Creating ERA Account

Step 1:

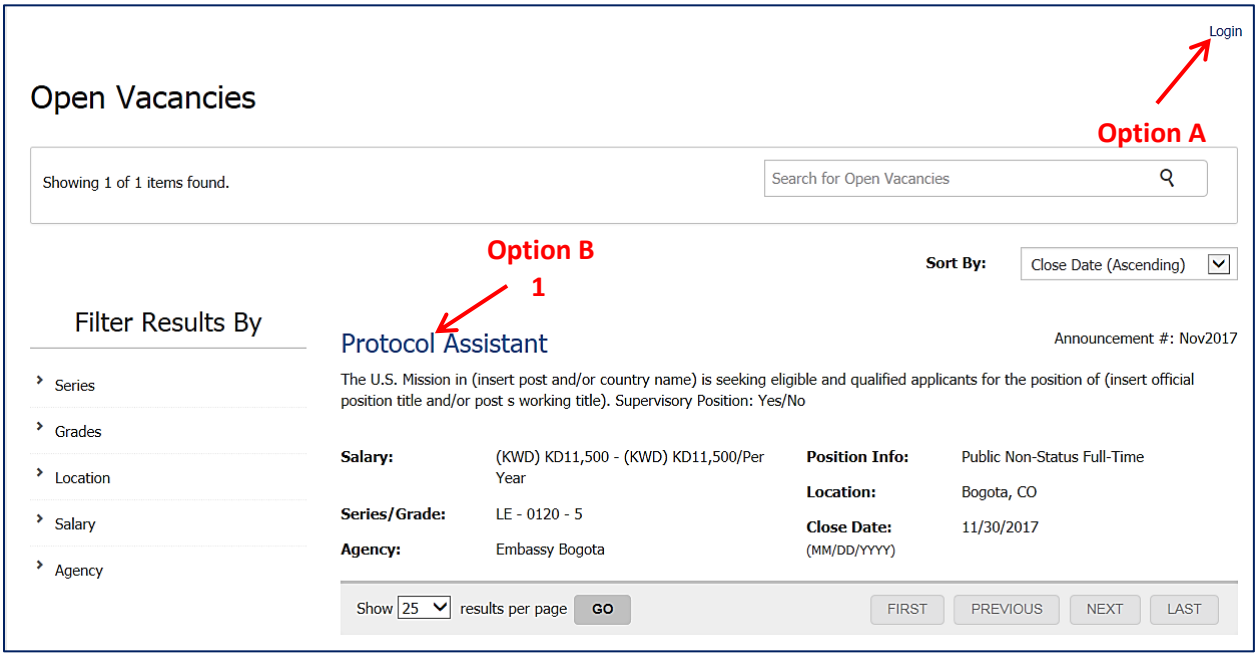
Click on your country's seeker URL and then go to the next page of this job-aid.

Step 2:

Option A: Click "Login" from the Open Vacancies page.

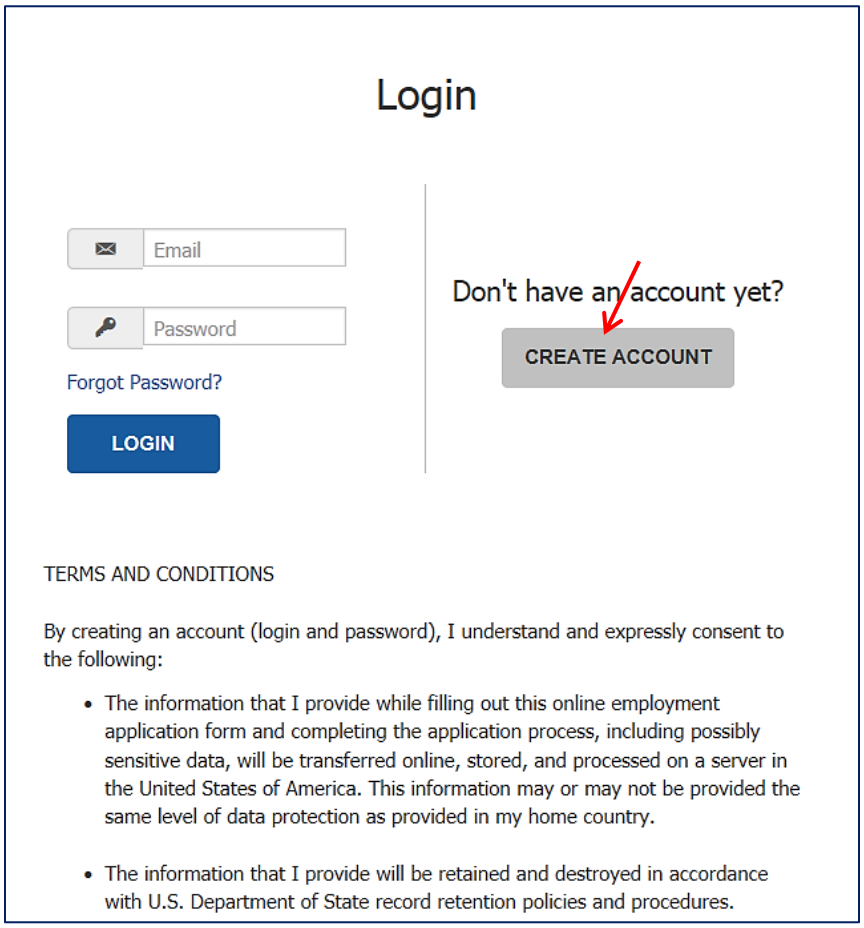
Option B:

1. Click on the hyperlinked job title for any job.
2. Click "Apply to this Vacancy" or "Email to a Friend."



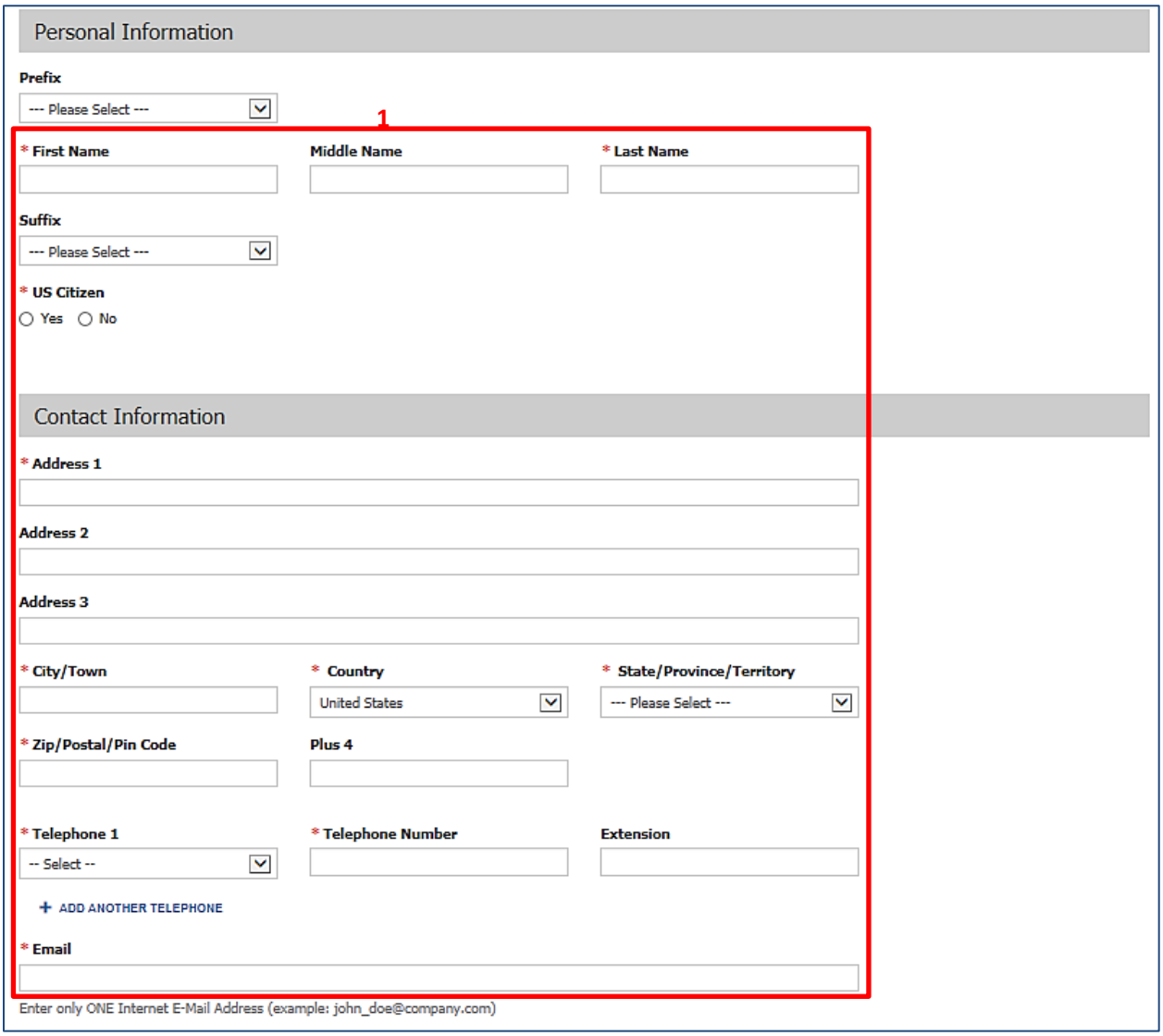
Step 3:

Click “Create an Account” from the Login pop-up window.

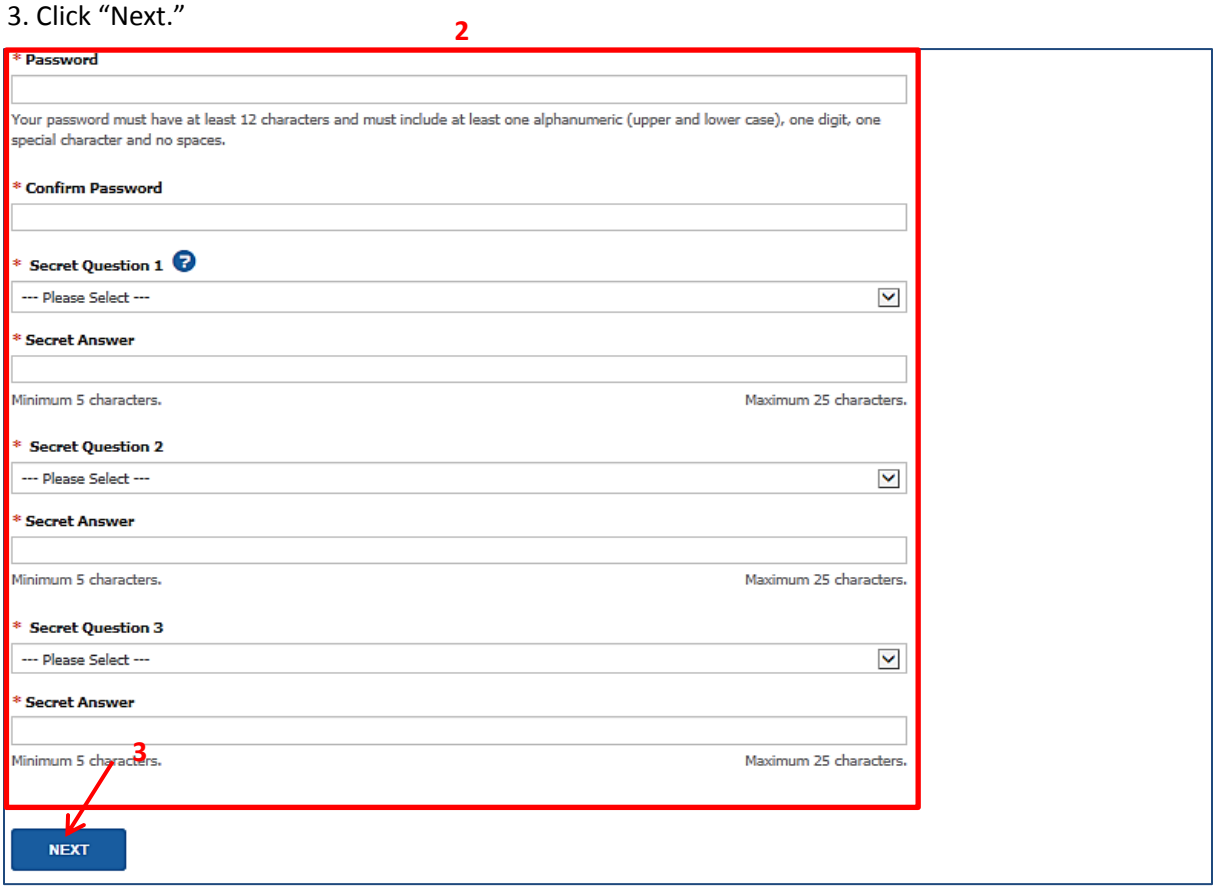


Step 4:

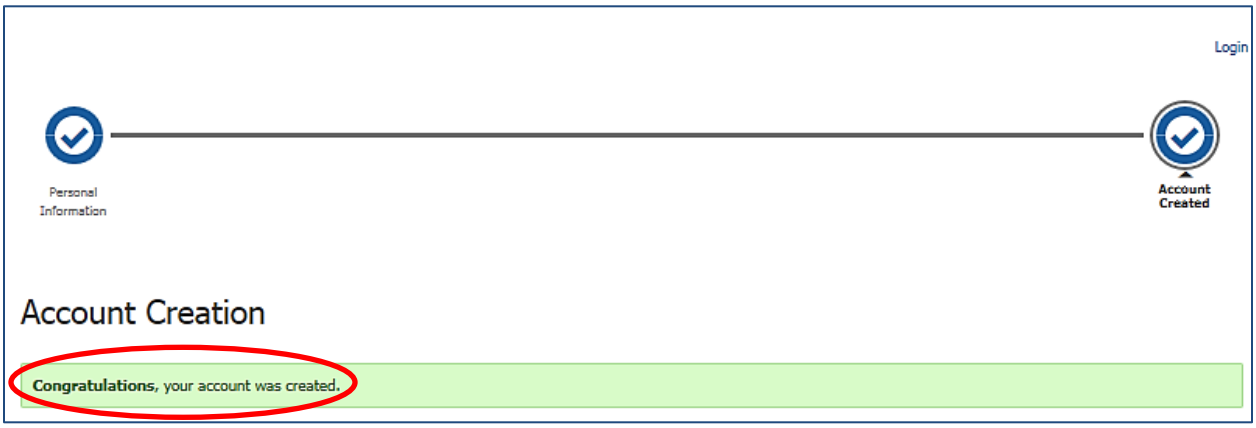
1. Fill out Personal and Contact Information including First Name, Last Name, US Citizen status, Address, City/Town, Country, State/Province/Territory, Zip/Postal/Pin Code, Telephone type, Telephone Number, and Email.
   - Use the "Next" and "Previous" buttons located at the bottom of each page to navigate.
   - Do NOT use the browser navigation buttons or refresh button, or you may lose important information.
   - All items marked with a red asterisk (*) are mandatory and require a response.
   - Note that each ERA account must have a unique email address. The system will not allow multiple applicant accounts to share an email address.



2. Enter and confirm password then select and answer three security questions.
   - Your password must have at least 12 characters and must include at least one letter (upper and lower case), one digit, one special character and no spaces.
   - Each security question selection must be unique.
   - Each security question answer must be unique.
   - Question answers must not begin and/or end with spaces.
   - Question answers are case sensitive.
3. Click "Next."



Step 5:

Receive confirmation that your account was created.

- Upon account creation you also will receive an email stating that your seeker account was created.
- **Ensure to safeguard account email, password, and security questions/answers as you will be responsible for remembering this information in order to login to your ERA account.**