



Using The Maryland Workforce Exchange (MWE) Database

This system is a self-directed, interactive website where employers can post their own job openings, view candidate résumés and skills, and receive automatic notification of candidate matches - all at no charge! You will find many useful labor-related resources.

The following things are required to use the site.

1. Valid and verifiable EIN number
2. Registration and good standing with the Maryland Assessment and Taxation Department. Use the link below to check your organization's status:

<https://egov.maryland.gov/BusinessExpress/EntitySearch>.

Please create an **employer registration** account at <https://mwejobs.maryland.gov>. When creating the account, please choose "**Direct Representative of your Organization**" under "Representative Type."

NOTE: Carefully select your company Point of Contact/Direct Representative because this person will receive all MWE notices. Typically, someone in an HR capacity serves in this role.

Document your log-in credentials because if you forget them, you will be required to go through a "reset" process before you are granted access to MWE.

Once your account is created it will be reviewed to ensure all the necessary information is provided. You will receive an email confirming if your account has been approved, outlining what the next step in the process is.

Need Help? Look for the **Learning Center** on the Homepage and from there click on **Employer Tutorials**.

