CREATING AN
APPLICATION MANAGER ACCOUNT

To create an APPLICATION MANAGER account. Go back the vacancy announcement. Click on APPLY ONLINE.

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Click on the resume and each document you wish to include, click on the 3 boxes Click on APPLY FOR THIS POSITON.

Click APPLY FOR THIS POSITION.

Resume - Select one of your stored USAJOBS resumes to send (or first Create or Upload a New USAJOBS resume) :

- SELECT -
Human Resources

Attachment(s) - Select one or more of your Saved Documents to send (or first Upload New Saved Documents). In order to select multiple items, you must use Ctrl+click (or Cmd+click on Mac) :

- SELECT -
OTHER (appraisal)

Fields below with an asterisks (*) are required.

* ☐ I have previewed my resume . The selected document includes the information I wish to provide with this application.

☐ Allow me to attach demographic information to the application. Review or update your demographic information.

* ☐ I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

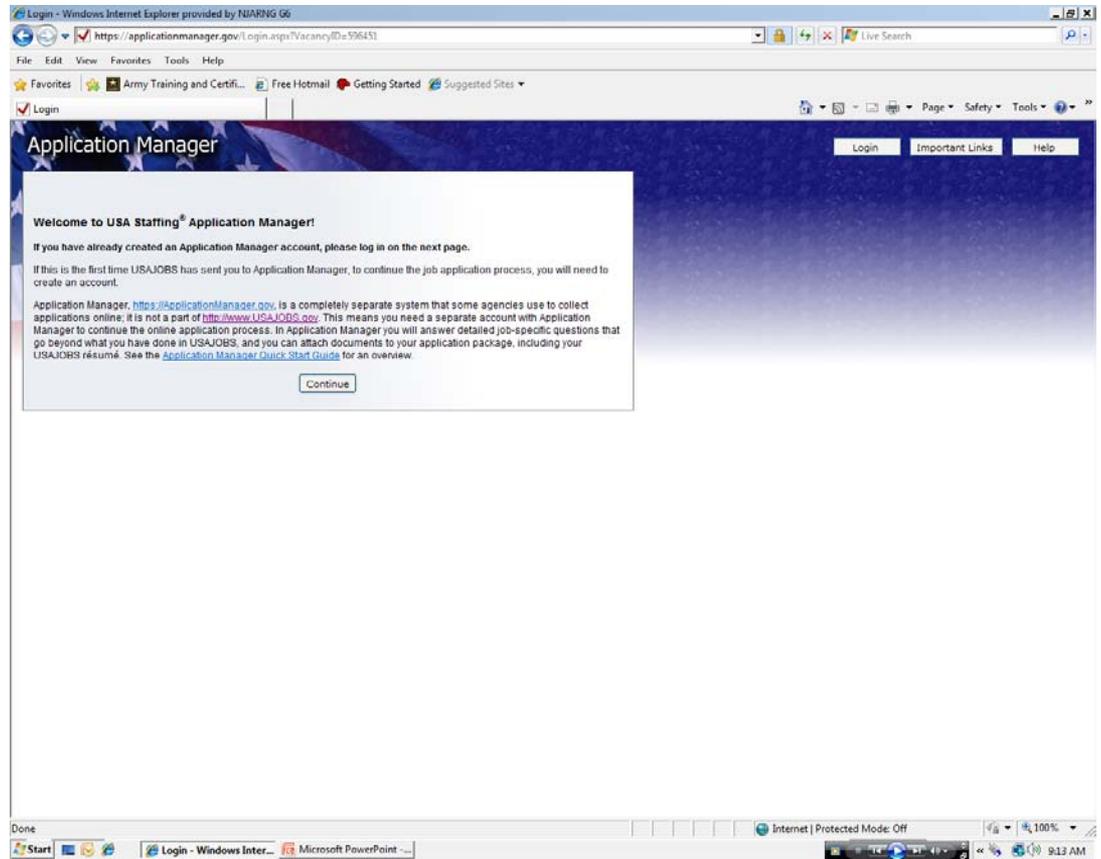**Cancel ▶**   **Apply for this position now! ▶**

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Click TAKE ME THERE NOW
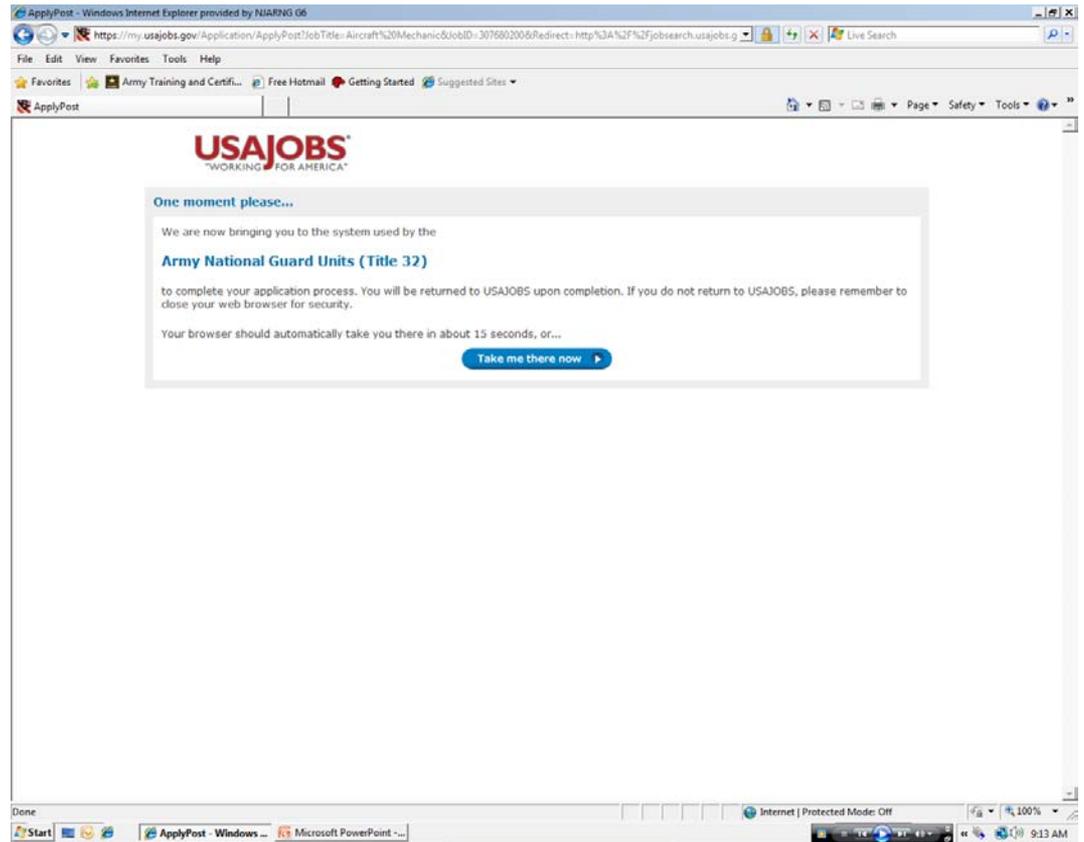
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Click CONTINUE

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Click CREATE AN ACCOUNT

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Notice the red arrows, as you complete one area the arrow will move to the next arrow to complete. Type in you e-mail, as stated in USAJOBS Account you may use the same one and you may use your military e-mail. Remember to remember your e-mail.

Type in the e-mail address to be used. Click CHECK FOR AN ACCOUNT
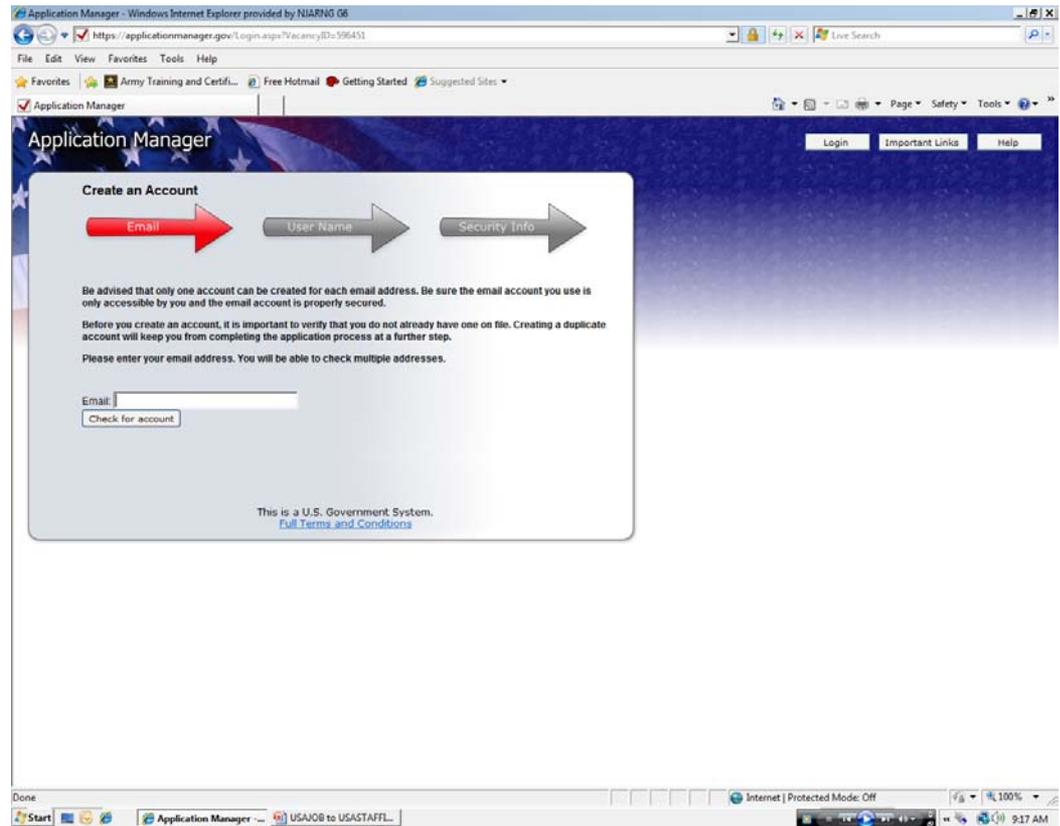
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The following message will appear. If you already have an account the message will state an account is already established with this e-mail. If you do not remember your login you may need to create another account with a different e-mail. Click I'm DONE CHECKING FOR ACCOUNTS
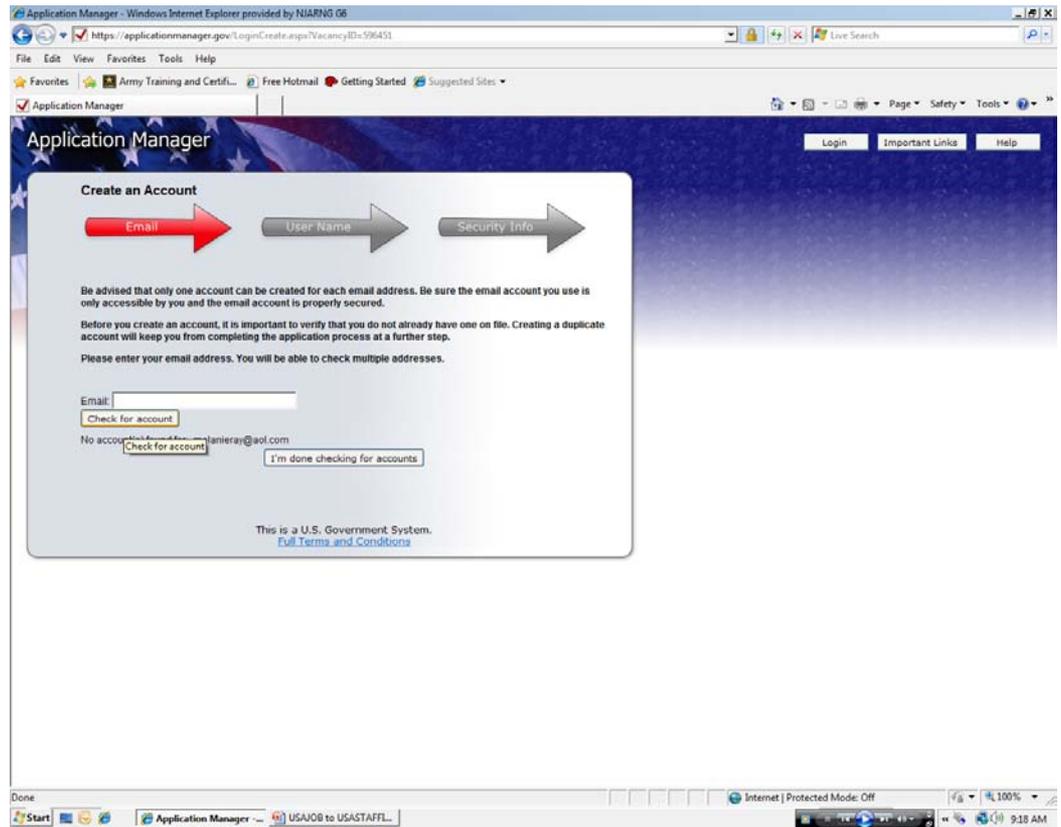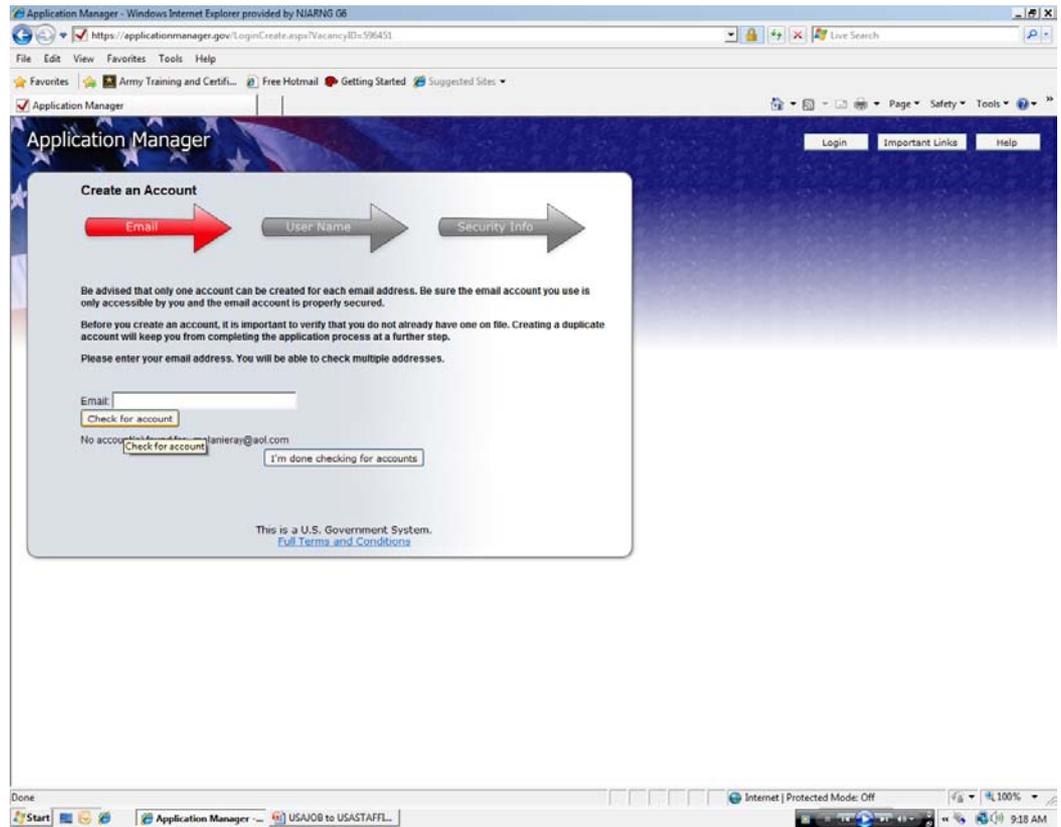
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Click the radial button nest to you e-mail address. Click CREATE ACCOUNT WITH THIS ADDRESS

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The following message will appear. If you already have an account the message will state an account is already established with this e-mail. If you do not remember your login you may need to create another account with a different e-mail. Click I'm DONE CHECKING FOR ACCOUNTS
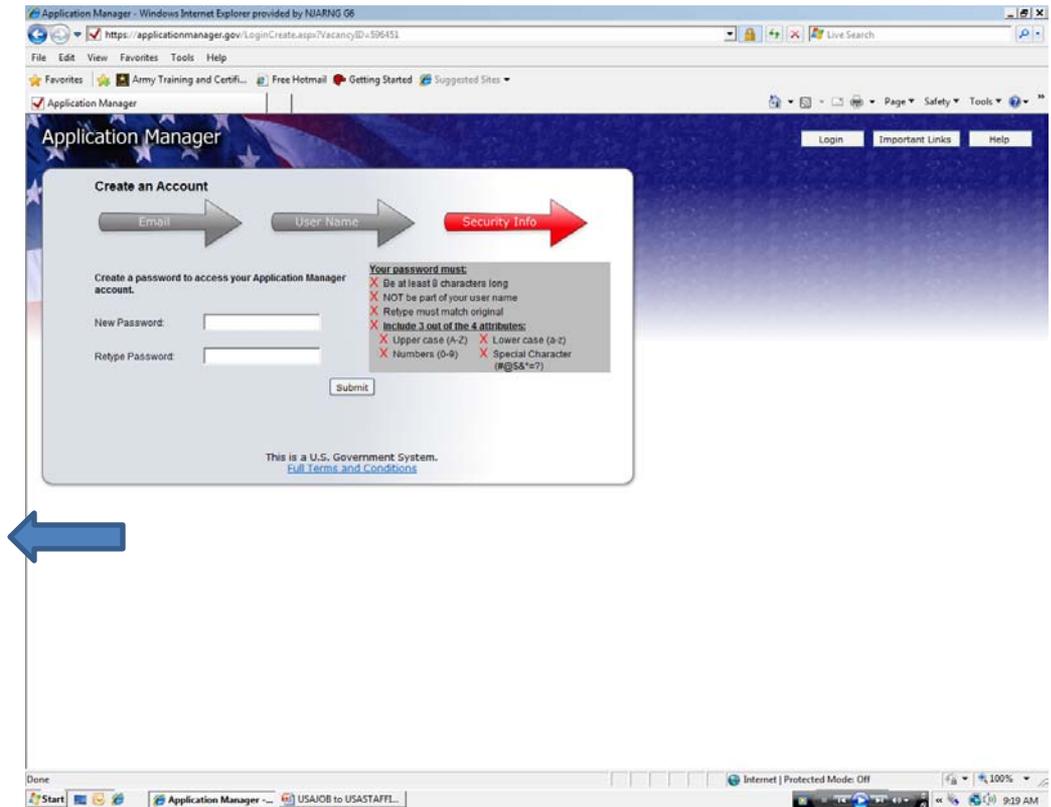
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Type in your user name. You may use the same user name in USAJOB Account. If you are using anything Peter.Pan take out the period.
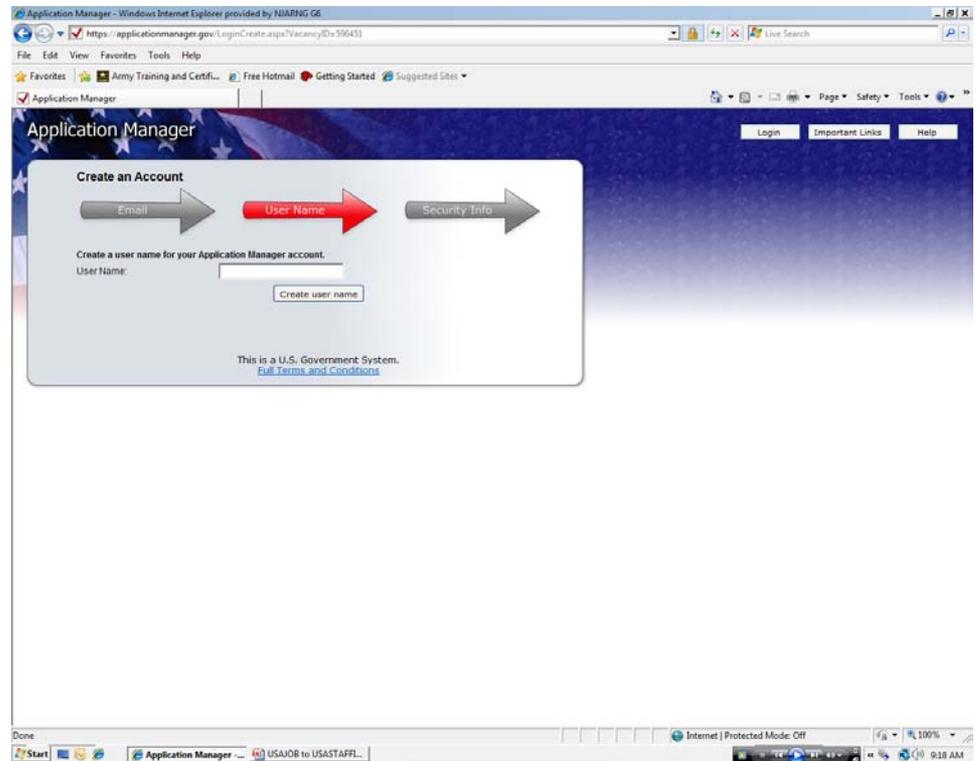
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PASSWORD: Again you can use the same password in USAJOBS but the system does not like !. Notice as you are typing your password the red X will change to green checks. When complete click SUBMIT. If the Xs do not change check the characters. There may be other characters the system does not like.

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Choose a question and type in answer and then retype answer. As in USAJOBS account the and the answers are case sensitive. Click SUBMIT

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Click PROCEED TO
APPLICATION MANAGER
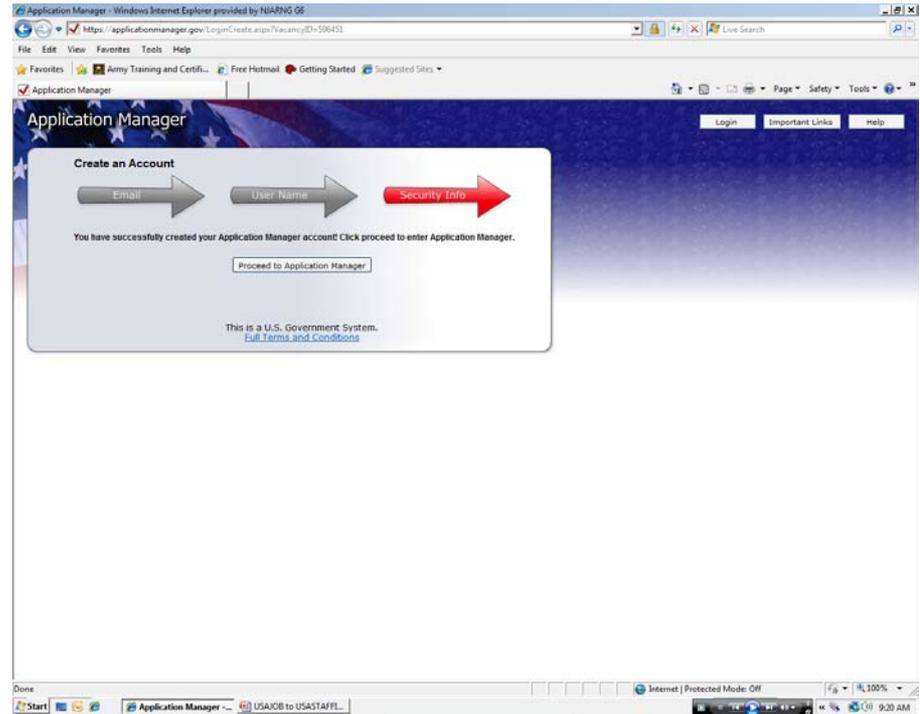
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Click PROCEED WITH MY APPLICATION

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You have created your account and now you will start to answer questions. Go to USA Staffing Questionnaire