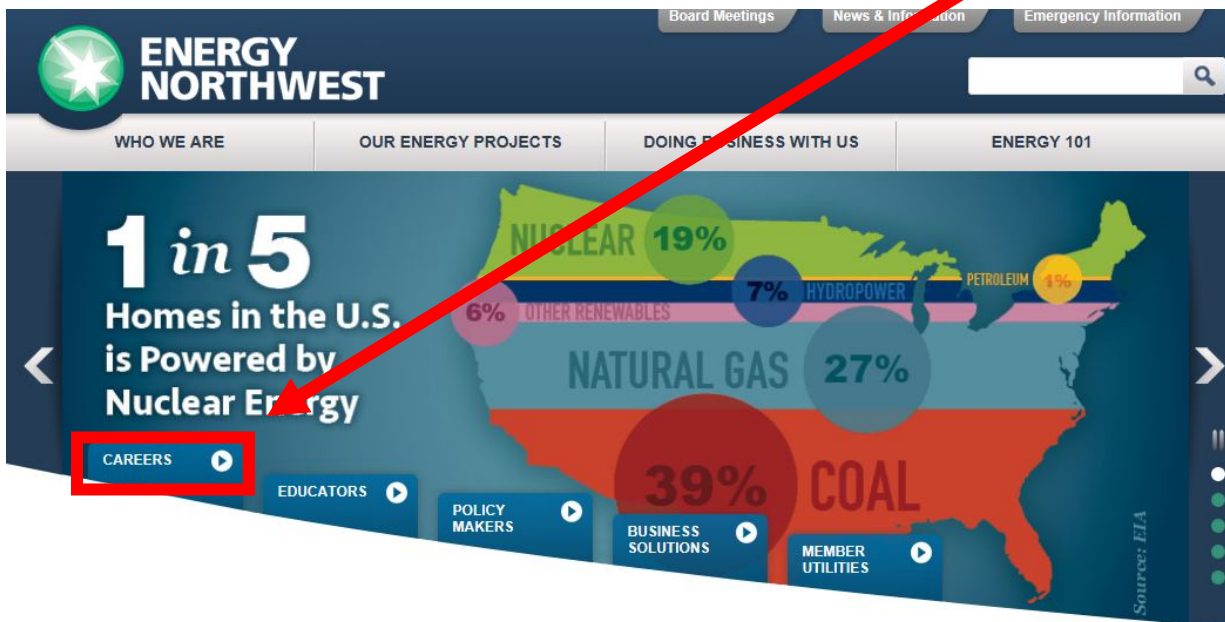


Error Message: 'Can't apply more than twice'

- 1) Visit the website at www.energy-northwest.com and click 'Careers'



EN Social

Agency News

Energy Northwest Pays Privilege Tax Today May 31, 2016

- 2) Click 'Careers' on the next page



3) Click 'Click here to View and Apply for our Open Positions'

The screenshot shows the Energy Northwest website's 'Careers' page. At the top, there is a navigation bar with 'Board Meetings', 'News & Information', and 'Emergency Information'. Below this is a search bar and a main navigation menu with 'WHO WE ARE', 'OUR ENERGY PROJECTS', 'DOING BUSINESS WITH US', and 'ENERGY 101'. The 'Careers' section is highlighted in the left sidebar. The main content area contains a welcome message and a prominent blue button with the text 'Click here to View & Apply for our Open Positions', which is highlighted with a red rectangular box. A red arrow points from the text in step 3 to this button.

4) Click 'Sign in' if you already set up an online account or click 'New User' if you have not set up an online account **VERY IMPORTANT: DO NOT click on any of the job listings, you must be logged in first!** If you still receive the error message 'cannot apply more than twice' then please close all your web browser and start over from step one.

The screenshot shows the Energy Northwest 'Job Search' page. At the top left is the Energy Northwest logo. Below it is a search bar with 'Keywords' and 'Search Tips' fields, and buttons for 'Search', 'Reset Search', 'Save Search', and 'More Options'. On the left, there are filter options for 'Recruiting Location' (Energy Northwest (10)), 'Department' (No Value (2), Civil (1), Mechanical Maintenance (1), Plant Programs (1), Radiological Operations (1), More...), and 'Job Family' (No Value (9), Scaffolder (1)). On the right, there are '10 matches found' and a 'Sort By' dropdown menu set to 'Posted Date'. Below this is a table of search results with columns for job title, department, location, and posted date. A red arrow points from the text in step 4 to a 'Sign In | New User' button located in the top right corner of the page, which is highlighted with a red rectangular box.

| Job Title | Department | Location | Posted Date |
|--|------------------------|------------------|-------------|
| Scheduler II/Scheduler III - 5768 | Work Control | Energy Northwest | 06/01/2016 |
| Scaffolder - 5759 | Mechanical Maintenance | Energy Northwest | 05/31/2016 |
| Civil Engineer Staff/Senior/Principal - 5767 | Civil/Stress | Energy Northwest | 05/11/2016 |
| PSA Engineer - Staff/Senior/Principal - 5758 | Reactor Engineering | Energy Northwest | 05/10/2016 |

5) The page below is the sign in page. If you forgot your user name or/and your password, you can select one of the circled links below and it will send you your user name and allow you to reset your password.

ENERGY NORTHWEST

Sign In

You must sign in to continue.

*User Name

*Password

[Forgot User Name](#)

[Forgot Password](#)

[Don't have a User Name or Password?](#) [Register Now](#)

* Required Information

[Return to Previous Page](#)

6) You can tell you are signed in to the career page because it will show your name at the top right corner of the page. Click 'My Activities' to see all past application and to complete draft applications that have not been submitted yet.

ENERGY NORTHWEST

Job Search | My Notifications | **My Activities** | My Favorite Jobs | My Saved Searches | My Account Information

Signed In as Theresa | Sign Out

Filter by

Keywords Search Tips

More Options

Recruiting Location
Energy Northwest (10)

Department
No Value (2)
Civil (1)
Mechanical Maintenance (1)
Plant Programs (1)
Radiological Operations (1)
More...

Job Family
No Value (9)
Scaffolder (1)

10 matches found

Sort By **Posted Date** ↓

Search Results

First 1-10 of 10 Last

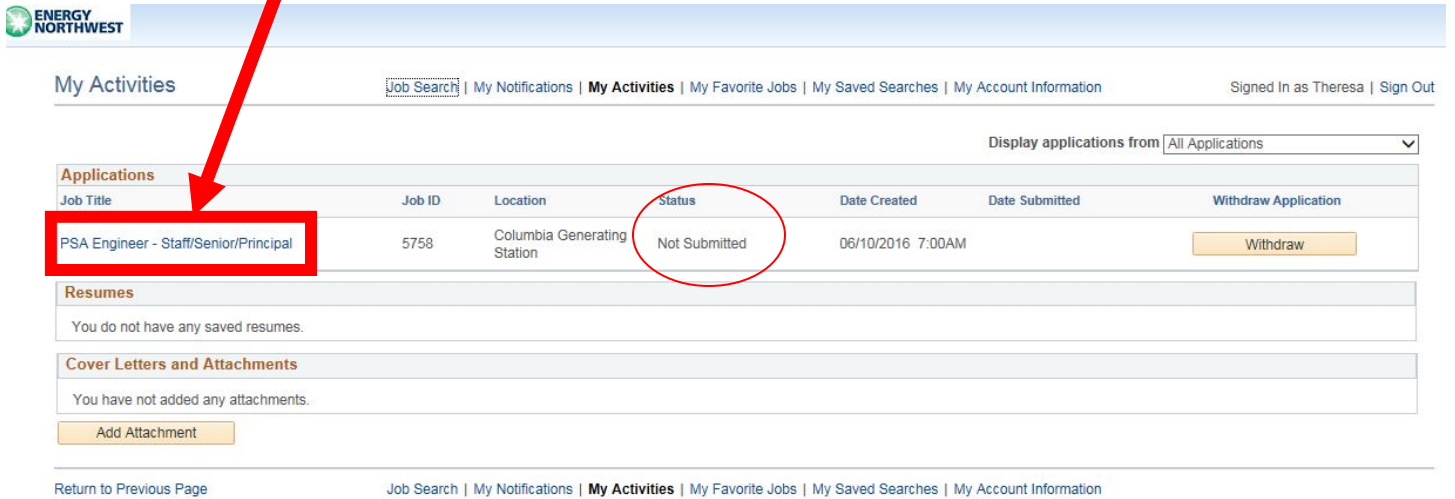
Scheduler II/Scheduler III - 5768
Department: Work Control | Location: Energy Northwest | Posted Date: 06/01/2016 ☆

Scaffolder - 5759
Department: Mechanical Maintenance | Location: Energy Northwest | Posted Date: 05/31/2016 ☆

Civil Engineer Staff/Senior/Principal - 5767
Department: Civil/Stress | Location: Energy Northwest | Posted Date: 05/11/2016 ☆

PSA Engineer - Staff/Senior/Principal - 5758
Department: Radiological Operations | Location: Energy Northwest | Posted Date: 05/11/2016 ☆

7) The My Activities page will show all the applications you have done and their status. If the status says **'not submitted'** then click on the job title to complete the application.



ENERGY NORTHWEST

My Activities [Job Search](#) | [My Notifications](#) | **My Activities** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#) Signed In as Theresa | [Sign Out](#)

Display applications from

| Applications | Job Title | Job ID | Location | Status | Date Created | Date Submitted | Withdraw Application |
|--------------|--|--------|-----------------------------|---------------|-------------------|----------------|---|
| | PSA Engineer - Staff/Senior/Principal | 5758 | Columbia Generating Station | Not Submitted | 06/10/2016 7:00AM | | <input type="button" value="Withdraw"/> |

Resumes
You do not have any saved resumes.

Cover Letters and Attachments
You have not added any attachments.

[Return to Previous Page](#) [Job Search](#) | [My Notifications](#) | **My Activities** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Note: DO NOT click **'withdraw'** for both submissions. This will remove you from consideration for the position and you will not be able to complete an application.