Virginia Electronic Employment Certificate System (VAeECS): Instruction Sheet

Benefits

- Allows nearly instantaneous issuance of employment certificate once all data has been submitted.
- Allows parents and employers to manage multiple employment certificate applications from a single account.

Before You Begin

- The online web application is available at http://www.doli.virginia.gov, follow the link on the right sidebar titled "Electronic Youth Employment Certificates".
- ***THE YOUTH MUST HAVE A FORMAL OFFER OF EMPLOYMENT BEFORE STARTING THE PROCESS.***
- The employer must have a completed and signed employment certificate before the youth is legally permitted to work.

The Virginia Electronic Certificate System (VAeECS)

Step 1: Youth Registration

- ***THE YOUTH MUST HAVE A FORMAL OFFER OF EMPLOYMENT BEFORE STARTING THE PROCESS.***
- The youth is required to enter basic information, including a valid e-mail address, to begin the process.
- After they have entered the required information, they will be given a Youth Unique Identifier number by the system which will also be e-mailed to the address they provided.
- They must provide the Youth Unique Identifier number to both the employer and their parent/guardian/custodian.

Step 2: Employer Registration

- The employer must then create an account using a valid e-mail address and acceptable password and security question.
- After creating the account, the employer will receive an e-mail asking them to confirm their e-mail address through a link provided in the e-mail. ***The e-mail address of the employer <u>must</u> be confirmed to continue, be sure to check the spam/junk folder of your e-mail account if you do not receive it.***

- After clicking on the link provided in the e-mail, they will be prompted to enter their password. After doing so, the employer can now enter the required information.

- *In the future, the employer <u>must</u> skip the first three steps and login directly at the link saying "Already Registered? <u>Login</u>" available at the top right of the main screen of the system. After logging in, they can add a new application to their account through the "Create New Application" button.*

- After the parent has entered their information in **Step 3** (below) the employer can access the completed employment certificate through the "Download EC PDF" link after logging into their account. They must print it and have the youth sign it before the youth is legally permitted to work.

Step 3: Parent/Guardian/Custodian Registration

- The parent/guardian/custodian must then create an account using a valid e-mail address and acceptable password and security question.

- After creating the account, the parent/guardian/custodian will receive an e-mail asking them to confirm their e-mail address through a link provided in the e-mail. *The e-mail address of the parent/guardian/custodian <u>must</u> be confirmed to continue, be sure to check the spam/junk folder of your e-mail account if you do not receive it.*

- After clicking on the link provided in the e-mail, they will be prompted to enter their password. After doing so, the parent/guardian/custodian can now enter the required information.

- *In the future, the parent/guardian/custodian <u>must</u> skip the first three steps and login directly at the link saying "Already Registered? <u>Login</u>" available at the top right of the main screen of the system. After logging in, they can add a new application to their account through the "Authorize Employment" button.*

- After the parent/guardian/custodian has completed their step, the employer can access the completed employment certificate through the "Download EC PDF" link after logging into their account.

<u>Frequently Asked Questions (FAQs)</u>

- **The system says "Email is already in use".**
  - Click on the link in the top right of the main screen ("Already Registered? <u>Login</u>") to login into your existing account using your e-mail address and password.

- **The system says "Invalid login" or I have forgotten my password.**
  - Click on the link in the top right of the main screen ("Already Registered? <u>Login</u>"), enter your e-mail address, and then click on the link saying "Forgot your password?".

- **The system will not accept my chosen password during account creation.**
  - Your password must contain a special character: $! @ { } & ~ + ? [ ], an upper-case alphabetic character (A-Z), a lower-case alphabetic character (a-z), and a number (0-9). *The special character <u>must</u> be one of the following:* **$! @ { } & ~ + ? [ ]**

<u>Contact Information</u>

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