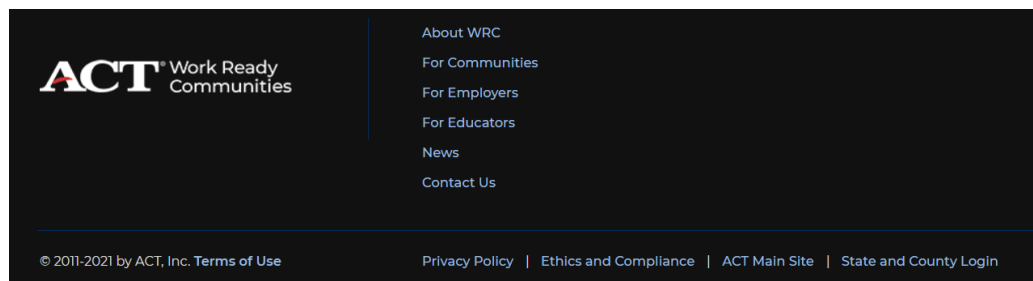# Job Profile Verification and Processing of WRC Points for Maintaining Phase

1. Log on to County Admin site at footer of WRC home page. The link is titled **State and County Login**.

2. Scroll down to **OPTIONAL GOALS** section.

3. Listed first is Job/Curriculum Profiles. Click **Read More** to expand the description.

4. The expanded listing provides basic information on Job and Curriculum Profiles. To access the form to submit a profile for WRC points, click on **Submit Job or Curriculum Profile**.

5. Complete the form fields and click the button **Submit Job or Curriculum Profile**.

ACT Work Ready Communities

Dashboard   My Account   Reports   Employers   My State Admin

Job Profile Verification

Profiled Employer Name

Profiled (Job or Curriculum) Title

Date Completed

mm/dd/yyyy

Profiler name

Submit Job or Curriculum Profile

6. A green bar above the form confirms the information was submitted successful. ACT team members will verify the data and add the point.

Job Profile Verification

Success! You can submit another Job Profile

Profiled Employer Name