

# How to post a job on the APB Job Board

## Step 1: Sign in

If you are not a member of the APB and do not already have an account in our system, you will need to create an account. Click on “Create a new account”.

**Members must sign in to get the member’s rate.**

## Step 2: Select Product

### Welcome to the APB Job Board

Post your job vacancy to the popular and affordable APB Job Board! This service is available for only

[\\$25 \(+GST\) for APB members](#), or

[\\$50 \(+GST\) for non-APB members](#).

## Step 3: Click on “View Cart”

The screenshot shows the APB Job Board website. At the top, there is a navigation menu with links: About APB, Membership, Professional Development, Advocacy, and Media and Resources. The main content area features a green notification banner that says "This item has been added to your cart. View Cart" with a red arrow pointing to the "View Cart" link. Below the banner, a job posting is displayed with a yellow "JOB POSTING" icon. The text reads: "Job posting on the APB Job Board - Membership rate (\$25.00 + GST)". Pricing information shows: "Discounted member price: 25.00", "Your price: 50.00", and "You could save: 50.0%". There is a quantity selector set to "1" and an "Update Cart" button. On the right side, there is a sidebar titled "PROFESSIONAL DEVELOPMENT" with a list of links: Annual Conference and AGM, APB Webinars and Workshops, BioSocial Sources, Advertise your Services, Employment Opportunities, and Calendar of Events.

## Step 4: Enter credit card information and click on Submit order

The screenshot shows the APB Job Board shopping cart and checkout page. The "Shopping cart" section has a sub-header "Items" and a table with the following data:

Item	Quantity	Price	Total
Job posting	1	25.00	25.00

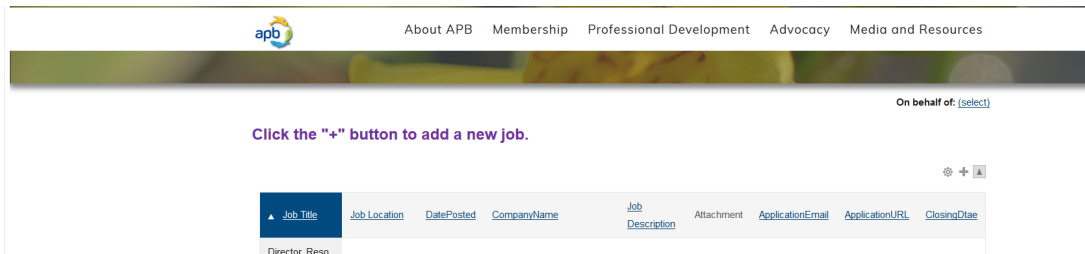
There is a "Remove" link for the item and an "Update" button at the bottom right of the cart.

Below the cart, the "Cart charges" section shows a breakdown of costs:

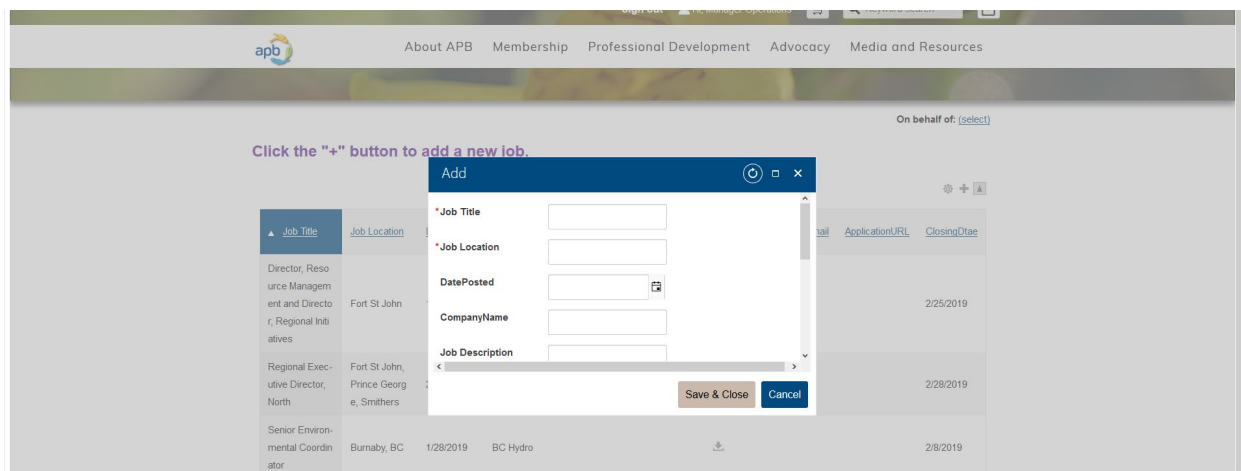
Item	Price
Item total	25.00
Shipping	0.00
Handling	0.00
Tax	1.25
<b>TRANSACTION GRAND TOTAL</b>	<b>26.25</b>

The "Payment details" section has radio buttons for "Pay Now" (selected) and "Pay Later". The "Payment amount" is 26.25. The "Payment method" is set to "Visa". There are input fields for "Card number", "Name on card" (with a placeholder "Name Name"), "Expiration date" (set to 01/2019), and "CSC". The "Card address" is set to "CANADA" with a link to "Choose another address". A "Submit Order" button is located at the bottom right of the payment details section.

#### **Step 4: Click the “+” button to add a new job**



#### **Step 5: Enter information and upload file with job description (pdf format), or provide link to job description**



**Please allow for one working day for the job posting to be approved and fully processed.**

**Thank you for using the APB Job Board.**