Invite an agency

To invite a new agency to SmartRecruiters:

1. Navigate to the Send to Agency page:
   - On the Jobs list, open the dropdown for any job and click **Send to Agency**.
   - On the profile of any job, open the More list and click **Send to Agency**.

   Pick any job. The one you choose is not linked to the agency when you invite them.

2. Click **Invite Agency** at the top of the page.
3. Enter the contact information for your recruiter.

4. SmartRecruiters then sends an email to the agency contact, inviting them to register for an account with SmartRecruiters' Agency Portal.

5. Within 24-48 hours after the agency has registered for an account, SmartRecruiters will add the agency to your list of agencies and notify you by email.

6. Once you receive the email, you can assign a job to the agency.

SmartRecruiters can associate only one email per contact. If you work with multiple recruiters at the same agency and want to track assignments separately, make sure to add each recruiter as their own "agency".