



Section I: Creating ERA Account

Step 1:

Click on your country's seeker URL.

Step 2:

Option A: Click "Login" from the Currently Available Vacancies listing.

Option B:

1. Click on the hyperlinked Announcement Number that you're interested in applying for, located next to the Position Title.
2. Click "Apply to this Vacancy" or "Email to a Friend."

Currently Available Vacancies

Search for Open Vacancies [Show Filter](#)

Showing 2 Result(s).

Agency	Position Type	Position Title	Announcement Number	Series/Grade	Locations	Close Date (MM/DD/YYYY)
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	274123	0120 - 5	1 in Bogota, CO, CO1500000	07/31/2017
Colombia	Public Non-Status	Protocol Assistant (Protocol Assistant)	JULY182017	0120 - 5	1 in Bogota, CO, CO1500000	07/31/2017

Show results per page

Vacancy Details

[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

Step 3:

Click "Create an Account" from the Sign In Page.

Sign In

[Forgot User ID or Password](#)

[Create an Account](#)



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/Pin Code, Telephone type, Telephone Number, and Email.
 - o Use the "Previous" and "Next" buttons located at the bottom of each page to navigate.
 - o Do NOT use the browser navigation buttons or refresh button, or you may lose important information.
 - o All items marked with a red asterisk (*) are mandatory and require a response.
 - o 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

Prefix
--- Please Select ---

1

* First Name	Middle Name	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suffix
--- Please Select ---

* US Citizen
 Yes No

Contact Information

* Address 1

Address 2

Address 3

* City/Town	* Country	* State/Province/Territory
<input type="text"/>	United States	--- Please Select ---

* Zip/Postal/Pin Code	Plus 4
<input type="text"/>	<input type="text"/>

* Telephone 1	* Telephone Number	Extension
-- Select --	<input type="text"/>	<input type="text"/>

+ ADD ANOTHER TELEPHONE

* Email

Enter only ONE Internet E-Mail 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.”

2

*** Password**

Your password must have at least 12 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no spaces.

*** Confirm Password**

*** Secret Question 1** ?

--- Please Select ---

*** Secret Answer**

Minimum 5 characters. Maximum 25 characters.

*** Secret Question 2**

--- Please Select ---

*** Secret Answer**

Minimum 5 characters. Maximum 25 characters.

*** Secret Question 3**

--- Please Select ---

*** Secret Answer**

Minimum 5 characters. Maximum 25 characters.

3

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.

Login

Personal Information

Account Created

Account Creation

Congratulations, your account was created.