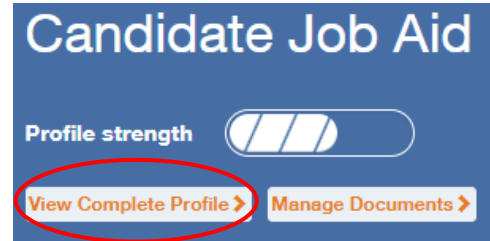


Associate - Updating Personal Information - manpower.com

To update your Legal Name, Mailing/Residential address, Email Address or Phone Number you will need to access your manpower.com account.

1. Log on to your account, click on View Complete Profile under your name.
2. Scroll to the bottom of the page and Click Edit on the Contact box.



Contact

100 Manpower Place
MILWAUKEE Wisconsin United States 53228
P: 444-555-6677
Email: jobaid@fake.com



3. On the Edit Contact Screen you will have the option to update your First, Middle, or Last Name along with your Residential and/or Mailing address, Email Address, and Phone Number. (If your Mailing and Residential Address is the same, you can check the box in the Residential Section that says, Use my Mailing Address)

Edit Contact [Close]

Candidate [] Middle Name [] Job Aid []

Mailing Address What is this ? [v]

100 Manpower Place
Street Address 2 []
Milwaukee
Wisconsin [v] 53212
United States []

Residential Address What is this ? Use my Mailing Address [v]

jobaid@fake.com
963-258-7410 Home [v]

[Cancel] [Save]

4. If you have updated your Mailing or Residential Address, after Clicking Save, you will be prompted to select your correct location for tax purposes. You may have to make your selection twice, once for Mailing Address and once for Residential Address. Please select the line item that shows the correct City, County, State, and Zip Code.

Mailing address suggestions

You must also select the correct location you live in from this list. This will make sure you are taxed correctly each payday.

GLENDALE	MILWAUKEE	WI	53212
MILWAUKEE	WASHINGTON	WI	53228

Residence address suggestions

You must also select the correct location you live in from this list. This will make sure you are taxed correctly each payday.

TRENTON TOWNSHIP	WASHINGTON	WI	53095
BARTON TOWNSHIP	WASHINGTON	WI	53095



General Questions:

Manpower Associate Care Center, 1.800.561.6934
Hours: Monday - Friday, 7:00 AM - 7:00 PM CT
Email: associate.care@manpower.com