The Millennium Group of Delaware
106 Apple Street, Suite 101D
Tinton Falls, NJ 07724
(732) 741-4917 Fax
www.TMGOfficeServices.com
www.TMGHumanResources.com

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.***

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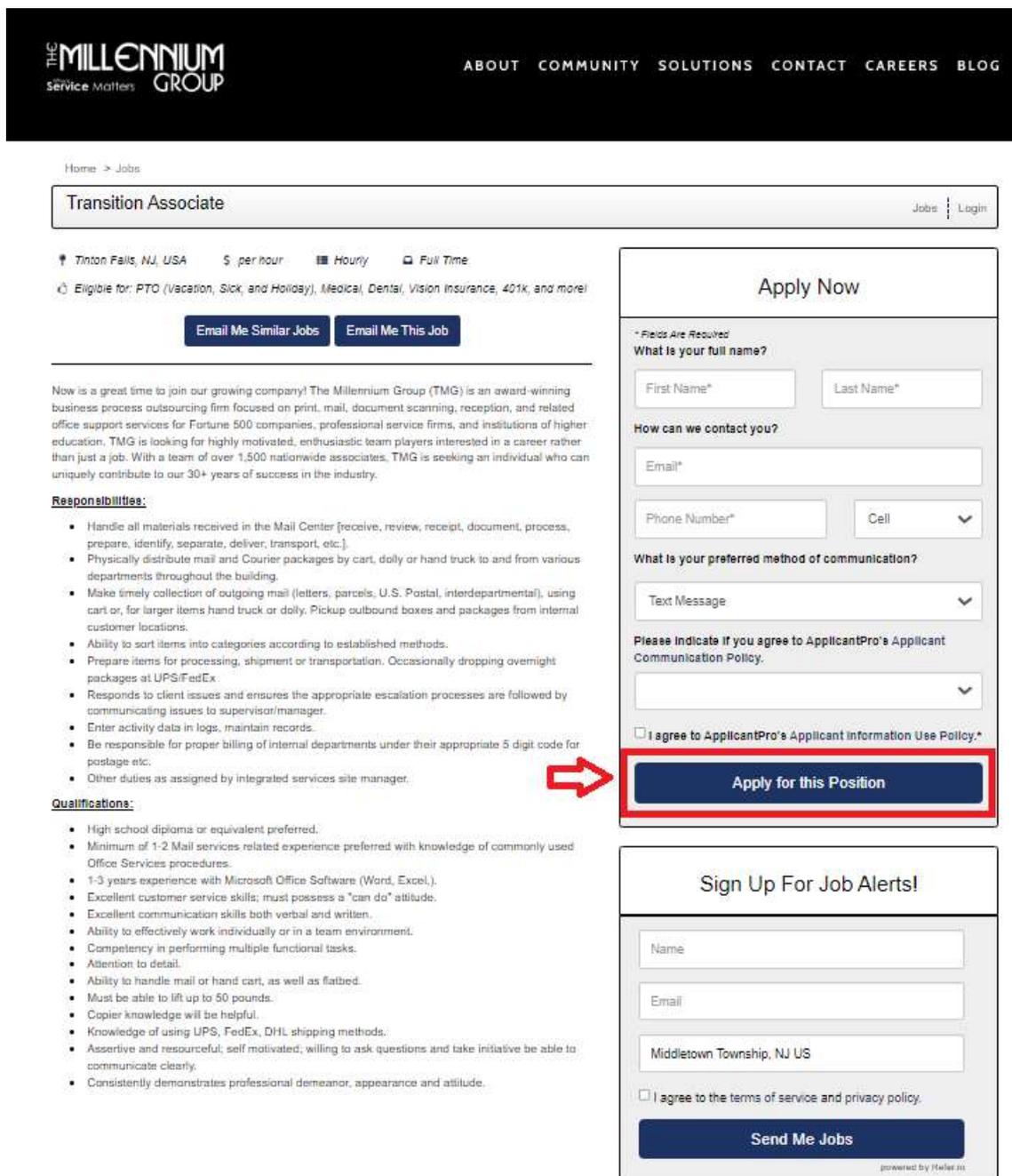
Step 3: A Setup Password box will pop-up on your screen, and you will be asked to set up a password for your account using the email address you provided.

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.***

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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.*