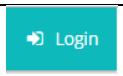
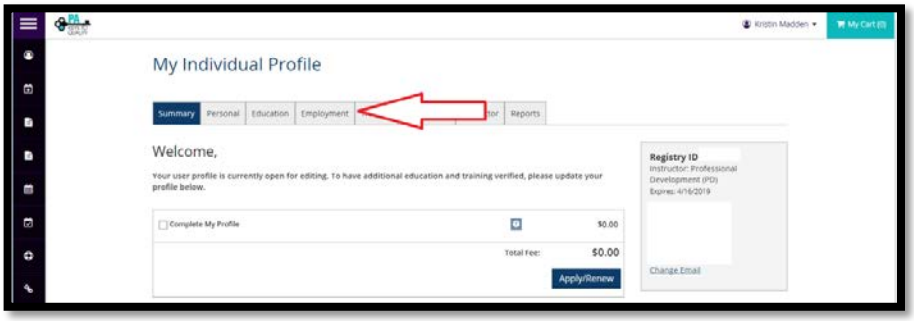
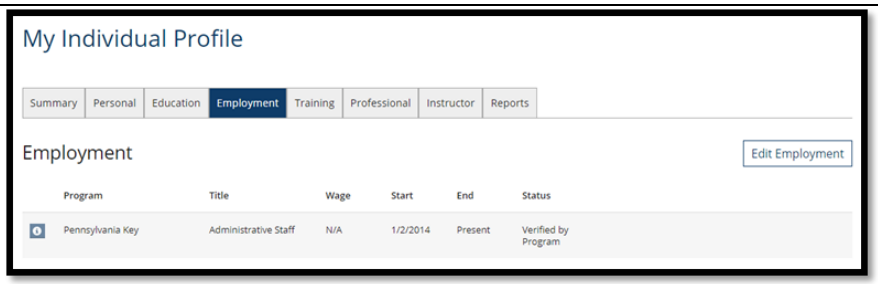
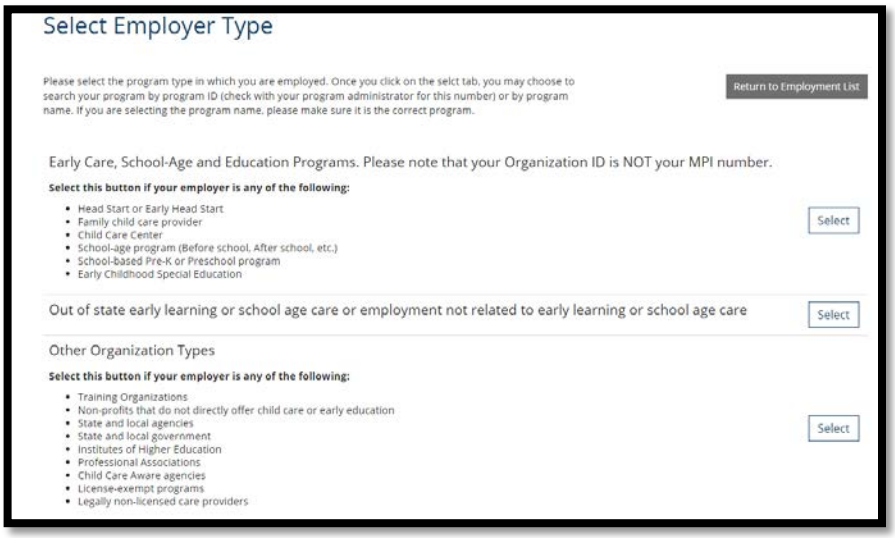
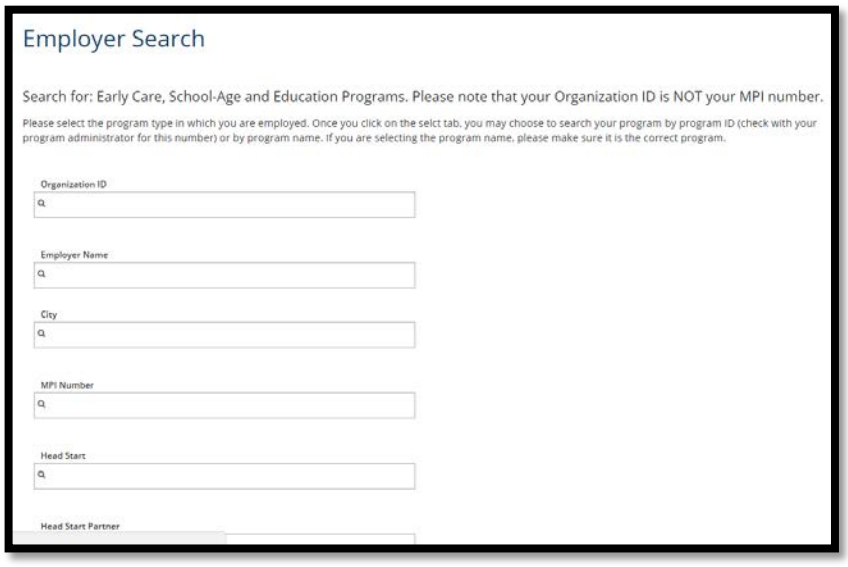
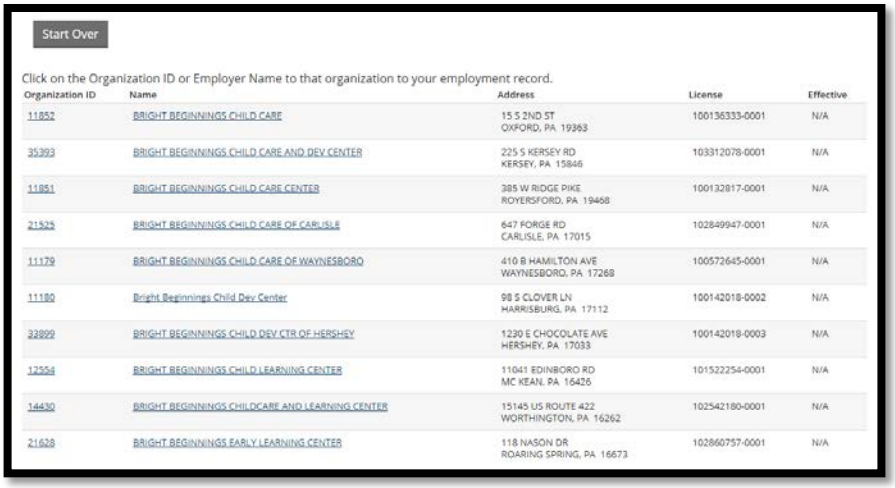
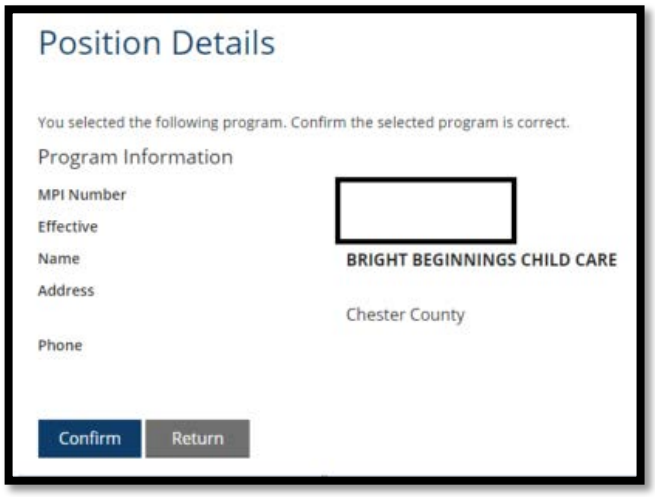
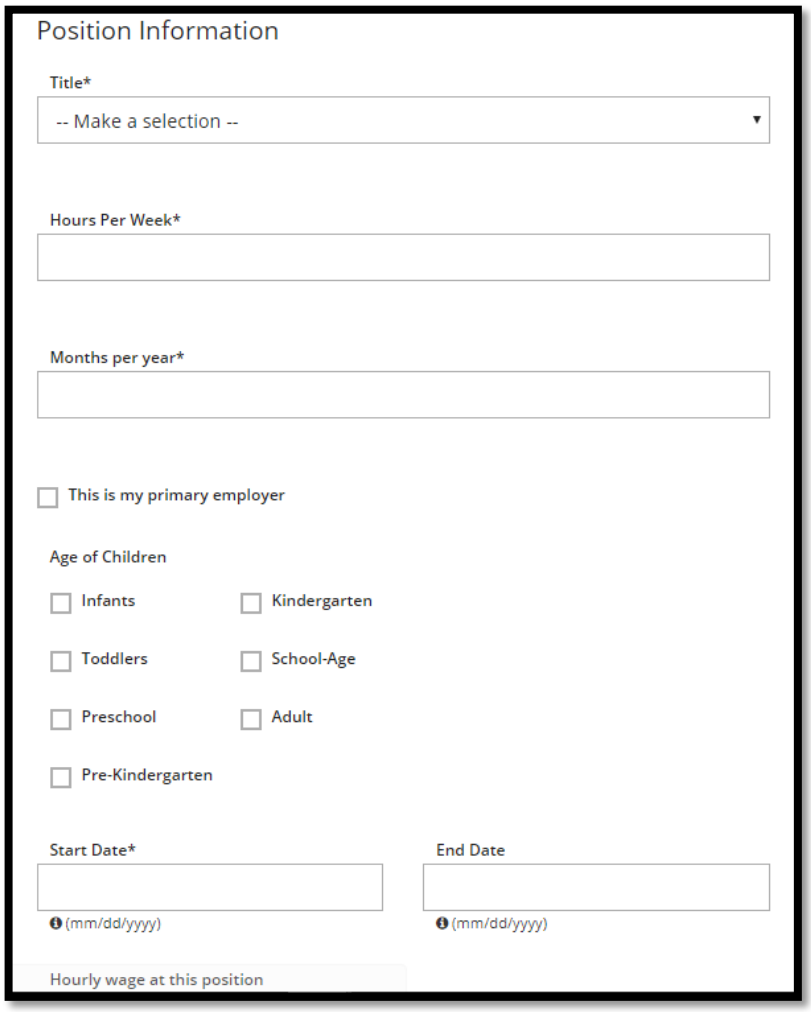
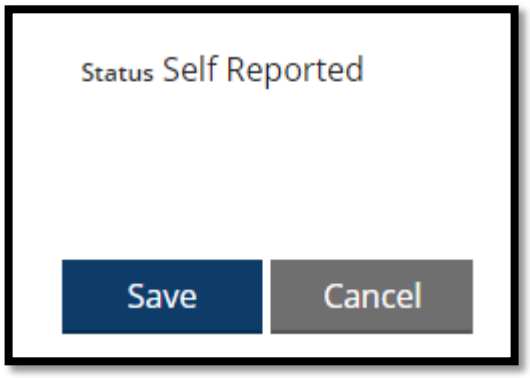
# Adding Employment

You will need to attach your employer in the Employment tab once you are logged in. This step will need to be completed BEFORE completing your profile. Please follow these steps to access employment information:

| | |
|---|---|
| 1. Go to www.pakeys.org | |
| 2. Click the green PD Registry box | |
| 3. Click the blue login tab in the top right of the PD Registry home page. |  |
| **4.** Enter your email and password that you used to login to the previous registry. **Do not create a new account.** | |
| 5. Click on the EMPLOYMENT tab. |  |
| 6. If you see your employment listed, select "**Edit Employment**" to add your hire date and your director may verify your employment. If you **do not** see your employer listed, go to step 7 |  |
| 7. Click Add Position under the **Employment Tab**. | |

| | |
|---|---|
| 8. Select which type of organization your work for. Most of you will select Early Care, School-Age, and Education Programs. If you work for an organization that **does not** work directly with children, you will select "Other Organization Type." |  |
| 9. Enter your Organization name or MPI to search for your Organization. |  |
| 10. Locate your correct organization. Please make sure you select the correct organization based on the location of the organization since many organizations have multiple locations. Note the org ID is not the MPI of your organization. Click on your organization. |  |

| | |
|---|---|
| 11. Confirm the name, address, and phone of your organization and click on **CONFIRM**. |  |
| 12. Enter all information on the Position Details page. Please note that this information is not shared with anyone besides your director or manager of your organization, the PA Key, STARS designators, DHS reps, or OCDEL. Aggregate data will be collected to help research the Early Childhood Field in Pennsylvania. Adding your wage may help Pennsylvania state agencies with wage compensation decisions in the future |  |

| | |
|---|---|
| 13. Notice that your information will be **SELF REPORTED** until your Director or Manager verifies your employment.<br><br>** If you are the **Administrator** of your organization, you will need to contact the Registry team at registry@pakeys.org to approve your employment and permissions as an administrator. You will need to have your employment approved before having access to your employment list to verify staff. In the email, include your name and MPI# to process this request.*<br><br>Click **SAVE**. |  |
| 14. Your Director or Admin of your organization may now verify your employment. | |