

## Partner Application Submitted Email:

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE.\*\*\***

Dear Applicant,

Thank you for submitting an application to become a partner in the Department of Defense (DoD) Military Spouse Employment Partnership (MSEP) program. We are currently evaluating applications for our MSEP Class of 2023.

To be considered for partnership your application will go through a detailed vetting process, which includes an assessment to ensure MSEP membership criteria are met.

- Dun and Bradstreet review
- Financial stability review
- A pre-interview screening
- Interview with your company/agency leadership and a member of the DoD MSEP team

As we continue the application process, we encourage you to visit the MSEP Partner Portal at <https://msepiobs.militaryonesource.mil> to see how military spouses and MSEP Partners connect.

When this application process is complete, you will receive additional correspondence. Additionally, if you have questions or concerns, please email [SECO-MSEP@zeiders.com](mailto:SECO-MSEP@zeiders.com).

We look forward to reviewing your application and will be in touch to discuss next steps!

Best Regards,  
The MSEP Team

## Partner Application Approved User Notification Email:

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

Dear MSEP Partner,

Your application has been approved! Placeholder\_Organization\_Name has been admitted to participate in the Military Spouse Employment Partnership program.

Please see below for some tips on next steps:

- Log in to the account you created when applying to join the partnership to access your new Partner Dashboard. You will be able to access functionality to post jobs, edit your company profile, and search military spouse candidates.
- View the Partner Resources page for materials that will help guide you through portal functionality.
- If you are experiencing technical issues, please reference the FAQs section to see if your issue is highlighted.

If you have any other questions or comments, please submit a Contact Us form.

Regards,  
The MSEP Team

## Password Reset Email:

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

Hello,

You've requested to reset the password for your MSEP Partner Portal account. You may now reset your password by clicking this link or copying and pasting it into your browser:

[RESET LINK]

This link will navigate you to a page where you can set your password. It can only be used once and will expire after 24 hours of your request.

Best regards,  
The MSEP Team

## Challenge Question Establishment Email:

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

Hello,

You've been prompted to establish your challenge questions for your MSEP Partner Portal account. Please follow the link below by clicking it or copying and pasting it into your browser: This link will expire in 24 hours:

[RESET LINK]

This link will navigate you to a page where you can establish your challenge questions and reset your password.

Best Regards,  
The MSEP Team

## Locked Partner Account Email:

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

Hello,

The MSEP account associated with this email address has been locked due to multiple invalid login attempts. Your password cannot be reset until you contact the MSEP Help Desk and request to have your account unlocked.

You may submit a Help Desk ticket via the "Contact Us" page on the MSEP Partner Portal or by clicking on the link below:

<https://msejobs.militaryonesource.mil/msep/contact-us>

Best Regards,  
The MSEP Team

## Password Expiring User Notification Email:

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

Hello,

Your password for your MSEP Partner Portal account will expire on March 25, 2023. Please go to Placeholder\_Password\_Reset\_URLto change your password.

Regards,

The MSEP Team

## Partner Report Reminder Notification Email:

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

Dear Partner Admin,

Please fill out your report for this month.

The window is from 1/1/0001 12:00:00 AM - 12/31/9999 11:59:59 PM

Best Regards,

The MSEP Team

## Apply Clicks Summary Email

**\*\*\*THIS IS AN AUTOMATED EMAIL NOTIFICATION. DO NOT REPLY. YOU WILL NOT RECEIVE A RESPONSE. \*\*\***

Dear MSEP Partner,

Within the last 24 hours, 2 military spouses have clicked apply on 2 of your available jobs on the MSEP Job Search!

Please see below on some tips for next steps:

- Login using your MSEP Partner account
- View your Spouse Clicked Apply report

Under the Partner tab, the drop-down will include an option title "Spouses Who Clicked Apply". This report will show how many Spouse Candidates have clicked apply on one or more of your available job postings.

- View the Partner Resources page for materials that will help guide you through portal functionality.
- If you are experiencing technical issues, please reference the FAQs section to see if your issue is highlighted.

If you have any questions or comments, please submit a Contact US form.

Regards,

The MSEP Team