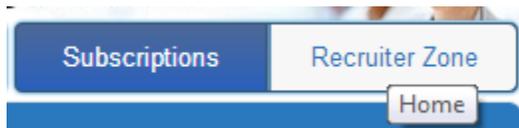# User Guide for New Registration
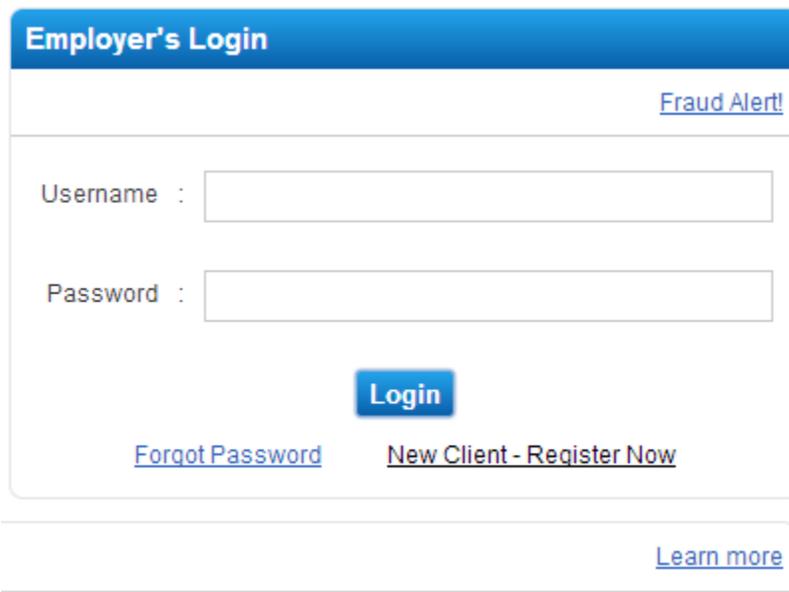
Thank you for choosing <u>ReKruiTIn.com, India's Leading Job Site</u>.

- ✓ <u>Step 1</u>: Click on "Recruiter Zone"

After clicking on Recruiter Zone, you'll be redirected to Login page, If you are a new employer please click on "<u>New Client – Register now</u>"

- ✓ <u>Step 2:</u> Click on Register Now

- ✓ <u>Step 3</u>: Now the Registration form will appear:

(You need to mention all the fields which are marked *, those are mandatory, else your form won't be submitted)

Account information

* Username :	
* Password :	(Minimum 6 Characters)
* Confirm Password :	
* Email ID :	

Recruiter Information

* Company Name :	
* Contact Person :	
* Company Type :	◉ COMPANY ○ CONSULTANT
* Industry Type :	select ▾

Contact Information

* Address Line 1 :	
Address Line 2 :	
Address Line 3 :	

✓ Step 4: After form completion, please agree the Terms & conditions by clicking into the checkbox, as shown below:

✔ I HAVE READ, UNDERSTOOD AND THEN AGREE TO THE TERMS AND CONDITIONS

✔ I WANT TO RECEIVE PROMOTIONS ON MY EMAIL ID.

Submit

✓ Step 5: Click on the Submit Button – after Submission, you will receive a message on the top of the page, for successful registration.

Registration succuessfully, please check your email,and activate your account.

✓ Step 6: Please login to your email account, and click on the activation link.Once you activate the account, Please login to your ReKruiTIn.com account
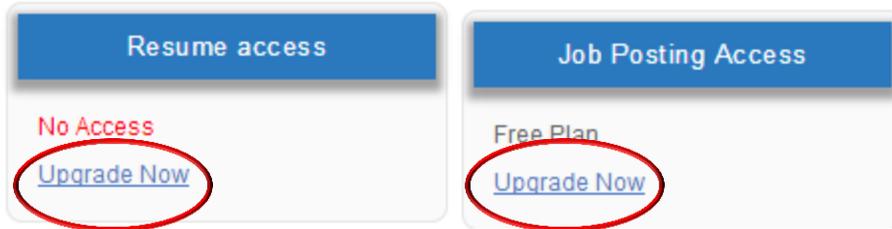
✓ Step 7: After logging please click on the Transaction List Menu Tab,

| Home | Profile | Find Candidate | Resume Access | Post Job | Posted Job List | Transaction List |

✓ Step 8: As per your requirement, you need to choose the subscription plan – You can see two options,

- Resume Access
- Job Posting

You need to click on upgrade now option to choose the plan – respectively you can choose the Subscription plan for Both the Access as well Resume + Job Posting Access

✓ **Step 9:** After Clicking on Upgrade now option, you will get the Product list as shown below:

Product List

Advertise Your Jobs-instantly

Qualified and screened applicant
No word limit or space constraint
Post any time, any day, and get resumes immediately
Post your job instantly

Search Resume Database-Instantly

Search qualified resumes through worldclass search engine
View, save & organize resumes online
Get access to resume database instantly

Resume Access

○ **RESDEX - I RS. 19100**
   Resume Download : 10000, Email send : 1000,
○ **RESDEX - II RS. 30000**
   Resume Download : 25000, Email send : 1500,
○ **RESDEX - III RS. 64500**
   Resume Download : 55000, Email send : 2500,
○ **RESUME SPLASH RS. 4493**
   Resume Download : 1000, Email send : 100,
○ **5000 RESDEX RS. 12359**
   Resume Download : 5000, Email send : 500,
○ **QUICK VIEW RS. 1796**
   Resume Download : 250, Email send : 100,
○ **WEEKLY ACCESS RS. 1124**
   Resume Download : 500, Email send : 100,
○ **RESDEX-DEMO RS. 0**
   Resume Download : 2, Email send : 0,

Job Posting Access

○ **POSTING DEMO RS. 0**
   Days limit : 2,
○ **JOB POSTING OFFER (MARCH – APRIL) RS. 299**
   Days limit : 90,
○ **QUICK POSTING RS. 99**
   Days limit : 30,
○ **WALK-IN POST RS. 500**
   Days limit : 30,
○ **JOB ADVERTISEMENT – SPECIAL OFFER RS. 1500**
   Days limit : 180,
● **YEARLY POSTING PLAN RS. 9000**
   Days limit : 365,

Pay option : **PayPal** **CC-Avenue®**   Choose gateway

Order now

Choose the plan, and click on the choice of Payment Gateway, you can choose either of it and click on "Order now"

✓ **Step 10:** Fill the Payment details, confirm the Transaction amount, as per the selected Subscription plan

ReKruiT In
Recruit Knowledge Trust

Order Details
Order Number: **PAY1396390363**	Transaction Amount: **INR 9000.00** Click here to convert this amount in your local currency

Billing Details

Name:

Address:

For verification, enter address as it appears on your card statement

Phone Number:

Instructions:

Max. 250 characters

City:

State / Province:

Zip Code:

Country: Select a Country ▼

Email:

Payment Details

Select Payment Mode: --Select-- ▼

✓ **Step 11:** Once your Payment is Successfully processed, you can start using your ReKruiTIn.com account with no interruption

<u>Technical Support</u>:

Incase if you are still facing any errors or difficulty while registering, please feel free to contact us on +91 7666 388 488, or you can also write us on rekruit@rekruitin.com

An executive shall soon contact you, for quick resolution.

ReKruiTIn.com always strives to give you the best Service..

Thank you for choosing ReKruiTIn.com – India's Leading Job Site

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