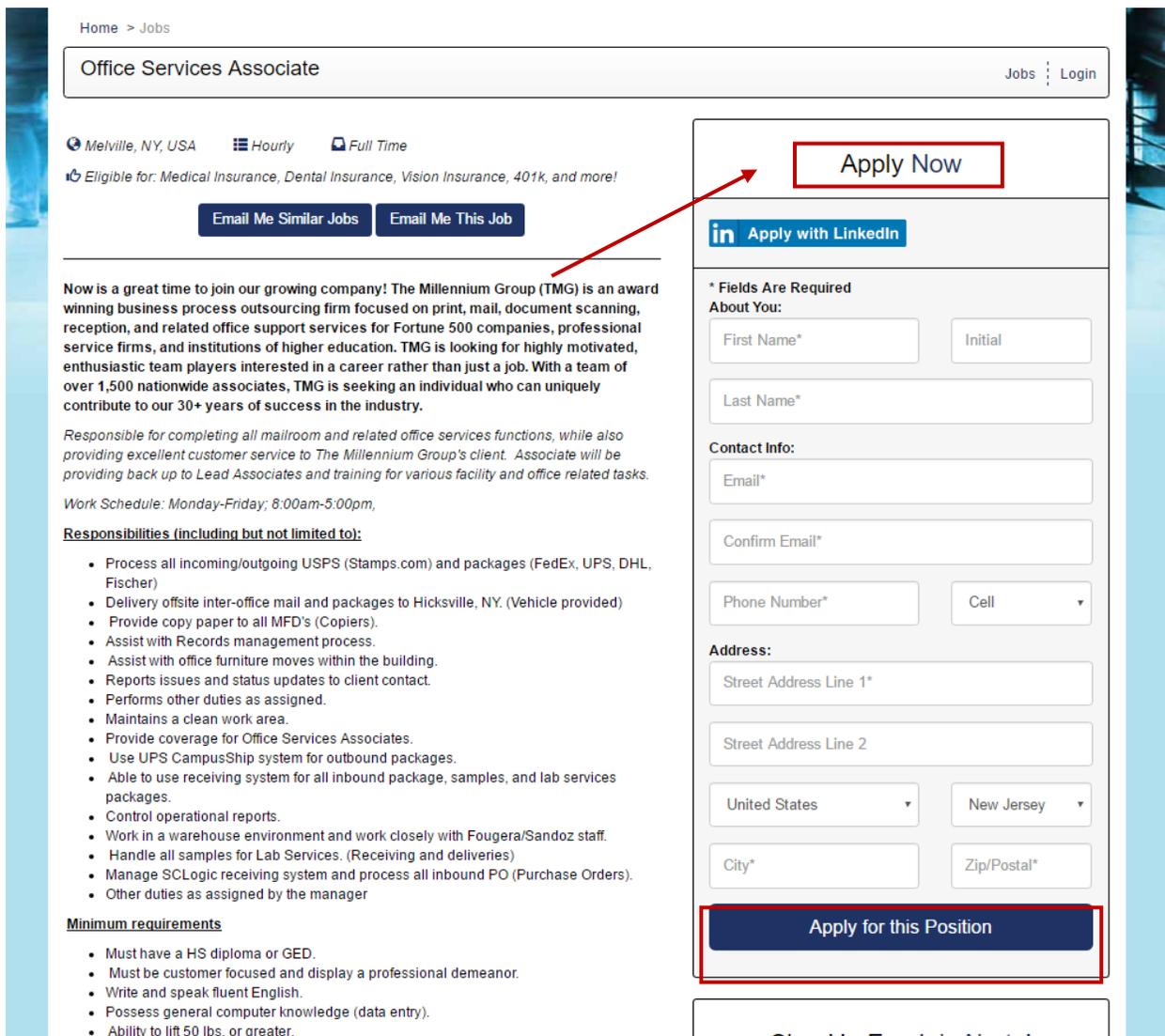


How to Guide: Applying for a Position

The following is an instructional, step-by-step guide (with photos) on how to submit Part 1 of the application process with The Millennium Group. Please follow the instructions carefully.

Step 1: Open your desired web browser and visit <https://tmgofficeservices.applicantpro.com/jobs/>

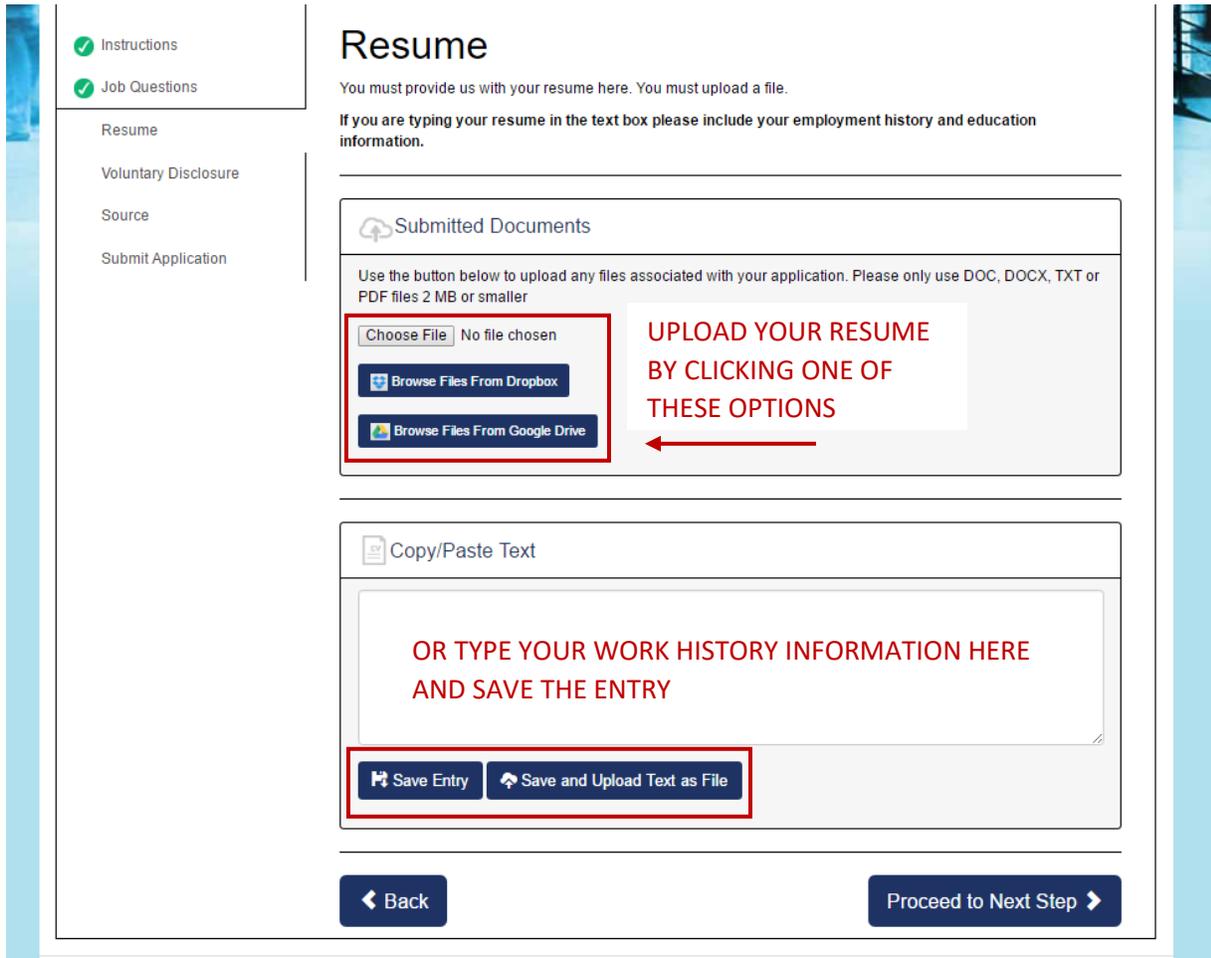
Step 2: Once on the website, click on your desired position to view the job description (ex: **Mail Service Associate – Tempe, AZ**) To the right of the screen, there will be an “Apply Now” section. Please enter all required information and select the “Apply for this Position” button. **Photo below for reference.**



Step 3: A Setup Password box will pop-up on your screen, and you will be asked to set up a password for your account using the email address you provided.

Step 4: Once you have set a password, you will be directed to the application page. You should provide the information requested and then click the “Proceed to Next Step” button on each section of the application.

Step 5: On the resume section, you will have to option to either upload an electronic version of your resume, or manually type (or copy and paste) it into the system. **Photo below for reference.**



Step 6: When each section of the application has a green check mark to the left of it, you will be able to submit Part 1 of TMG’s Application! **Photo below for reference.**

