

PAPERLESS EMPLOYEE REGISTRATION

ManpowerGroup provides electronic access to your wages, paystubs, and year-end statements (W2) through a secure website. This guide will walk you through how to create a **Paperless Employee** account *once you've* received your first paycheck.

WEBSITE www.paperlessemployee.com/ManpowerGroup

CREATE ACCOUNT

To get started, click **Create an Account**. You will start with authenticating your account.

1. Enter your **Zip Code**, **Social Security Number** and **First 3 Letters of Last Name**. *This information will be used to compare against what we have in our records.*
2. Click **Authenticate & Create Account**.
3. Enter your **First Name**, **Middle Name** and **Last Name**.
4. Create unique **User ID**.
5. Create strong **Password**.
6. Enter responses to **3 Security Questions**. *These will be used to help in case of a password reset.*
7. Click **Save Security Questions**.

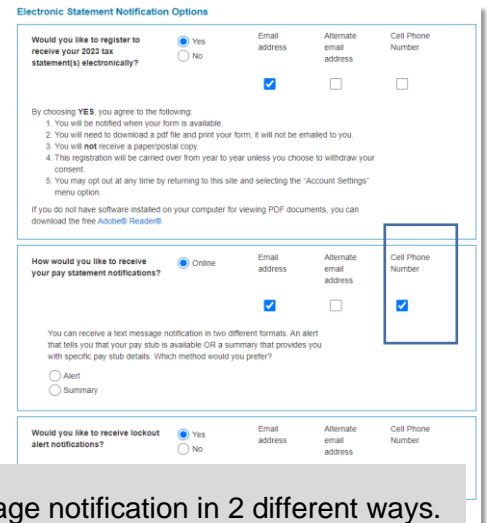
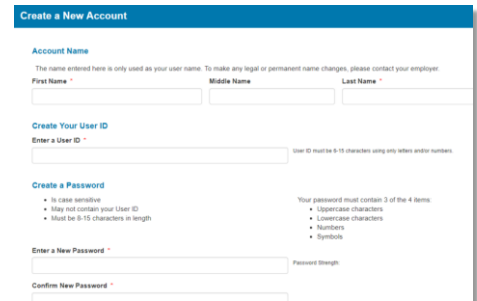
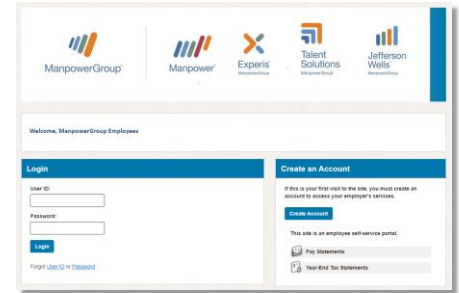
OPT-IN FOR ELECTRONIC NOTIFICATION OPTIONS

Opt-in to receive notifications – pay statements, year-end tax statements, and lockout alerts. This information will also be used to assist you in case of a password reset.

8. Enter your **Email Address**.
9. Click **Validate Email**. *A validation code will be sent to your email within a few minutes.*
10. Enter the validation code in the pop-up window.
11. Click **Submit**.
12. Enter an **Alternate Email**, as applicable.
13. Enter your **Phone Number** and contact preference – **Text Me** or **Call Me** – as applicable.
14. Indicate your notification preference for:
 - **Year-End Tax Statement**
 - **Pay Statement**
 - **Lockout Alert**
15. Click **Save Notification Option Settings**.

You can receive a text message notification in 2 different ways.

- **Alert:** Paystub is available
- **Summary:** Specific pay stub details



▶▶▶ **Questions?** Contact the Care Center that supports the ManpowerGroup brand you are working with.

EXPERIS CARE

Supporting Consultants working with Experis, Jefferson Wells, Manpower Engineering, and Talent Solutions.

[Experis Care ServiceNow - Self-Service Portal](#)

1-800-326-6797 / experiscare@experis.com
Monday - Friday / 8 AM - 8 PM ET

Public Sector ONLY, contact experiscare.publicsector@experis.com.

ASSOCIATE CARE CENTER

Supporting Associates working with Manpower.

[Manpower ServiceNow - Self-Service Portal](#)

1-800-561-6934 / associate.care@manpower.com
Monday - Friday / 7 AM - 7 PM CT