VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY



DOLI Portal Quick Start Guide

Youth Employment Certificate Portal

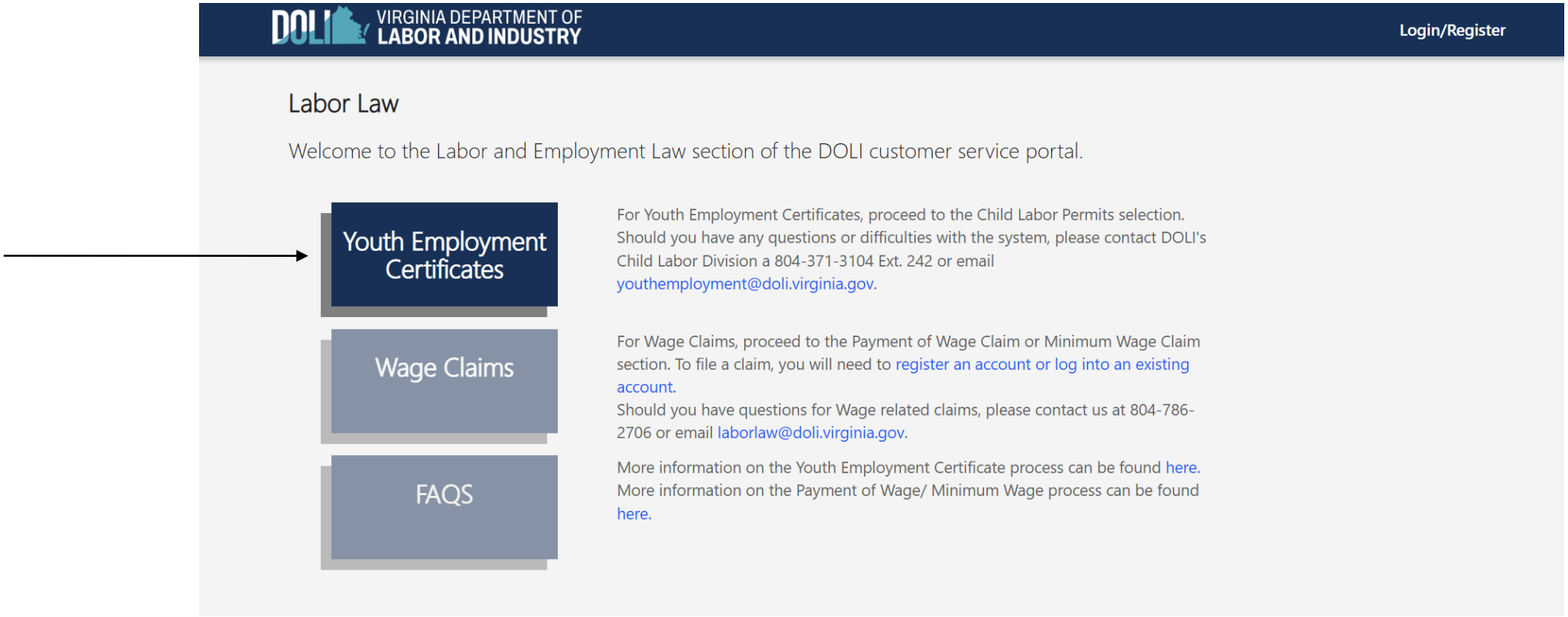
Youth Portion – Self Service Landing Page

1. Navigate to Labor & Employment Law by clicking photo tile or selecting "Request a Child Labor Employment Certificate" from the drop down



Youth Portion – Labor Law Page

2. Select Youth Employment Certificates



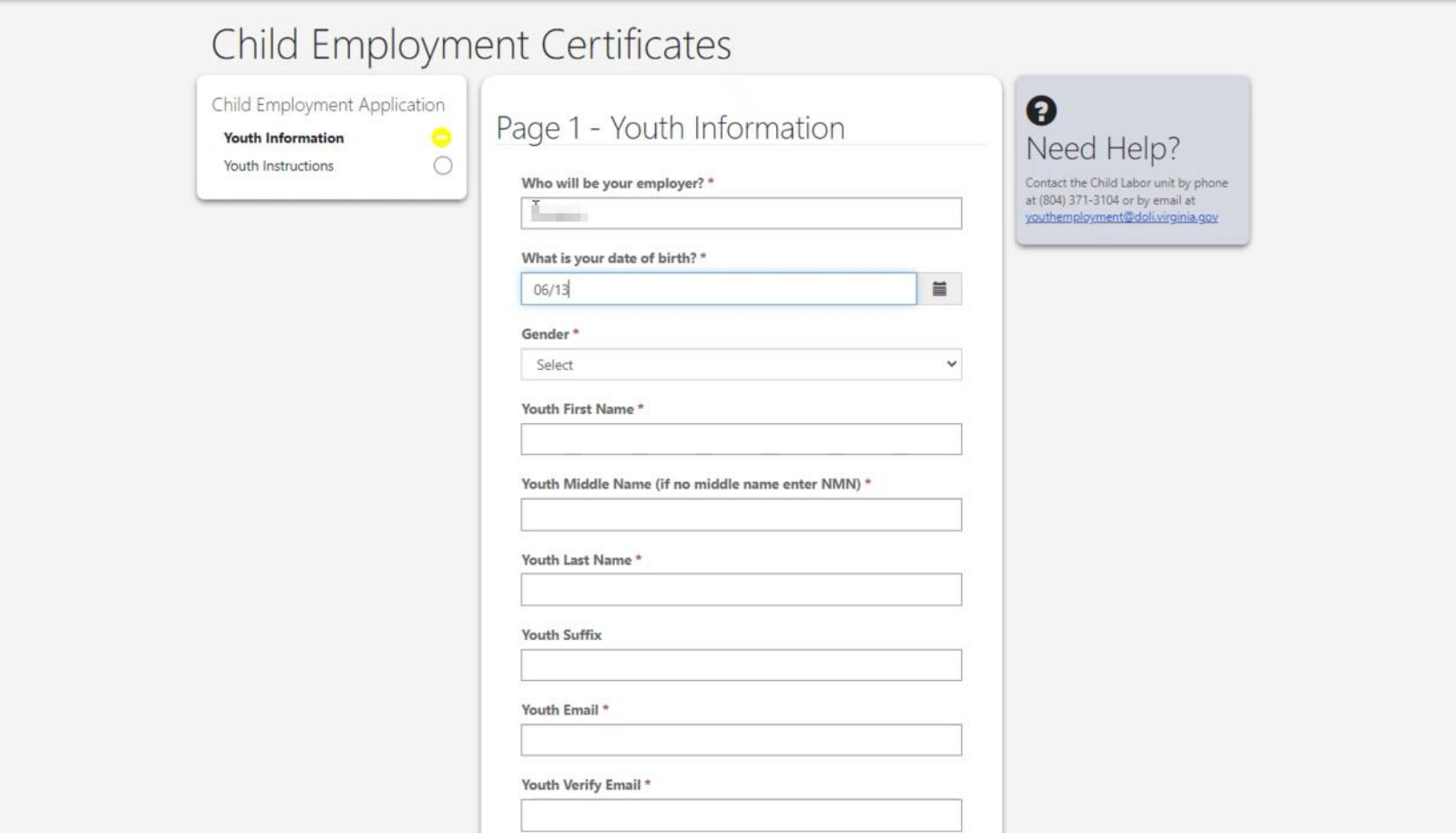
Youth Portion – Certificate Application Page

3. Select Youth Application to begin process
    - Note: This section should be completed by the youth desiring employment



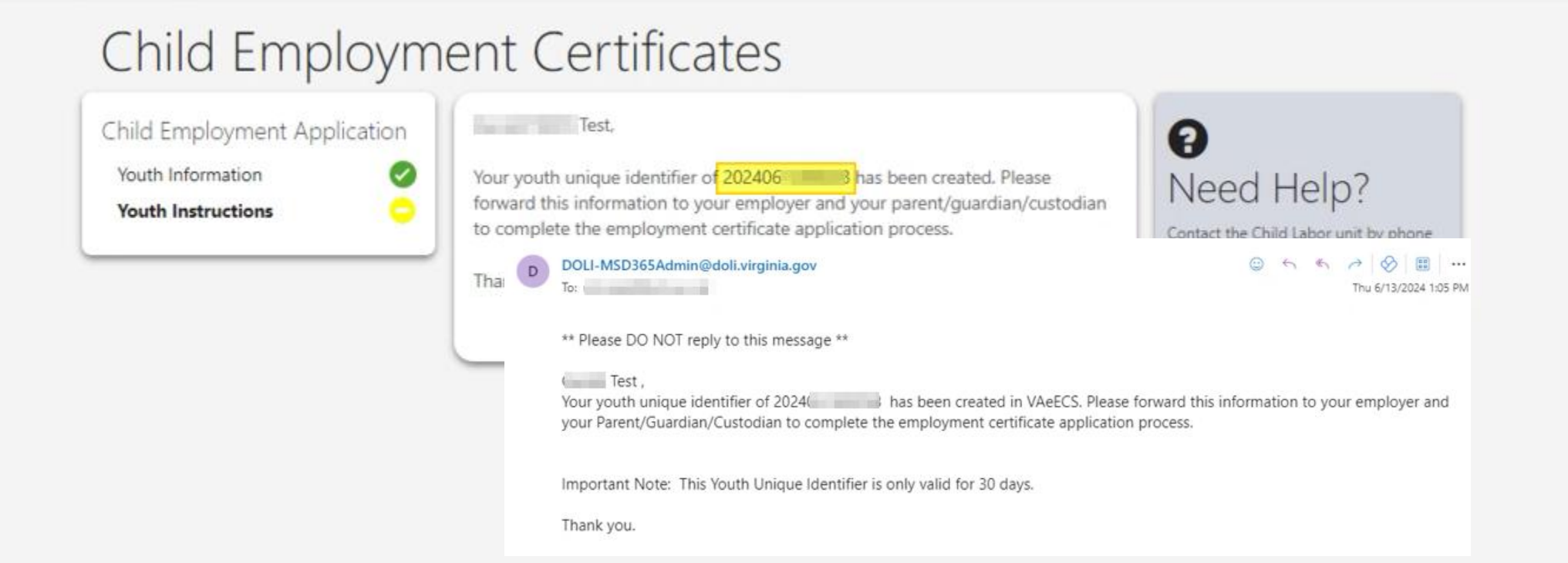
Youth Portion – Youth Application

4. Youth completes all fields, signs and submits



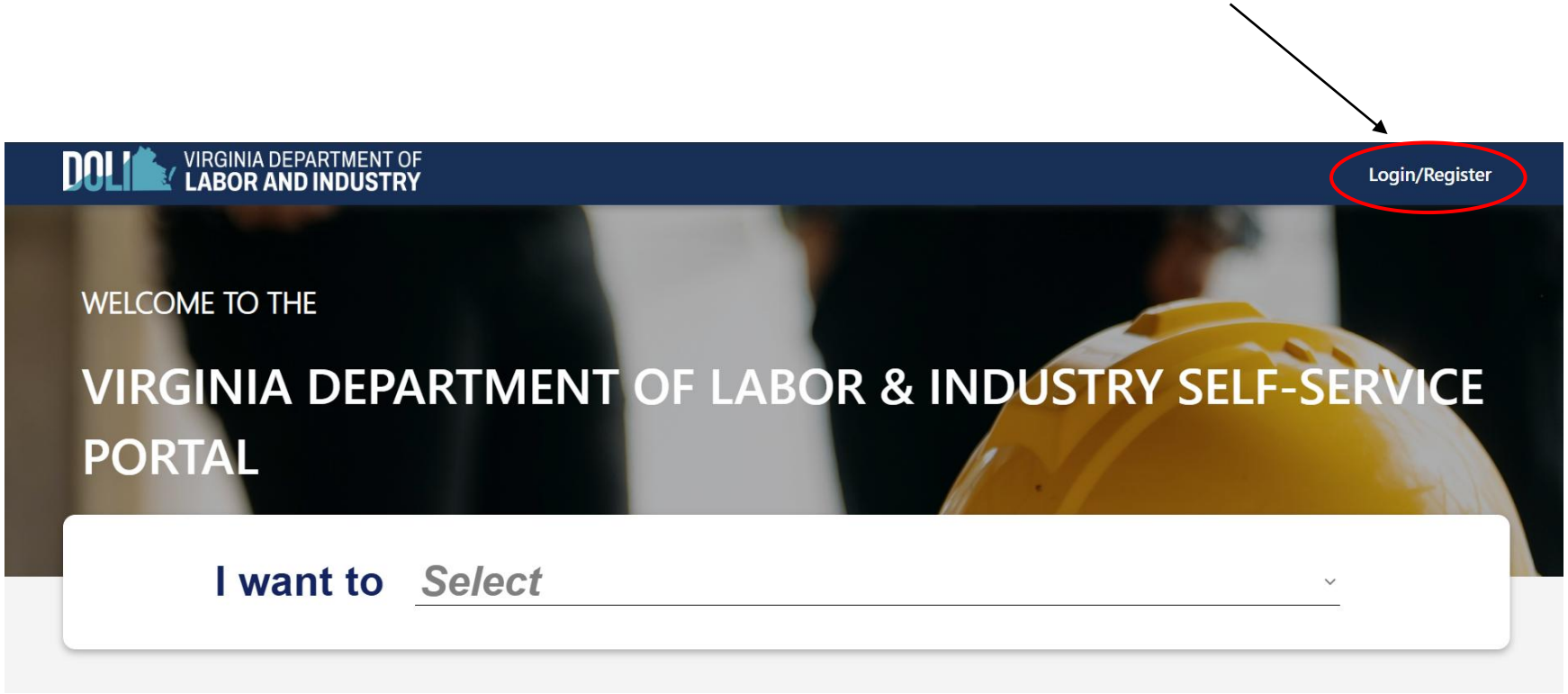
Youth Portion – Submission

5. Send Youth ID to Employer
    - A confirmation email will be sent to the registered email



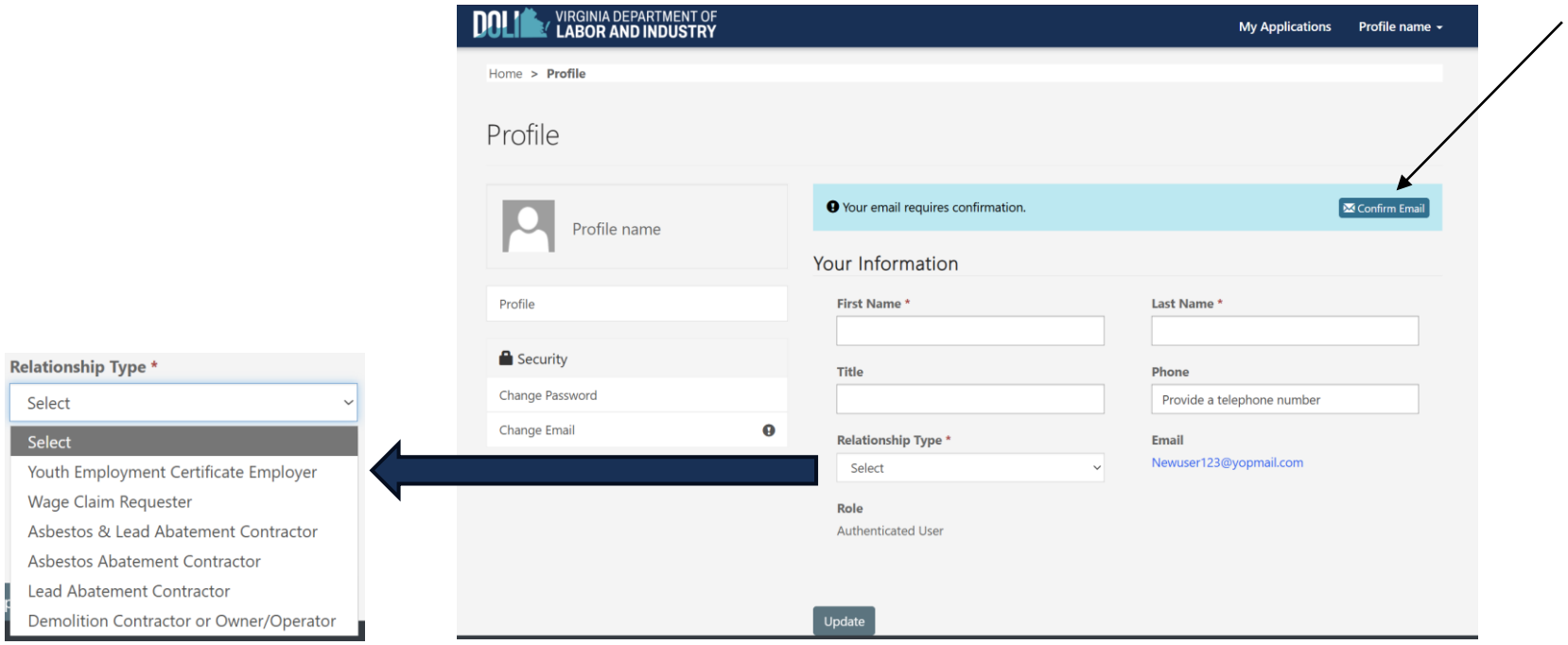
Employer Portion – Registration Process

6. Employers must set up their company account when first using the DOLI portal. Access the DOLI Online Portal and click the Login/Register button to start the registration process



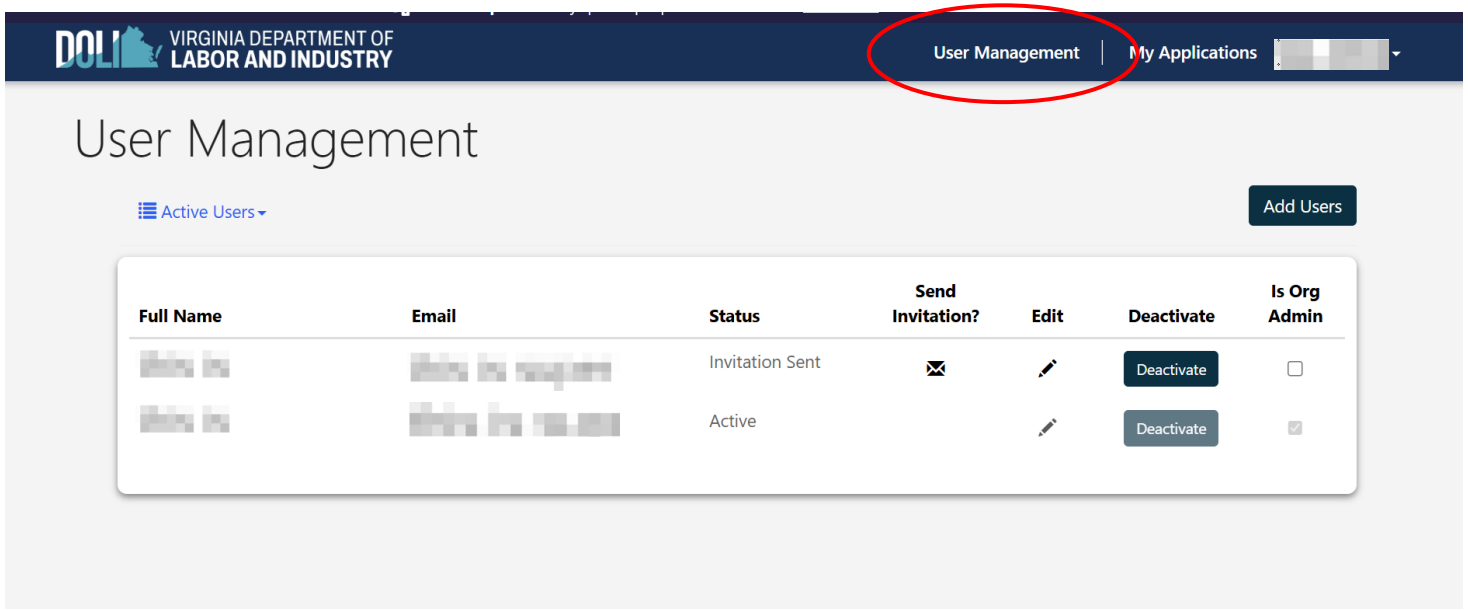
Employer Portion – Registration Process

7. To continue the registration process, toggle “Register” and complete the required information, which will direct the user to the Profile Page.
    - Next, click “Confirm email,” which will trigger a confirmation link sent to your email. Locate this email and click the link, which expires in 24 hours.
    - Complete the required fields and for 'Relationship Type’ select “Youth Employment Certificate Employer.”



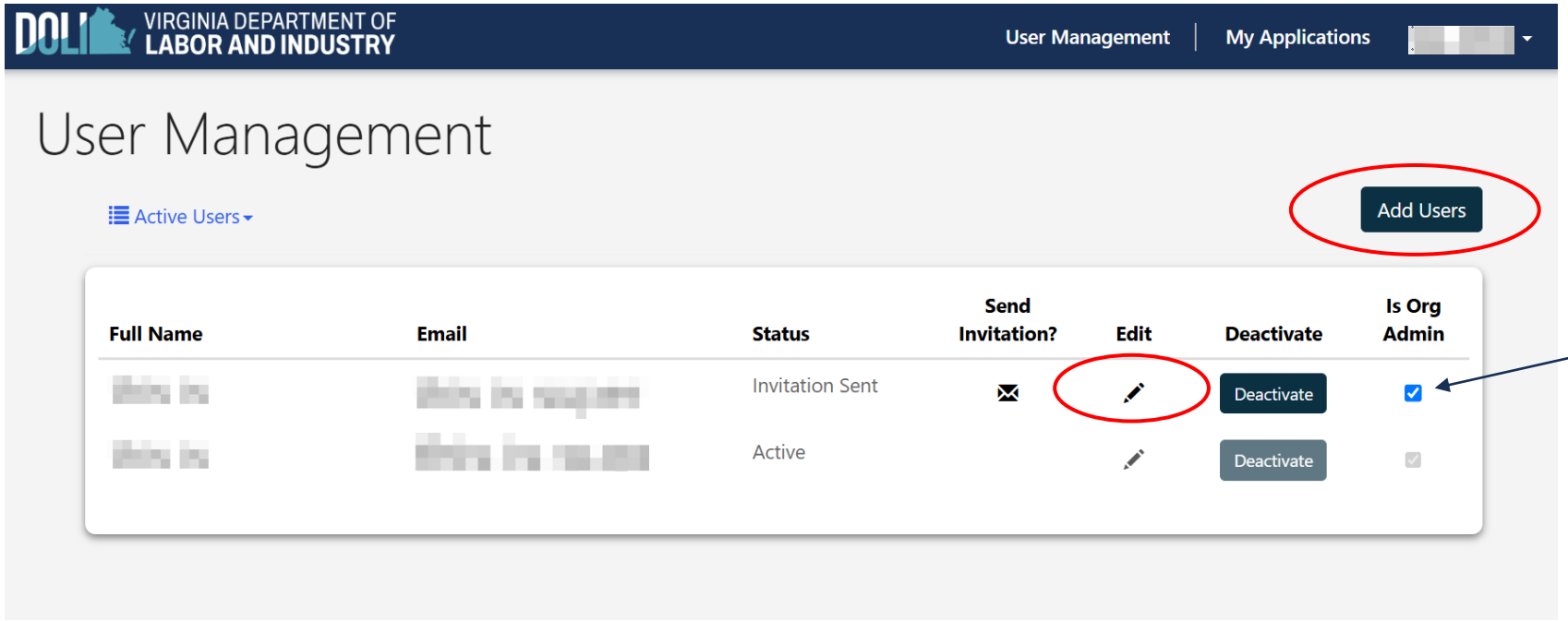
Employer Portion – Additional Users

8. The first user to create a youth employer account in the DOLI portal will be an Organization Administrator, or Org Admin for the company. Click the “User Management” button to invite and manage additional users.



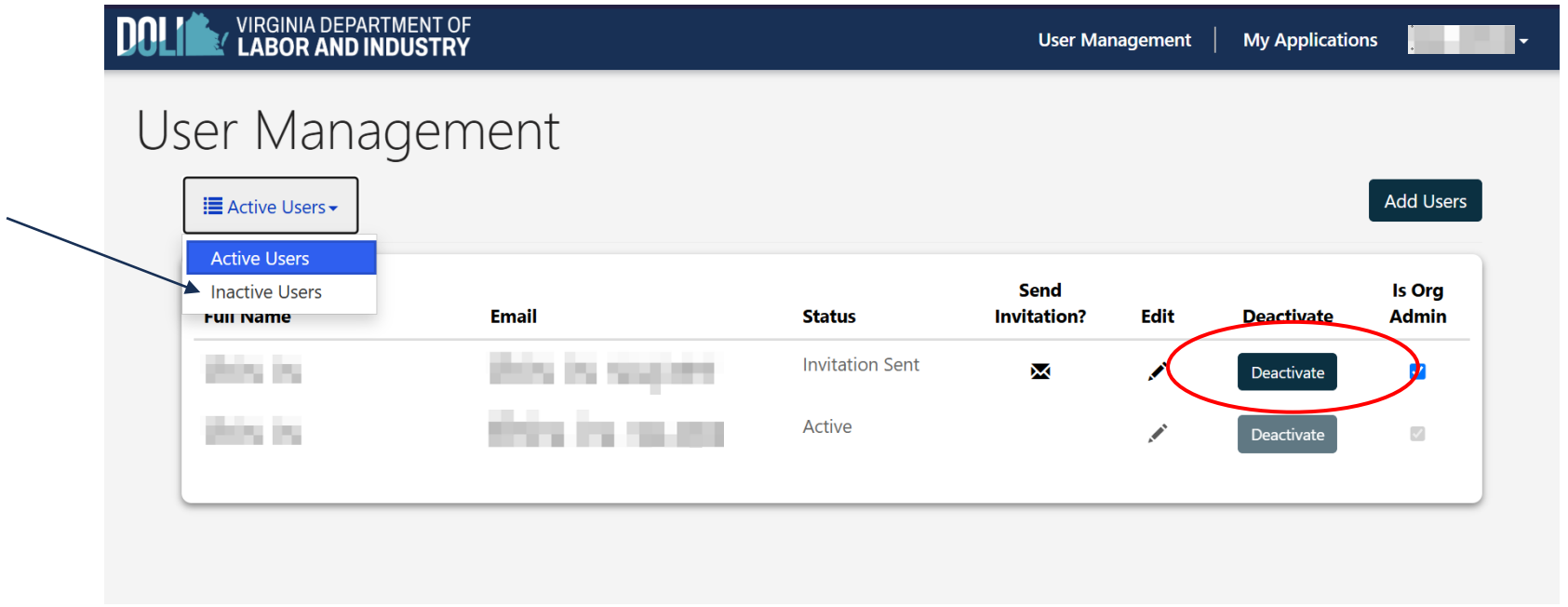
Employer Portion – Additional Users

9. Click “Add Users” to input additional individuals from the employer who will be managing Youth Employment Certificates. You are also able to edit their profile information and indicate that they can be an Org Admin. A company can have up to three Org Admins and must have at least one.



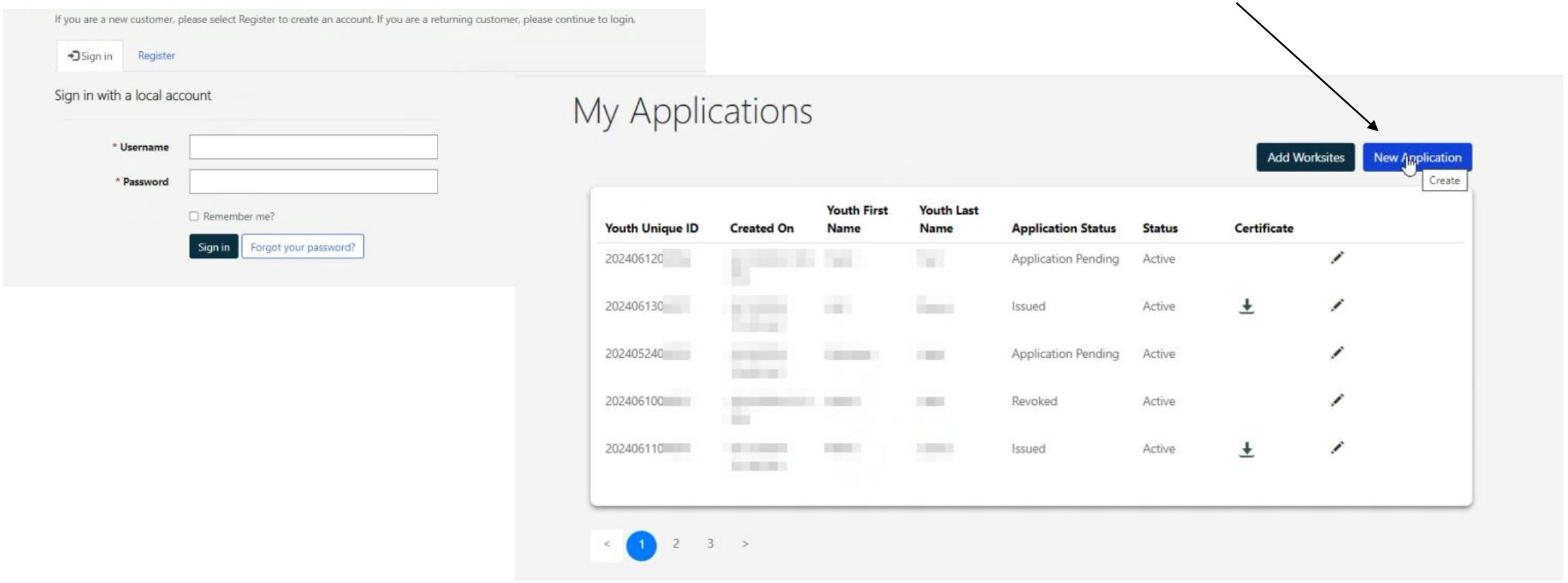
Employer Portion – Removing Users

10. The Org Admin for the company is also able to remove users by clicking “Deactivate.” Click on “Inactive Users” to see a roster of users that were deactivated, and to reactivate them if needed.



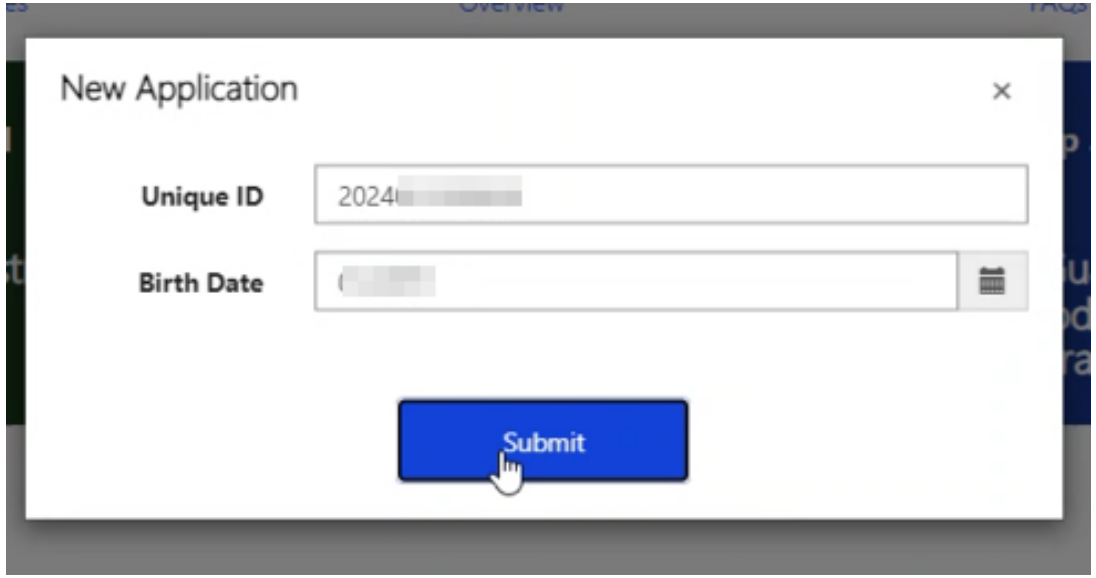
Employer Portion - Login

11. After registration, the Employer accesses the portal, logs in, and navigates to My Applications tab
    - Select New Application



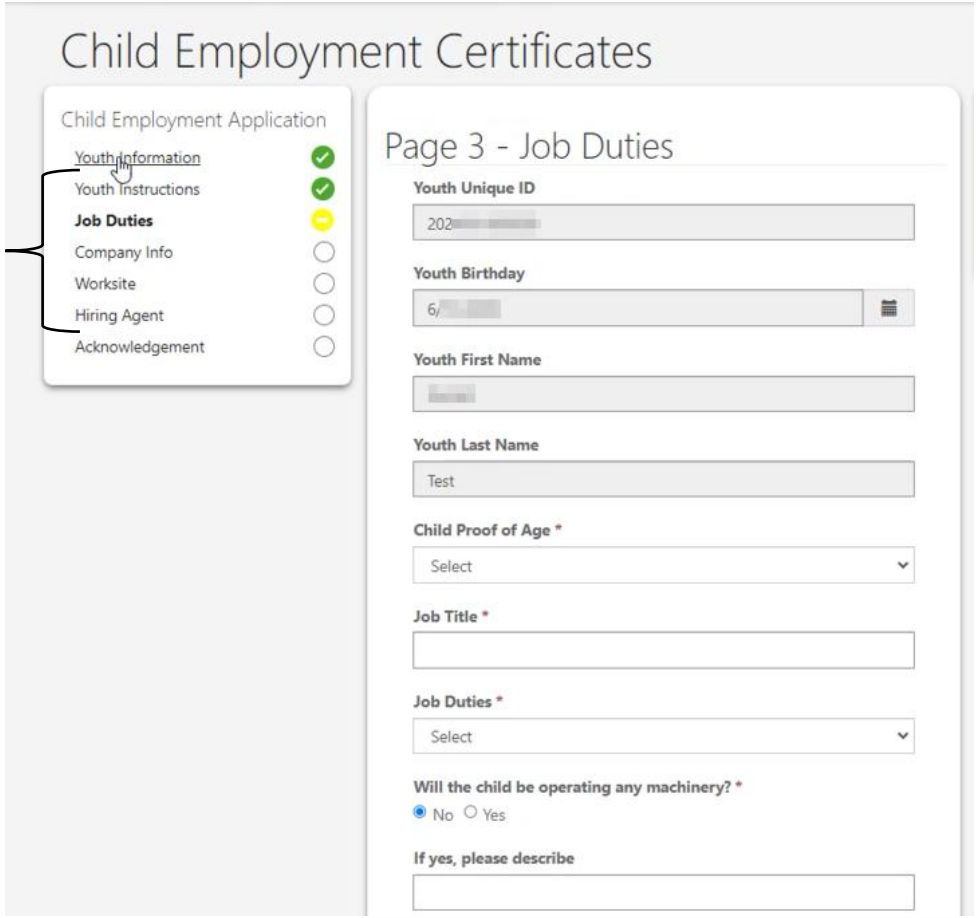
Employer Portion – Application Access

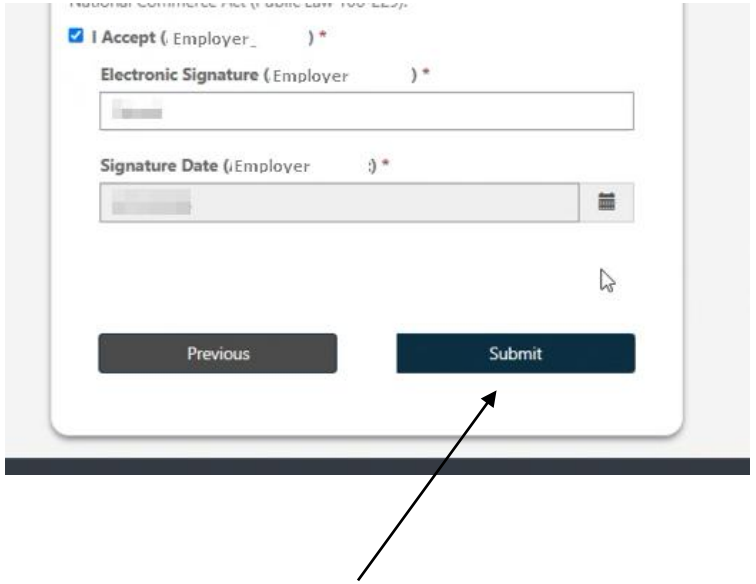
12. Employer enters Youth ID and Youth Birth Date



Employer Portion – Application Submission

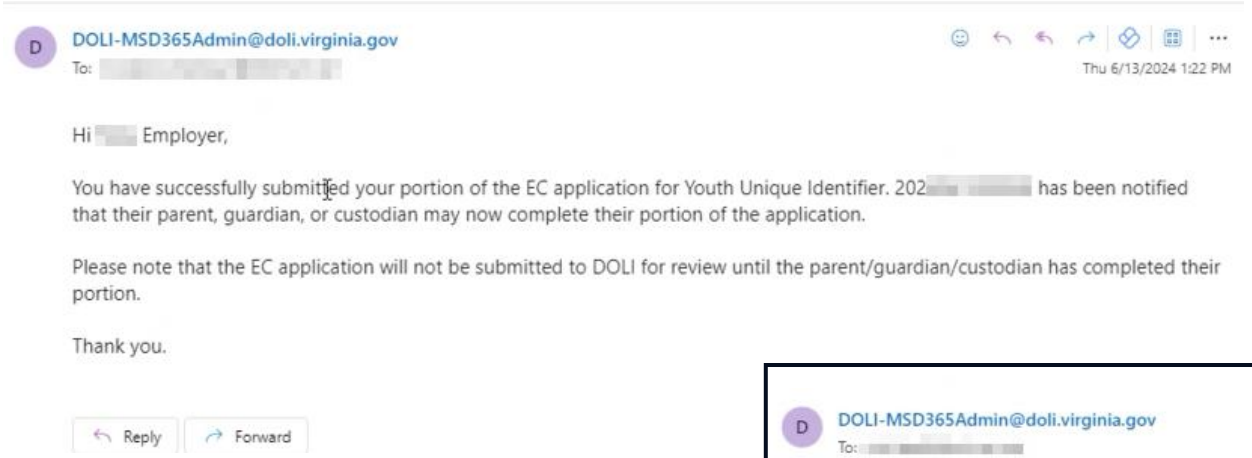
13. Employer completes all fields on the application. Employer is required to add a worksite for the certificate. Employer signs acknowledgement and submits.





Employer Portion - Notification

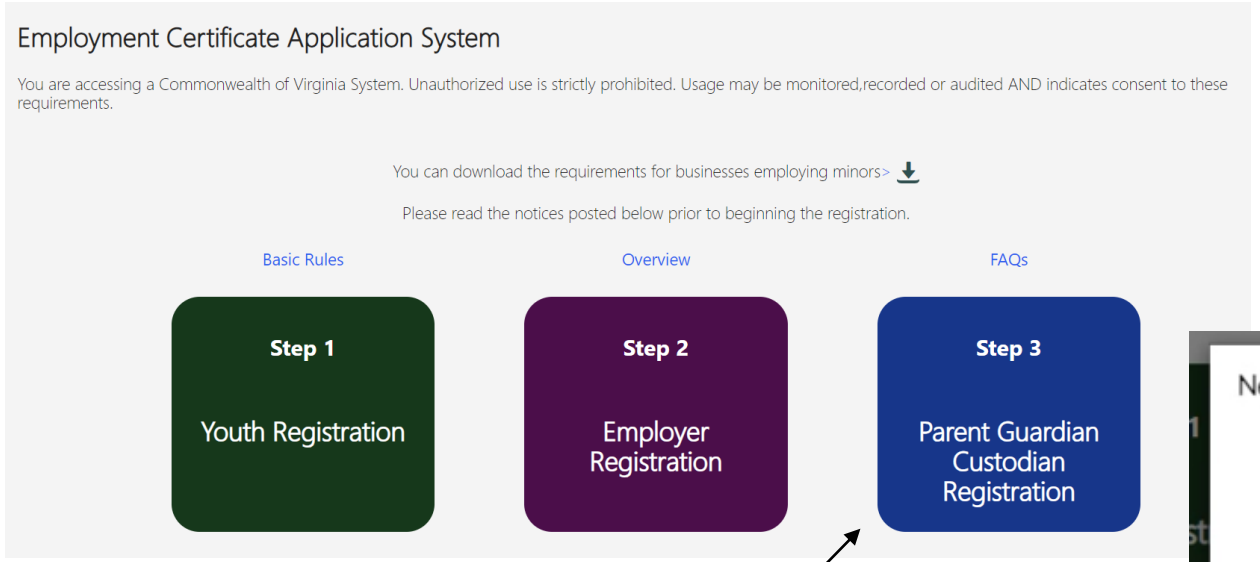
14. Employer and Youth receive email notifications of Employer portion completion
    - Youth notifies legal guardian to complete their portion

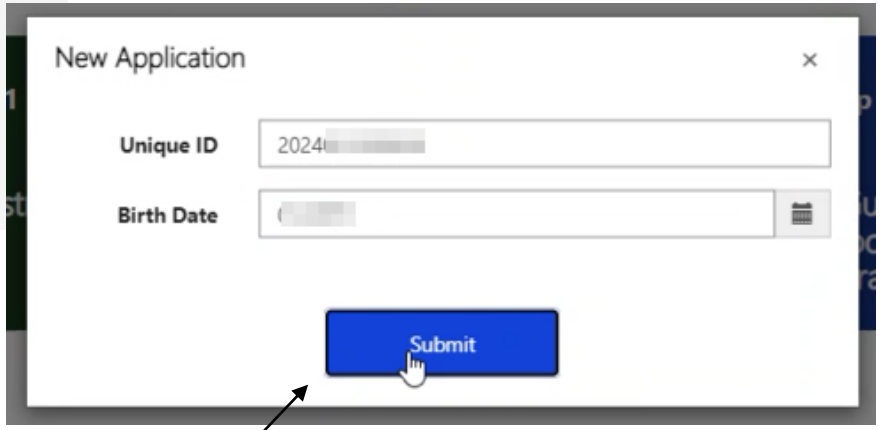




Authorizing Adult Portion – Application Access

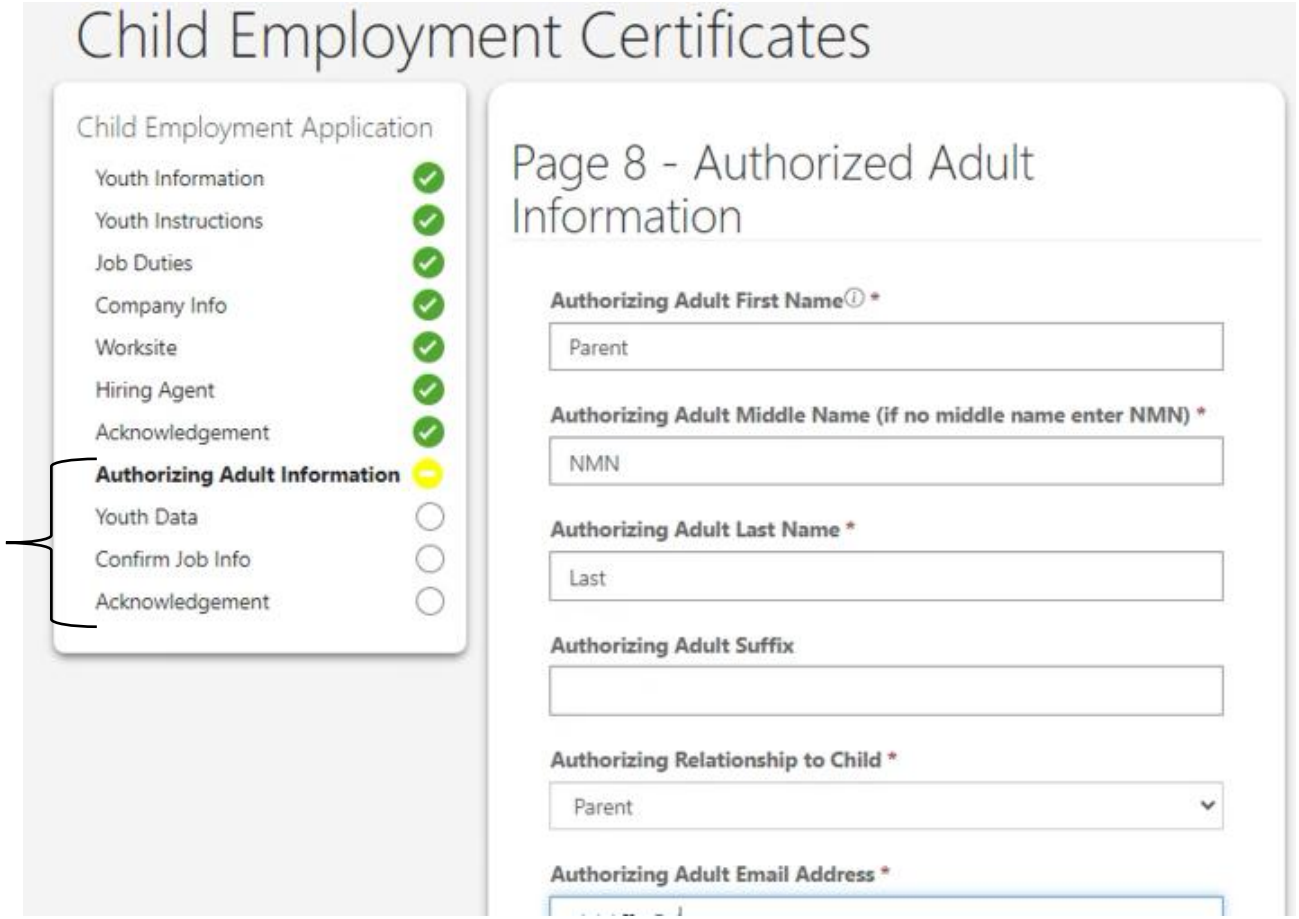
15. Authorizing Adult accesses portal and selects Parent Guardian Custodian Registration
    - Adult enters Youth ID and Birth Date

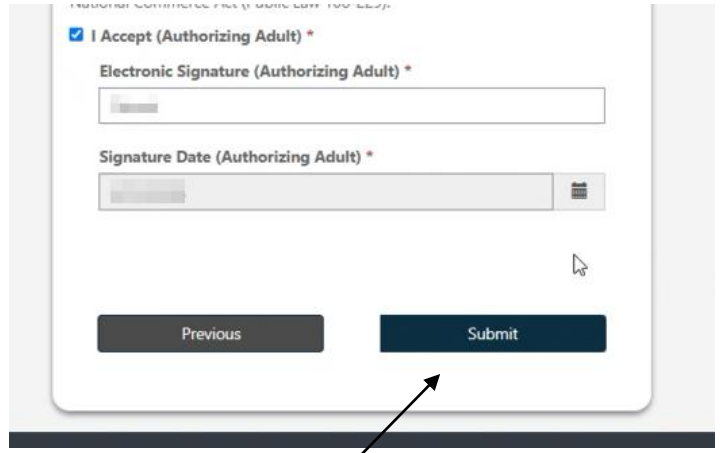




Authorized Adult Portion - Application

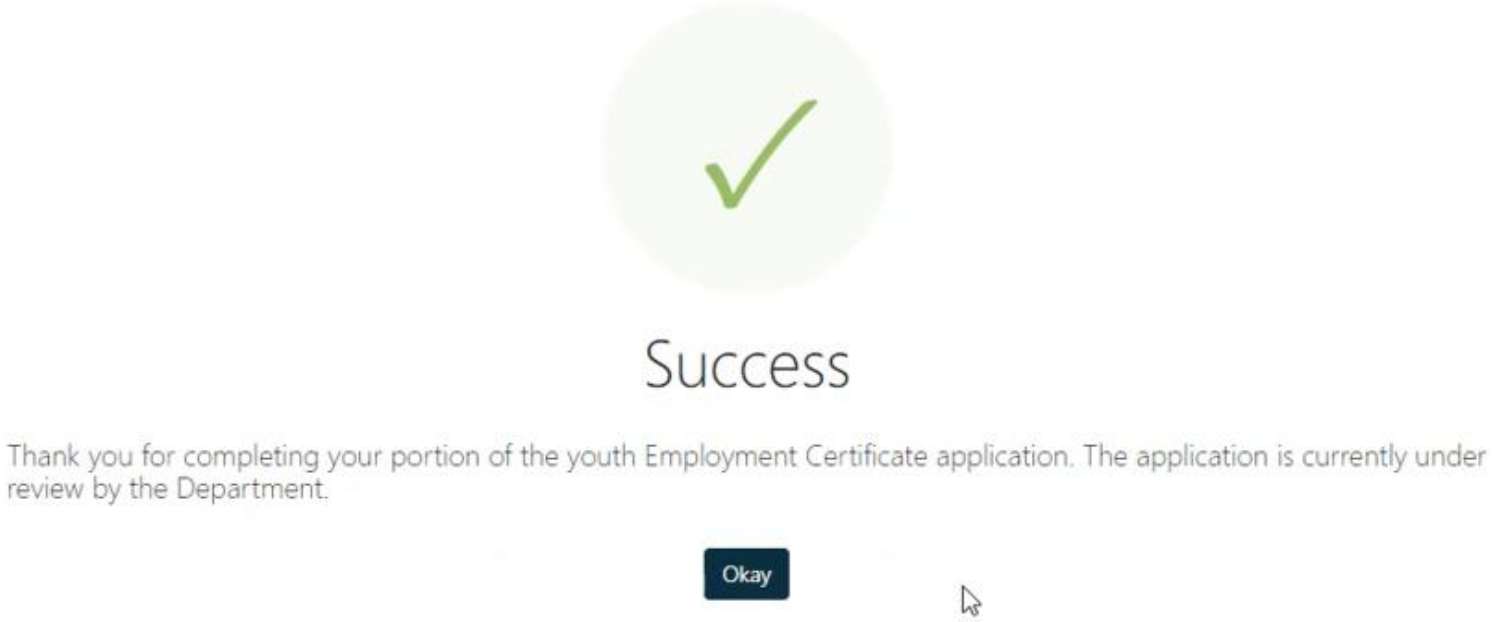
16. Authorized Adult completes all fields, signs acknowledgement and submits.





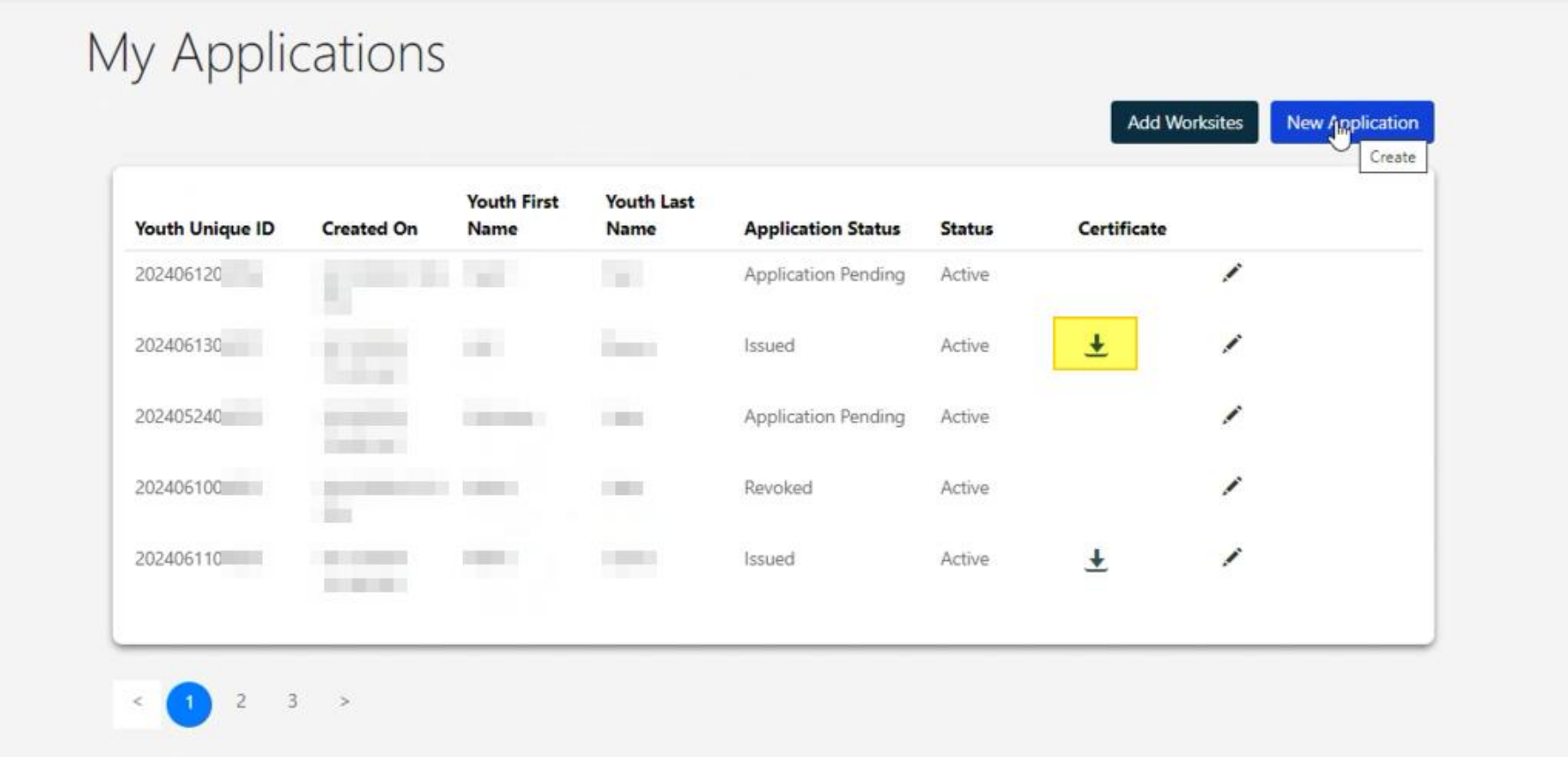
Submission Confirmation

17. Upon submission, Adult observes submission confirmation
    - Youth receives email notification of application completion



Certificate Download

18. Upon approval, Hiring Agent and Adult receive notification that certificate has been approved.
    - Employer logs in and navigates to My Applications
    - Click download icon to download certificate



DOLI
VIRGINIA DEPARTMENT OF
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CONTACT US

(804) 371-3104 ext. 242

youthemployment@doli.virginia.gov