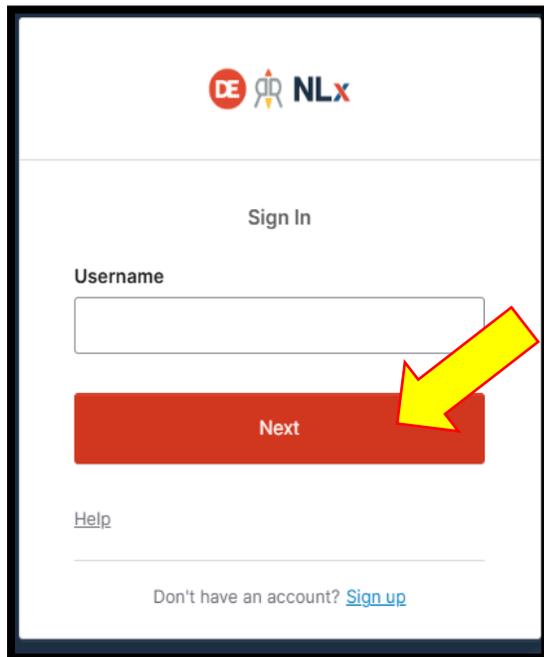


Creating a Job Order

on LaborExchange.mn.gov

If already signed in to LaborExchange.mn.gov, Skip to Step #7

1. Navigate to LaborExchange.mn.gov
2. Enter your username and click “Next”



DE NLX

Sign In

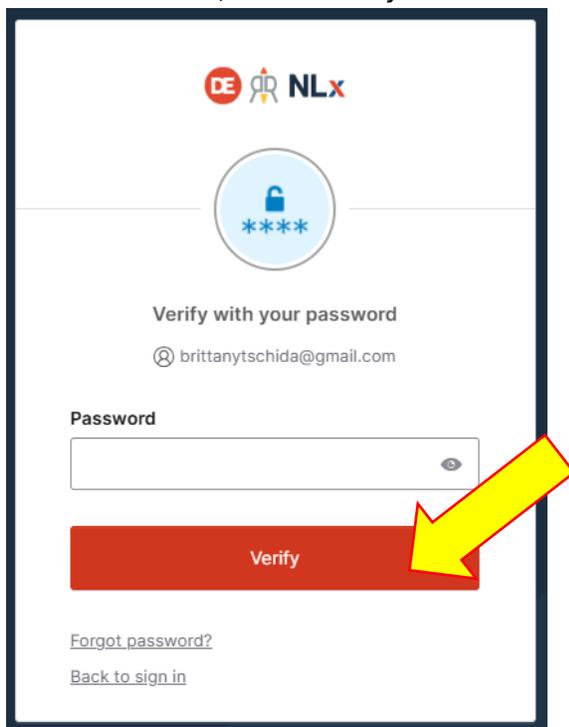
Username

Next

Help

Don't have an account? [Sign up](#)

3. Enter Password, Click “Verify”.



DE NLX

Verify with your password

brittanytschida@gmail.com

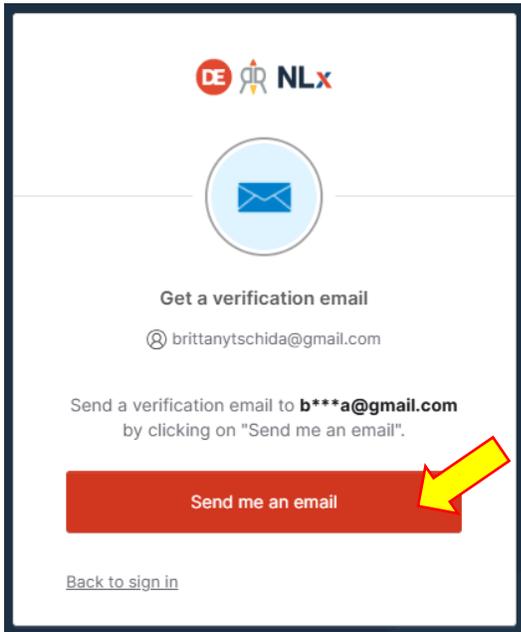
Password

Verify

[Forgot password?](#)

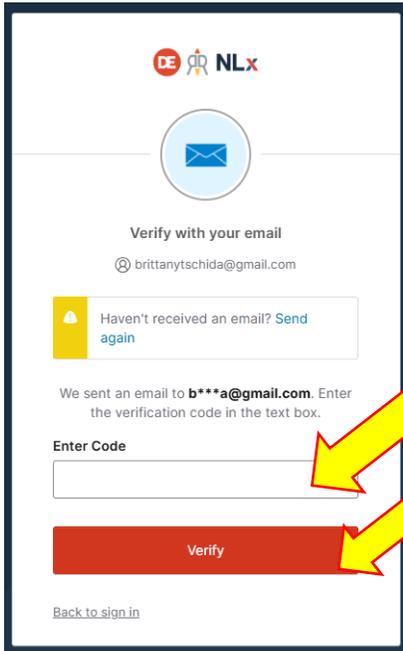
[Back to sign in](#)

4. Click “Send me an email”

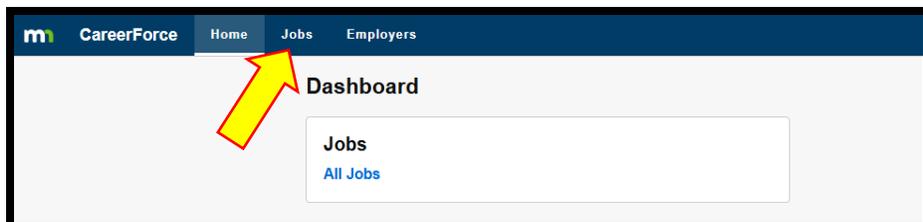


5. Sign into email associated with the employer account, and open email titled “One-time Verification Code for DirectEmployers and Recruit Rooster Account”. Retrieve verification code from email.

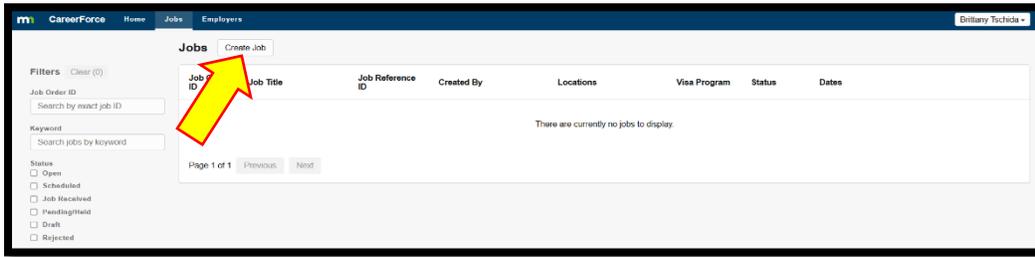
6. Enter verification code on Labor Exchange sign-in page, and click “Verify”



7. From main dashboard, Click “Jobs”



8. Click “Create a Job”



9. Fill in fields on the “Job Posting Options” page, click “Submit for Review” (*Notes Required Field)

