## 'Unexpiring' or Reactivating Your Job Match Profile

When you have not viewed, updated and saved your Job Match Profile for 90 days, it expires. After 60 days of not viewing, updating or saving your Job Match Profile, an email is sent to the email address on the Job Match Profile alerting you to take action.

Job Match Profiles		es	References		Cover Letter					
Select	Reference Number	Pr	Professional Summary		Status	Complete	d Updated	Employers Can View?	Employer Views	Employer Emails Sent
	2502 Web Résumé Link Uploaded Résumé:	Exper playin desig Maste devel dozer	rienced computer, role ng and board game ner. Experienced Gam er for D & D. Have oped and sold nearly n games.	e- ne a	Active	Yes	11/11/2013	Yes	2	0
	1959	Seeki can u Resou comn suppo hiring	ing a position where I se my Human urces experience and nunication skills to ort the company's g goals.		Expired	) Yes	09/20/2012	No	0	0
View/Update Add Copy Delete Preview/Print Email										

Your Job Match Profile can be 'unexpired' or reactivated by doing the following:

- 1. Go to http://jobcenterofwisconsin.com and logon.
- 2. Click on Job Seeker Tools in the dark blue menu bar, and then on Job Match Profile.
- 3. Click the checkbox for the Job Match Profile that is expired, and then click on the **View/Update** button.
- 4. The following message will appear. Click on the **Ok** button.



5. Note the message at the top of Step 1.

JOB 💮 CENTER	OB CENTER Connecting Wisconsin's Workforce							
of WISCONSIN		LOGOUT   PERFORM A JOB SEARCH						
Home Job Seeker Tools	Featured Industries Employer Tool	s About Us Help Exit						
Screen Reader Version								
Job Match Profile / Résur	Job Match Profile / Résumé Posting Tool Expired							
Your Job Match Profile has expired. It will be activated upon successful save.								
Save Delete								
Work with My Job Match Profiles		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~						

6. You are on Step 6 of your Job Match Profile. Update your responses to the first and second questions, if needed.

Upload or link to your own résumé, if you wish. At the bottom of the page, choose what you want employers to see. Click on the **Save** or **Finish** button.

- 7. You may be directed to Step 1 to confirm your email address. If so, confirm your email address and click on the **Save** button.
- Click on the Work with My Job Match Profiles link near the top of the page to return to My Job Match Profiles / Résumé Posting Tool, where you will see that your expired Job Match Profile is now active.

Job Match Profiles		5	References		Cover Letter						
Select	Reference Number	Professional Summary		Status	Complet	eđ	Updated	Employers Can View?	Employer Views	Employer Emails Sent	
	1959	Seekin use my experie skills t compa	g a position where y Human Resources ence and communic o support the my's hiring goals.	I can ation	Active	Yes		11/11/2013	Yes	0	0
	2502 Web Résumé Link Uploaded Résumé:	Experie playing design Master develo dozen	enced computer, rol g and board game er. Experienced Gan r for D & D. Have ped and sold nearly games.	e- a	Active	Yes		11/11/2013	Yes	2	0
View	w/Update	Add	Copy De	lete	Preview	w/Print		Email			