



PCI SSC Community Job Board

User Guide

Version 2.0

August 2023

Document Changes

Date	Version	Description
January 2023	1.0	User guide for PCI SSC Stakeholder Preview
August 2023	2.0	User guide for public launch of the PCI SSC Community Job Board

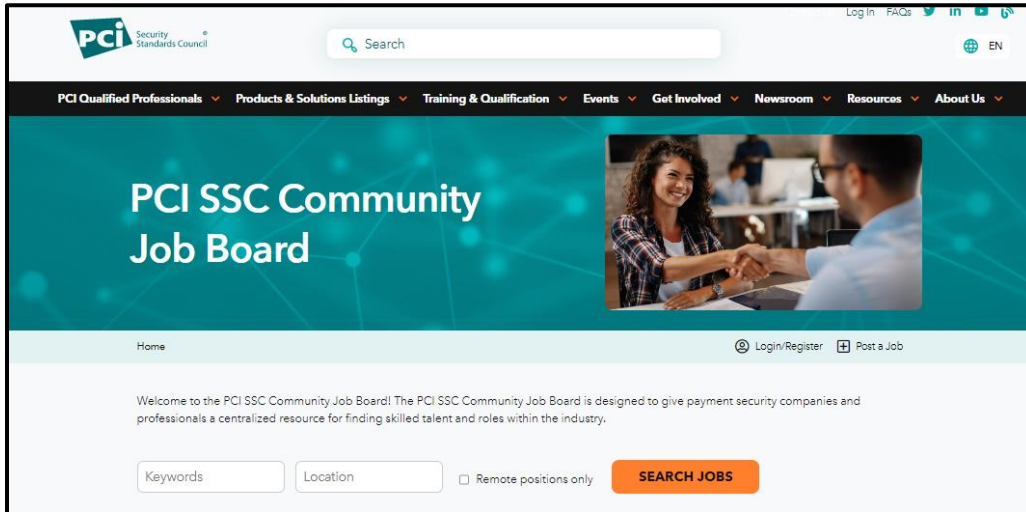
Table of Contents

1	User Guide	4
1.1	How to Register a Company Account.....	4
1.1.1	<i>User Account Role Descriptions</i>	5
1.1.2	<i>User Account Participation Level Description</i>	6
1.1.3	<i>User Account Confirmation</i>	7
1.2	How to Complete a Job Listing.....	8
1.3	How to Edit a Job Listing.....	15
1.4	How to Duplicate a Job Listing.....	17
1.5	How to Mark a filled Job Listing.....	18
1.6	How to Delete a Job Listing.....	19
1.7	How to View Orders.....	21

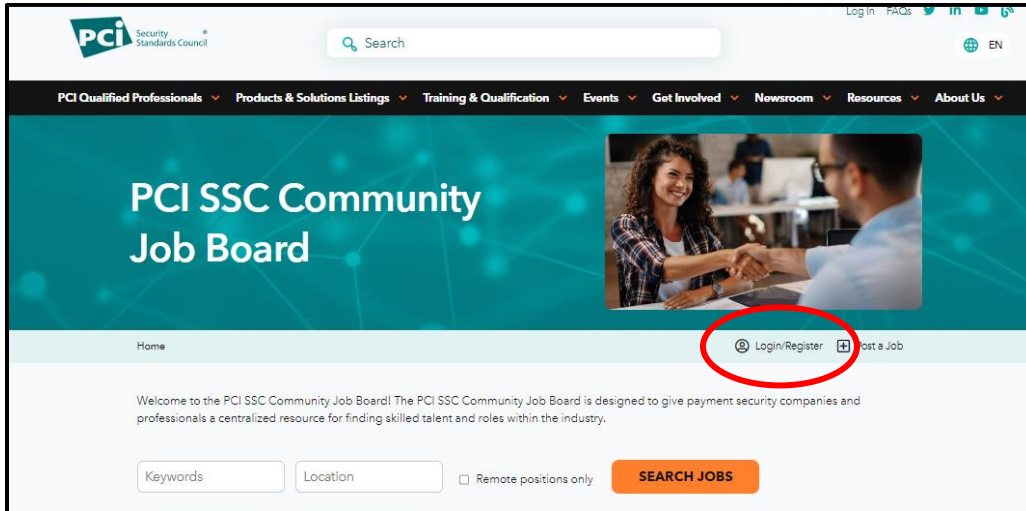
1 User Guide

1.1 How to Register a Company Account

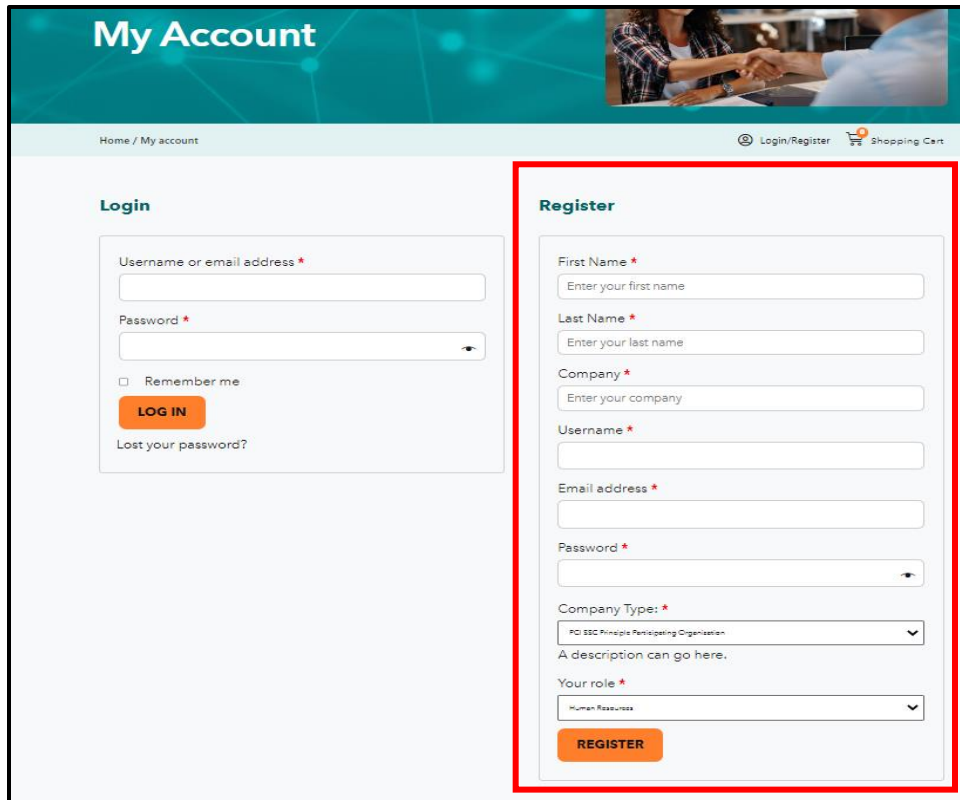
1. Navigate to the PCI SSC Community Job Board:



2. [CLICK on LOGIN/REGISTER](#) to create your Company Account to be able to post job listings.



- REGISTER** an account by entering all the necessary details.
Note – Usernames are unique per user. You will receive an error message if another user already has the same username in place and you will be required to choose a new username.

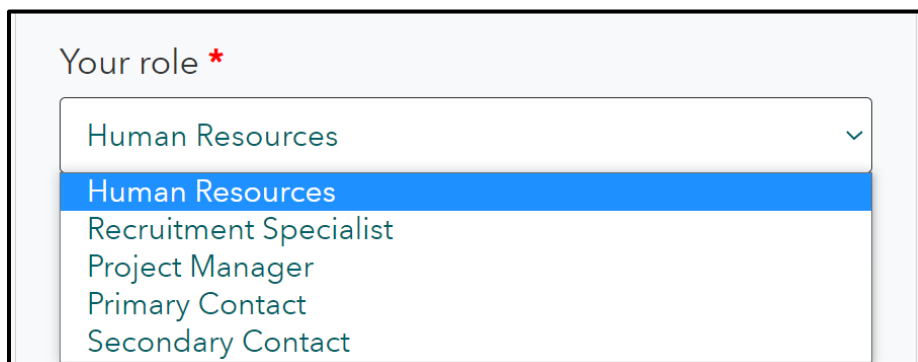


The screenshot shows the 'My Account' registration page. The 'Register' form is highlighted with a red border. It contains the following fields and options:

- First Name *
- Last Name *
- Company *
- Username *
- Email address *
- Password *
- Company Type: * (dropdown menu with 'PCI SSC Principle Participating Organization' selected)
- Your role: * (dropdown menu with 'Human Resources' selected)
- A description can go here.
- REGISTER button

1.1.1 User Account Role Descriptions

Below is a summary description of the options included in the drop-down menu of “Your role” as part of the registration account process.



The screenshot shows the 'Your role' dropdown menu. The menu is open, displaying the following options:

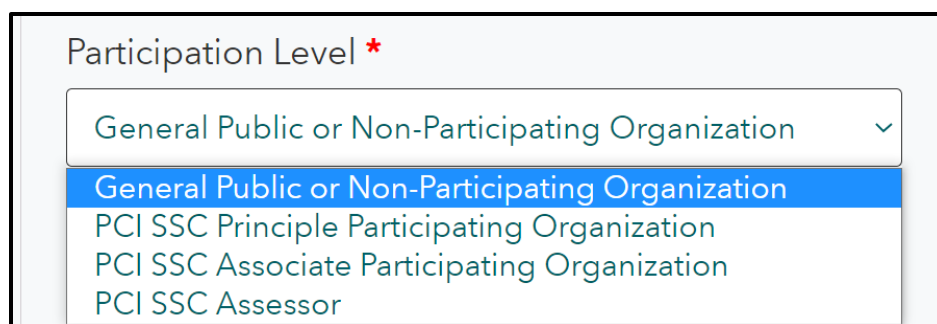
- Human Resources
- Human Resources
- Recruitment Specialist
- Project Manager
- Primary Contact
- Secondary Contact

- Human Resources:** an individual that works within the human resource department or supports the activities conducted by their respective company’s human resource department.
- Recruitment Specialist:** an individual that supports their company in filling staff vacancies and supports overall hiring and recruitment efforts.

- **Project Manager:** an individual responsible for the planning and implementation process of a project(s) at their respective company.
- **Primary Contact:** As a PCI SSC Participating Organization, serves as the primary point of contact for business needs and matters.
- **Secondary Contact:** As a PCI SSC Participating Organization, serves as the secondary point of contact for business needs and matters.

1.1.2 User Account Participation Level Description

Below is a description of each of the Participation Level options included in the drop-down menu of “Participation Level” as part of the registration account process.



- **General Public or Non – Participating Organization:** an organization that does not participate in the PCI SSC Organization as a listed Principal Participating Organization, Associate Participating Organization or Assessor.
- **PCI SSC Principal Participating Organization:** an organization that is registered and actively listed as a Principal Participating Organization with PCI SSC.
- **PCI SSC Associate Participating Organization:** an organization that is registered and actively listed as an Associate Participating Organization with PCI SSC.
- **PCI SSC Assessor:** an organization that is actively listed as an: ASV, CPSA, QPA, QSA, 3DS, P2PE, PFI, Secure Software/Secure SLC Assessor, or PCI Recognized Lab.

Please note that all registration account information is validated against the [PCI SSC Portal](#). As part of the user account approval process, a user’s participation level can be updated. If a user’s participation level is updated from their original submission, the user will be notified of the change.

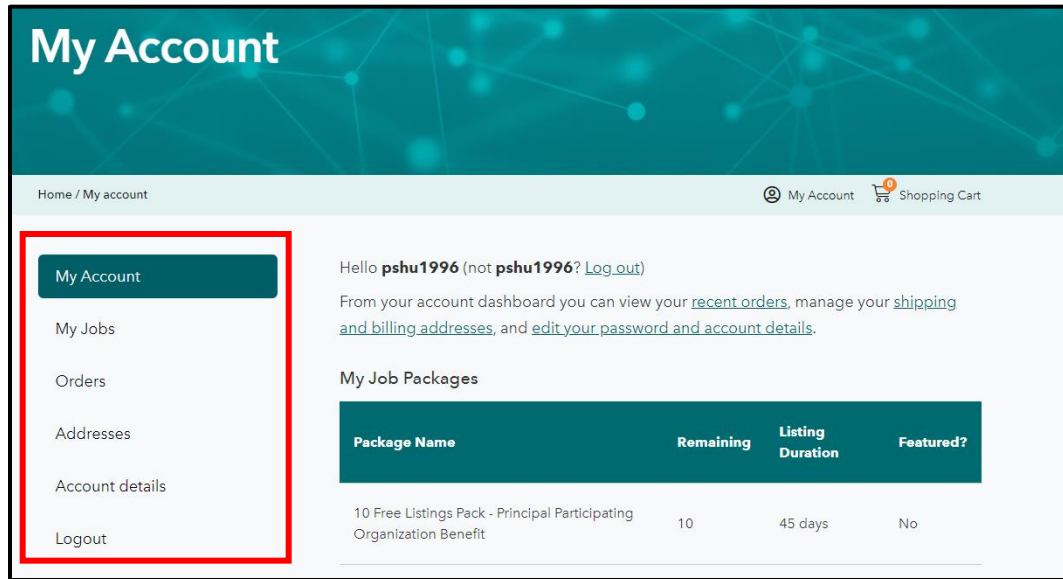
1.1.3 User Account Confirmation

At this point, your account will be submitted to the PCI SSC Community Job Board Moderator for approval to purchase and post job listings. You will receive email confirmation once your account has been approved.

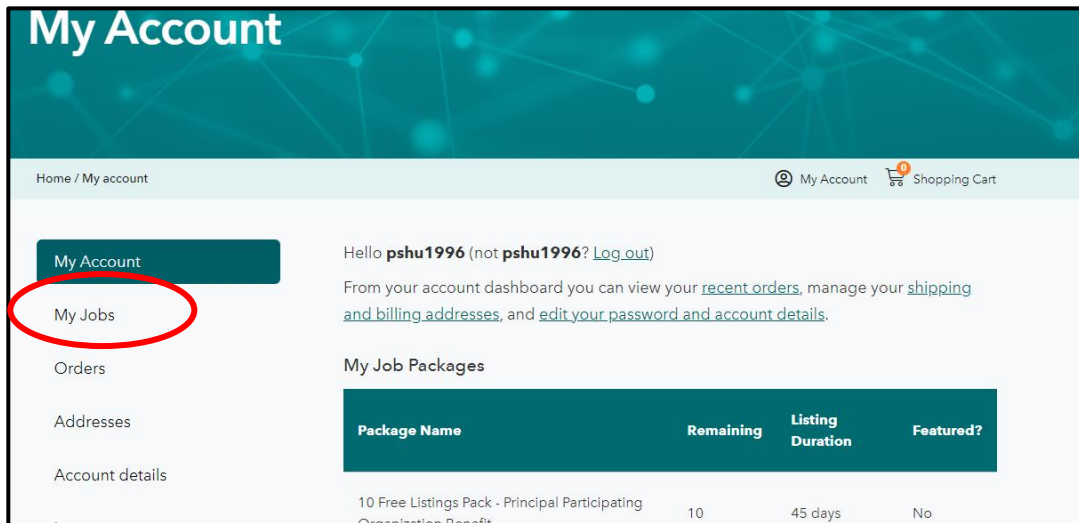
The screenshot displays the 'My Account' page with a teal header. Below the header, there is a navigation bar with 'Home / My account', 'Login/Register', and 'Shopping Cart'. A prominent orange message box states: 'Thank you for submitting details for your account. Your profile is currently under review for approval. You will receive a notification when your company profile has been approved and are able to access the PCI SSC Community Job Board.' Below this message are two form sections: 'Login' and 'Register'. The 'Login' form includes fields for 'Username or email address' and 'Password', with a 'Remember me' checkbox and a 'LOG IN' button. The 'Register' form includes fields for 'First Name', 'Last Name', and 'Company Name'.

1.2 How to Complete a Job Listing

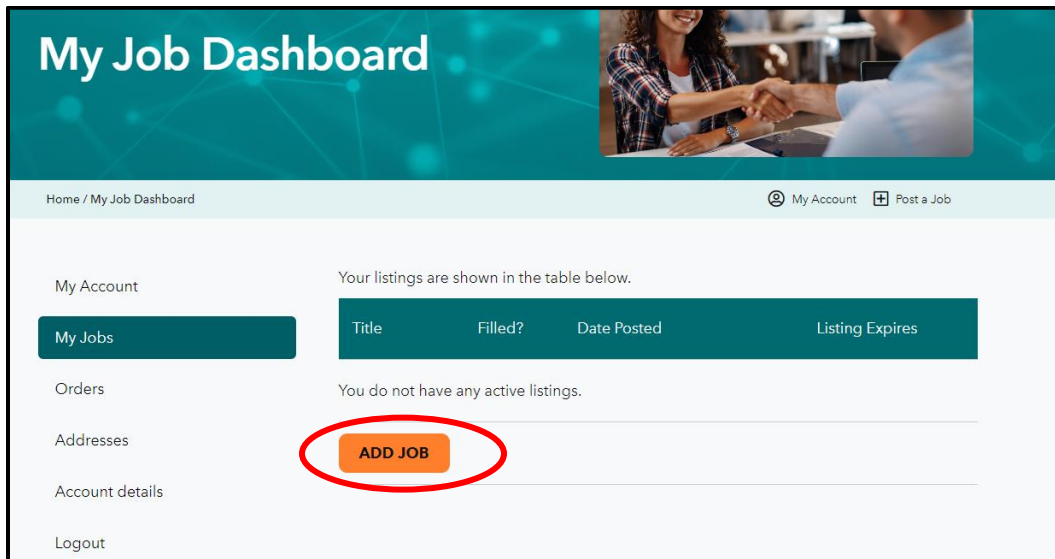
1. Once your Company Account is approved, you will be able to login to the PCI SSC Community Job Board. Once logged in, you will arrive at your [Account Dashboard](#). From here, you can view recent orders, manage billing information, and view and edit account details.



2. From the [Account Dashboard](#), **CLICK** on **MY JOBS**.

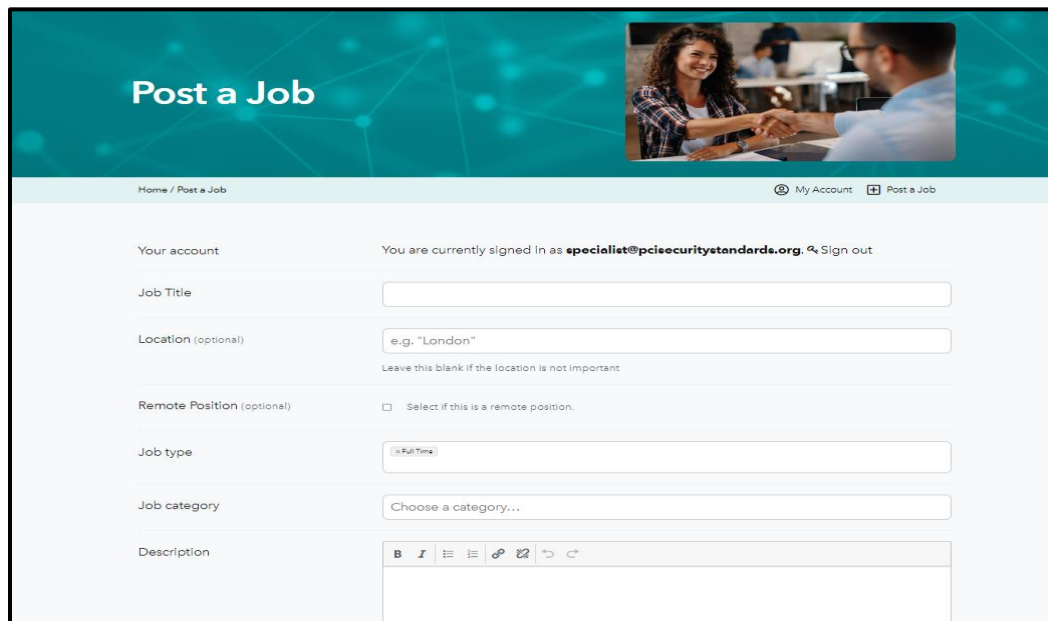


- From My Job Dashboard, to begin a job listing **CLICK** on **ADD JOB**.



- Next, you will complete the Job Listing with your job details.

**Please note that the following fields are required: Job Title, Job Type, Job Category, Description of Job, Application Email/URL, Company Name, and accepting the Terms and Conditions. The maximum dimensions of logo upload are 140x60px.*



3. If you have started a job listing but would like to return later to complete the posting, you can [CLICK SAVE DRAFT](#) and your job posting will be saved to your account.

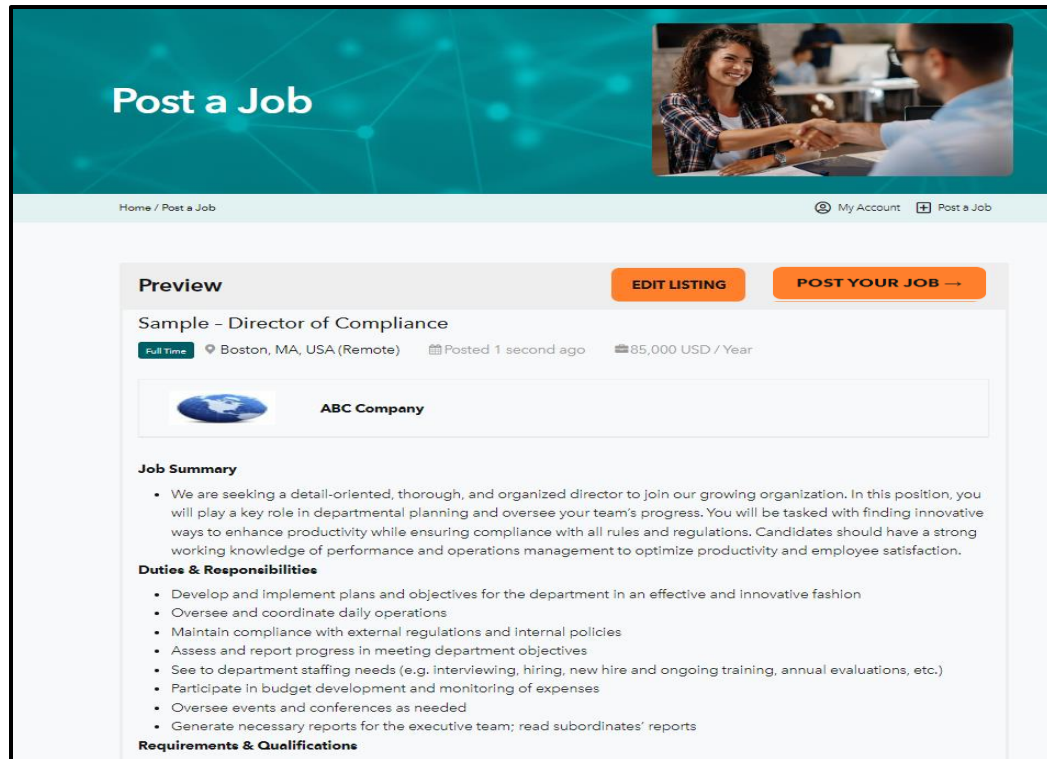
**Please note the Terms and Conditions must be accepted each time you go into the draft to save.*

The screenshot shows a form titled "Company Details" with the following fields: "Company name" (placeholder: "Enter the name of the company"), "Website (optional)" (placeholder: "http://"), "Tagline (optional)" (placeholder: "Briefly describe your company"), and "Logo (optional)" (with a "Choose File" button and "No file chosen" text). Below the fields is a checkbox labeled "I accept the Terms and Conditions." At the bottom, there are two orange buttons: "PREVIEW" and "SAVE DRAFT". The "SAVE DRAFT" button is circled in red.

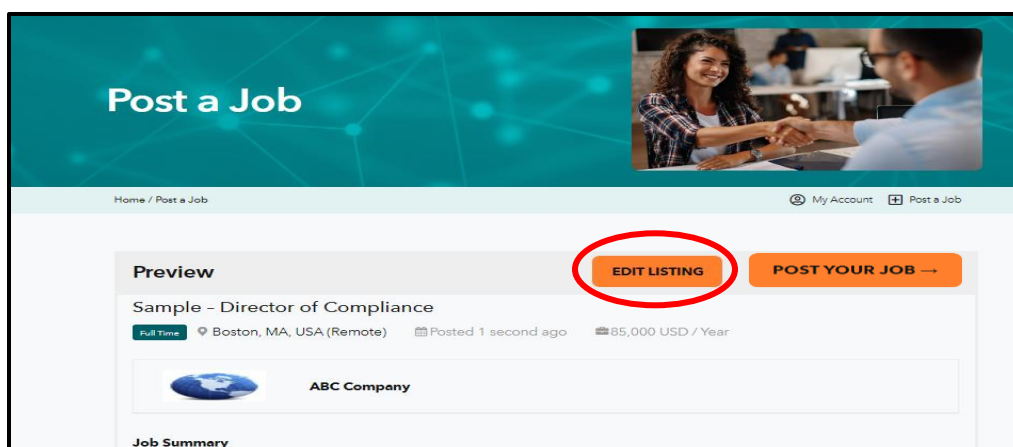
4. If you have completed the details for your job listing and are ready to submit the Job Listing for approval to be listed on the PCI SSC Community Job Board, [CLICK PREVIEW](#).

This screenshot shows the same "Company Details" form as above, but with a scrollable section for "PCI SSC Community Job Board Terms and Conditions" expanded. The terms section includes the text: "Last Updated: 30 January 2023" and "These Terms and Conditions (the 'Terms') govern your use of all PCI Security Standards Council (the 'Council,' 'we' or 'our') Web sites, Web pages, domains, portals, registries, job posting boards, and other online resources (collectively, the 'Services')...". At the bottom, the "PREVIEW" button is circled in red.

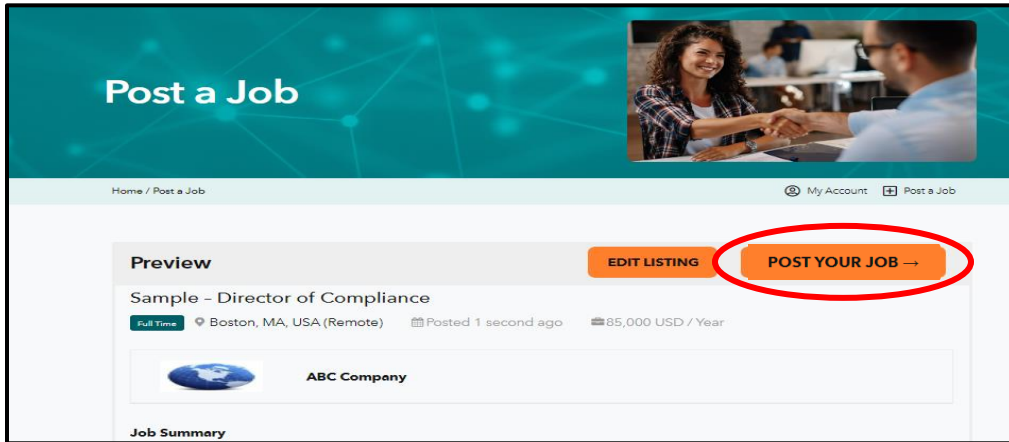
- Here, you can see the Preview of the Job Listing as it would appear to potential applicants on the PCI SSC Community Job Board.



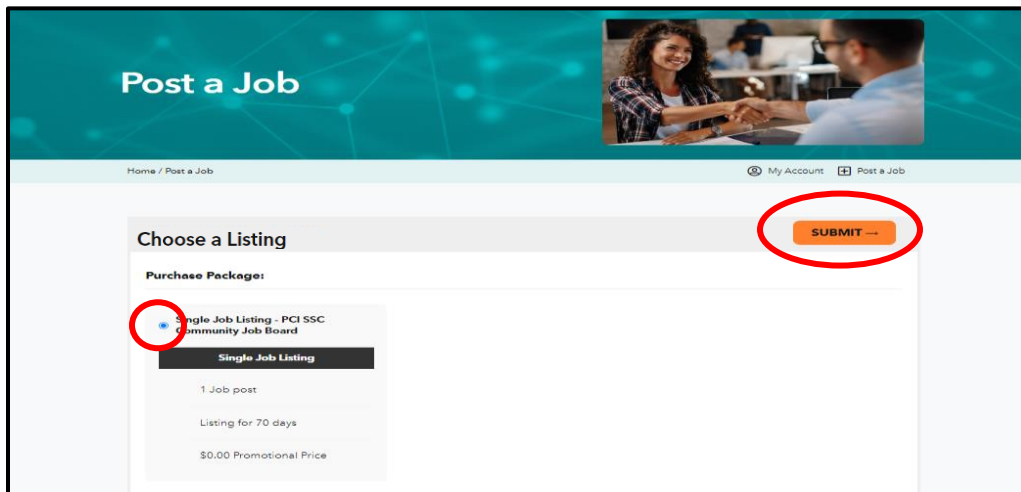
- If you would like to make edits, click [EDIT LISTING](#) to return the previous screen and update your Job Listing



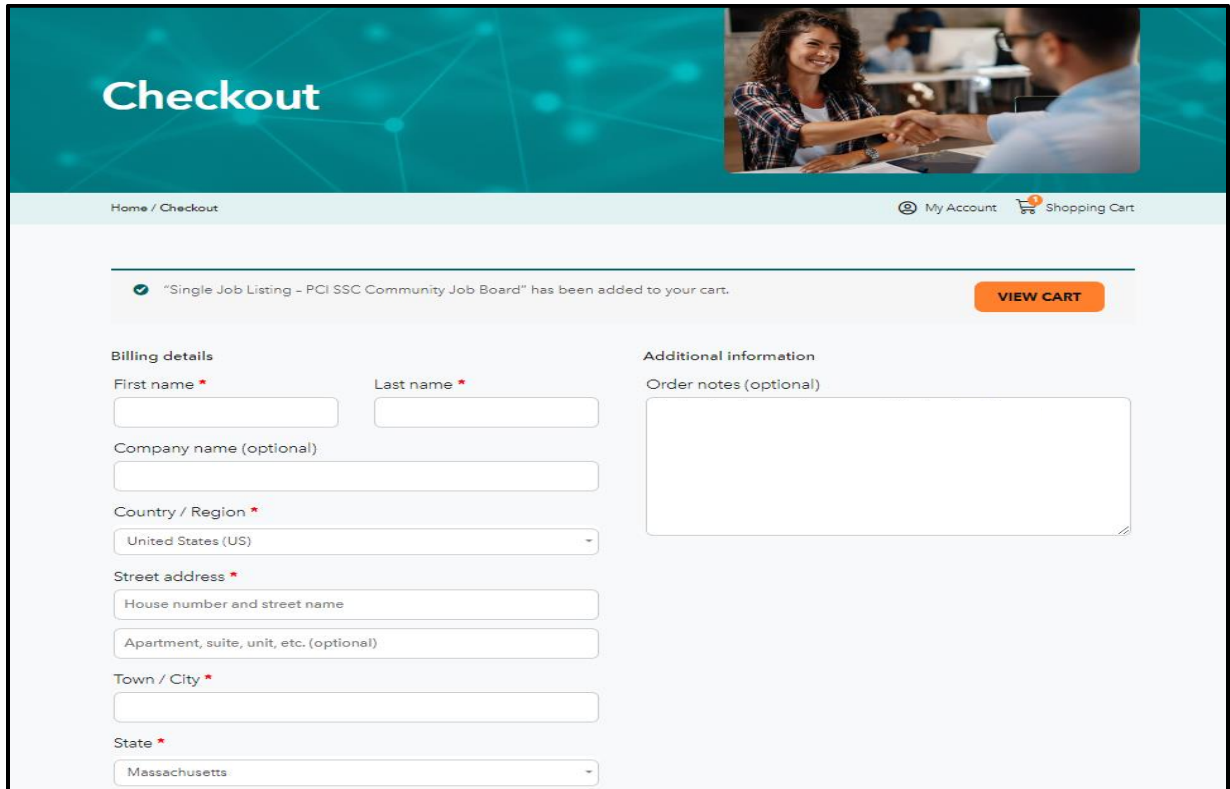
If you are satisfied with the Job Listing as displayed in the Preview, [CLICK POST YOUR JOB](#) to purchase your listing package.



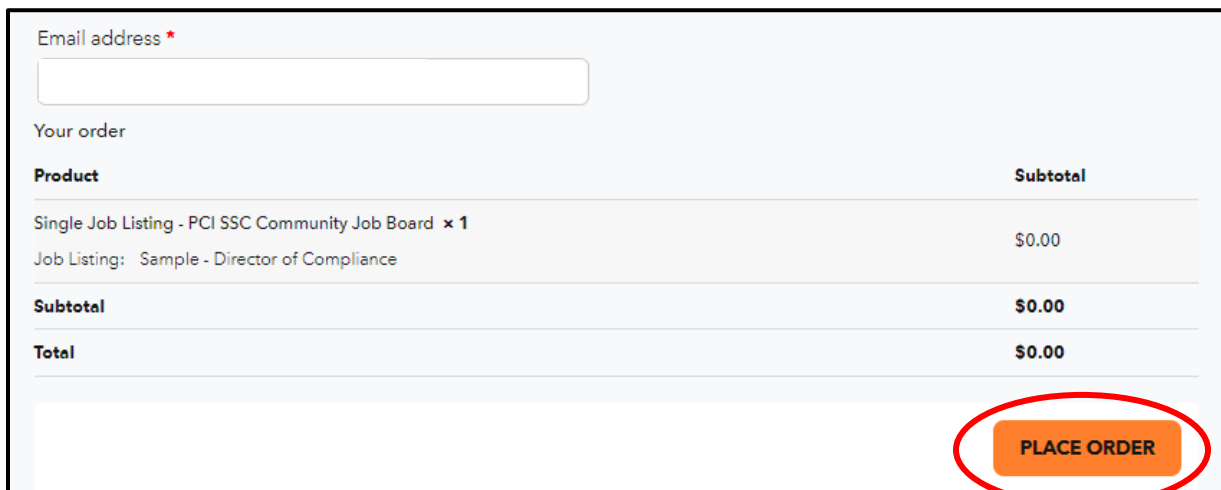
7. On the purchase page, **CHOOSE** the desired Package and **CLICK SUBMIT**.



8. Enter the billing information.



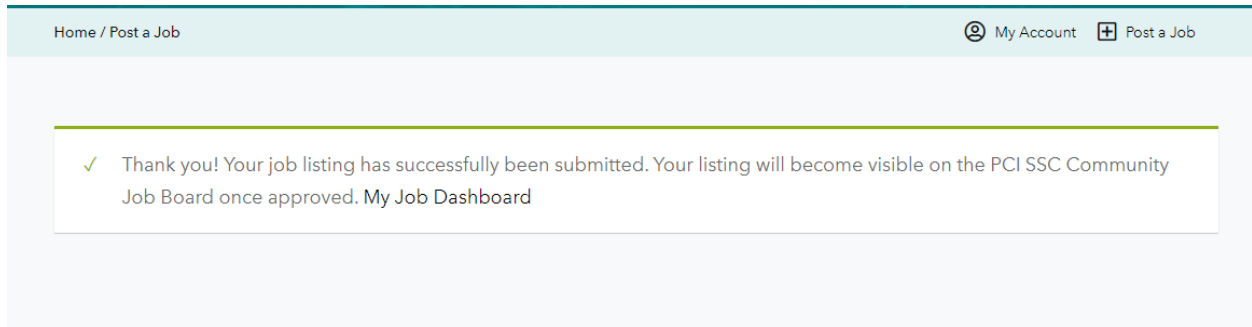
When your details are complete, [CLICK PLACE ORDER.](#)



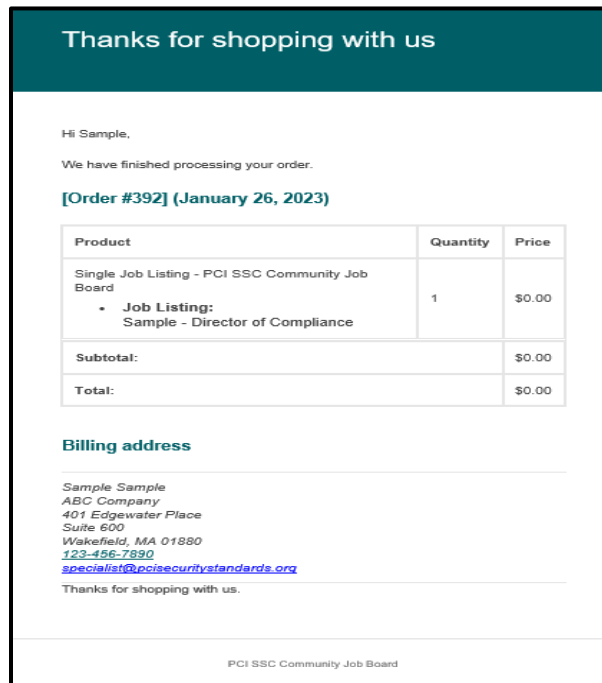
Product	Subtotal
Single Job Listing - PCI SSC Community Job Board × 1	\$0.00
Job Listing: Sample - Director of Compliance	
Subtotal	\$0.00
Total	\$0.00

- You will receive confirmation that the order has been received and a copy of the full details will be sent via email to the email address used to register the account.

Community Job Board Confirmation Screen



Email Confirmation

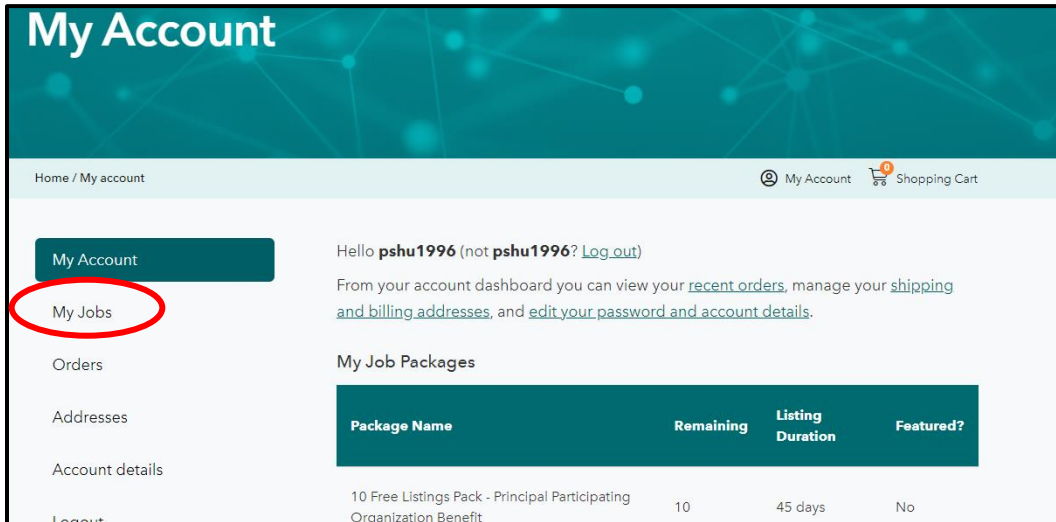


At this point, your Job Listing is under the review of the PCI SSC Job Board Moderator for approval to be listed on the PCI SSC Community Job Board. You will receive an email notification when your job listing has been approved and is active on the PCI SSC Community Job Board.

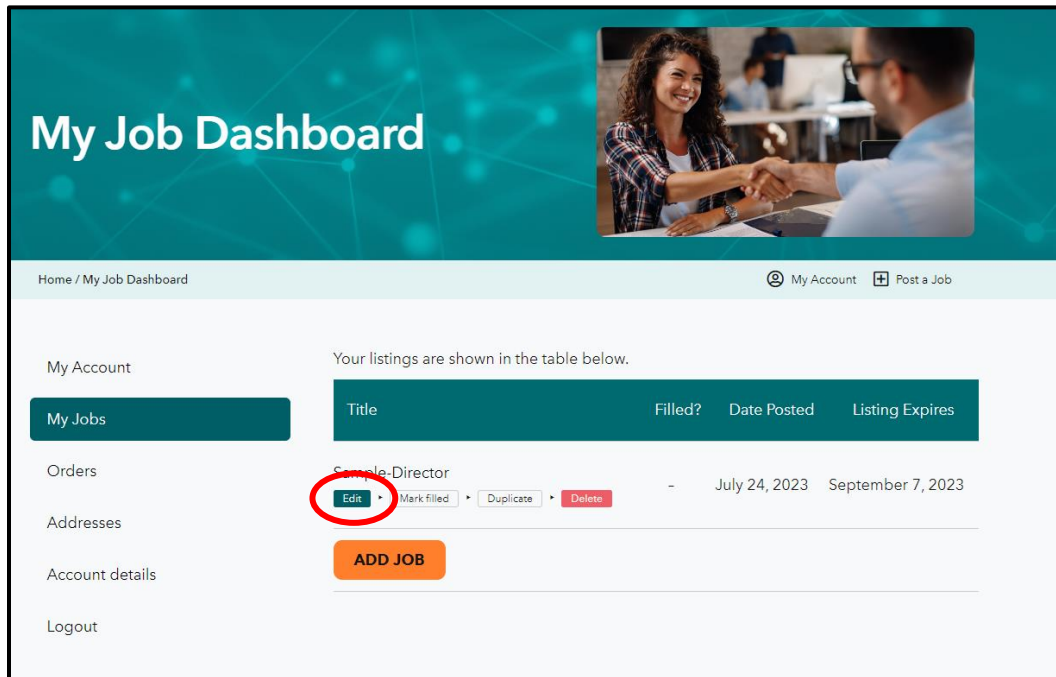
For questions, please contact the Job Board Moderator at communityjobboard@pcisecuritystandards.org

1.3 How to Edit a Job Listing

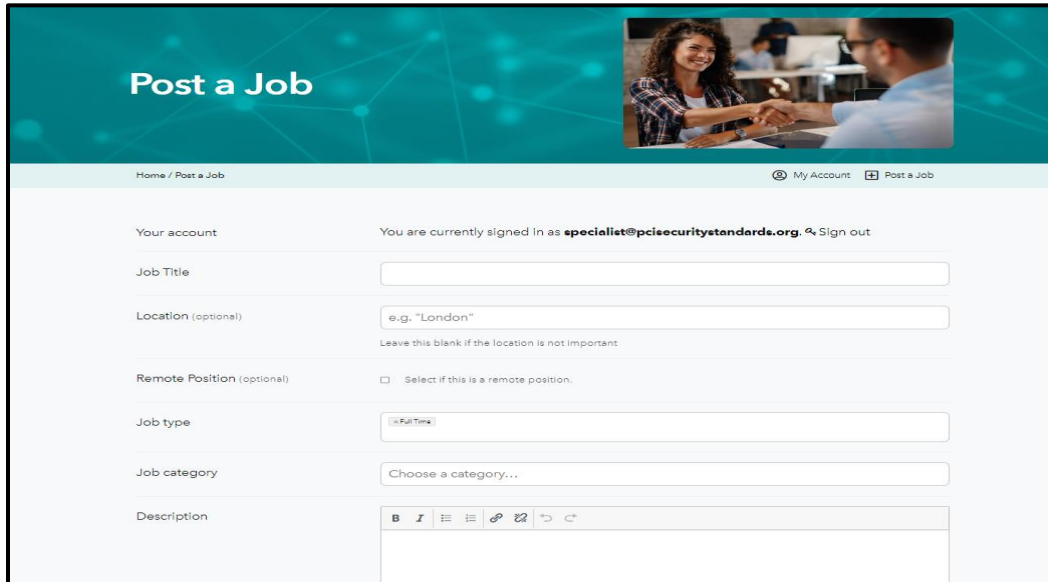
If needed, job listing edits are simple to make once the listing is active on the PCI SSC Community Job Board. To begin editing the listing, visit [MY JOBS](#).



From My Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that needs to be updated and **SELECT** the **EDIT** option under the job listing.



From here, you will be directed to the job listing page where you can make the appropriate updates and resubmit the job listing to be re-approved by the Job Board Moderator and listed with the updates.

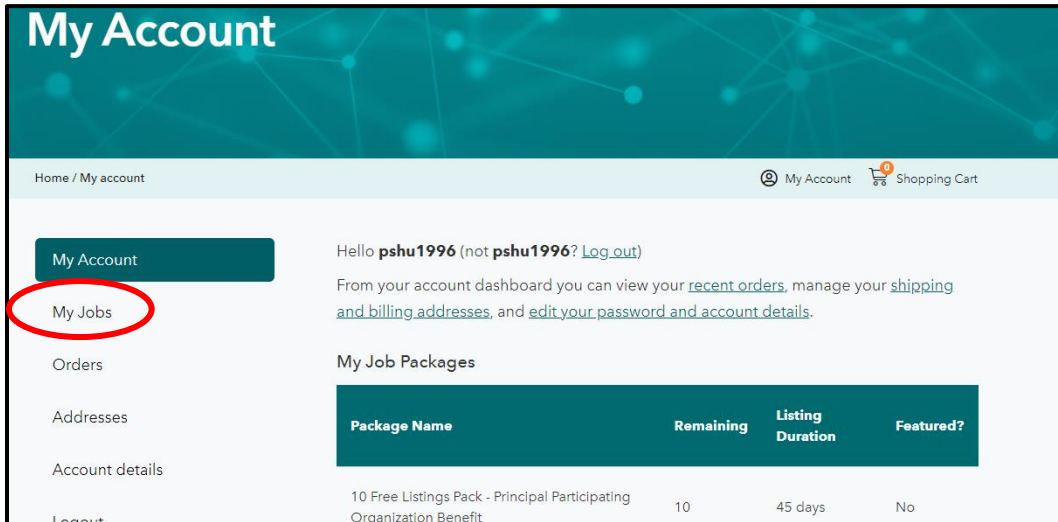


The screenshot shows a web page titled "Post a Job" with a teal header. Below the header is a navigation bar with "Home / Post a Job" and "My Account" and "Post a Job" links. The main content area contains a form for posting a job. The form includes fields for "Job Title", "Location (optional)" (with a placeholder "e.g. 'London'" and a note "Leave this blank if the location is not important"), "Remote Position (optional)" (with a checkbox and label "Select if this is a remote position."), "Job type" (with a dropdown menu showing "FullTime"), "Job category" (with a dropdown menu showing "Choose a category..."), and "Description" (with a rich text editor toolbar). A small image of two people shaking hands is visible in the top right corner of the form area.

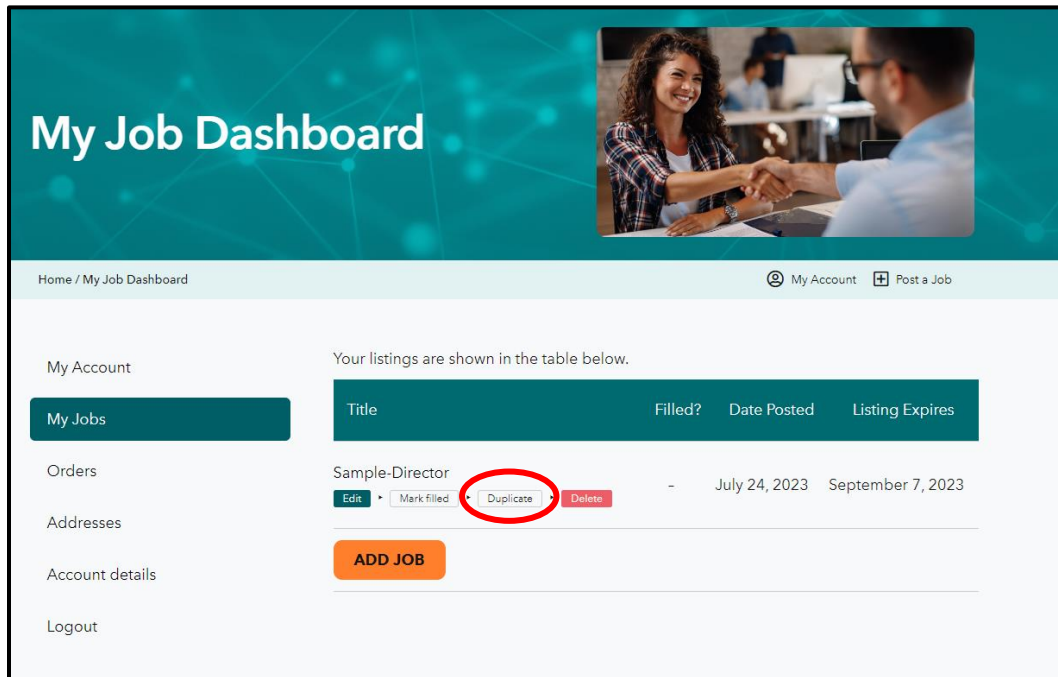
Note – the previous version of your job listing will remain active on the website until the updates are approved by the Job Board Moderator. You will receive notification when the job listing has been approved and is active on the PCI SSC Community Job Board.

1.4 How to Duplicate a Job Listing

If you have created a job listing and would like to duplicate the listing, you are able to do so in a few steps. From your [Account Dashboard](#), [CLICK](#) on [MY JOBS](#).



From My Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that needs to be duplicated and [SELECT](#) the [DUPLICATE](#) option under the job listing.

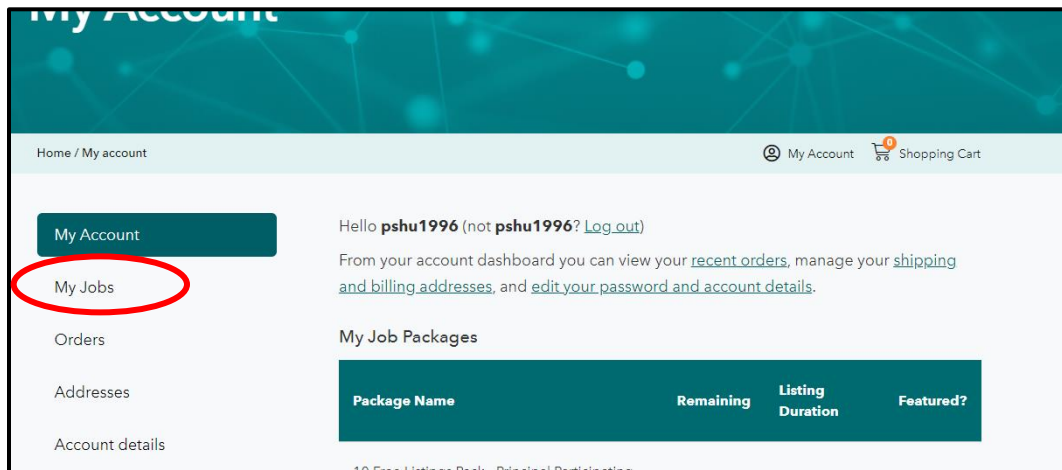


From here, you will be directed to the job listing page where you can make the make any necessary updates and then submit the listing for approval to be active on the PCI SSC Community Job Board.

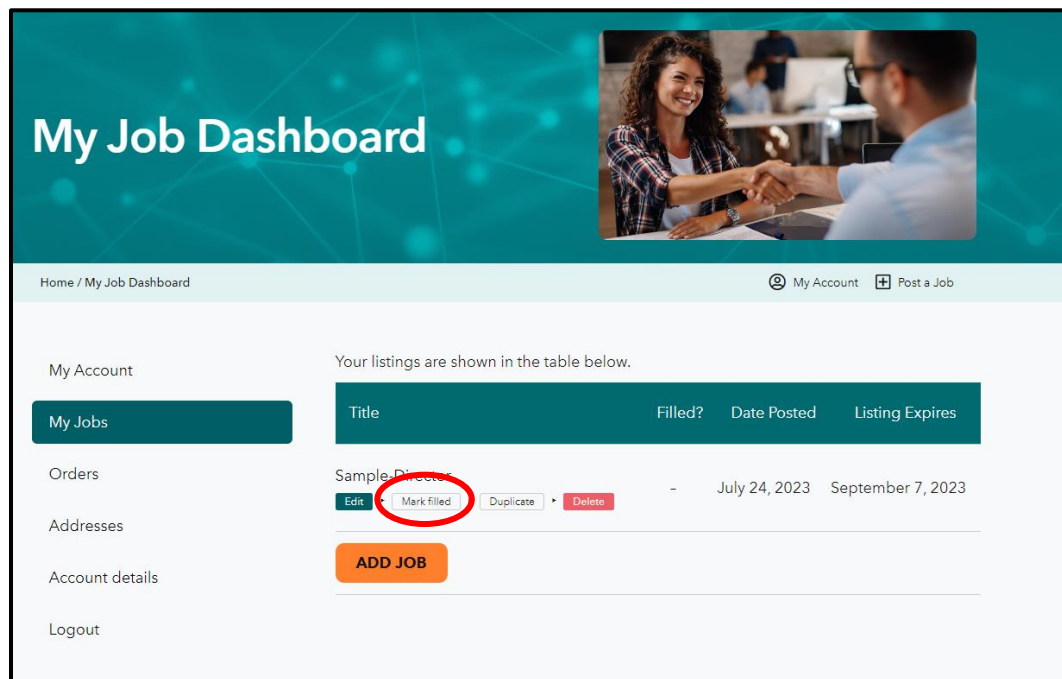
1.5 How to Mark a filled Job Listing

Congratulations, you have filled your open role! To ensure that the PCI SSC Community Job Board remains accurate for prospective applicants and talent, we kindly ask that you mark filled positions if the listing has not yet expired. This will ensure that applicants see only available positions and also ensure that you do not receive additional inquiries for positions that you have already filled.

To mark a position as filled, navigate to My Jobs from your [Account Dashboard](#).

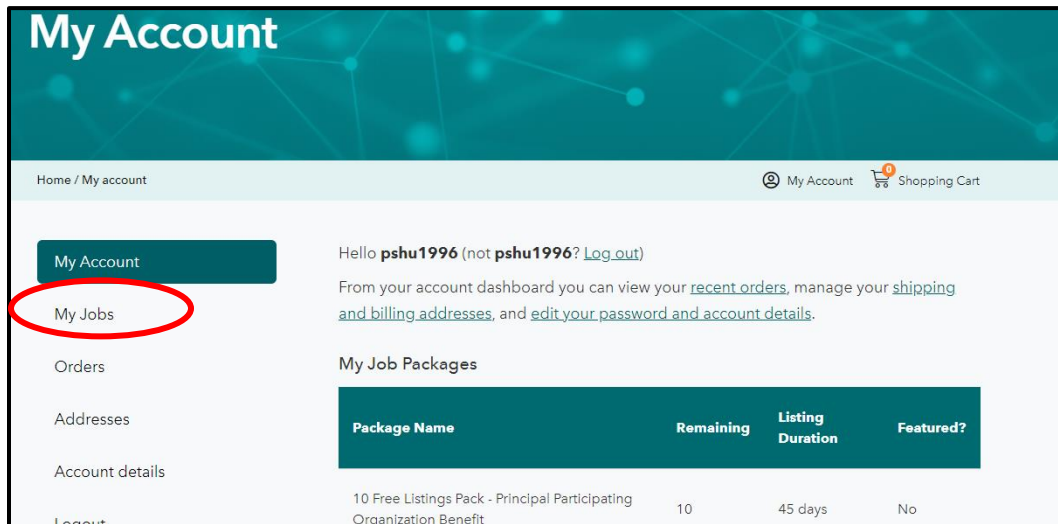


From My Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that has been filled and **SELECT** the **MARK FILLED** option under the job listing.

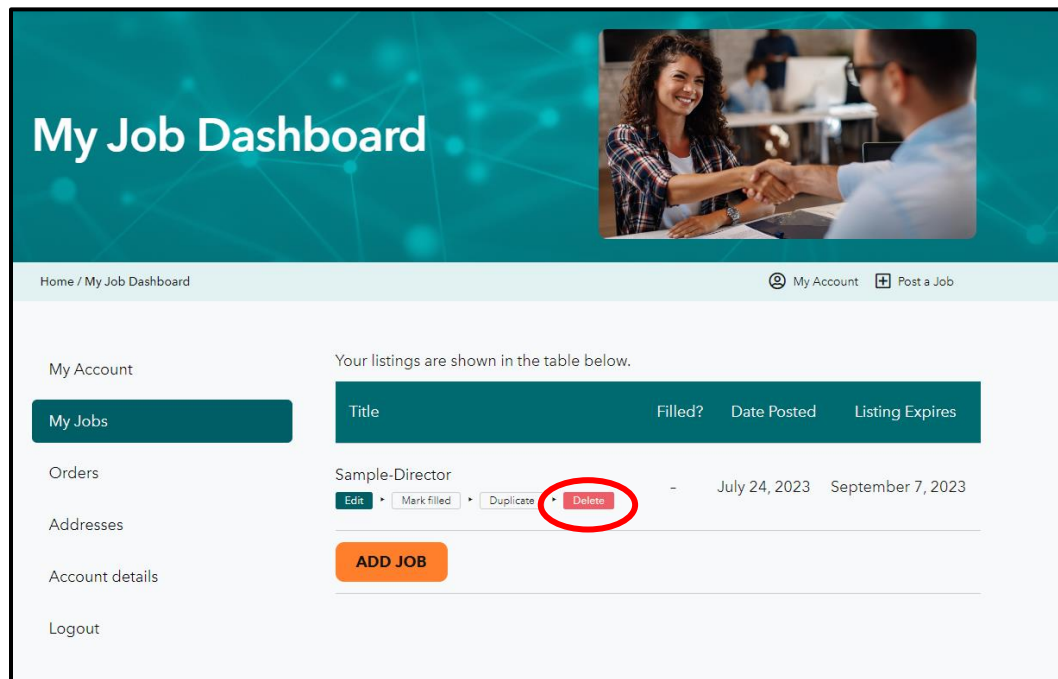


1.6 How to Delete a Job Listing

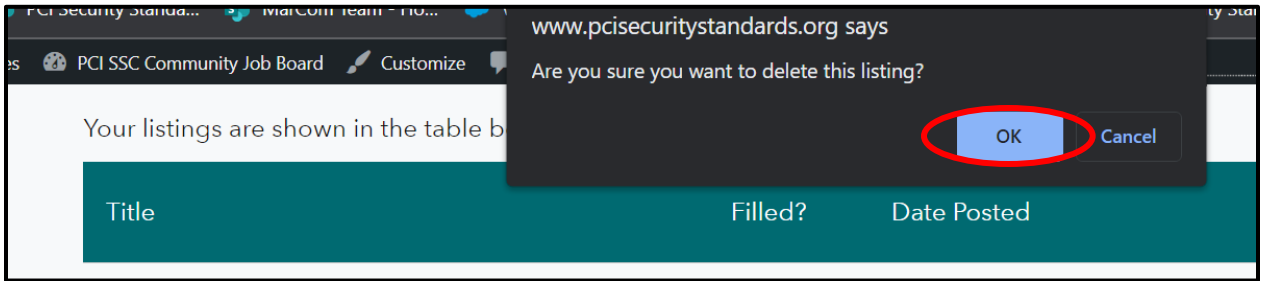
If you have created a job listing and would like to delete the listing, you are able to do so in a few steps. From your [Account Dashboard](#), [CLICK](#) on [MY JOBS](#).



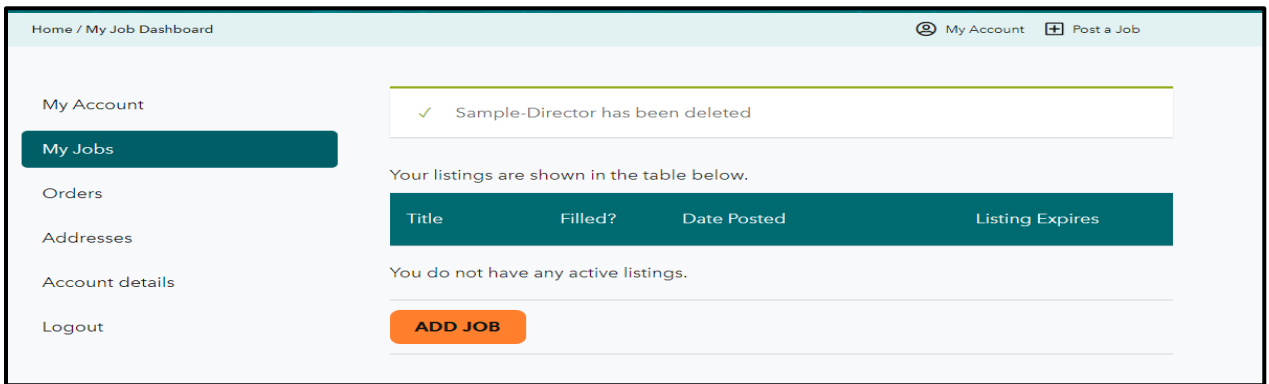
From My Job Dashboard, you will see all active, draft, and historical job listings that you have created. Find the job listing that you would like to delete and [SELECT](#) the [DELETE](#) option under the job listing.



From here, you will be prompted to confirm the action of deleting the listing. If accurate, **SELECT OK**.

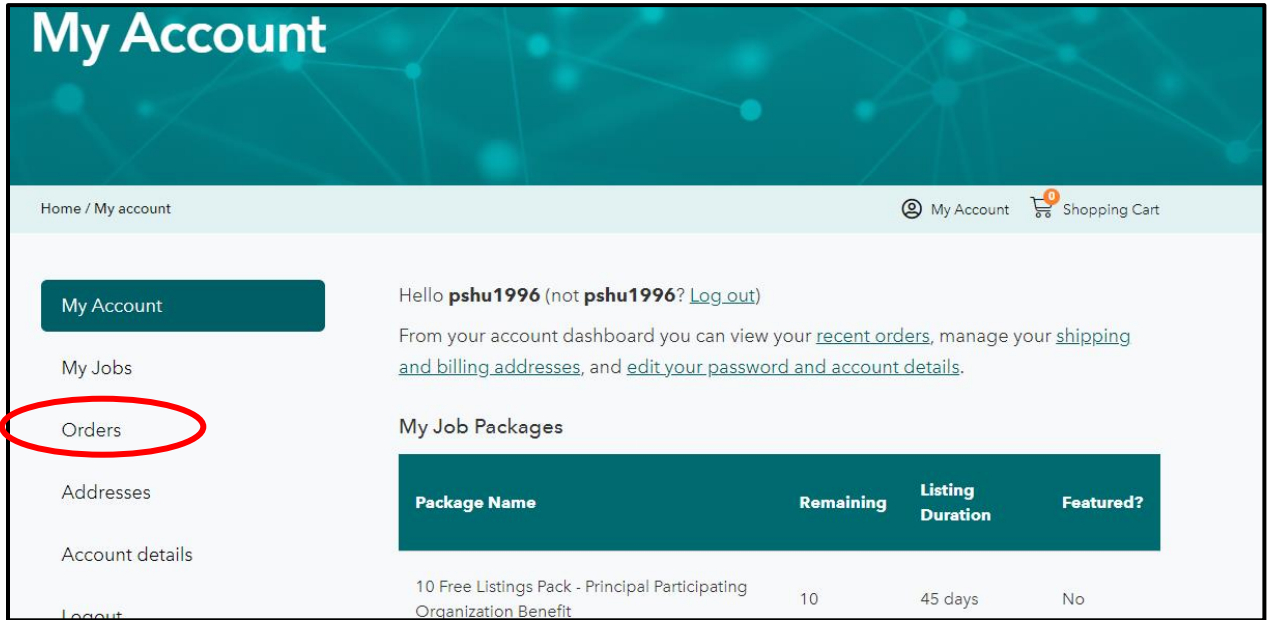


You will receive the below confirmation message that the listing has been deleted.



1.7 How to View Orders

If you want to view your job orders,
From your Account Dashboard, [CLICK](#) on [ORDERS](#).



Here, you will be able to view the details of your order and the number of listings you have under each order by clicking [VIEW](#).

