**Step 1**

**Please logging to the Agency portal**



**Step 2**

**You can see all the forwarded candidate listed here**

****

**Steps 3**

All the job are listed here, click any job that you want send the candidate too or use an existing candidate.

****

**Steps4**

In this steps you can submit a new candidate or submit an existing candidate



Fill in all the required filed with the exact detail that you created in the Agency

****

Same user details as bellow



**Step 5**

**Submitting candidate as a new candidate**





**Submitting candidate as an existing candidate**

**Select the job you want add the candidate to**

**Go to action and select submit existing candidate select the name of the candidate and then upload latest resume of that candidate**





**A confirmation saying that the candidate resume have been updated and that the candidate have been forwarded to the job requisition**

****