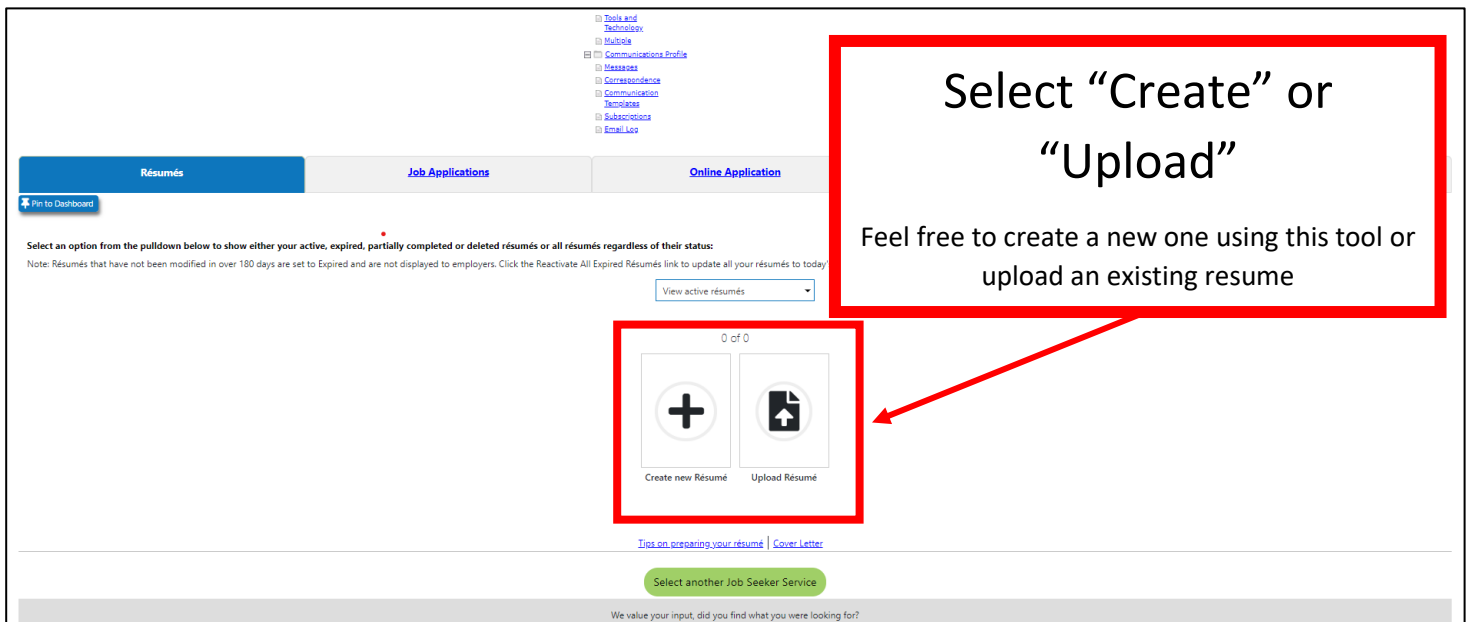
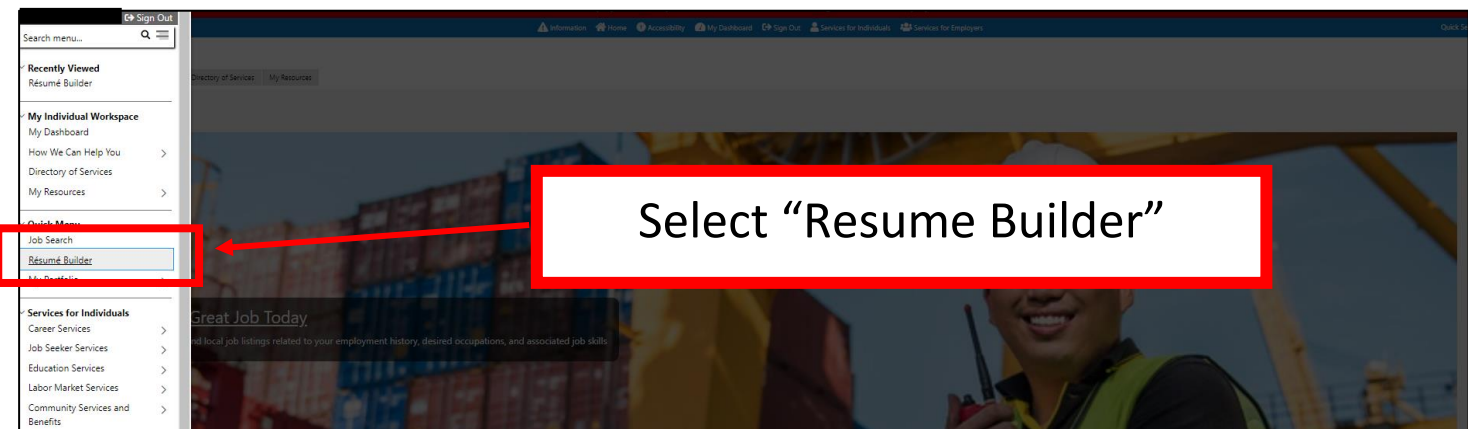
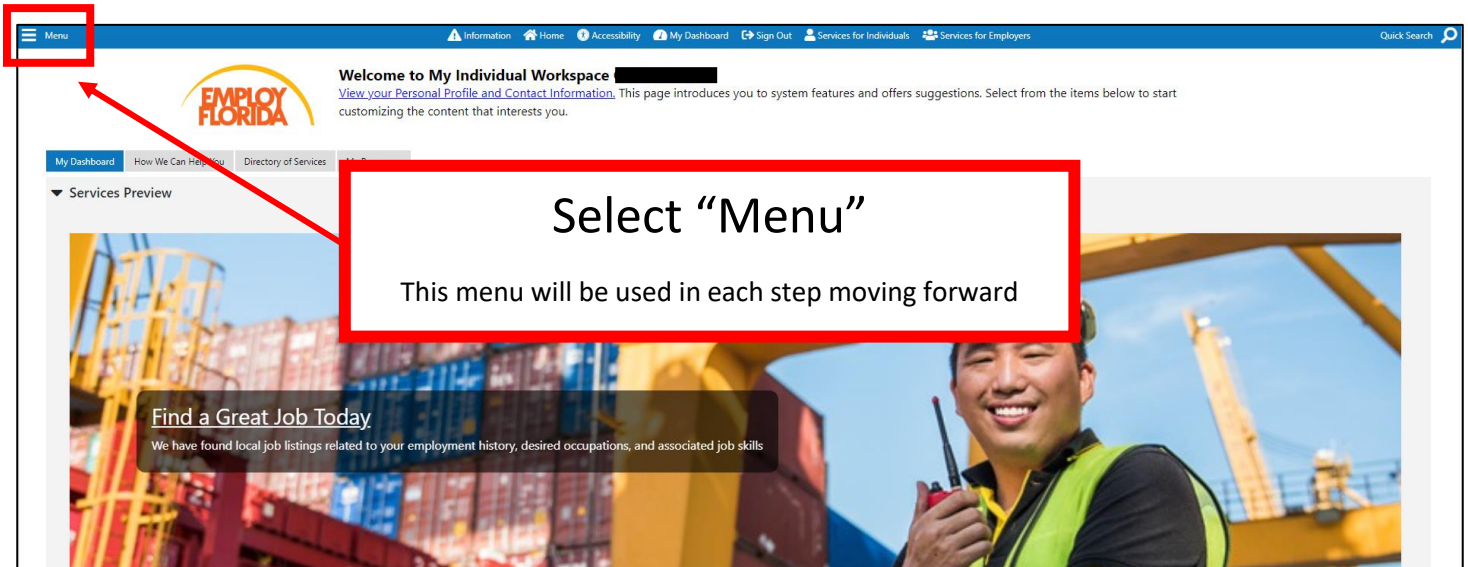
Select "Individual Registration"

Complete the steps as guided

If you would like to become a fully registered user with Employ Florida and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

Individual	Employers and Agents
 13 min(s) estimated	 12 min(s) estimated
Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.	Register as this account type on behalf of your company or on behalf of another company acting as their agent with a valid Power of Attorney. Here you will gain access to industry data, labor market information and job applicants for your business. You can also post job openings online.
Individual Registration	Employers and Agents

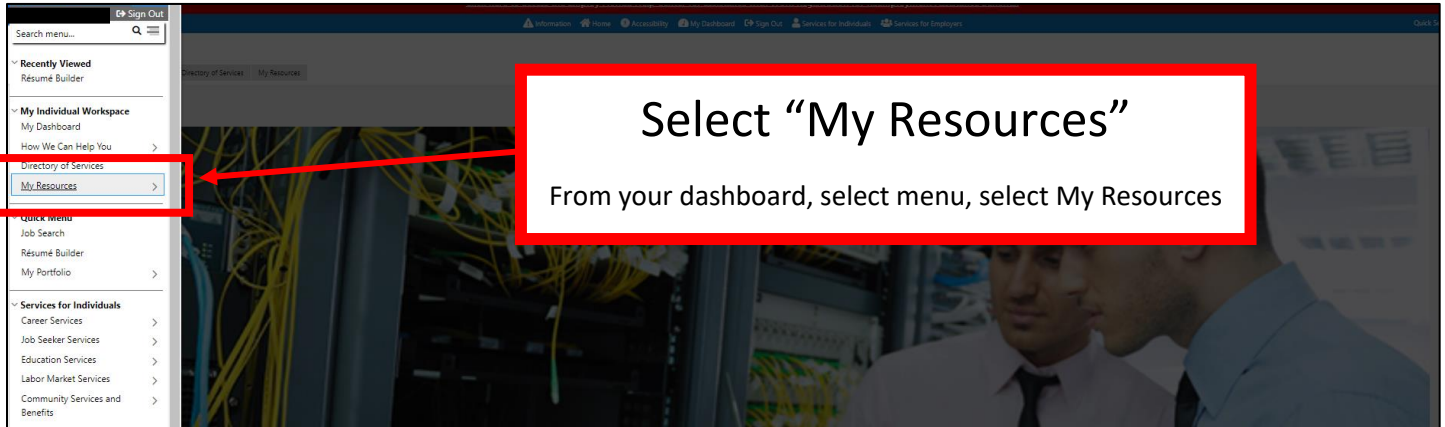
Step 2: Upload or Create a Resume



Step 3: Complete Background Wizard

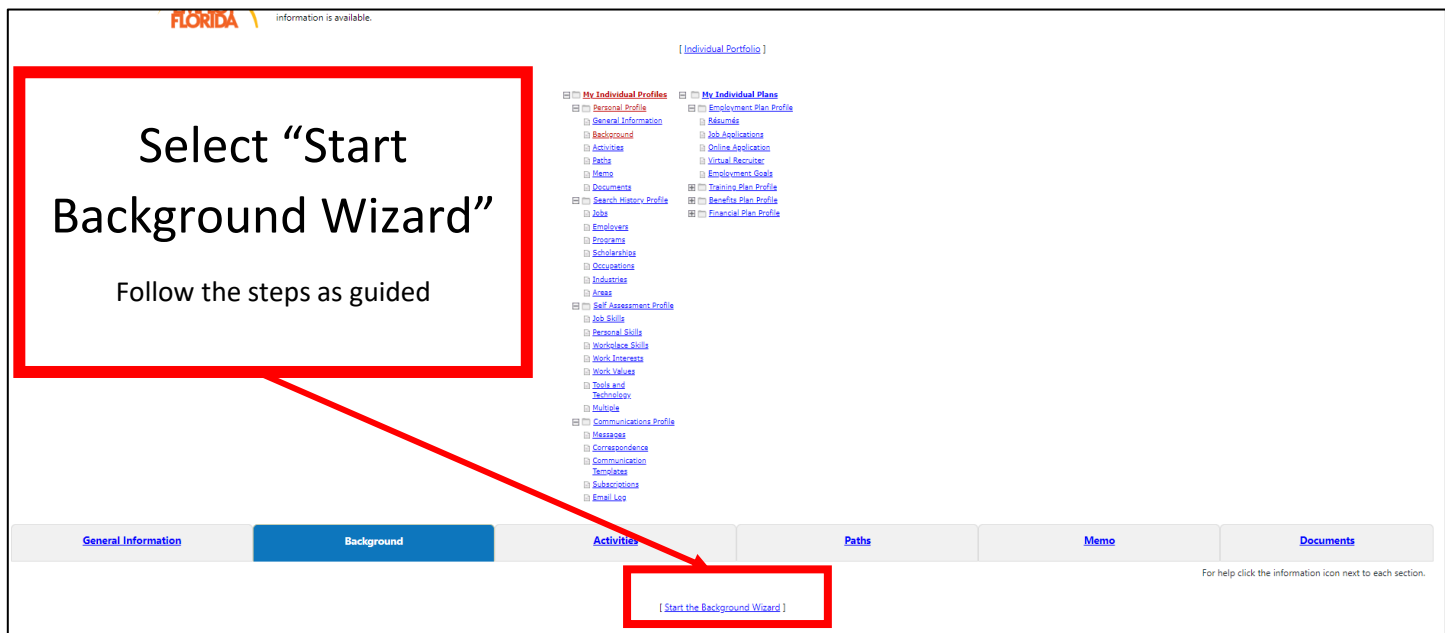
Select “My Resources”

From your dashboard, select menu, select My Resources

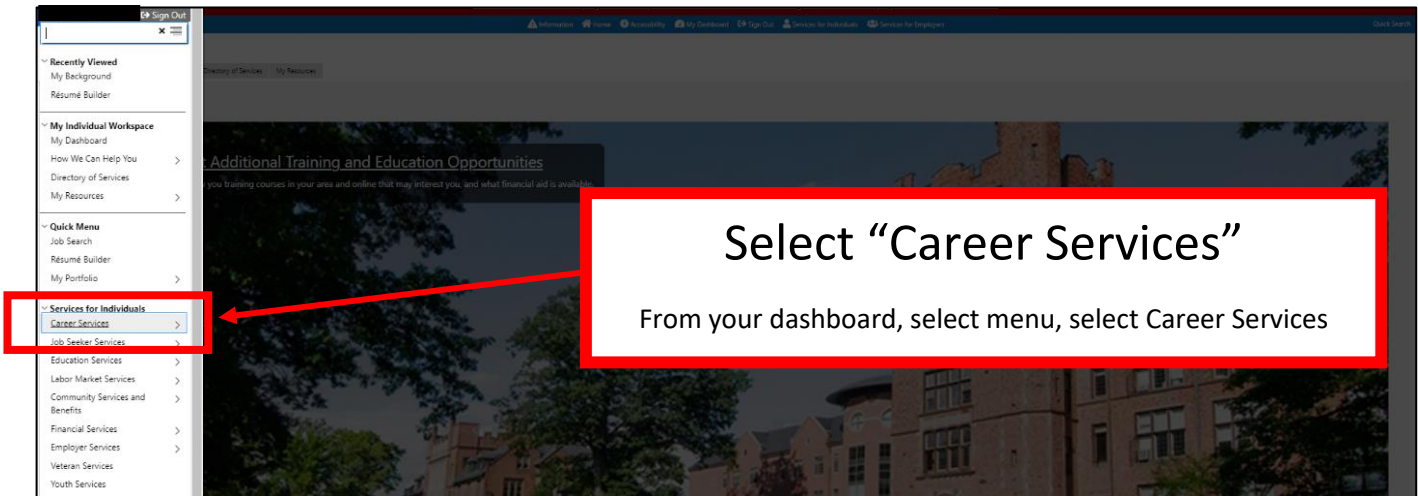


Select “Start Background Wizard”

Follow the steps as guided



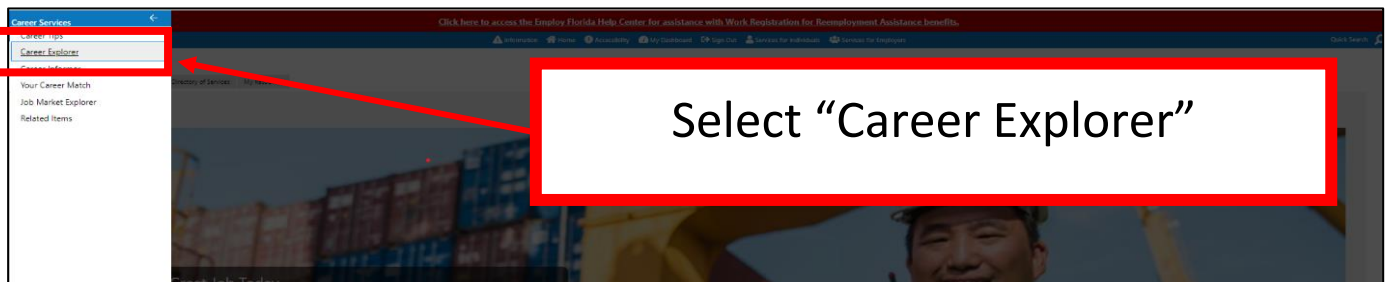
Step 4: Complete Work Interest Analyzer



A screenshot of a web application's sidebar menu. The 'Services for Individuals' section is expanded, and 'Career Services' is highlighted with a red box. A red arrow points from this box to a text box on the right.

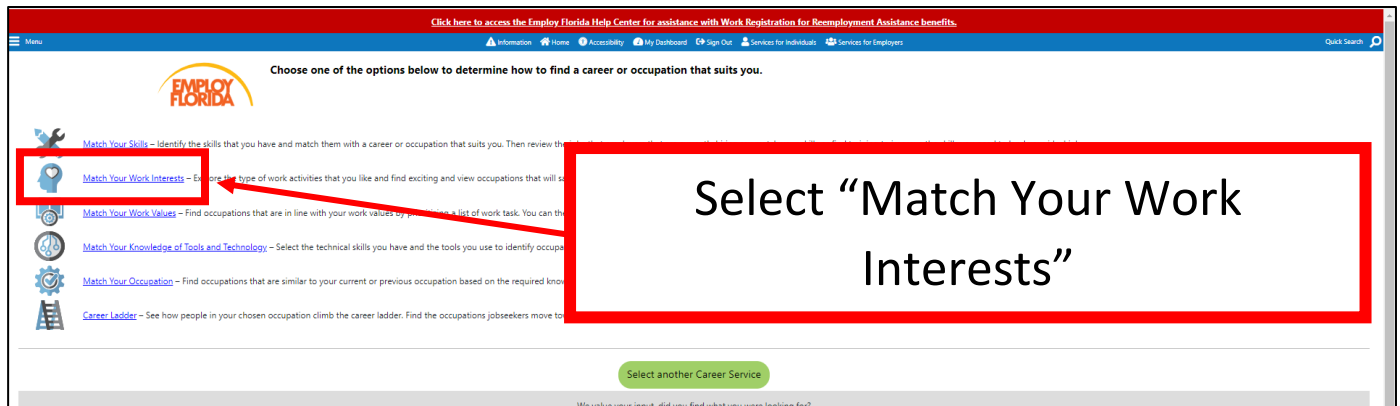
Select “Career Services”

From your dashboard, select menu, select Career Services



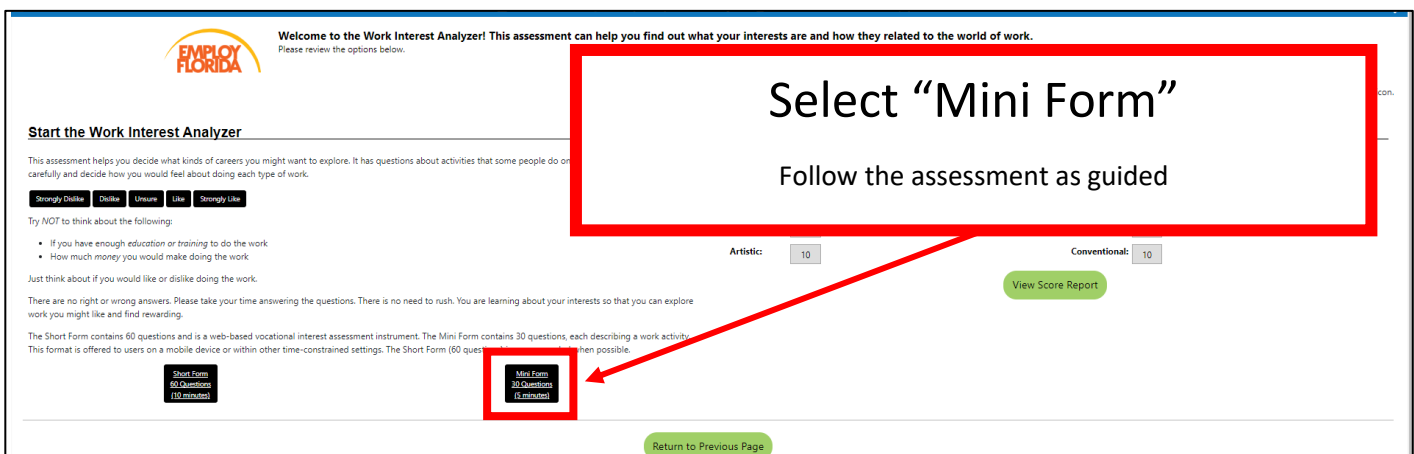
A screenshot of the 'Career Services' dropdown menu. The 'Career Explorer' option is highlighted with a red box. A red arrow points from this box to a text box on the right.

Select “Career Explorer”



A screenshot of the 'Career Explorer' page. The 'Match Your Work Interests' option is highlighted with a red box. A red arrow points from this box to a text box on the right.

Select “Match Your Work Interests”

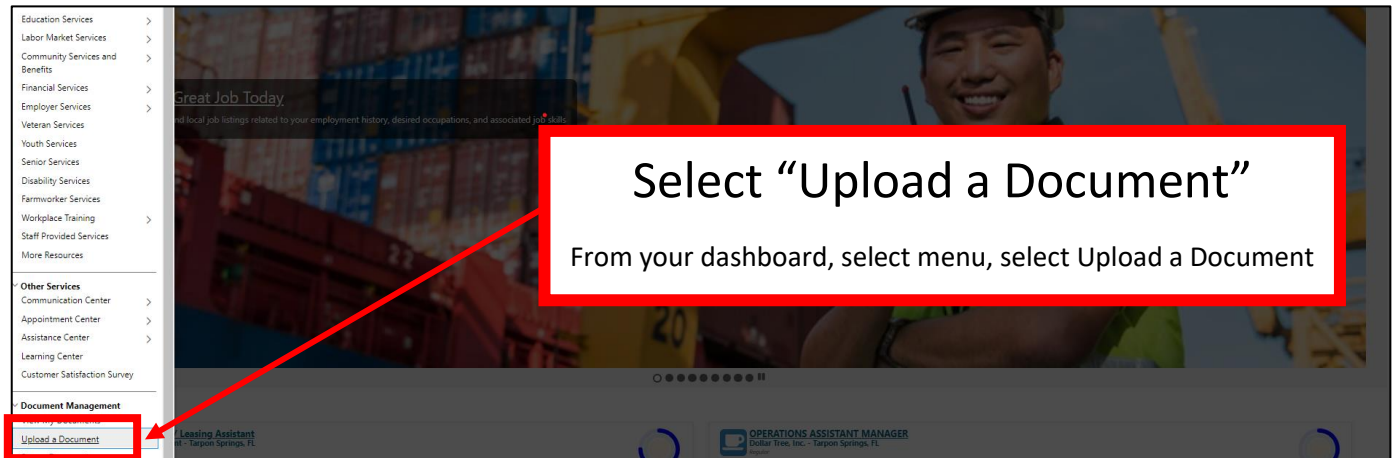


A screenshot of the 'Start the Work Interest Analyzer' page. The 'Mini Form' option is highlighted with a red box. A red arrow points from this box to a text box on the right.

Select “Mini Form”

Follow the assessment as guided

Step 5: Upload ID and Social Security Card



The screenshot shows the 'Add Document' form in the EMPLOY FLORIDA system. A large red-bordered text box in the center contains the following instructions:

- 1. Leave Document Description as “None Selected”
- 2. Type tags to match the document you upload (ID or Social Security Card)
- 3. Click Attach a Document
- 4. Click “save” at the bottom

Red arrows point from these instructions to specific parts of the form:

- Arrow 1 points to the 'Document Description' dropdown menu, which is currently set to 'None Selected'.
- Arrow 2 points to the 'Document Tags' input field, which contains the text 'ID'.
- Arrow 3 points to the 'Attach Document' section, which includes a 'Select File' button.
- Arrow 4 points to the 'Save' button at the bottom of the form.

The form also includes a 'Return to Previous Page' button and a 'Submit' button at the very bottom.