Posting a position for the 1st time:
1. Go to http://www.lbcjobs.com/
2. Select Employer
3. Select Login or Register

Login/Register:
1. Under Create a free Account, Select I am an employer
2. Create a new account
   a. Username
   b. E-mail address
   c. Password
   d. Identify an Affiliation with LBC
3. Select Create Account
4. Select Submit a Job (Upper right side of the screen)

Submit a Job:
1. Enter the name of the organization
2. Enter the web site of the organization
3. Enter the job title (required)
4. Choose the job type (required)
5. Choose the job category
6. Choose the job salary range
7. Enter the full address of the position
8. Hit "Find/Location" button below
9. Enter a description of the position (required)
10. Enter information regarding how to apply
11. Select Next

Submit a Job Preview:
1. Review the information
2. If ok, select Next
3. If not ok, select Go back

Submit a Job Confirm:
1. Review Information listed
2. If ok, select Confirm/Continue to Job
3. If not ok, select Go back