



Login Instructions for Portal.ExpressPros.com

1. Sign In

Go to Portal.ExpressPros.com and enter your email address and select **Continue**. If you have an existing account with Express Employment Professionals as a job seeker or associate, please use that same email address.

2. Email Verification

On your first login, it will request you verify your email address. Ensure the email address you entered at sign-in appears in the Email Address box, then select **Continue**.

3. Verification Code Entry

Enter the verification code you receive in your email and select **Verify Code**.



4. Create Account

Complete the account form, including setting your password.

Select the accept box for the Express Job Seeker End User Agreement. After the form is complete, select **Register**.

A screenshot of the 'Create Account' form on the Express Services, Inc. portal. The form is titled 'Create Account' and asks for the following details: Email Address, New Password, Confirm New Password, First Name, Last Name, Mobile Phone, and Country. There is also a checkbox for 'I agree to the Express Job Seeker End User License Agreement'. At the bottom, there are 'Cancel' and 'Register' buttons.

5. Portal.ExpressPros.com

After you register, you will enter the portal. When you have a job assignment through Express, you can enter your time in Deputy by selecting the **Submit Time** icon.

