

Tyco Staffing Agency Guide

External Guide

Version 1.0

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AGENCY LOGIN

Access the Agency Login page and enter your Login ID and password. Your Login ID would have been emailed to you upon completion of the Agency Registration Form. If you have trouble with your password, select the Forgotten Your Password link to have your password sent to your email address.

Home > Careers > Agency Registration

Agency Login

Login ID:

Password:

Remember Login

[Login](#)

[Forgotten Your Password?](#)

If you do not have a login, please click here to [register](#).

REGISTERING A NEW AGENCY

If you do not already have a Login ID and Password, you may fill out the Agency Registration Form and have one emailed to you upon form completion.

There are two sections in signing up as a new agency. If you will notice there are certain fields that are in bold. These information fields are required before you can submit the form and register as a new agency.

Section I. Business Information

Company Information

Company Name:

Company Name (Other):

Federal ID Number: (US only) (SSN if Sole Proprietorship)

Physical Address:

City:

Country:

State / Province:

Zip / Mail Code:

CATEGORY SPECIFIC QUESTIONS

Depending on how you answer the Vendor Type question in your registration, you may be taken to a few category specific questions.

Vendor Type:

Category Specific Questions

Human Resources

Employment Type

Temporary

Permanent

Contractor

Search Types

Search Level Type

Salary Range

These questions are used to get more detailed information about your company's services.

After you have clicked the "Submit" button, you are taken to the following confirmation message:

Agency Registration Confirmation

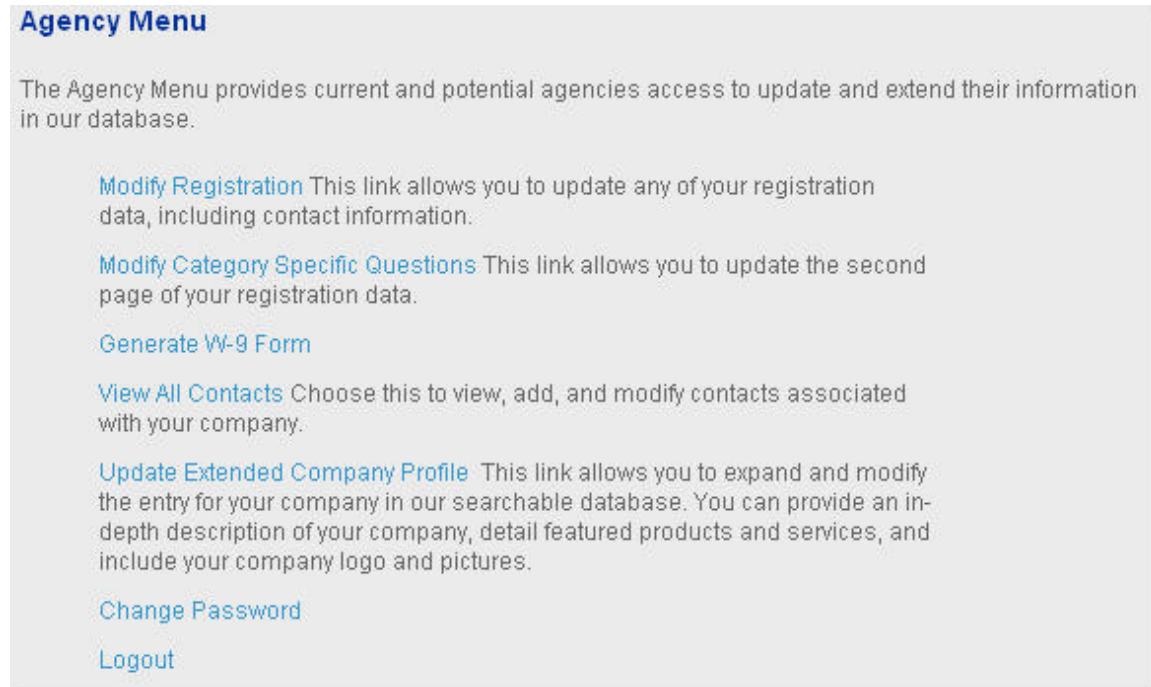
Thank you. Your Agency Registration has been successfully submitted to the Tyco Recruiting Agency Database. You will receive an E-mail confirming your registration along with your password. You may update your registration profile at any time using the E-mail address provided in the registration sheet and your E-mailed password. It is recommended that you log on to view and update your company profile at least once each fiscal year.

If you have any technical questions, please feel free to contact our service provider, AECsoft USA at 713.439.0777 or send an E-mail to tyco@aecsoftusa.com.

AGENCY MENU

Once you are logged into the system, you will be directed to the Agency Menu. From this menu you have many options including: Modifying Registration, Modifying Category Specific Questions, Generate W-9 Form, View All Contacts, Update Extended Company Profile and Change Password.

Here is a look at the Agency Menu:

A screenshot of the Agency Menu interface. The title "Agency Menu" is at the top left. Below it, a paragraph states: "The Agency Menu provides current and potential agencies access to update and extend their information in our database." A list of menu items follows, each with a brief description: "Modify Registration" (update registration data), "Modify Category Specific Questions" (update second page of registration data), "Generate W-9 Form", "View All Contacts" (view, add, and modify contacts), "Update Extended Company Profile" (expand and modify company entry), "Change Password", and "Logout".

Agency Menu

The Agency Menu provides current and potential agencies access to update and extend their information in our database.

- [Modify Registration](#) This link allows you to update any of your registration data, including contact information.
- [Modify Category Specific Questions](#) This link allows you to update the second page of your registration data.
- [Generate W-9 Form](#)
- [View All Contacts](#) Choose this to view, add, and modify contacts associated with your company.
- [Update Extended Company Profile](#) This link allows you to expand and modify the entry for your company in our searchable database. You can provide an in-depth description of your company, detail featured products and services, and include your company logo and pictures.
- [Change Password](#)
- [Logout](#)

MODIFY REGISTRATION

The modify registration page allows you to return to the initial form you filled out when first registering as an agency. If you wish to update any company information (i.e. addresses, contact information or regions your company does business) you may do so here. Notice the fields in bold are still required for the form to be submitted successfully.

MODIFY CATEGORY SPECIFIC QUESTIONS

Modify Category Specific Questions is much like updating your registration form. Choose this link to change/update your answers to the specific questions.

GENERATE W-9 FORM

Selecting the Generate W-9 Form link, will open a new window that will display a .PDF version of your W-9 Tax Form. You must be sure that you have the latest version of Adobe Acrobat Reader to view the document properly. If need be, you may download the most recent reader at <http://www.adobe.com/support/downloads>

VIEW ALL CONTACTS

By choosing this option you may view, add, and modify contacts associated with your company.

[View All Contacts](#)

Type	Name	Title	Email	Phone	Ext.	Fax
Primary	Amber Tullos	President	amber@aecsoftusa.com	(555)555-5555	109	

UPDATE EXTENDED COMPANY PROFILE

This link allows you to expand and modify the entry for your company in our searchable database. You can provide an in-depth description of your company, detail featured products and services, and include your company logo and pictures.

CHANGE PASSWORD

This option of the Agency Menu allows you to change your password that was randomly generated for you upon initial registration. Keep in mind that passwords are case sensitive and need to be at least 8 characters in length. Upon submitting a new password, you will receive a confirmation in the form of a pop-up window.

Change Password

Password:

Confirm: