

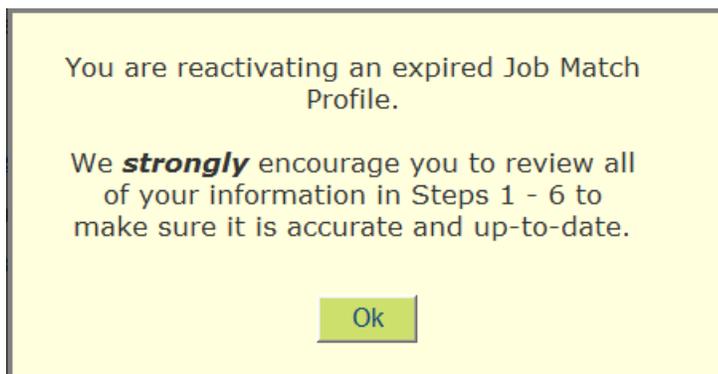
'Unexpiring' or Reactivating Your Job Match Profile

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.

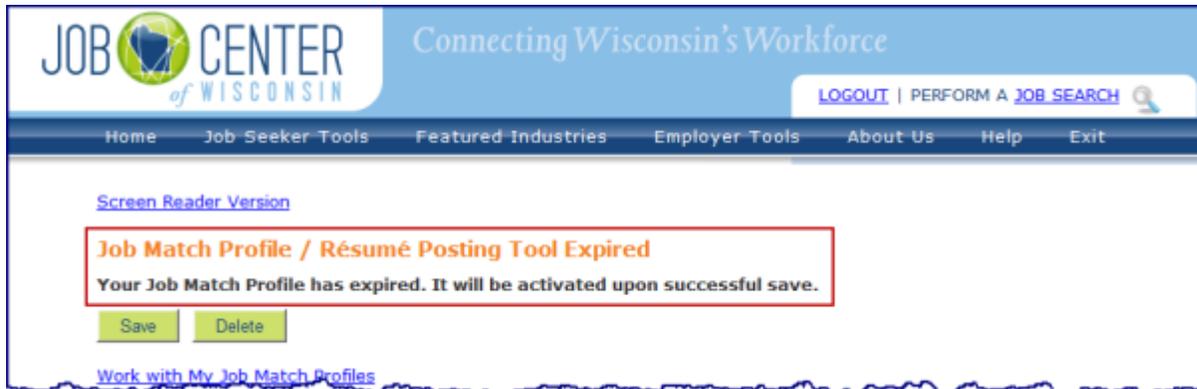
Job Match Profiles		References	Cover Letter					
Select	Reference Number	Professional Summary	Status	Completed	Updated	Employers Can View?	Employer Views	Employer Emails Sent
<input type="checkbox"/>	2502 Web Résumé Link Uploaded Résumé: 	Experienced computer, role-playing and board game designer. Experienced Game Master for D & D. Have developed and sold nearly a dozen games.	Active	Yes	11/11/2013	Yes	2	0
<input checked="" type="checkbox"/>	1959	Seeking a position where I can use my Human Resources experience and communication skills to support the company's hiring goals.	Expired	Yes	09/20/2012	No	0	0

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.



- Note the message at the top of Step 1.



- 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.

- 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.

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<input type="checkbox"/>	1959	Seeking a position where I can use my Human Resources experience and communication skills to support the company's hiring goals.	Active	Yes	11/11/2013	Yes	0	0
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View/Update Add Copy Delete Preview/Print Email