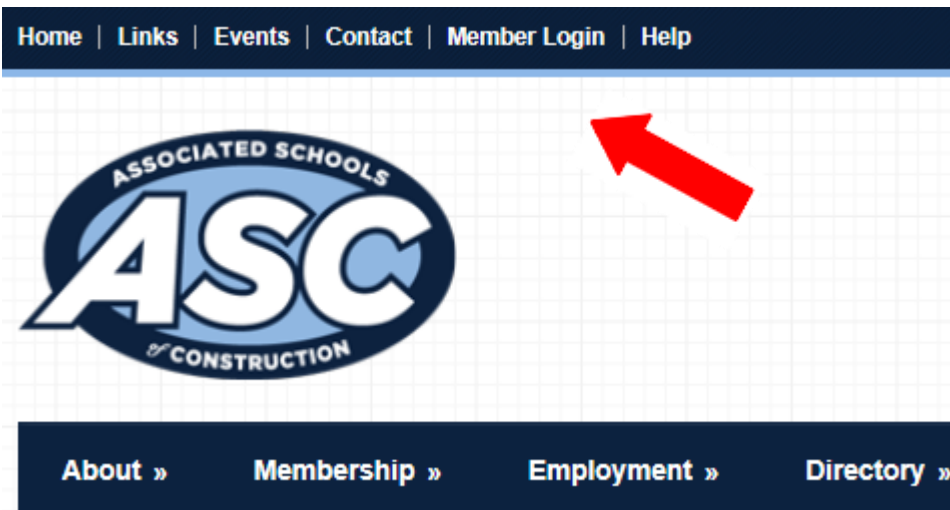## Instructions on how to post a Job Advertisement
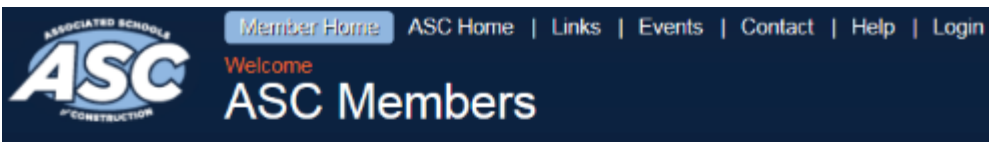
Step 1:

Click **Member Login** (This requires an account issued by ASC)

Step 2:
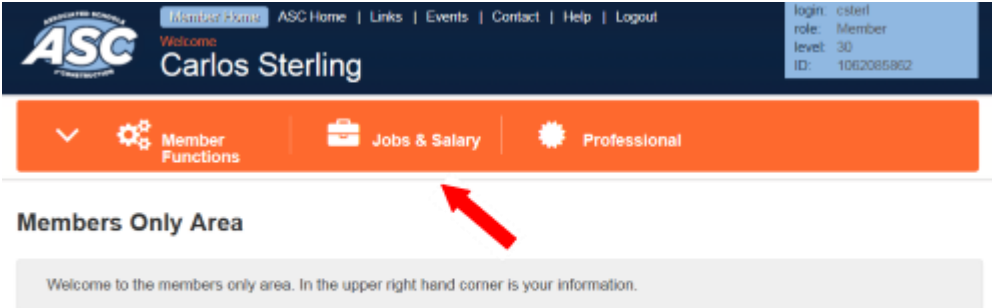Enter Login Information (Contact Admin if no login info)

Step 3:
Select **Jobs& Salary** from Menu

Step 4:
Select **Post a Job** from Drop Menu

Step 5:

Enter Credit Card Information.

Paste Job Description in text box and edit as necessary.

Hit send. This goes directly out to all of our members at once.

Then it is posted on our main website under Employment → View Jobs