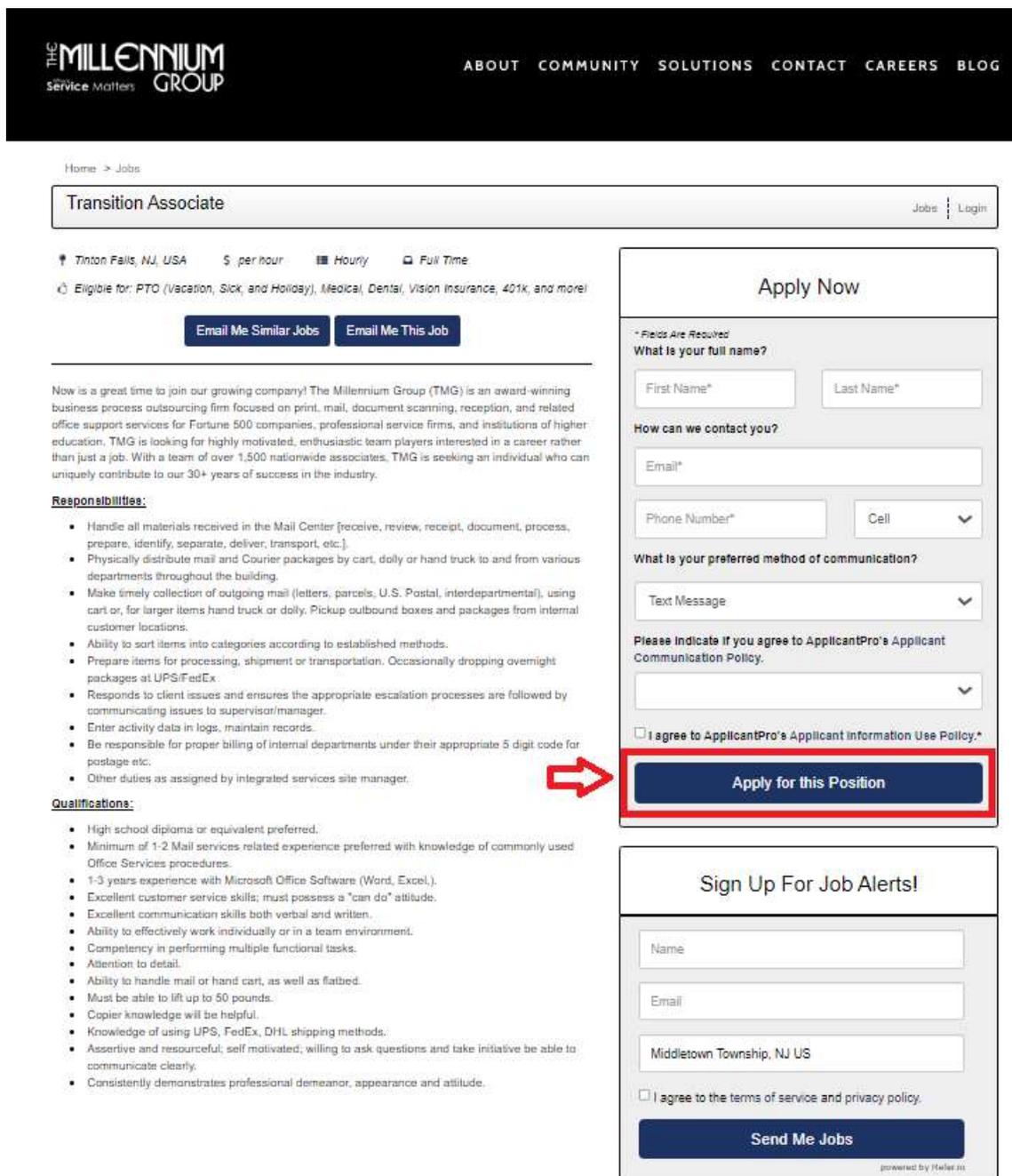


How to Guide: Submitting to our Website

The following is an instructional, step-by-step guide (with photos) on how to submit Part 1 of the onboarding 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: Transition Associate – Tinton Falls, NJ**). 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.

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. A resume attachment is **not** required for submission. If you do not have a resume, please indicate that you are a current Wells Fargo employee under the resume text box. Please be sure to select the “Save Entry” button after typing into this section. **Photo below for reference.**

Resume

You must provide us with your resume here. You must upload a file.

If you are typing your resume in the text box please include your employment history and education information.

Submitted Documents

Use the button below to upload any files associated with your application. Please only use DOC, DOCX, TXT or PDF files 2 MB or smaller

Choose File No file chosen

Browse Files From Dropbox

Browse Files From Google Drive

UPLOAD YOUR RESUME BY CLICKING ONE OF THESE OPTIONS

Copy/Paste Text

OR TYPE YOUR WORK HISTORY INFORMATION HERE AND SAVE THE ENTRY

Save Entry Save and Upload Text as File

Back Proceed to Next Step

Step 6: Follow the prompts for each section. 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.**

Home > Jobs > Application

Applying for Office Services Associate Jobs | My Account | Logout

<ul style="list-style-type: none">✓ Instructions✓ Job Questions✓ Resume✓ Voluntary Disclosure✓ Source	<h2>Submit Application</h2> <p>You have completed the required sections of the application. To submit your application, click the Submit Application button below.</p> <p><i>Once you click Submit Application you will not be able to edit your application.</i></p> <p style="text-align: center;">← Back Submit Application ↗</p>
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Submit Application