



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.

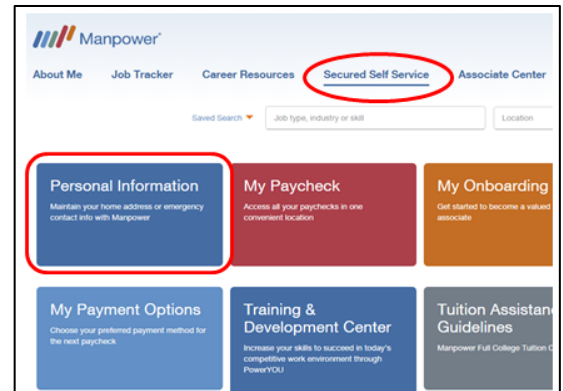
COMPLETE YOUR PERSONAL INFORMATION

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.



Secure Self Service - Personal Information
The information below is required in order for Manpower to process your pay.
Required fields shown with red asterisk *

General Information

Emergency Contact
Enter the Name and Phone Number of the person you would like us to contact in the event of an emergency.

Name
John Johnson
Phone
555-555-5555

Mailing Address [What is this?](#)

Address 1*
123 Elm Street
Address 2
Apt 1
City*
ANN ARBOR
State/Region*
Michigan
Postal Code*
48103
Country*
United States

Changing your name
To change your name, select the "My Manpower" tab above and then select "Contact Details"

USA Profile

Residence Address [What is this?](#)
 Use my Mailing Address

ID and Right to Work Information

Are you 15 years or older? Yes No
Date of Birth*
03 December 1981
Are you a US citizen? Yes No
Are you legally entitled to work in the US? Yes No
Do you have a Social Security Number? Yes No
Do you hold a work visa? No Yes
Gender*
Female
Are you willing to take a drug test? Yes No
Are you willing to accept your Direct Deposit statement by email? Yes No

I hereby certify that the information provided is true and correct. I understand that my employment may be terminated or my contract ended upon discovery that any information is false.

Save Cancel



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STILL HAVE QUESTIONS?

Contact the **Manpower Associate Care Center (MACC)**.

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

