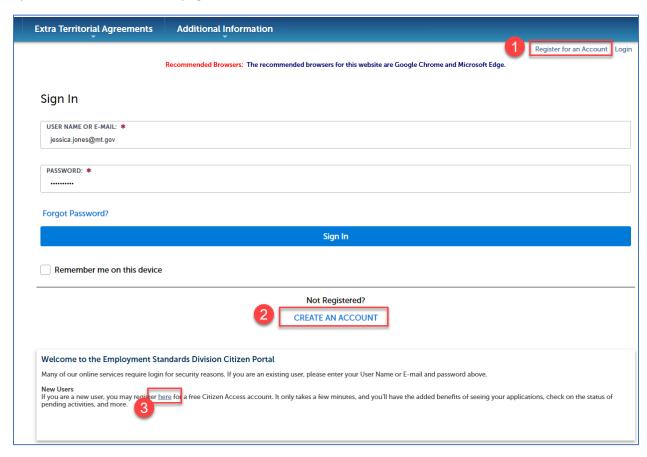


How to Create Your Portal Account

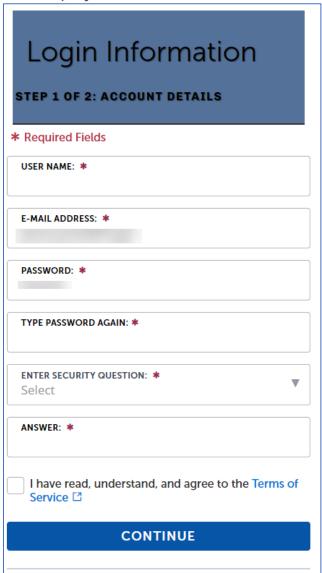
1. Select to "Register for an Account" in the upper right-hand corner of the Portal or select from options in the middle of the page.



2. The Login Information screen displays, please complete your information. You will need to select a provided security question, provide an answer, review the Terms of Service, then check the box to accept the Terms. Then select "CONTINUE".



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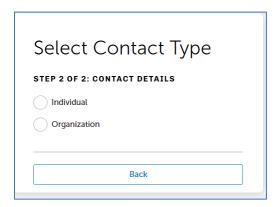


3. Next scroll down and select "Add New" under "Contact Information".

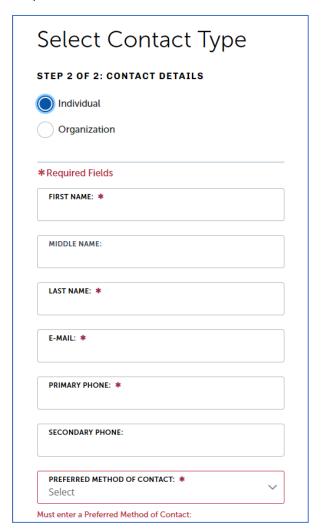


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4. Next, please select if you are an Individual or Organization in the "Type" dropdown. Then select "Continue". If you do not wish to continue you can select "Back".



5. If you chose, "Individual", you will be prompted to complete the following contact information for yourself. When done, select "Submit".





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ADDRESS

COUNTRY/REGION:
Select

ADDRESS TYPE:
Select

ADDRESS LINE 1:

CITY:

STATE:

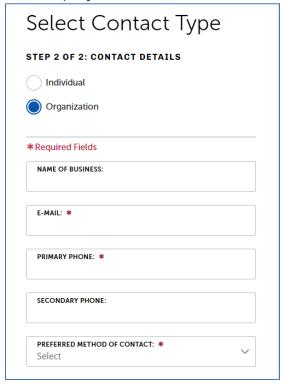
ZIP CODE:

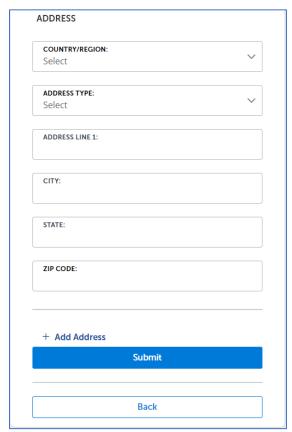
Back

6. If you chose, "Organization", you will be prompted to complete the following contact information for yourself. When done, select "Continue".



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- 7. Next, you will receive a confirmation at the top of your screen confirming "Your account is successfully registered."
- 8. **Important!** You will now receive an email confirmation to the email address you provided in the registration process. Please access your email and click on the link in the email to activate your account. This is an important step that completes that activation of your account. Once this has been completed your Portal account is ready for use.
- 9. If you need to speak with someone during this process, please contact us at (406) 444-6543. You can also email us at DLIERDBP&S@MT.GOV.