Error Message: ‘Can’t apply more than twice’

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

2) Click ‘Careers’ on the next page
3) Click ‘Click here to View and Apply for our Open Positions’

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.
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. 

![Sign In 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.
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.

**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.