

Business Link - How to create a Universal Jobmatch account

Contact details redacted as Section 40 (2) of the Freedom of Information Act applies – Personal Information

Addendum to the PDF guide held on the Homepage
'Welcome to Universal Jobmatch'

Page 2 – Getting Started

Question:- Are you the first person in your organisation to post jobs through DWP either online or by phone?

- The 'Yes' and 'No' options are **correct** in the PDF guide
- If the answer is 'Not Sure' the PDF guide is **incorrect**

The existing instruction:-

To find out if you already have an existing account, please contact your DWP adviser or email [REDACTED] and include your phone number.

A DWP adviser will help you access your existing account, so you can create new job postings and manage your previously posted jobs too.

To Note: A change request has been raised to amend and replace the instruction with:

New Instruction:-

To find out if you already have an existing account, telephone DWP on 0845 601 2001 option 1. (If you would like to speak to someone in Welsh please call 0845 601 4441).

Alternatively, you can email [REDACTED] and include your phone number for contact details.

- If you have an existing account, DWP will email a link that takes you to the Universal Jobmatch registration screen.
- The email will also include your Universal Jobmatch Employer Reference number. (The reference number cannot be given to you over the telephone as it is 'secure' information).

- Use the link to access the account we've already created for you