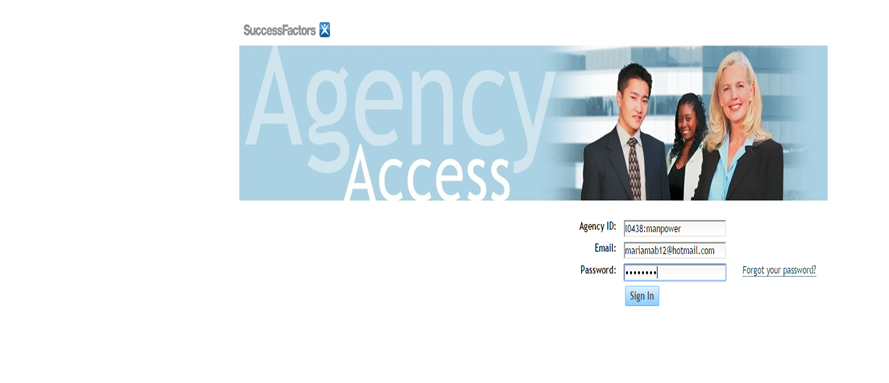
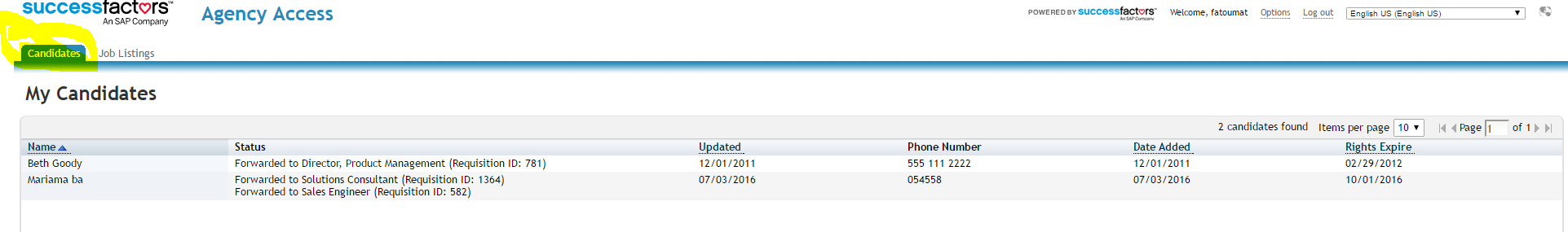
**Step 1**

**Please logging to the Agency portal**



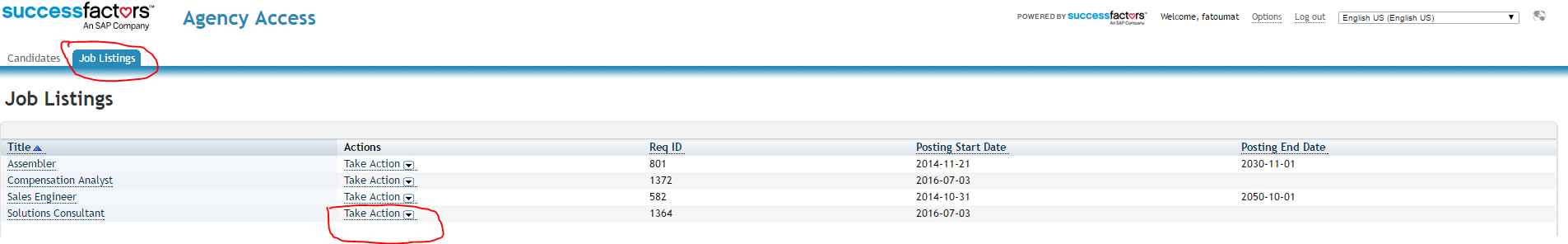
**Step 2**

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

****

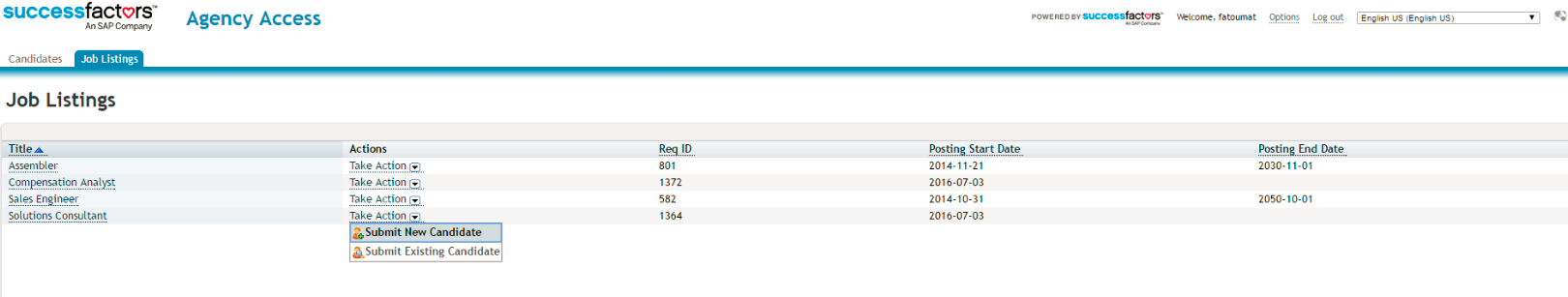
**Steps 3**

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

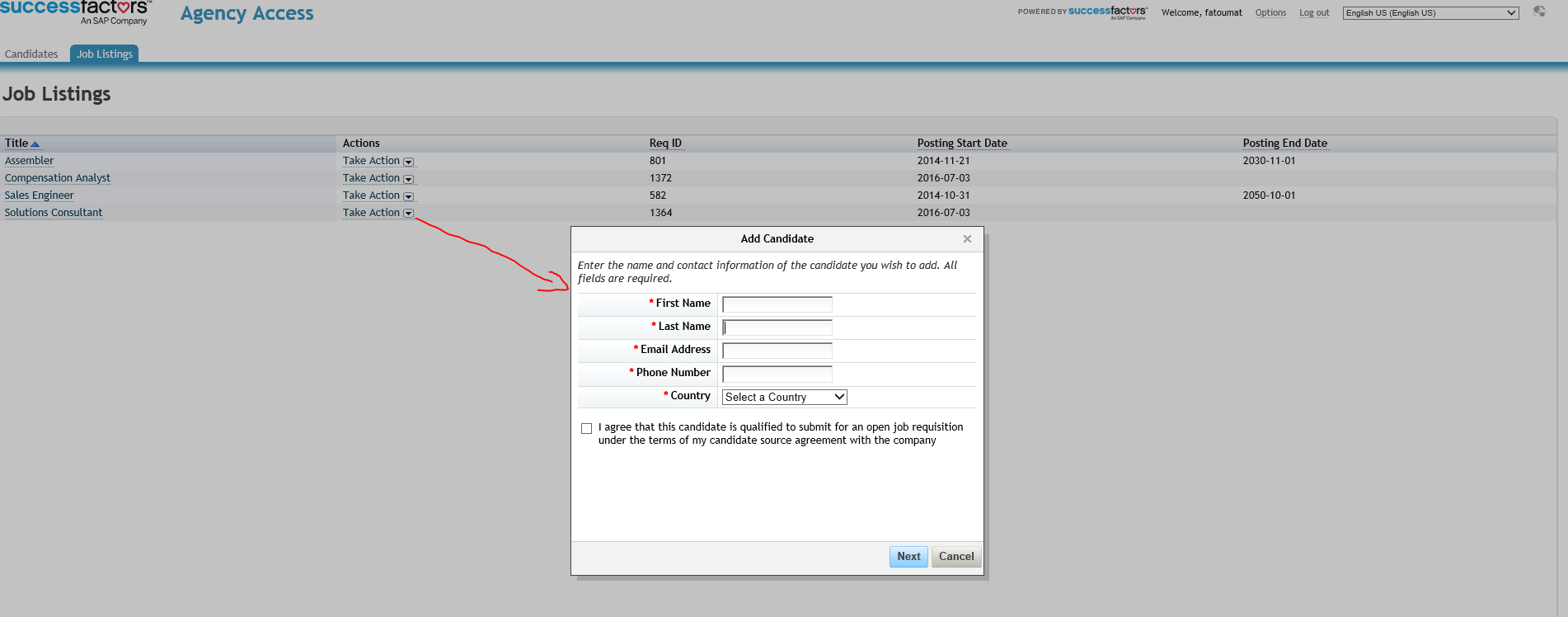
****

**Steps4**

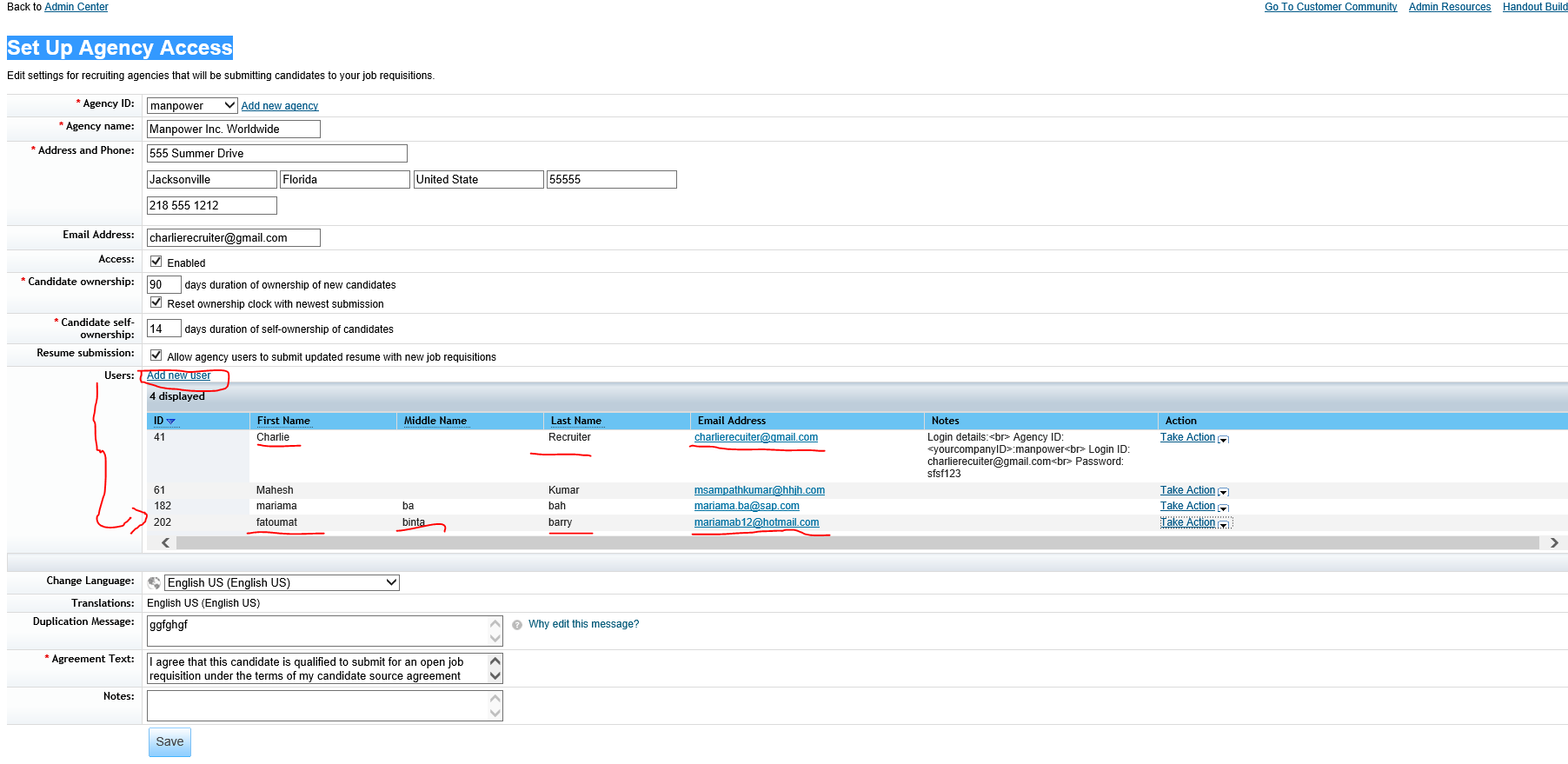
In this steps you can submit a new candidate or submit an existing candidate



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

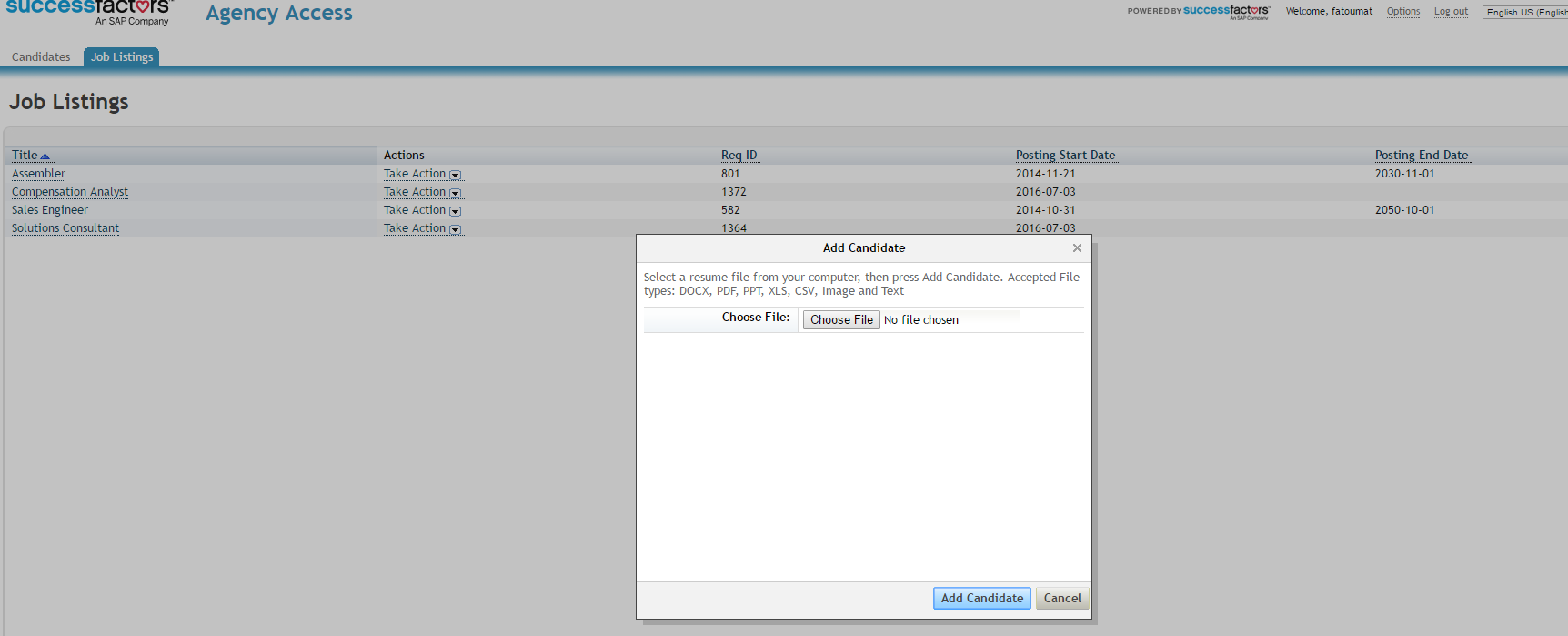
****

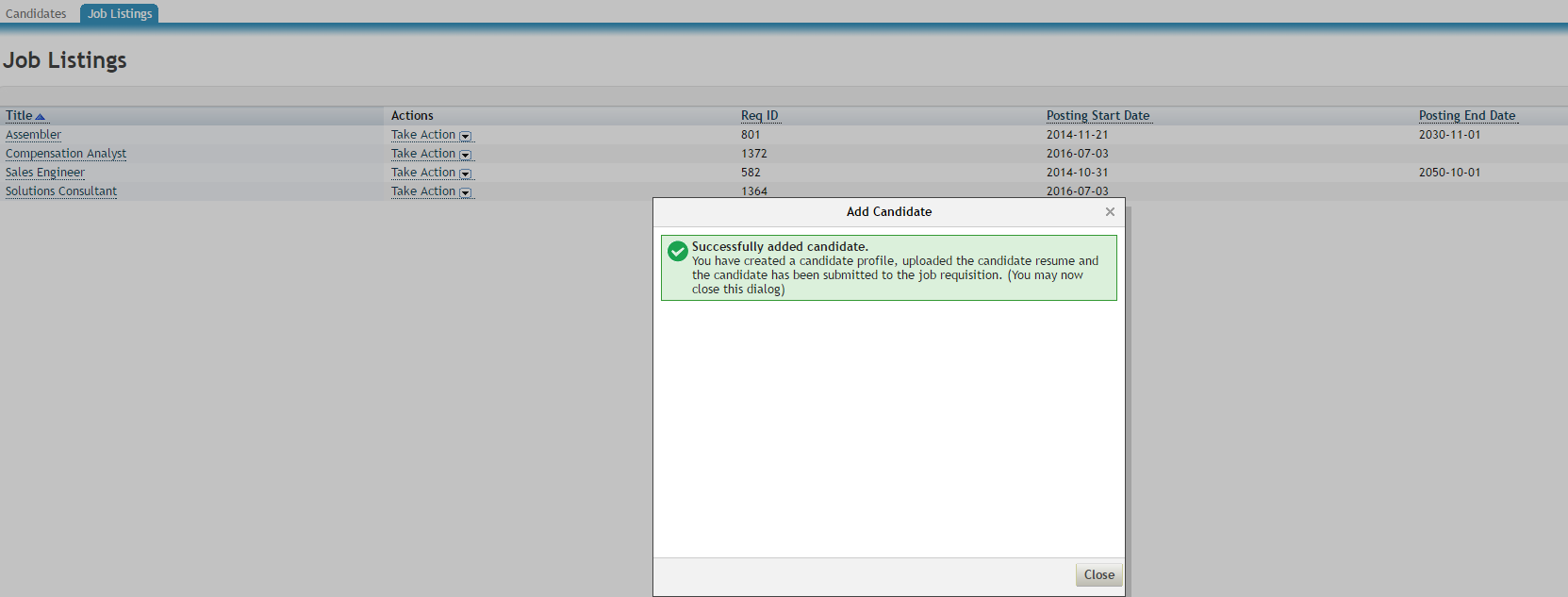
Same user details as bellow



**Step 5**

**Submitting candidate as a new candidate**

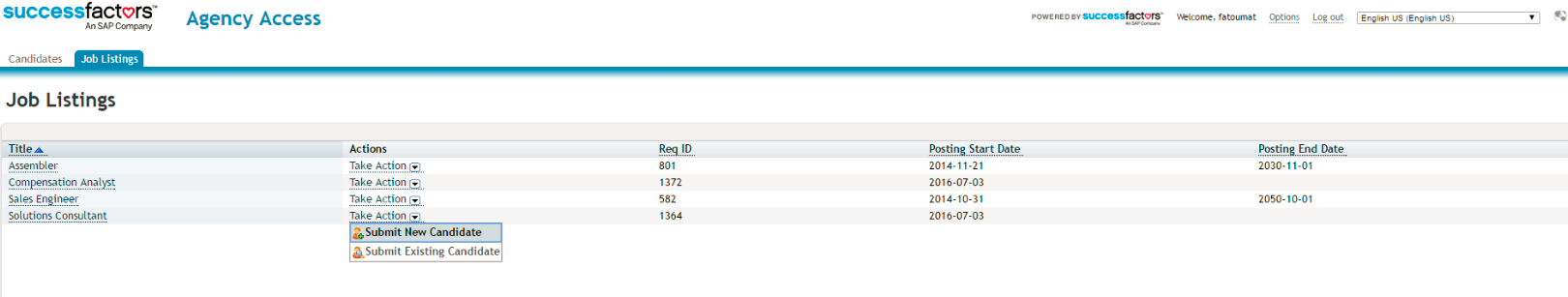


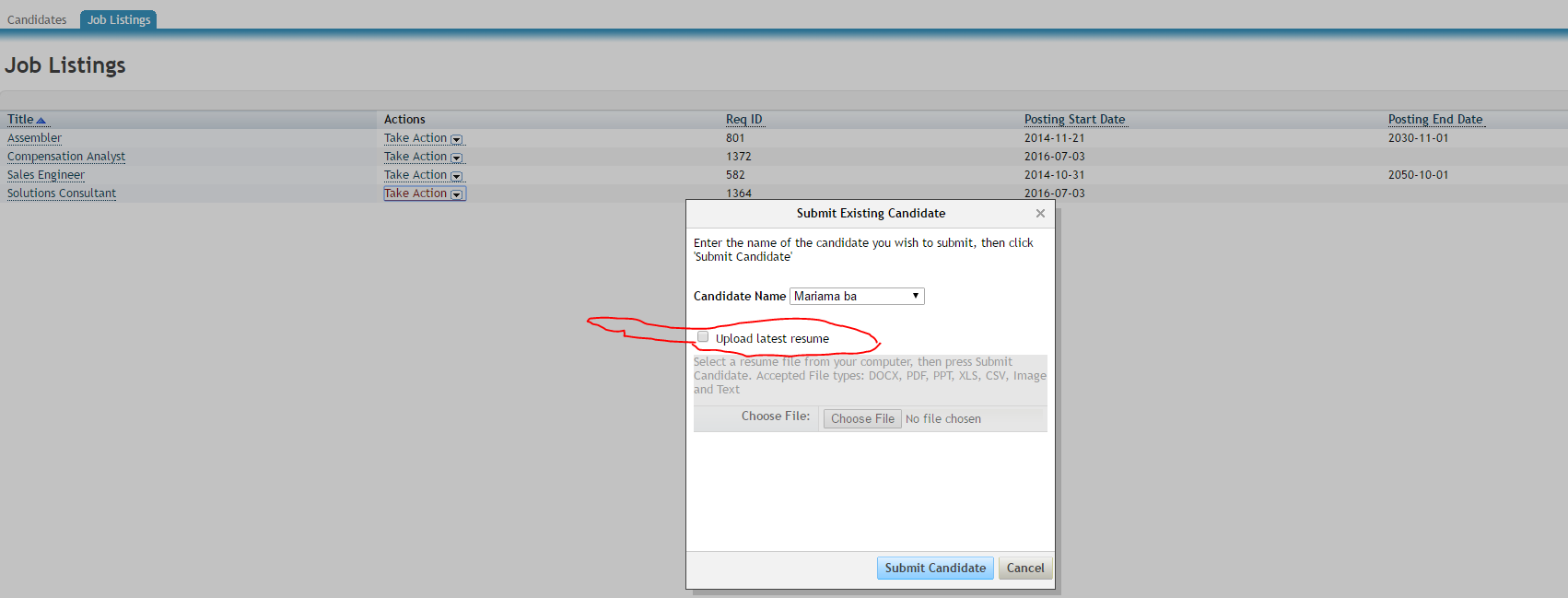


**Submitting candidate as an existing candidate**

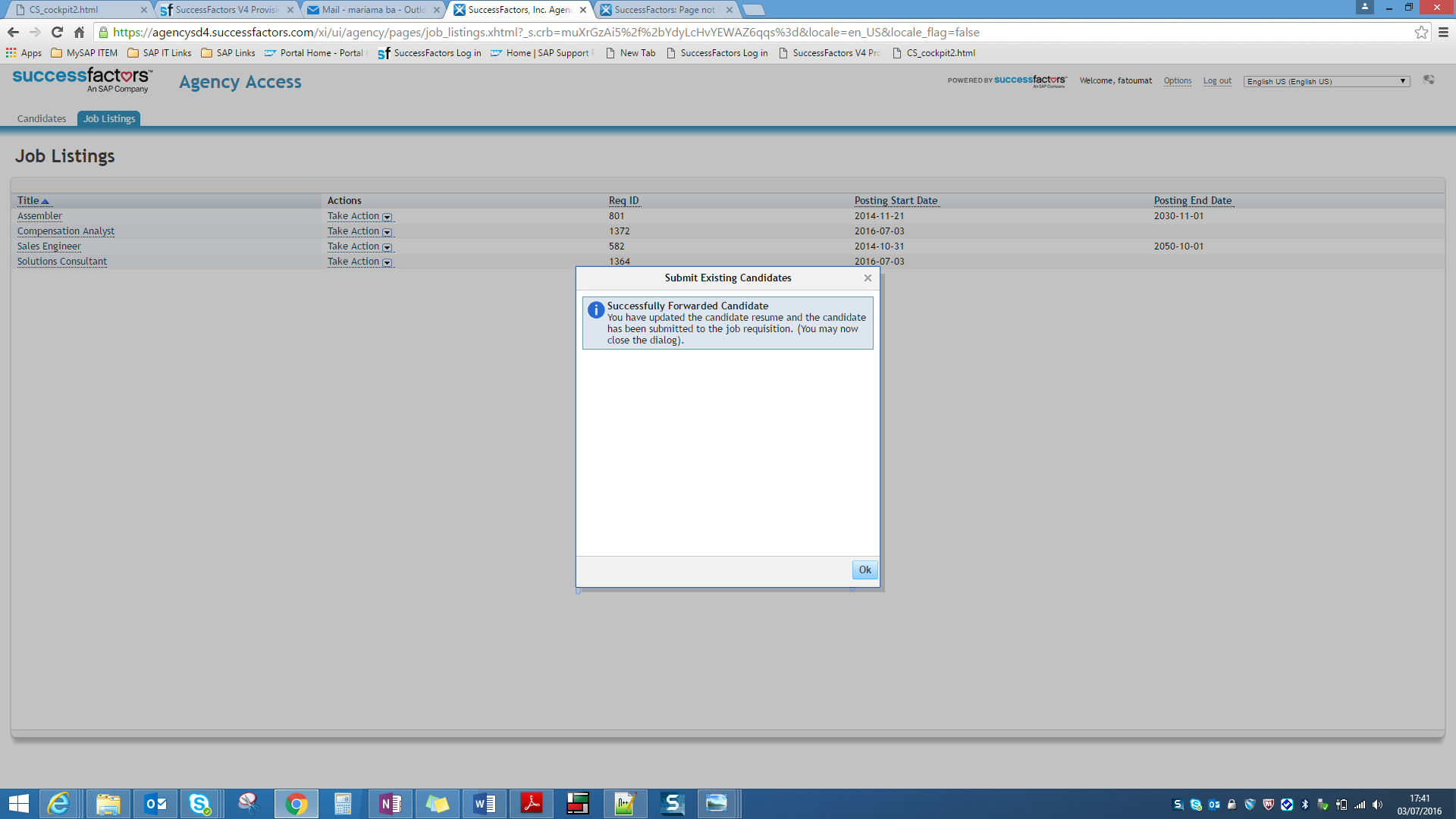
**Select the job you want add the candidate to**

**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**

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