



actupool

Instructions for creating a company profile and publishing job advertisements

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1. Register a company



To register a company, click on the **Register** button and fill in all parts of the form.

You will then receive a confirmation email to confirm the creation of your company profile. Only after this activation will you be able to log in with your data on actupool.



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The screenshot shows the 'Edit Company base profile' form in the actupool dashboard. The form has a green header with the actupool logo and the word 'Dashboard'. The form fields are:

- Company name *: Musterunternehmen
- Salutation *: Ms.
- Firstname *: Monika
- Lastname *: Mustermann

Once you have logged in, you will see your company base profil, which you can amend again if necessary.

To access your company base profil, you can also click on the drop-down menu next to your company name.

2. Edit company profile

The screenshot shows the 'Discover Companies' section in the actupool dashboard. It features a search bar with 'What?' and 'Where?' labels, a 'Radius' dropdown set to '100 km', and a 'Find Companies' button. Below the search bar, there are two columns: 'INDUSTRY FIELDS' and 'OCCUPATIONAL FIELDS'. The 'INDUSTRY FIELDS' column lists: Primary Insurance (11), Consulting company (8), Reinsurance (6), Public Insurance (3), and Association (2). The 'OCCUPATIONAL FIELDS' column lists: Life Insurance (9), IT (8), Accounting (7), Consulting company (7), and Accounting (8). The main content area displays '63 Companies' and lists three companies: AMC (Actuarial Media Center, Köln), Allianz Deutschland AG (München, Primary Insurance), and Allianz Private Krankenversicherungs-AG (München).

Since you have registered as a job-seeker or as a recruiter/company, your company will automatically be displayed in the „Discover Companies“ section.

Therefore, your next step is to **complete your company profile**.

The screenshot shows the actupool dashboard with the user 'Musterunternehmen' logged in. The top navigation bar includes links for 'Dashboard', 'Products', 'Jobs', and 'News'. A dropdown menu is open, showing options: 'Company profile', 'Stammdaten', 'Billing', 'My Account', and 'Logout'. The main content area displays 'Musterunternehmen'.

Select „Company profile“ from the top drop-down menu or go to „Manage Company Profile“ from your Dashboard.



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You can edit your company profile by clicking on the individual sections. Among other things, pictures and videos can be posted here, contact persons can be named or benefits of the company can be selected.

Please note: please upload your logo, as it will be displayed next to the list view of your job ads.

3. Purchase job ads

Please purchase your job ads using the **Products** button and select one of the three products.

For agencies: please select from the drop-down menu the company for which you are posting the ad and then go to **Products**.

Basic Bundle	Professional Bundle	Premium Bundle
Price: €490 (ex-VAT)	Price: €690 (ex-VAT)	Price: €1.290 (ex-VAT)
<ul style="list-style-type: none">Duration: 12 weeksCompany profilePersonal account manager at actupoolPublication on our partner website actview.comPosting on Twitter	<ul style="list-style-type: none">Duration: 12 weeksCompany profilePersonal account manager at actupoolPublication on our partner website actview.comPosting on TwitterRefresh after 6 weeksHighlighted as a Top Job on the website for 48h	<ul style="list-style-type: none">Duration: 12 weeksCompany profilePersonal account manager at actupoolPublication on our partner website actview.comPosting on TwitterRefresh after 6 weeksHighlighted as Top-Job on the website for 48hHighlighted as a Premium Job in the search listHighlighted as a Top Company on the website for 48h1/2 page print ad in the DAV's magazine "Der Aktuar"
Book now	Book now	Book now



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Checkout

Product	Price	Quantity	Total
Professional Bundle	690,00 €	1.00	690,00 €
Subtotal			690,00 €
Zzgl. 19% MwSt.			131,10 €
Order total			821,10 €

After selecting the desired product, you will start the purchasing process, i.e., you will first purchase the package.

Enter your billing address.

VAT-ID: Please note that it is mandatory to enter your company's tax identification number in this field.

Department: If you need to specify your department in more detail, you can enter it here. For example, Actuarial Services in Department 1B.

Actupool order number: Here you can enter the ad number / order number that should appear on the invoice.

Coupon: If you wish to redeem a coupon code, please enter the code in the Coupons field. Companies that are sponsoring the DGVFM receive a coupon code to post their internship ads free of charge.

Billing information

Addresses on File

Hohenstaufenring

You may select a pre-existing address on file.

Company name *

Musterunternehmen

VAT-ID *

DE187483

Firstname *

Monika

Lastname *

Mustermann

Email

Optional. Add email address for invoicing if it differs from the one in your account.

Department

Department for this order

Actupool order number

Internal actupool order number

Country *

Germany

Address 1 *

Hohenstaufenring

Postal code *

50825



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Review order

Review your order before continuing.

Product	Price	Quantity	Total
Professional Bundle	690,00 €	1.00	690,00 €
Subtotal			690,00 €
Zzgl. 19% MwSt.			131,10 €
Order total			821,10 €

Billing Information

Company name: Musterunternehmen
Firstname: Monika
Lastname: Mustermann
Address: Hohenstaufenring
50825 Köln
Germany
VAT-ID: DE187483

Job manager

Add Job

Please note: To benefit from our bundled prices, please book via the [Products](#) page. If you have already purchased credits that you would like to use, you can submit your ad by clicking the "Place job offers" button above.

Job credits balance

Name	Credits
Job	1
Professional/Premium-Bundle: Top-Job	1
Professional/Premium Bundle: Refresh	1

You will then receive an overview of your order with all the details with the option to check them before you purchase credits.

In your account you will see the credits you have purchased.

For your information

Our booking system uses a credits system. The different functionalities that can be purchased when placing an ad are divided into credits. In total there are four different credits (Job, Refresh, Top-Job, Highest Visibility). For example, when you purchase a Professional Bundle, you receive one credit each for Job and for the upgrades Refresh and Top Job. You redeem your credits when you post your ad (see point 4.).



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4. Post job ad

Job manager

Add job

Please note: To benefit from our bundled prices, please book via the [Products](#) page. If you have already purchased credits that you would like to use, you can submit your ad by clicking the "Place job offers" button above.

In the above step, the job ad credits have been purchased. In the next step, the ad can be uploaded to actupool.com.

Select the button **Add job** ad to place the ad online directly.

4a. Select job ad format

Add job

Please choose a job type from below. You can choose from 3 job types as described in the boxes.

<p>Job per Template</p> <p>Jobs per Template allow to insert and format the job description directly on the job publishing page via a text editor.</p> <p>Continue</p>	<p>Job per Link</p> <p>Upload your job using a link to your website. This link will be embedded on the job page.</p> <p>Continue</p>	<p>Job per PDF</p> <p>Upload your job using a PDF file. This PDF will be displayed directly on the job page.</p> <p>Continue</p>
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A window will open offering you a choice of input options:

- **Template**: enter all the information as text and upload your logo.- Job per Link:

- **Link**: Link to the company's website where the ad is already posted

- **Pdf**: Upload the job ad as a pdf

You will be guided through the upload process after selecting your preferred input option. After completing the form you can review your data.



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4b. Select upgrades

Our 3 packages include different upgrades:

- | | |
|------------------------|--|
| 1. Basic Bundle: | No upgrades |
| 2. Professional Bundle | Upgrade Refresh
Upgrade Top Job |
| 3. Premium Bundle: | Upgrade Refresh
Upgrade Top Job
Upgrade Highest Visibility |

1. If you have purchased the Basic Bundle, please **do not select any upgrades**
2. If you have purchased the Professional Bundle, please select the **Refresh** and **Top Job upgrades**
3. If you have purchased the Premium Bundle, please select the **Refresh, Top Job and Highest Visibility upgrades**

Your Credits Balance	
Name	Credits
Job	1
Professional/Premium Bundle: Refresh	1
Professional/Premium Bundle: Top-Job	1

Select upgrades to make your ad easier to find. Upgrades are additional services with costs.

Upgrades	
<input type="checkbox"/> Professional/Premium Bundle: Refresh	Your job is updated every 6 weeks and therefore pushed to the top of the job search result page.
<input type="checkbox"/> Professional/Premium Bundle: Top-Job	Your job is promoted on the frontpage.
<input type="checkbox"/> Premium Bundle: Highest Visibility	Your job is highlighted in the job search and promoted on the frontpage.

If you need help with the ordering or setup process or have any questions about actupool, please feel free to contact us by e-mail at contact@actupool.com.