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!
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.

**LOG IN TO YOUR EMPLOYER ACCOUNT**

- 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
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.
**DESKTOP MENU**

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

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@usnx.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.
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
For additional assistance, please contact your local Job Service Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billings</td>
<td>(406) 652-3080</td>
</tr>
<tr>
<td>Bozeman</td>
<td>(406) 582-9200</td>
</tr>
<tr>
<td>Butte</td>
<td>(406) 494-0300</td>
</tr>
<tr>
<td>Cut Bank</td>
<td>(406) 873-2191</td>
</tr>
<tr>
<td>Glendive</td>
<td>(406) 377-3314</td>
</tr>
<tr>
<td>Great Falls</td>
<td>(406) 791-5800</td>
</tr>
<tr>
<td>Havre</td>
<td>(406) 265-5847</td>
</tr>
<tr>
<td>Helena</td>
<td>(406) 447-3200</td>
</tr>
<tr>
<td>Kalispell</td>
<td>(406) 758-6200</td>
</tr>
<tr>
<td>Lewiston</td>
<td>(406) 708-7024</td>
</tr>
<tr>
<td>Libby</td>
<td>(406) 293-6282</td>
</tr>
<tr>
<td>Miles City</td>
<td>(406) 232-8340</td>
</tr>
<tr>
<td>Missoula</td>
<td>(406) 728-7060</td>
</tr>
<tr>
<td>Polson</td>
<td>(406) 883-7880</td>
</tr>
<tr>
<td>Sidney</td>
<td>(406) 433-1204</td>
</tr>
<tr>
<td>Thompson Falls</td>
<td>(406) 382-3045</td>
</tr>
<tr>
<td>Wolf Point</td>
<td>(406) 653-1720</td>
</tr>
</tbody>
</table>