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.

TERMS AND CONDITIONS

By creating an account (login and password), I understand and expressly consent to the following:

- The information that I provide while filling out this online employment application form and completing the application process, including possibly sensitive data, will be transferred online, stored, and processed on a server in the United States of America. This information may or may not be provided the same level of data protection as provided in my home country.

- The information that I provide will be retained and destroyed in accordance with U.S. Department of State record retention policies and procedures.
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/Prefix, 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.

![Personal Information Form]

- Prefix
- * First Name
- Middle Name
- * Last Name
- Suffix
- * US Citizen (Yes/No)

- Address 1
- Address 2
- Address 3

- * City/Town
- * Country
- * State/Province/Territory

- * Zip/Postal/Prefix
- Plus 4

- * Telephone 1
  - Type
- * Telephone Number
- Extension

- Email
  - Enter only ONE Internet Email Address (example: john.doe@company.com)
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.