

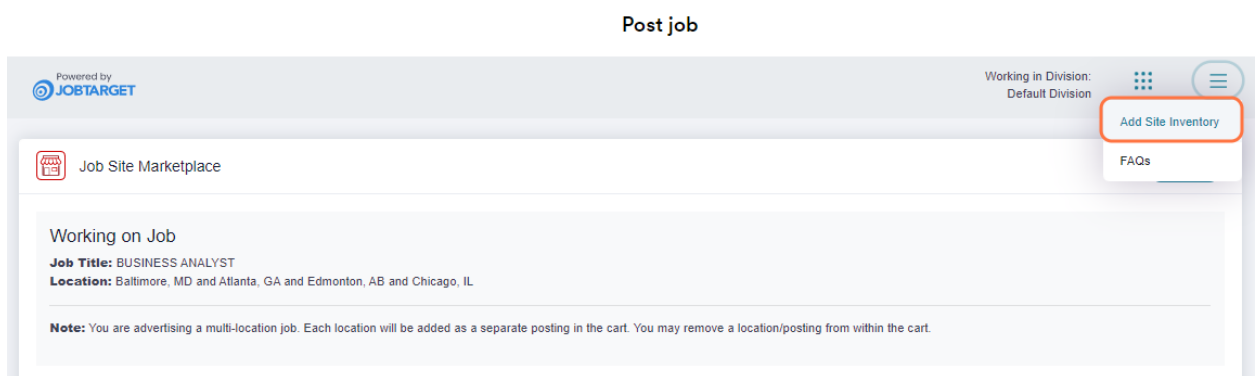
How to Add or Replenish Site Inventory-Partner Experience Guide

If you are looking to add new media, such as a login for a site or credits to a site. Please follow the below steps.

1. Click on the menu in the top right corner



2. Click on Add Site Inventory



3. A pop-up will appear, and you will click on ADD EXISTING SITE INVENTORY

Add / Replenish Site Inventory
×

I Already have Site Inventory

Add and use your previously purchased site inventory

ADD EXISTING SITE INVENTORY

Want Site Inventory?

JobTarget can provide ideas and help with purchase from the job sites.

GET A FREE, NO-OBLIGATION QUOTE

4. Click into the Site Name text box

Type in the site name, and a drop-down menu will have options of sites to choose from. Select the job site that you are looking for.

Don't see the job site you would like to add?: Submit a site add request to support@jobtarget.com so we can work on adding the job site to our database.

Add / Replenish Site Inventory
×

Please enter information regarding your job site login / inventory. Once submitted, a JobTarget representative will be in touch within 48 hours to assist with activating it for use. Please note that any orders submitted prior to setup completion will result in charges and are non-refundable.

Monster.Com

Account type*

☐ Credit
☐ Subscription
☐ Slots
☐ Membership

Username*

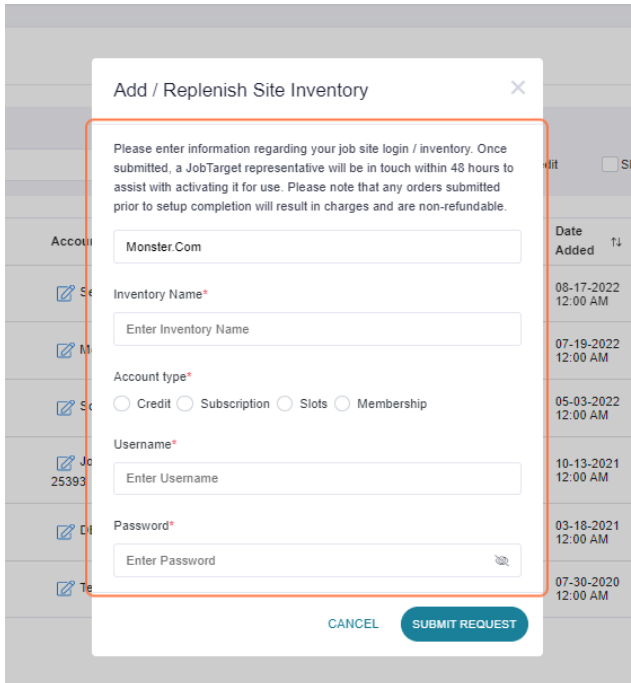
Password*

CANCEL
SUBMIT REQUEST

Date Added	Time	Expires
08-17-2022	12:00 AM	08-17-2022 11:59 PM
07-19-2022	12:00 AM	12-31-2022 11:59 PM
05-03-2022	12:00 AM	05-03-2022 11:59 PM
10-13-2021	12:00 AM	03-21-2022 11:59 PM
03-18-2021	12:00 AM	01-01-2022 12:00 AM
07-30-2020	12:00 AM	10-11-2021 12:00 AM

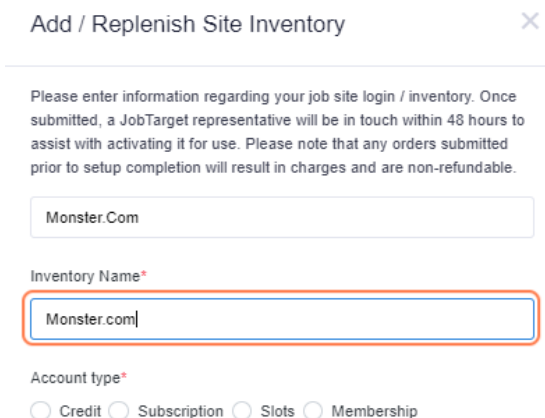
5. Click the Site name from the Dropdown to Add

After the site name is added, you can begin filling out the job site details in this section.



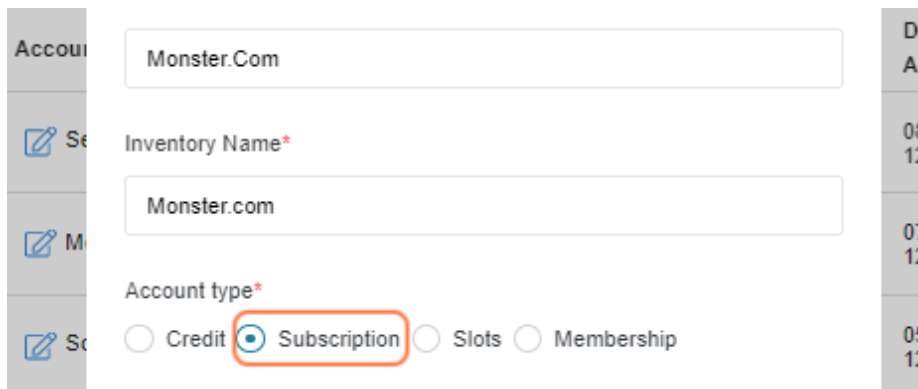
6. Add the Inventory Name

Use the site name for the inventory name and add additional information. If this inventory is for a specific division, please specify that.



7. Select the Type of Contract

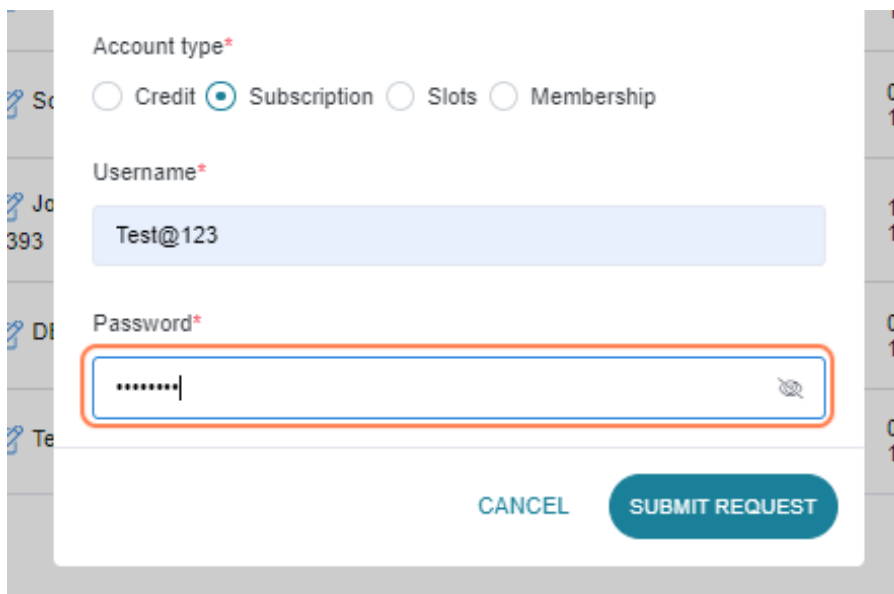
The option picked will depend on your agreement with the site.



This screenshot shows a form with the following fields and options:

- Account**: A text input field containing "Monster.Com".
- Inventory Name***: A text input field containing "Monster.com".
- Account type***: A group of radio buttons with the following options:
 - ☐ Credit
 - ☒ Subscription (highlighted with a red box)
 - ☐ Slots
 - ☐ Membership

8. Enter the Username and Password

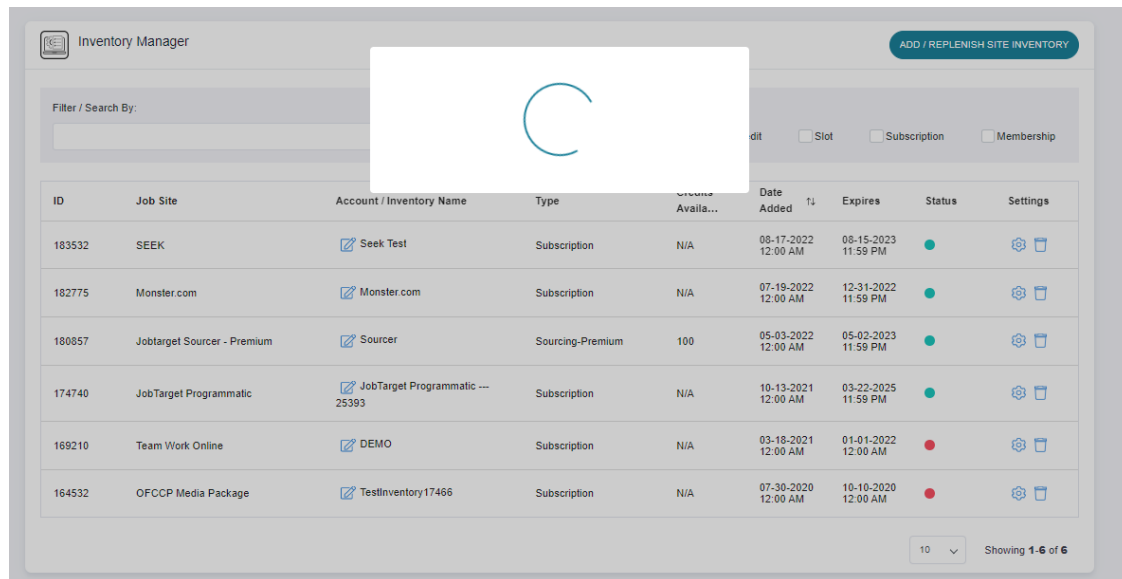


This screenshot shows a form with the following fields and options:

- Account type***: A group of radio buttons with the following options:
 - ☐ Credit
 - ☒ Subscription
 - ☐ Slots
 - ☐ Membership
- Username***: A text input field containing "Test@123".
- Password***: A text input field containing "....." (masked password), highlighted with a red box. It includes a toggle icon for visibility.
- Buttons**: "CANCEL" and "SUBMIT REQUEST".

9. Click on Submit Request

The request will be submitted to the JobTarget Support Team. A Client Service Representative will reach out to verify you are ready to begin posting or gather additional details.



10. Access contracts under Contracts/Inventory Sites in the Marketplace

Once the Client Support Representative has reached out and confirmed your inventory is ready to use, you will be able to find it in the section pictured below. You can add it to your cart just like any other job site you'd like to post to.

