



## 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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## Login Information

**STEP 1 OF 2: ACCOUNT DETAILS**

\* Required Fields

USER NAME: \*

E-MAIL ADDRESS: \*

PASSWORD: \*

TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION: \*  
Select ▼

ANSWER: \*

I have read, understand, and agree to the [Terms of Service](#)

**CONTINUE**

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

## Contact Information

Choose how to fill in your contact information.

**Add New**



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Employment Standards Division

- 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”.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Individual

Organization

Back

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

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Individual

Organization

**\*Required Fields**

FIRST NAME: \*

MIDDLE NAME:

LAST NAME: \*

E-MAIL: \*

PRIMARY PHONE: \*

SECONDARY PHONE:

PREFERRED METHOD OF CONTACT: \*  
Select

Must enter a Preferred Method of Contact:



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**ADDRESS**

**COUNTRY/REGION:**  
Select

**ADDRESS TYPE:**  
Select

**ADDRESS LINE 1:**

**CITY:**

**STATE:**

**ZIP CODE:**

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[+ Add Address](#)

**Submit**

---

[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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## Select Contact Type

### STEP 2 OF 2: CONTACT DETAILS

- Individual
- Organization

#### \*Required Fields

NAME OF BUSINESS:

E-MAIL: \*

PRIMARY PHONE: \*

SECONDARY PHONE:

PREFERRED METHOD OF CONTACT: \*  
Select

### ADDRESS

COUNTRY/REGION:  
Select

ADDRESS TYPE:  
Select

ADDRESS LINE 1:

CITY:

STATE:

ZIP CODE:

+ Add Address

Submit

Back



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Employment Standards Division

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](mailto:DLIERDBP&S@MT.GOV).