US National Labor Exchange (USNLx) Registration & Job Posting Guide

For businesses with 5 or more job openings listed on your company website at all times, USNLx can pull postings directly from your website:

- [Index (auto-post) Job Openings](#)

To post individual job openings:

- [Login/Create USNLx Account](#)

- [USNLx Desktop Menu](#)

- [Post an Individual Job Opening](#)

- [Manage Job Postings](#)

- [Update Registration Information](#)

- [Update Account Information](#)

- [Job Service Centers](#)

INDEX YOUR JOBS

If you consistently have a minimum of 5 open positions on your website, visit: https://jobs.usnlx.com/indexingrequest.asp?phase=3&state=mt and complete the form, shown below, to have USNLx automatically pull jobs from your company website—no need to create another account to manually post jobs!

NLx National Labor Exchange

NASWA NATIONAL ASSOCIATION OF STATE WORKFORCE AGENCIES

Select Language | ▼

Employers Job Seekers Logout

Add Your Jobs to US National Labor Exchange and Participating State Sites at No Cost

By this request, you are authorizing US National Labor Exchange to index jobs from your corporate web site and provide links from The National Labor Exchange search results page back to your jobs. If we are unable to index your jobs, we will contact you with the details and possible alternatives.

Caution: These indexed jobs are NOT distributed, tracked or recorded for OFCCP compliance. Only federal contractor job listings (FCJL's) from DirectEmployers Association member companies' postings are distributed, tracked, and recorded for Vietnam Era Veterans Readjustment Assistance Act (VEVRAA) and Jobs for Veterans Act compliance as required by the Office of Federal Contract Compliance Programs (OFCCP).

*Required Fields, ^Required Field for US Companies

Field	Field
*Company Name	*Company Country: United States
*Company URL	*Company State: --
*Career Site URL	*Company City
ATS (Provider)	*Company Zip/Postal Code
*Company Size	*Company Address
*Number of Jobs	
*Company Contact	^FEIN
*Email Address	*Referring State: Montana
*Phone Number	*Staffing Firm? ○ YES ● NO
*Federal Contractor? ○ YES ● NO	☑ Receive email updates from DirectEmployers

*Terms and Conditions : ☐ I accept the US National Labor Exchange Terms and Conditions

SUBMIT

Visit MontanaWorks (montanaworks.gov) and select "Employers - Post a Job" (or click on the blue button to the left). This will take you to the Montana USNLx Employer Login page. From here either create a new USNLx employer account *OR* use an already-existing USNLx employer account to add/edit job postings or update account information.

Employers - Post a Job

LOG IN TO YOUR EMPLOYER ACCOUNT

NLx
National Labor Exchange

- Provide your email address to create a new account or log in to your existing account

- If you don't remember your password, it can be reset through the "forgot password?" link

Employer Login
Log in or register to begin posting jobs

Log In

Enter your email address and password to log in.

Email address
anastasia.wilcox@mt.gov

Password
•••••••••

LOG IN

forgot password?

New to US National Labor Exchange?

Post jobs and search resumes on the US National Labor Exchange!

Enter your Email Address to Continue

Email Address : istasia.wilcox@mt.gov SUBMIT

CREATING A NEW ACCOUNT

When creating a new account, you will be required to :

- Enter your contact information

- Enter your company information

    *If you do not have the FEIN or SEIN / UI Tax ID readily available, they can be updated later

Company Information

*Company Name :	
Website Address :	
FEIN:	⑦
SEIN / UI Tax ID :	⑦
Federal Contractor :	☐

Federal Contractor covered by the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Jobs for Veterans Act.

*Industry : Consumer Services ⌄

*Company Description :

You may use HTML or text. If you use HTML,
the entire description must be formatted. If not,
the system will convert line breaks to html to
format your job, as well as create links where
urls or email addresses are included

*Staffing Firm : ⦿ No

        ○ Yes

- Copy Address Information From Above -
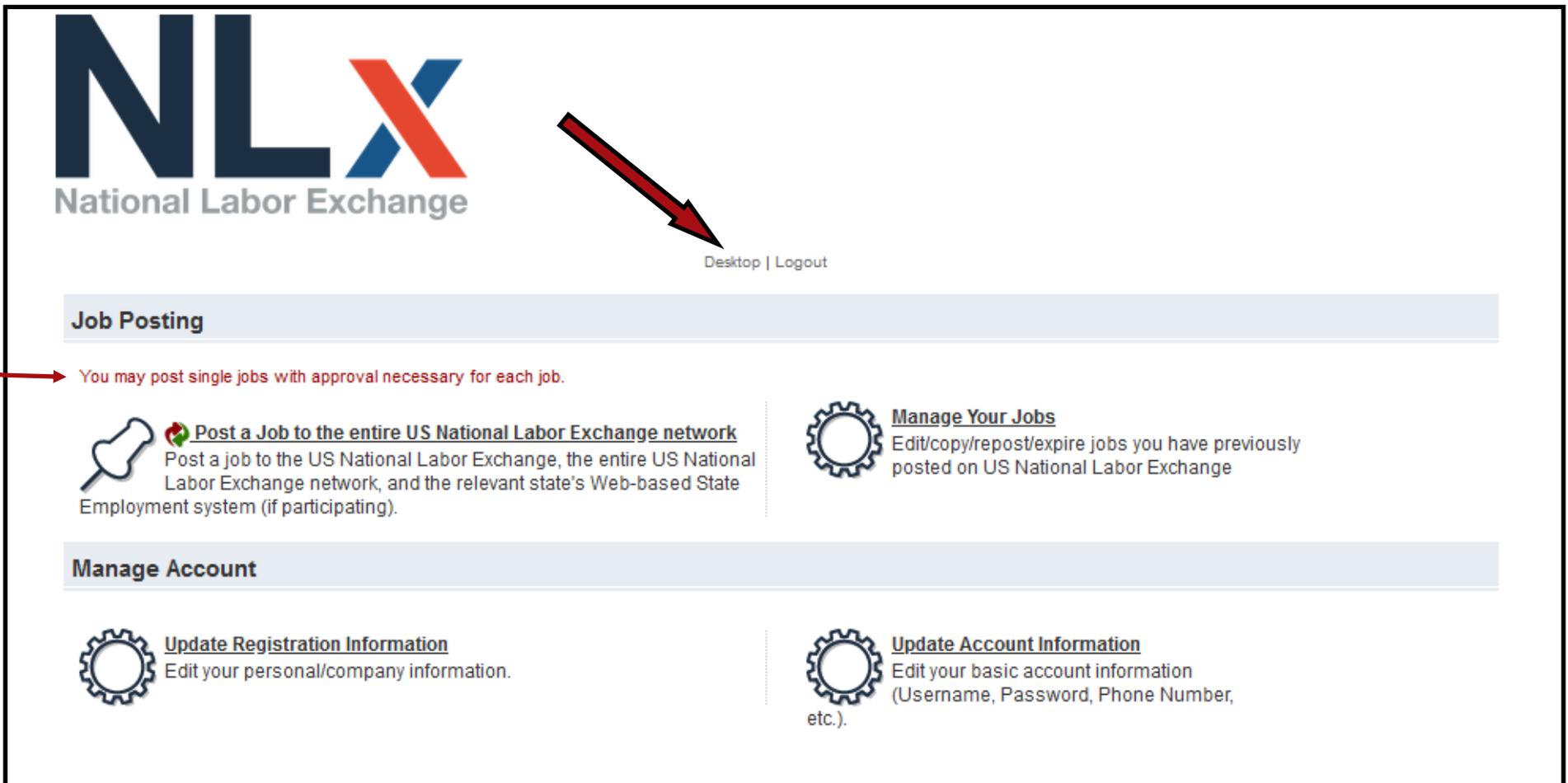
*Country : United States ⌄

*Address :

*City :

*State : Montana ⌄

*Zip Code :

The main menu of USNLx resources can be accessed by selecting "Desktop" from any screen

From the Desktop you can choose to:

- Post a Job

  * USNLx reviews and approves each job posting before making it active

- Manage your Jobs

- Update your Registration Information

- Update your Account Information

POST A JOB OPENING

- After selecting to post a job, you will be taken to a form to enter details about your open position

- Primary Contact and Company Information can be edited for each individual position

- Postings default to a 30 day expiration date

- You will not be required to add a payment method or pay a fee

*Expiration Date : 3/5/2022

Destination

If you are posting to either Montana, Mississippi, New Jersey, New York, or Puerto Rico it is not necessary to choose an option below.

Post to the US National Labor Exchange network ($50) : ☑

The US National Labor Exchange network includes Google and other leading search engines in addition to sites for military, diversity, alumni and hundreds more.

- Select "POST YOUR JOB" to submit your job posting

POST YOUR JOB

- You will receive the below confirmation after the job posting has been submitted and an email confirmation
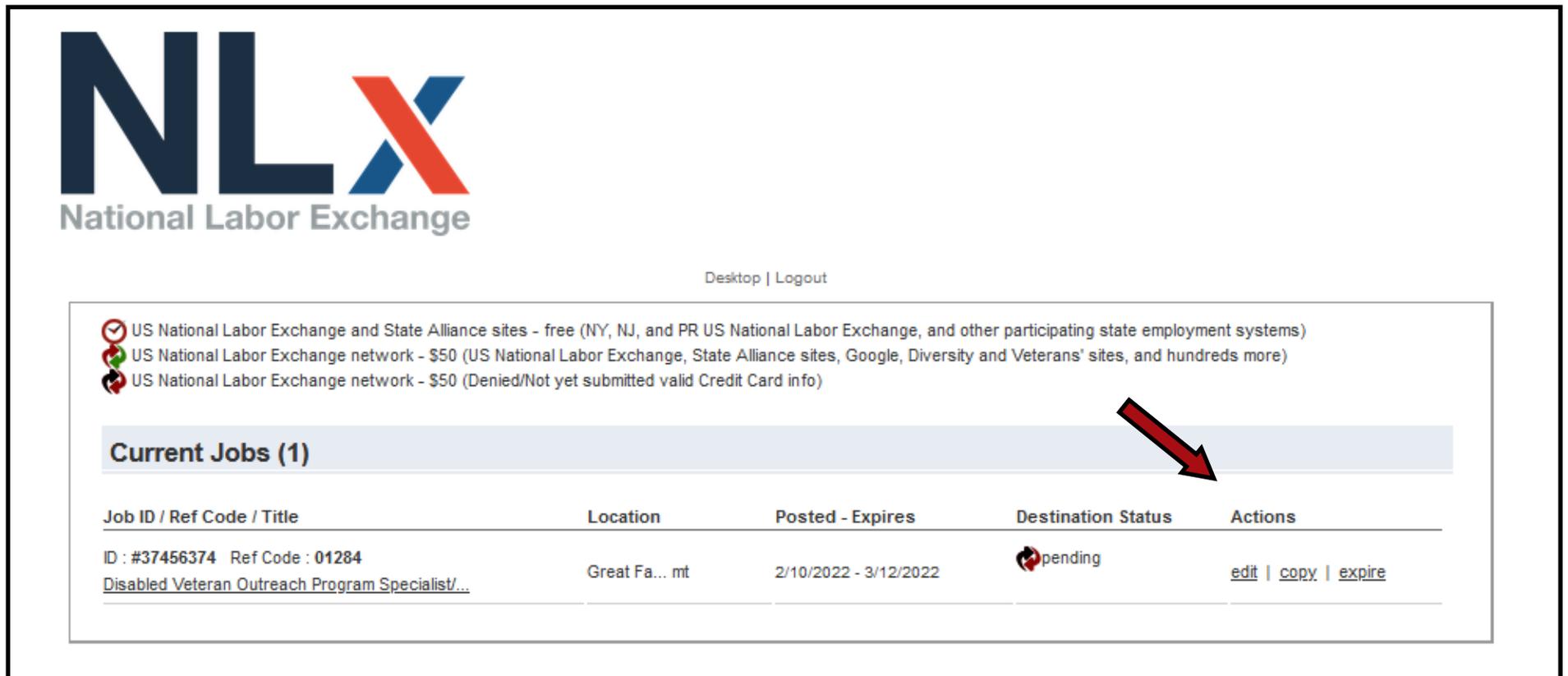
Confirmation

You have successfully entered your job on US National Labor Exchange. Once approved, we will make your job available to job seekers, usually within 24 hours.   [view your job]

*Please Note: Your credit card will not be charged until your job has been approved, and a receipt will be emailed once the charge has gone through. If you have any questions, please contact us at 1-866-268-6206 or email info@usnlx.com.

Continue

MANAGE YOUR JOBS

- Select the "Manage Your Jobs" option from the desktop to edit, copy, repost, or expire (close) your jobs

- All open, pending, and closed jobs will be listed with the available actions provided

Desktop | Logout

US National Labor Exchange and State Alliance sites – free (NY, NJ, and PR US National Labor Exchange, and other participating state employment systems)
US National Labor Exchange network – $50 (US National Labor Exchange, State Alliance sites, Google, Diversity and Veterans' sites, and hundreds more)
US National Labor Exchange network – $50 (Denied/Not yet submitted valid Credit Card info)

Current Jobs (1)

| Job ID / Ref Code / Title	Location	Posted - Expires	Destination Status	Actions
ID : #37456374 Ref Code : 01284 Disabled Veteran Outreach Program Specialist/...	Great Fa... mt	2/10/2022 - 3/12/2022	pending	edit | copy | expire

MANAGE YOUR ACCOUNT

- From the desktop, select "Update Registration Information" to edit your personal/company information

    *Your FEIN or SEIN / UI Tax ID can be added here

- From the desktop, select "Update Account Information" to edit your account information such as username, password and contact information

JOB SERVICE LOCATIONS

For additional assistance, please contact your local Job Service Center
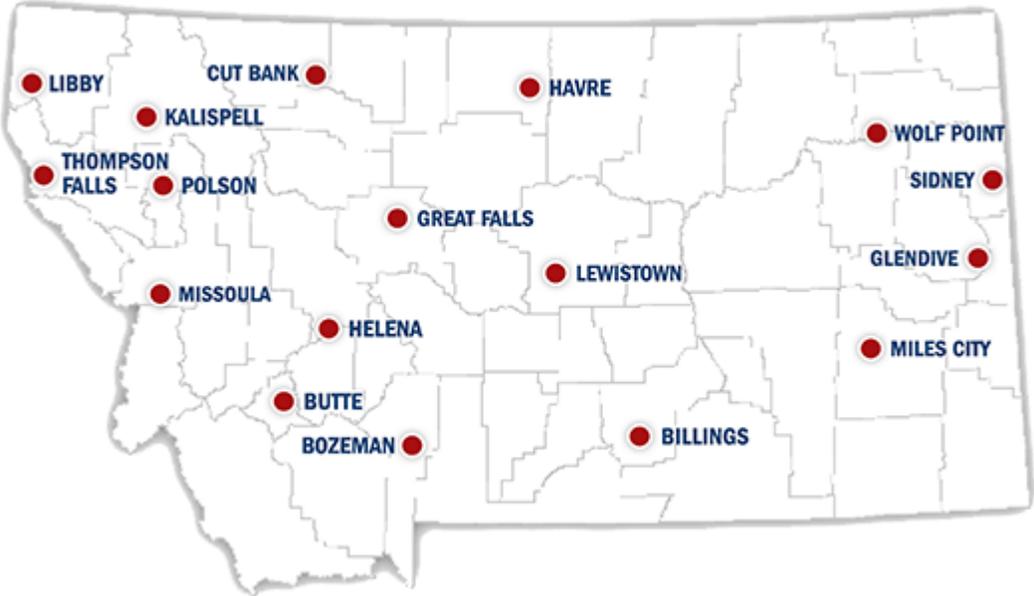
Billings	(406) 652-3080
Bozeman	(406) 582-9200
Butte	(406) 494-0300
Cut Bank	(406) 873-2191
Glendive	(406) 377-3314
Great Falls	(406) 791-5800
Havre	(406) 265-5847
Helena	(406) 447-3200
Kalispell	(406) 758-6200
Lewiston	(406) 708-7024
Libby	(406) 293-6282
Miles City	(406) 232-8340
Missoula	(406) 728-7060
Polson	(406) 883-7880
Sidney	(406) 433-1204
Thompson Falls	(406) 382-3045
Wolf Point	(406) 653-1720