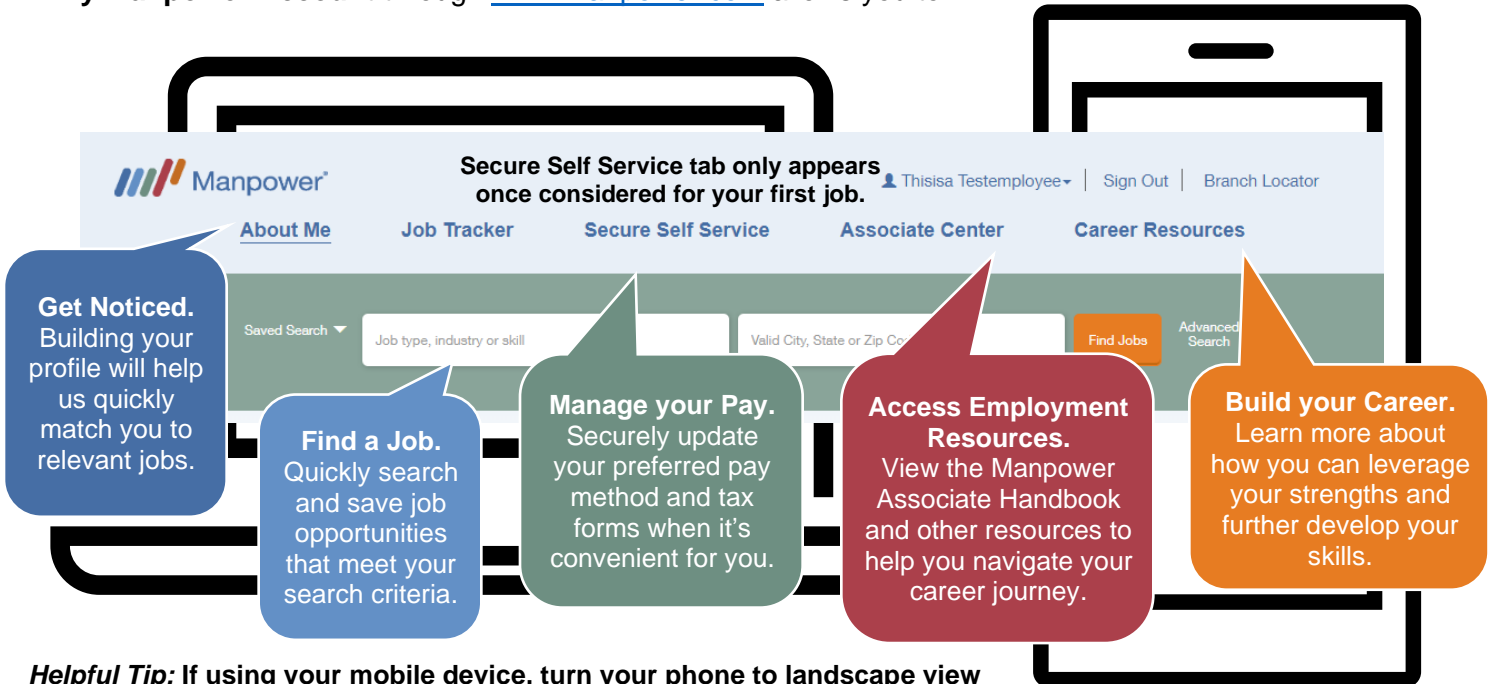


NAVIGATING MY MANPOWER ACCOUNT

IMPORTANT! If you can't remember your username (typically it's the email address you used to sign up) or password, go to the **Log In** screen and click on the appropriate link to reset. *Still need help?* **Please don't create another account.** Contact the Associate Care Center at 800.561.6934 or associate.care@manpower.com for assistance.

[Forgot Password?](#)
[Forgot User Id/Email?](#)

A **My Manpower Account** through www.manpower.com allows you to:



Secure Self Service tab only appears once considered for your first job. Thisisa Testemployee- | Sign Out | Branch Locator

Get Noticed. Building your profile will help us quickly match you to relevant jobs.

Find a Job. Quickly search and save job opportunities that meet your search criteria.

Manage your Pay. Securely update your preferred pay method and tax forms when it's convenient for you.

Access Employment Resources. View the Manpower Associate Handbook and other resources to help you navigate your career journey.

Build your Career. Learn more about how you can leverage your strengths and further develop your skills.

Helpful Tip: If using your mobile device, turn your phone to landscape view to make it easier to view the screen.

ABOUT ME

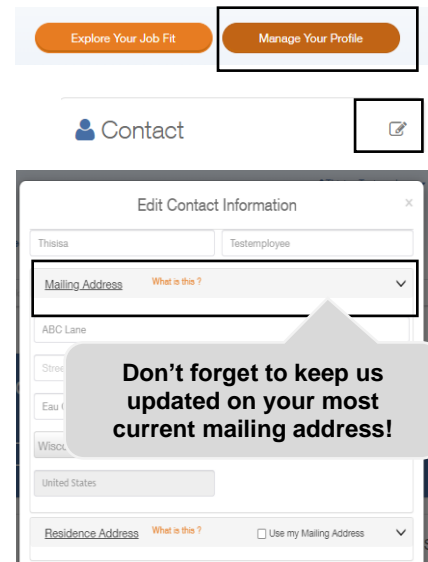
The information from your profile flows into our system, allowing our Recruiters to easily match you to a Job that meets your skills and work preferences. The more information you provide, the more likely the right match can be made. Check out the "Profile Strength" indicator!

To **Manage Your Profile**, click on the *Edit* button in the section you want to add or update information.

- Add or update **Contact** information - **name, residence address, mailing address, phone number & email address.**
- Add **Skills, Experience,** and **Education** to help us find a job that is a right fit for you.
- Upload your most recent resume in the **Manage Documents** section or provide a copy to your Recruiter to upload.
- Indicate your **Job and Search Preferences** and **Communication Preferences.**

JOB SEARCH

Start by typing in a job title, industry, or skill that you are looking for, and then your preferred location. When finished, select **Find Jobs**. Results will be based on jobs available within your search criteria.



Explore Your Job Fit | Manage Your Profile

Contact

Edit Contact Information

Thisisa Testemployee

Mailing Address *What is this?*

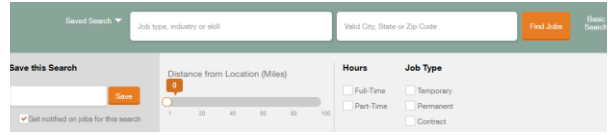
ABC Lane
Street
Eau Claire
Wisconsin
United States

Residence Address *What is this?* Use my Mailing Address

Don't forget to keep us updated on your most current mailing address!

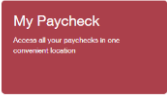
Save your Search.

- Click **Advanced Search** (next to Find Jobs button).
- Enter **Job & Work Preferences**.
- Check “Get notified on jobs for this search”
- Name your search and click **Save**.



SECURE SELF SERVICE

This tab will appear once you are being considered for your first job through Manpower.



Access your Paystubs.

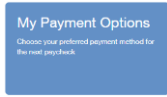
Click on the “My Paycheck” tile to access the link to Paperless Employee. If you haven’t already done so, make sure to register for an account so you can access your paystubs, sign up for payment notification alerts, and opt-in for an electronic W2.



Complete applicable Tax Form(S).

If you don’t complete, your tax withholdings will default to “single” and “0”. To get started...

- Create a **4-digit PIN**. This serves as your electronic signature.
- Re-enter the 4-digit PIN and click **Submit**.
- Select **Submit New Form**.
- Complete all mandatory fields (indicated with an asterisk).
- Click **Get Form**. *This will redirect you to Symmetry’s W4 Payroll Forms to complete.*
- Click **Get Started** and complete all required forms.



Complete or Update your preferred Pay Method.

If you are a New Hire, you will set-up your preferred pay method during onboarding. If you are a current Manpower Associate, payment options can be updated under the “My Payment Options” tile. If no preferred method is selected, your pay method will default to paper check.

- Click on **Change Payment Option**.
- Complete the **Pay Options Request Form**.
- Once you’ve confirmed information was entered correctly, click **Submit**.

Payment Options Request

Please complete all the required fields as indicated by the asterisk*, and click the “submit” button to setup your payroll payments for direct deposit to the bank of your choice. The information you provide will be sent to your bank for verification. If there is a problem with the information, your request.

PAYMENT OPTIONS:

Direct Deposit (preferred)
Your information will be processed and submitted to your bank once placed on assignment. The process may take up to 7 days. You will be paid by paper check until automatic pay set-up is complete.

Paycard (preferred)
Wisely by ADP, our paycard vendor, will mail your card to the address we have on file on Manpower’s behalf. You should receive the card in approximately 10 days. If paid prior to receiving your card, you may request a Wisely check from your Manpower Representative to access your funds.

Paper Check
Your paycheck will be mailed to the address we have on file. Note: The day/time it is received is dependent on the mail delivery system, not Manpower.

Contact Information

First Name:
 Last Name:
 Country:

Account Setup

*Payment Method:
 *Transit Routing #:
 *Bank Account #:
 *Re-enter Bank Account #:

I hereby authorize Manpower to initiate credit entries to my account as indicated above. If funds to which I am not entitled are deposited in my account, I authorize Manpower to direct the financial institution to return said funds or get written authorization for the deduction per applicable state law. This authority is to remain in effect from the date of termination. I understand I am responsible for the validity of the information on this form and for keeping Manpower aware of all changes in banking arrangements.

Communication

Email a copy of payment statement
 Manpower will use this e-mail address for all communication regarding payment options. If you do not elect to receive e-mail, the statement will be mailed.

E-mail Address:

Click on the blue icon for help completing the transit routing number & bank account number if selecting DIRECT DEPOSIT.

ASSOCIATE CENTER

The information and resources contained in the Associate Center is applicable to most Manpower offices. Your Manpower Representative will provide you with the information you need to be successful on your job.

CAREER RESOURCES

Explore career resources to help accelerate your career journey. Check out our MyPath Program and other opportunities to further build your skills through personalized guidance.