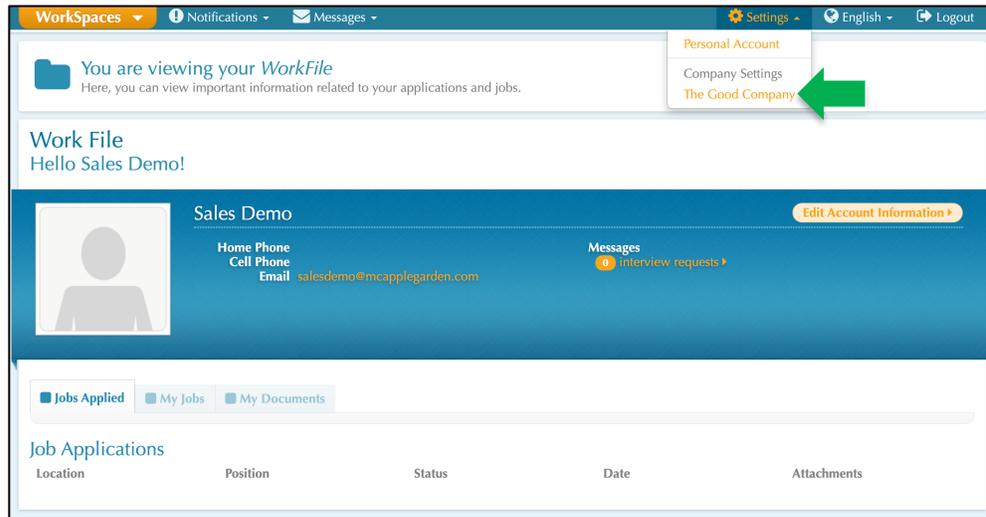


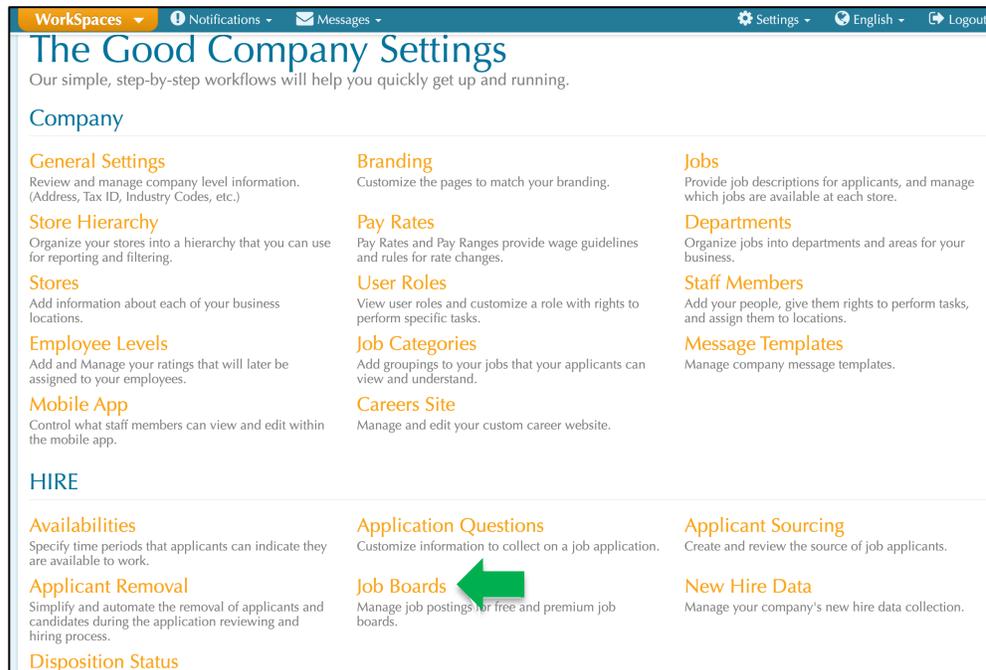
## Activating Your TalentTrack Account

Step 1: Begin by determining if a TalentTrack account has ever been created for you

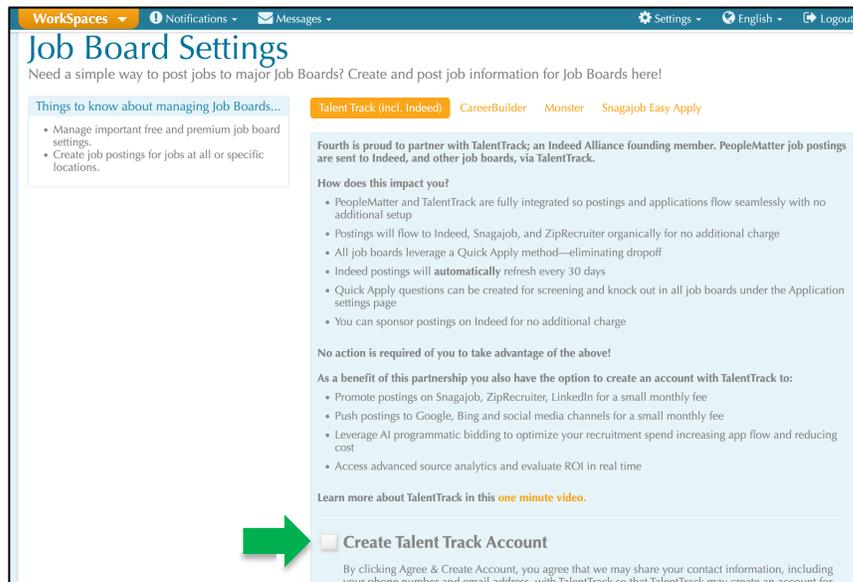
1. Log into PeopleMatter, navigate to Settings, and select your company.



2. Navigate to the Job Boards under the HIRE section



- On the **TalentTrack (incl. Indeed)** tab, select Create TalentTrack Account checkbox (if this is already selected skip to the next section).



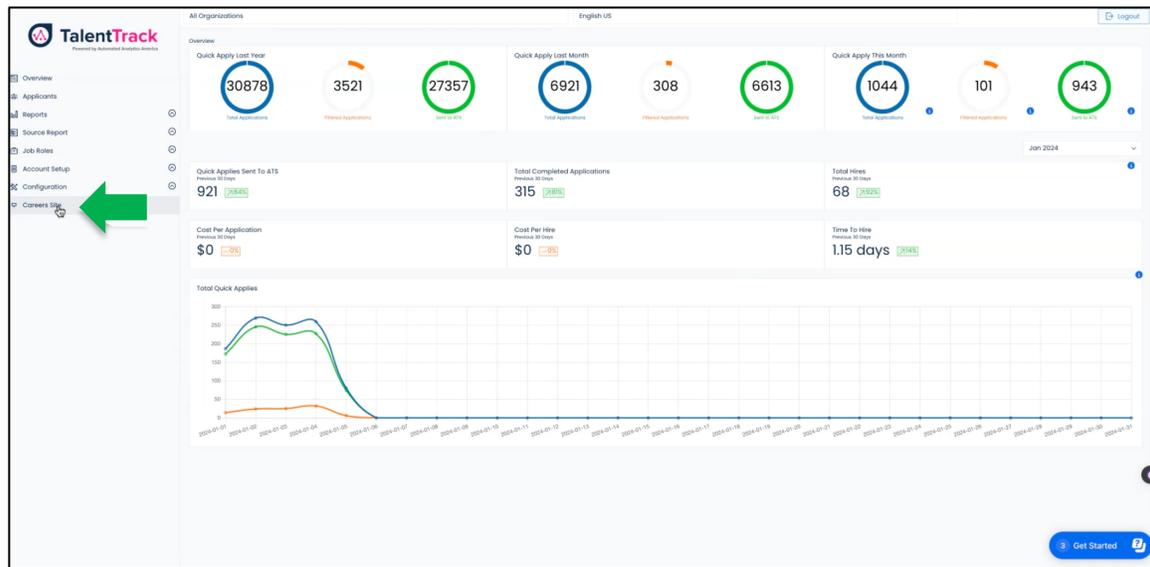
- An email will be sent to you with your TalentTrack password. Open your email to receive the password. (Note: the email will be sent to the email address stored in your PeopleMatter user account).

### Step 2: Log into your TalentTrack account

- Navigate to <https://portal.usa.talenttrack.co/login> and enter your Email and Password and click Log In.
  - If you forgot your password, or your password expired, click the “Forgot your password?” link and follow the steps provided.

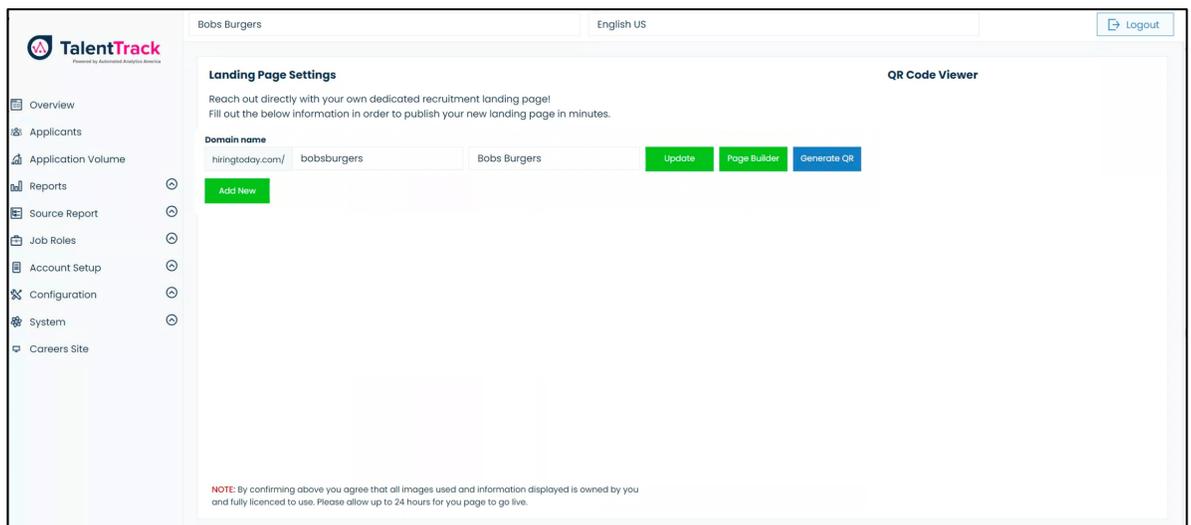


2. In the left navigation, click Careers Site.



3. Please note the following:

- Your unique domain is the combination of the first two fields. As an example, the below domain is hiringtoday.com/bobsburgers
- The next field is the brand name that will display on your careers site.
- You may make changes to these fields and click the "Update" button to save.
- The Page Builder allows you to edit the content of your careers site. Note that existing NowHiring customers sites have already been created under HiringToday.
- Generate QR allows you to create QR code to provide applicants fast access to your careers sites.



The screenshot shows the 'Landing Page Settings' form for 'Bobs Burgers' with the following fields and buttons:

**Domain name**

**QR Code Viewer**

NOTE: By confirming above you agree that all images used and information displayed is owned by you and fully licenced to use. Please allow up to 24 hours for you page to go live.