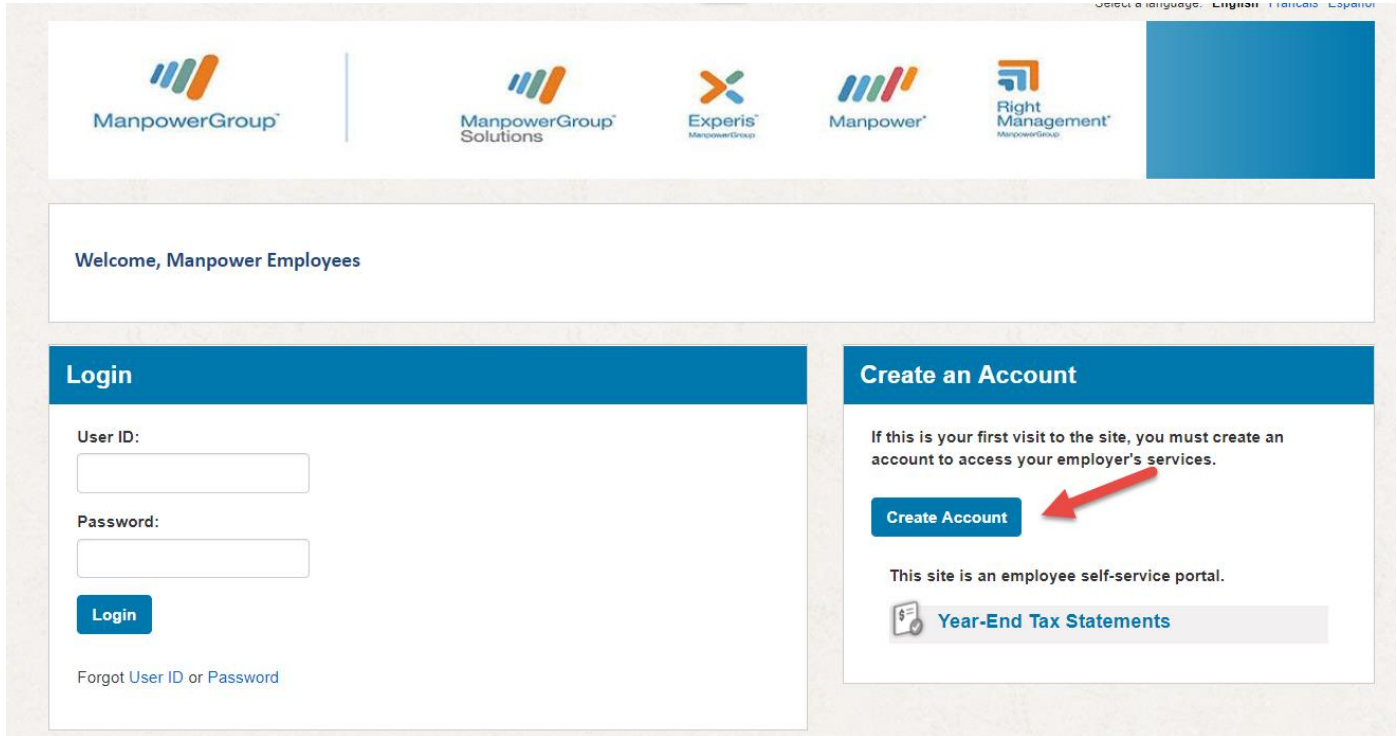


# Create an Account

This function is used by an employee to create a secure account through the “PaperlessEmployee” website.

Begin by accessing your company’s site at: <https://www.PaperlessEmployee.com/manpowergroup>.

If this is your first time accessing the site, select the **‘Create Account’** button to begin the process.



After you select the ‘Create Account’ button you will be directed to the ‘Account Authentication’ screen.

Authenticate your identity. These details will be compared against the details we have on file for your employee record with your employer. You only have to enter this information one time to create your account. Once you have entered the authentication values on this screen, select the **‘Authenticate & Create Account’** button

## Create a New Account

### Account Authentication

Your **ZIP CODE**, **Social Security Number** and **First Three Letters of Last Name** are required to validate your secure account access.

ZIP CODE


Please enter your 5 digit zip code

Social Security Number

Your 9 digit SSN cannot begin with '000' or '666'

First Three Letters of Last Name

Do not include spaces, dashes, or apostrophes

 I'm not a robot   
reCAPTCHA  
Privacy - Terms

Create your **'Account Name'**, **'User ID'** and **'Password'** for future access to the site. Once you have completed all the details on this screen select the **'Create Account'** button.

**Create a New Account**

**Account Name**  
The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name \* Middle Name Last Name \*

**Create Your Username**  
Choose a User ID \*  
User ID must be 6-15 characters using only letters and/or numbers.

**Create A Password**

- Is case sensitive
- May not contain your User ID
- Must be 8-15 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password \* Password Strength

Confirm New Password \*

**Create Account**

**Make sure you save your User ID and Password in a safe place, as they will be required from this point forward to access the system.**

Enter responses to three personal **'Security Questions'** and click **'Save Security Questions'**.

**Create a New Account**

**Security Questions**  
The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

Question 1 \*  
(Select a question)

Answer Question 1 \*

Question 2 \*  
(Select a question)

Answer Question 2 \*

Question 3 \*  
(Select a question)

Answer Question 3 \*

**Save Security Questions** [Reset Questions](#)

Provide **'Contact Information'**. The options can vary and may include any one, or all of the following:

- Email Address
- Alternate Email Address
- Cell Phone

This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

### Contact Information

The information you provide below is used for resetting your password and any notifications you opt to receive. This information may be shared with your employer. Please see the [Privacy Statement](#) for details.

**Email Address**  
 Please enter your primary email address.

**Retype Email Address**  
 **Validate Email**

**Alternate Email Address**  
 Please enter an optional secondary email address.


**Retype Alternate Email Address**

**Cell Phone**  
 (Select a carrier)  By providing your cell phone number you are authorizing us to send you SMS messages relating to your 1095. To unsubscribe return to PaperlessEmployee.com and select a different notification method.

Once you type in your email address, you are required to validate your email. Click **'Validate Email'**.

Please enter your primary email address.

Retype Email Address must match Email Address

**Validate Email** 

You are required to validate your Email Address

## Validate Email Address

### Enter the Email Validation Code

Please verify your email address by entering the validation code that was sent to you via email.

**Email Validation Code:** \*

The validation code will be sent within a couple of minutes in an email to the email address you entered.

Dear Test Employee,

Please enter the following verification code on the screen to confirm validity of your email address. Your verification code is:

UWU44BNN

Your code will be different, but will look like this one.

This code is only valid for the next 15 minutes.

Please add the "PaperlessEmployee.com" domain to your email safe senders list.

Sincerely,  
PaperlessEmployee.com

To stop receiving notifications from PaperlessEmployee.com, please click [unsubscribe](#).

PLEASE NOTE: Unsubscribing means you will not receive future notifications.

This unsubscribe link expires at 3/18/2016 8:46:57 AM Eastern Time.

Enter the code from the email and click **'Submit'**.

Validate Email Address

**Enter the Email Validation Code**

Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: \*

Submit

Below is an example of the electronic delivery option you may be offered while creating an account. This is dependent upon what service line your employer chooses. The delivery notification options, indicate the method in which you would like to be notified when a form is available. Once you have selected your delivery notification method, select **'Save Notification Option Settings'**.

**Sample of the opt in and delivery notification options for an Year End Statement.**

**Electronic Statement Notification Options**

<b>Would you like to register to receive your 2018 tax statement(s) electronically?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Email address <input checked="" type="checkbox"/>	Alternate email address <input type="checkbox"/>
By choosing <b>YES</b> , you agree to the following: 1. You will be notified when your form is available. 2. You will need to download a pdf file and print your form; it will not be emailed to you. 3. You will <b>not</b> receive a paper/postal copy. 4. This registration will be carried over from year to year unless you choose to withdraw your consent. 5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.  If you do not have software installed on your computer for viewing PDF documents, you can download the free <a href="#">Adobe® Reader®</a> .			

<b>Would you like to receive lockout alert notifications?</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Email address <input checked="" type="checkbox"/>	Alternate email address <input type="checkbox"/>
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**Save Notification Option Settings**    Cancel

You have now created an account. You may **'Logout'** of the site.

