

# Instructions for creating a company profile and publishing job advertisements

#### Contents

- 1. Register as a company
- 2. Edit company profile
- 3. Purchase job ads
- 4. Post job ads

Address 1\*

- a) Select job ad format
- b) Select upgrades

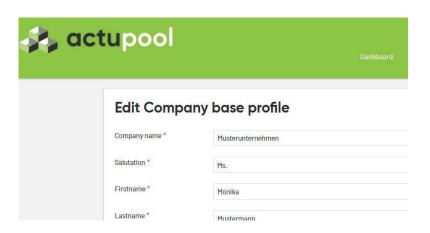
# 1. Register a company



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.

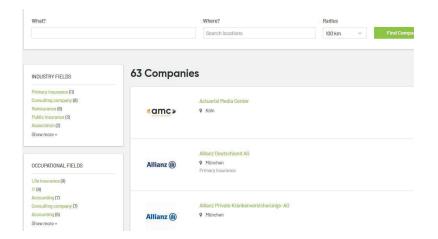




Once you have logged in, you will see your company base profil, which you can amend again if necessary.

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

## 2. Edit company profile



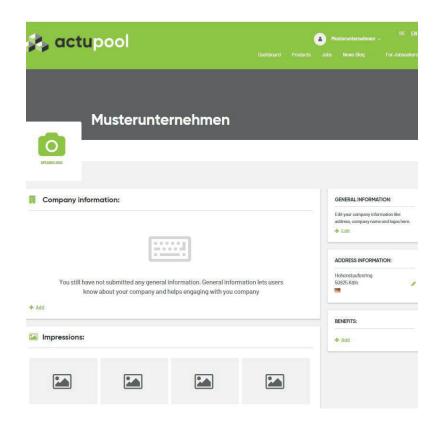
Since you have registered as a jobseeker or as a recruiter/company, your company will automatically be displayed in the "Discover Companies" section.

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



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

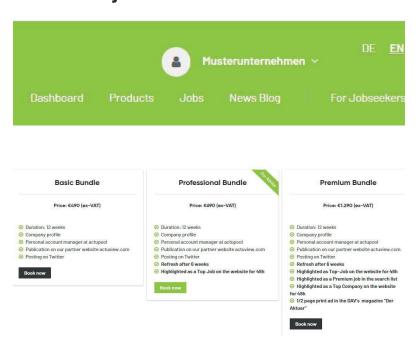




You can edit your company profile by clicking on the individual sections. Among other things, pictures and videos can be posted here, contact persons can be named or benefits of the company can be selected.

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.



#### Checkout



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

Addresses on File		
Addresses of the	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 involcing if it differs from the one in your account.	
Department		
	Department for this order	
Actupool oder number		
	Internal actupool order number	
Country *	Germany	~
Address 1*	Hohenstaufenring	
Postal code *	50825	

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.



#### **Review order**

Company name:

Firstname:

Product Price Quantity Total

Professional Bundle 690,00 € 1.00 690,00 €

Subtotal 690,00 €

Zzgl. 19% MwSt. 131,10 €

Order total 821,10 €

Musterunternehmen

Monika Mustermann Hohenstaufe 50825 Köln You will then receive an overview of your order with all the details with the option to check them before you purchase credits.

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

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

## For your information

Professional/Premium-Bundle: Top-Job Professional/Premium Bundle: Refresh

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.).



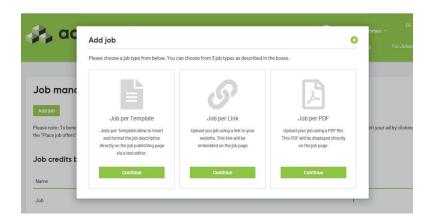
## 4. Post job ad



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



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.



### 4b. Select upgrades

Our 3 packages include different upgrades:

1. Basic Bundle: No upgrades

2. Professional Bundle Upgrade Refresh

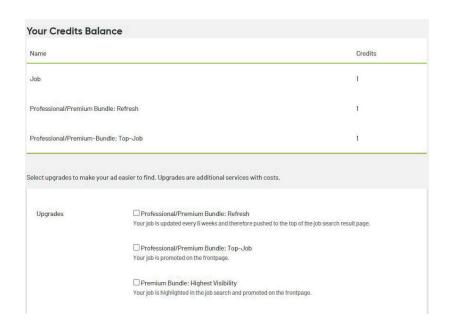
Upgrade Top Job

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**



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.