Manpower

Manpower, Inc. of SE Michigan

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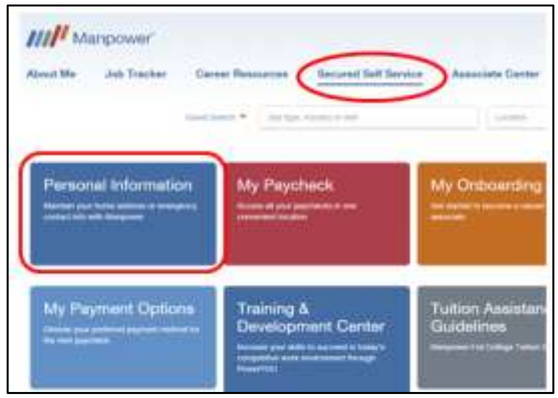
www.manpowermi.com

Complete Your Personal Information
(for all Manpower Associates)

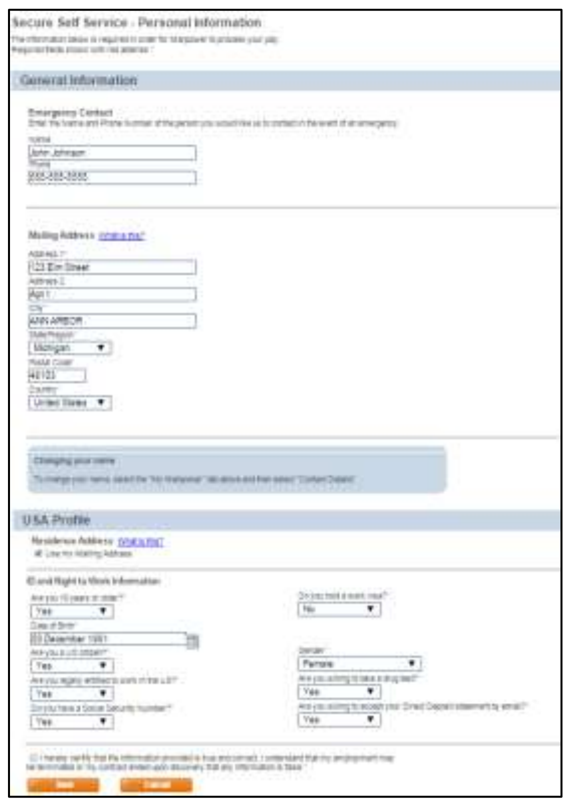
As a Manpower associate, you are required to complete personal information within your Manpower account in order to start working and for Manpower to process your payroll.

COMPLETE YOUR PERSONAL INFORMATION
Prior to your first assignment, you will complete the **Emergency Contact, Address, and ID and Right to Work Information** as part of your Manpower onboarding process. After initial completion, you may view and change this information via your Manpower account.

1. Log in to your **Manpower account** at www.manpower.com.
2. Click **Secure Self Service**.
3. Click **Personal Information**.
4. Complete all fields under **General Information**, including **Emergency Contact** and **Mailing Address**.
5. Complete all fields under **USA Profile**, including **Residence Address** and **ID and Right to Work Information**.
6. Check the box at the end, certifying that the information you provided is true and correct.
7. Click **Save**.



COMPLETE YOUR TAX FORMS
After completing your **Personal Information**, you will need to complete your **Tax Forms**. Please refer to the additional document for completing these steps. This document is available from your Manpower representative.



STILL HAVE QUESTIONS?
Contact the **Manpower Associate Care Center (MACC)**.

- Phone: 800-561-6934
- Email: associate.care@manpower.com
- Hours: Monday through Friday, 8am-9pm (Eastern)