# How to Submit Jobs to Diversity Officer Magazine's Job Board

We know that different job boards have different features and some are more complicated than others. That is why we want to make your experience on the DOM Diversity Job Board as smooth as possible.

Here is a list of the basic steps in submitting a job to our job board.

Step 1. **Go to the website** at http://www.diversityofficermagazine.com/diversityjobs.

It will look something like this.
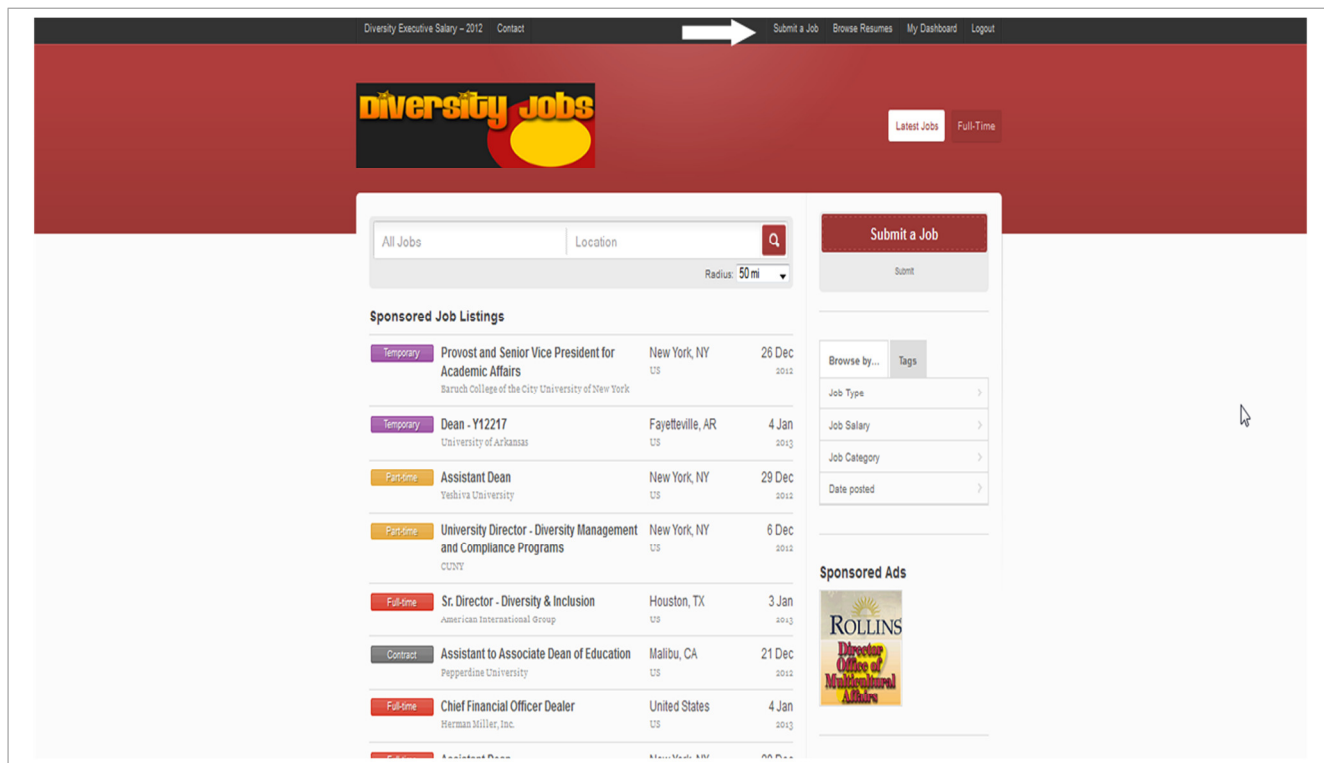
Step 2. **Submit your job**.

Notice the white arrow at the top center of the above picture. It points to the submit button for uploading your job.

Step 3. **Create a Username and Password**.

Click on the *Submit a Job* link to continue. The next page requires you to create a username and password. This gives you access to updating your job or jobs at any time and you can add new jobs whenever you need.

Fill out the form and select *Create Account*. You will likely need to confirm via email.

Step 4: Fill out the Job Information

Step 5: Check your job description and edit if necessary.

Step 6: Pay for the submission.

Click *NEXT* at the bottom of the page and after you have made all of the desired and necessary choices (e.g., you can choose to have your ad featured). That takes you to the secure payment portal. You can use a credit card or PayPal payment.

Please contact regarding purchase invoices.

This should do it. We hope it has been helpful. Please let us know.