

MONTANA EMPLOYER ACCESS: EMPLOYER GUIDE

This guide explains how to create an account, add an employer profile, and post a job. Use the new Okta-based site for all new employer profiles and job postings. Follow the instructions below to create an account, add an employer profile, and post a job.

Use	Link
New/current site	Open Montana Employer Access Use this site for the new account, employer, and job-posting process.
Legacy site	Open the previous USNLx employer login Use only when WSD transition instructions direct you to access the old system.

Transition note: Existing jobs in the legacy system do not need to be entered again. During transition, the old system will remain available for existing jobs (to view or delete) while all new postings move to the new site.

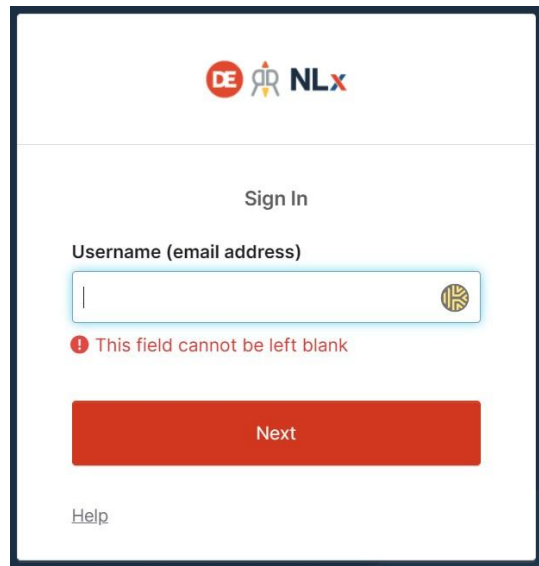
Before you begin

Have the following information ready:

1. An individual, monitored email address and the account holder's first and last name.
2. The employer's legal/company name, FEIN, NAICS classification, physical address, and contact information.
3. Job details, including locations, schedule, hours, number of openings, job description, and application method.

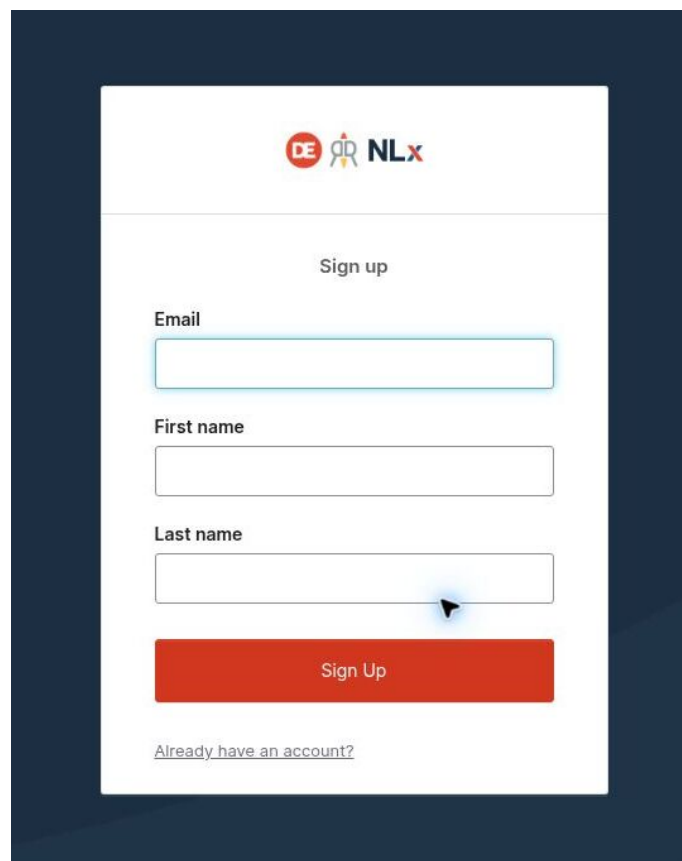
1. Create or access your account

1. Open Montana Employer Access at post.montana.usnlx.com. The page redirects to the DirectEmployers sign-in screen.
2. If you already have a DirectEmployers/Recruit Rooster SSO account, enter your email and select Next. If you do not have an account, select Sign up.
3. On the Sign up screen, enter your email address, first name, and last name, then select Sign Up.
4. Check the email you entered for a message from DirectEmployers Accounts. Complete the one-time verification or activation steps in that message, then return to Montana Employer Access and sign in.



The DirectEmployers sign-in screen features the DE NLx logo at the top. Below the logo is a "Sign In" heading. A "Username (email address)" label is positioned above a text input field. The input field has a cursor and a small circular icon on the right. Below the input field is a red error message: "This field cannot be left blank". A large red "Next" button is centered below the input field. At the bottom left, there is a "Help" link.

Figure 1. The DirectEmployers sign-in screen.



The DirectEmployers sign-up screen features the DE NLx logo at the top. Below the logo is a "Sign up" heading. There are three input fields labeled "Email", "First name", and "Last name". The "Email" field is highlighted with a blue glow. Below the "Last name" field is a red "Sign Up" button. At the bottom left, there is a link that says "Already have an account?".

Figure 2. Select Sign up and enter an email, first name, and last name.

Named account recommended: Use the individual who will manage the postings. The platform records that person as the poster and sends workflow messages to the login email.

2. Add an employer profile

1. After your first sign-in, select Get Started on the welcome screen. Returning users can open Employers and select Add Employer Profile.
2. Enter the employer information. Fields marked with an asterisk are required. Verify the company name carefully because it cannot be changed after the profile is created.
3. Select Submit. The employer profile is created with a Pending status and is placed in the staff review queue.

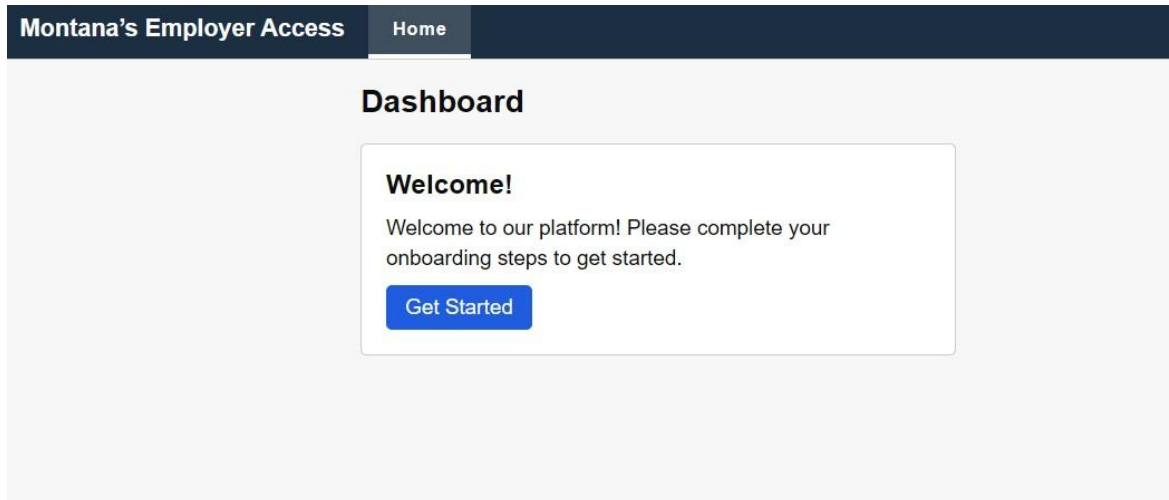


Figure 3. First-time users select Get Started to begin the onboarding process.

Required employer information

Field	What to enter
Name	Employer/company name. Check spelling before submission; the name cannot be changed later.
FEIN	Federal Employer Identification Number.
NAICS	North American Industry Classification System code/category.
Federal Contractor	Select Yes or No.
State / Province	Select Montana or the employer's applicable state/province.
Address	Employer Address Line 1, City, and Postal Code.
Contact Email	Email for the employer's point of contact.
Contact Name	Name of the employer's point of contact.

Optional fields include website address, SEIN, industry, company description, Address Line 2, contact phone, and contact job title.

Onboarding Process

Please complete the following steps to start posting jobs.

1

Complete your employer profile

2

Post a Job

Add Employer Profile

Name *

Company name (cannot be changed after creation).

Website Address

FEIN *

Federal Employer Identification Number.

SEIN

State Employer Identification Number.

NAICS *

Federal Contractor *

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

Industry

Company Description

Figure 4. Employer profile, upper portion. Entered values are redacted.

Company Description

State / province *

Employer Address Line 1 *

Employer Address Line 2

City *

Postal Code *

The ZIP code or postal code for the employer.

Contact Email *

Email address for the point of contact at this employer.

Contact Name *

Name for the point of contact at this employer.

Contact Phone

Phone number for the point of contact at this employer.

Contact Job Title

Job title of the point of contact at this employer.

Submit

Figure 5. Employer profile, address and contact fields. Entered values are redacted.

Multiple employers: One user account can manage more than one employer profile. Use Employers > Add Employer Profile for each additional organization.

3. Create a job posting

1. Open the employer profile and select Create Job. You may prepare a job posting while the employer profile is Pending, but it cannot be approved or published until the employer profile is approved.
2. Complete the Job Posting Options and Job Description sections. Fields marked with an asterisk are required.
3. Review the information, then choose Save as Draft or Submit for Review.

Required Job Information

Field	What to enter
Employer	Select the employer associated with the job.
Days Visible	Enter the posting duration within the maximum displayed on the form.
Job Title	Title as it should appear to job seekers.
Requisition ID	The employer's identifier for the job.
Job Locations	Select one or more cities. A location is required even for remote jobs.
Hours / Positions	Hours per week and number of positions.
Place of Work	On-site, Remote, or Hybrid.
Job Description	Duties, qualifications, and other relevant information.
How to Apply	Choose Link, Email, or Instructions and complete the corresponding field.

1. If you enter compensation, confirm that Salary Type (for example, hourly or yearly) matches the amounts.
2. Use the registered-apprenticeship checkbox when applicable.
3. Optional details include experience, education, licenses, training, expected start date, compensation, job type, and shift.

Create Job

Job Posting Options

Employer *

The employer associated with this job.

Scheduled Publish Date

The date this job should be published.

Days Visible *

The number of days this job should be visible before it expires, starting on the day the job is actually published.

Job Description

The information in this section will be shown in the job posting.

Job Title *

Title of the job as it will appear on job listings.

Requisition ID *

A unique identifier provided by the employer to identify a job.

Job locations (up to 1000 locations) *

Experience Required

Figure 6. Job posting options and the first portion of the job description form. Entered values are redacted.

Complete the remaining job fields

License(s) Required

Training Required/Provided

Expected Start Date

Compensation

Salary Minimum	Salary Maximum	Salary Type

Hours Per Week *

Number Of Positions *

Job Type

Type of job (eg. part time or full time).

☐ Is this a registered apprenticeship?

Place of Work *

☒ On-site

☐ Remote

☐ Hybrid

Select the primary place of work for this job.

Shift

Job Description *

How to Apply *

☐ Link ☒ Email ☐ Instructions

An email address which job applications can be sent to.

Save as Draft

Submit for Review

Figure 7. Compensation, apprenticeship, place-of-work, description, and application fields. Entered values are redacted.

Shift

Job Description *

How to Apply *

☒ Link ☐ Email ☐ Instructions

URL that a job applicant can apply at.

Figure 8. Save the posting as a draft or submit it for staff review. Entered values are redacted.

Save as Draft or Submit for Review?

Choice	Result
Save as Draft	Stores the posting without placing it in the staff approval queue. The publication status remains Draft.
Submit for Review	Places the posting in Job Received status. It remains Not Published until the required approvals are complete and the scheduled publish date is reached.

4. After you submit

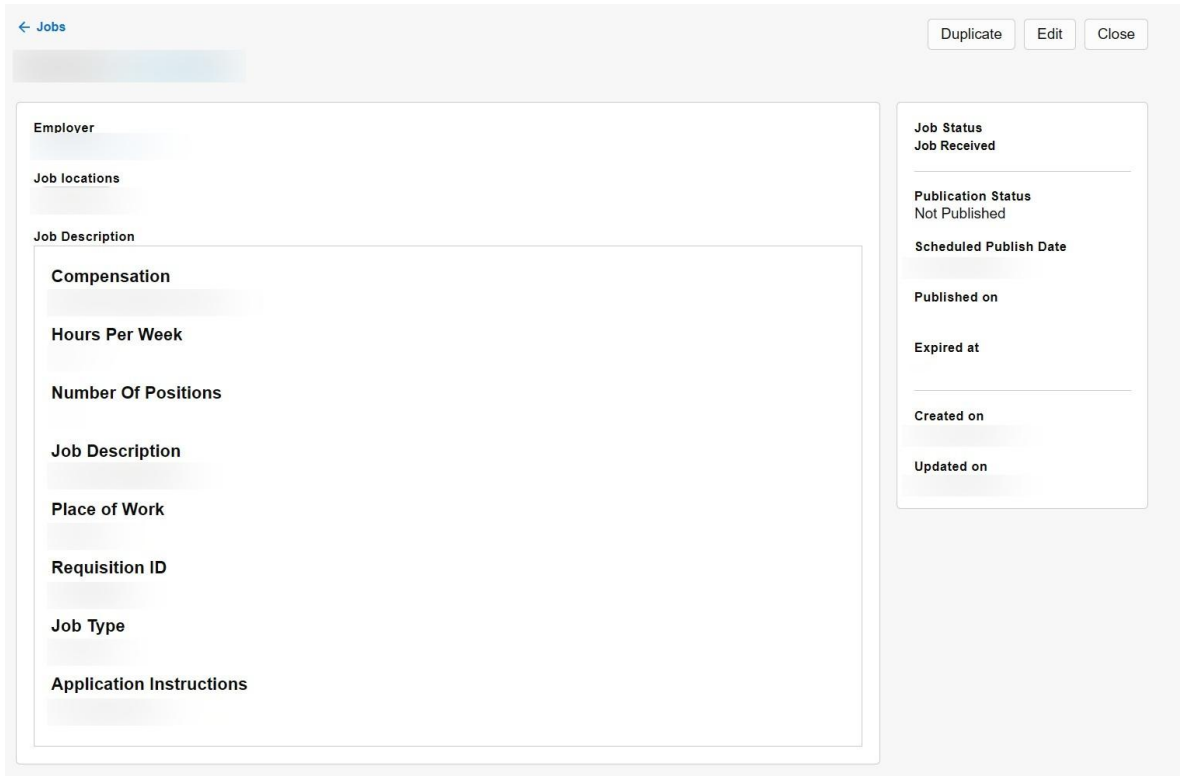


Figure 9. A submitted posting shows Job Received and Not Published while it awaits review.

1. Staff will review the employer profile before approving its jobs.
2. Watch the account/login email for approval messages or a request for more information.
3. If information is requested, open the employer or job, make the correction, and return it for review as directed.
4. An approved job publishes on or after its scheduled publish date. When approved on that date, it normally appears within a few minutes.

Common job statuses

State	What it means
Draft	Saved but not submitted for review.
Job Received	Submitted and awaiting staff action.
Pending/Held	Staff needs additional review or information, or a previously reviewed job was edited.
Approved	Approved for publication when the scheduled date is reached.
Rejected	Not approved; the posting is closed. You can use Duplicate to create a corrected replacement when appropriate.
Open / Scheduled / Closed	Publication states showing whether the approved posting is currently visible, waiting for its date, or no longer active.

Manage existing postings

Use the Jobs tab or the employer profile to open a posting. Depending on its status, you may be able to:



1. Edit the posting. Editing a reviewed job normally returns it to Pending/Held unless the employer has auto-approval.
2. Duplicate the posting to create a new posting from the existing information. Review the copied requisition ID and all dates before submitting.
3. Close a posting that should no longer be active.

Get help

Email: DLIWSDcustomersupport@mt.gov

Local assistance: [Find a Job Service Montana office](#)