

CREATE YOUR ACCOUNT

Step

1

Username Password
 Remember me? Forgot your password?

[Home](#) [Checks](#)

Express Workforce Self Service

Store your information in our database and retrieve it whenever you need to. Manage your job searches, submit an application for posted jobs, send your resume to one Express office or 10 -- all online. Our Job Search Agent will even notify you when the position you desire becomes available.

Please be advised that accounts inactive for one year will be removed from our database. If your account is deleted, you can register again at any time.

Create a New Account

First Name
Last Name
Email Address
Re-Enter Email
Username
Password
Re-enter password
Seeking work in **Canada**
Security Question **Please select a question**
Security Answer
 * All fields are required.

**** Your username must be different than what you previously used when submitting your online application. ****

LOG IN TO YOUR EMAIL

Step

2

Username Password
 Remember me? Forgot your password?

[Home](#) [Checks](#)

Account Activation

We have sent you an email with an activation link. Once you activate your account, you will have full access to our site.

ACTIVATE YOUR ACCOUNT

Step

3

From: info@expresspros.com
To:
Date:
Subject: Activate your Express Workforce account,

Hi,

Please activate your Express Workforce account by clicking on the link below (or by copying and pasting the URL into your browser):

<https://workforce.expresspros.com/account/activate>

Once you confirm, you will have full access to our site and all future notifications will be sent to this email address.


Express Employment Professionals

Step 4

CLICK CHEQUES

Click here to log off

Home Cheques



Step 5

VERIFY YOUR ACCOUNT INFORMATION

Please verify your account information.

Account Validation

Check ID Number
 -
OfficeNumber - IndividualControlNumber

Employee ID Number (SIN)

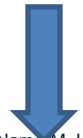
For each field, enter numbers only.

Your Office Number:
 London is 1377
 St. Thomas is 1595

Your **Individual Control Number** can be found on an old direct deposit slip or cheque stub. See below for an example.
 If you are unable to find your individual control number, please contact your local office 519-672-7620.

Your Employee ID Number will be your SIN (Social Insurance Number)

****Where to find your Individual Control Number on your cheque stub or an old direct deposit slip****



Name:	First Name M. Last Name	CURRENT	YEAR TO DATE
ID:	XXXX-XXXXXX		
01/01/2012	Company Name, Job # 00.00 Hours @ \$00.00 Regular Vacation Pay 4.00 % of 000.00	000.00	
	Total Earnings	\$000.00	\$0,000.00
	Total Taxable Wages	\$000.00	\$0,000.00
Federal Income Tax W/H		-00.00	-000.00
CPP/QPP Tax W/H		-00.00	-000.00
EI Tax W/H		-00.00	-000.00
	Net Amount For Cheque Dated 01/01/2012	\$000.00	

DEMO DIRECT DEPOSIT SLIP

Step

6 VIEW YOUR INFORMATION

Congratulations!

Account Validation Success

Your online account is now linked to your Express payroll data.

View your payroll data



Step

7

CHOOSE THE YEAR

Payroll Information

Cheque Years

2012

2011



[Back to Year Listing](#)

[Home](#)

[Cheques](#)

2012 Payroll Information

Check Years: [2012](#) [2011](#)

Your Name

DATE	Cheque Number	GROSS PAY	DEDUCTIONS	TAXES	NET PAY	
01/06/2012	Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	View details
01/13/2012	Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	View details
01/20/2012	Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	View details
01/27/2012	Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	View details
02/03/2012	Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	View details
02/10/2012	Direct Deposit	\$0.00	\$0.00	\$0.00	\$0.00	View details

Step

8

CLICK

VIEW DETAILS



Year to Date Totals

Cheques: 6, Gross: \$0.00, Net: \$0.00

2012 Payroll Information

Cheque Years: [2012](#)

Your Name

Earnings Statement (Direct Deposit on 05/04/2012)

		CURRENT	YEAR TO DATE
04/29/2012	3.00 Hours @ \$12.00 Regular	36.00	
04/29/2012	1.00 Hours @ \$1.44 Vacation Pay	1.44	
	Total Earnings	\$37.44	\$37.44
	Total Taxable Wages	\$37.44	\$37.44
	EI Tax W/H	-0.68	-0.68
	Net Amount For Direct Deposit Dated 05/04/2012	\$36.76	\$36.76

Simulated Cheque Stub

Direct Deposit

DATE 05/04/2012

\$*****36.76

***THIRTY-SIX DOLLARS AND 76/100

VOID AFTER 30 DAYS FROM ISSUANCE DATE
TWO SIGNATURES REQUIRED IF AMOUNT EXCEEDS \$2000.00
EXPRESS SERVICES, INC.

VOID

PAY TO THE ORDER OF: YOUR NAME
YOUR ADDRESS
CITY