Completing Your Host Profile

Professional Exchange Programs

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Beacon is a CIEE Host and Placement Portal where you can store your company information and access training plan(s) for your international interns/trainees.

STEP 1 ACCESS YOUR HOST PROFILE

OPTION 1: Access through email link

Use the link in the automatic email invite (check your spam folder)

Dear Arlette,

Thank you for choosing CIEE as your international programs sponsor – we are looking forward to working with you and your Professional Exchanges program participants.

Your first step in the process is creating an online host profile for your organization. Please access our Beacon Host Portal and create your password. Your username is your email address.

Set Your CIEE Beacon Host Portal Password

The above link is available for **7 days**. If your password link has expired, you can generate a new link by clicking "Reset Password" on the CIEE Beacon Host Portal login page and typing your email address.

Once you've created a password, we recommend saving the CIEE Beacon Host Portal link as a bookmark in your browser so that you can access the site at any time.

Host Organization Account Information:

Company Name: Olga's A.S.K. Agency

Email Address used for Beacon Host Portal: olgabeacon+arlette@gmail.com

Sincerely,
CIEE Professional Exchange Programs Team
int-pct@ciee.org

OPTION 2: Access through Direct Link

- Use this link   **https://beacon.ciee.org/login/**
- Click on the picture tile to open your host profile

Select a Site: SELECT SITE OF ACTIVITY
Select a Season/Year: SELECT SEASON AND YEAR
Select a Profile Status: SELECT PROFILE STATUS
Order By: Last Updated

Reset Filters   Start a New Profile

ZUNI CAFE
Professional Exchanges Host 2023
Profile Status: In Progress

HELPFUL HINT: Use Google Chrome Browser for the best experience

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REVIEW ALL SECTIONS IN YOUR PROFILE

Review all three sections and confirm that the information is correct

- All required fields are marked with an asterisk*

- A completed section is marked green

- Sections in yellow are incomplete and some information is missing

✓	YOUR COMPANY	Edit
···	COMPANY CONTACTS	Continue
···	REQUIRED DOCUMENTS	Continue
📎	DOCUMENTS	⌄

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1. Upload Worksite Documents
   Upload Worker's Compensation Policy Document or confirmation of equivalent coverage.

✓ YOUR COMPANY		Edit
⋯ COMPANY CONTACTS		Continue
⋯ REQUIRED DOCUMENTS		Continue
📎 DOCUMENTS		⌄

1 →

2. When all the sections are complete and marked green, click "Submit Host Profile" to submit your host profile for review.

2

In Progress

Profile is in progress
Please complete all required sections of this host profile, sign and submit to CIEE.

→ Complete Profile

☑ I agree with the above.

3. Review Terms & Conditions for being a BridgeUSA host organization with CIEE, sign electronically, and submit your host profile to CIEE for review.

3 →

Type your name

Enter the date

Signed By must be completed.

Signed Date must be completed.

Close   Sign