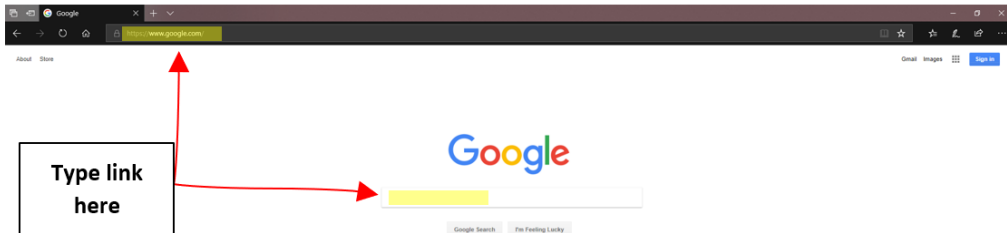


Onboarding Navigation Guide

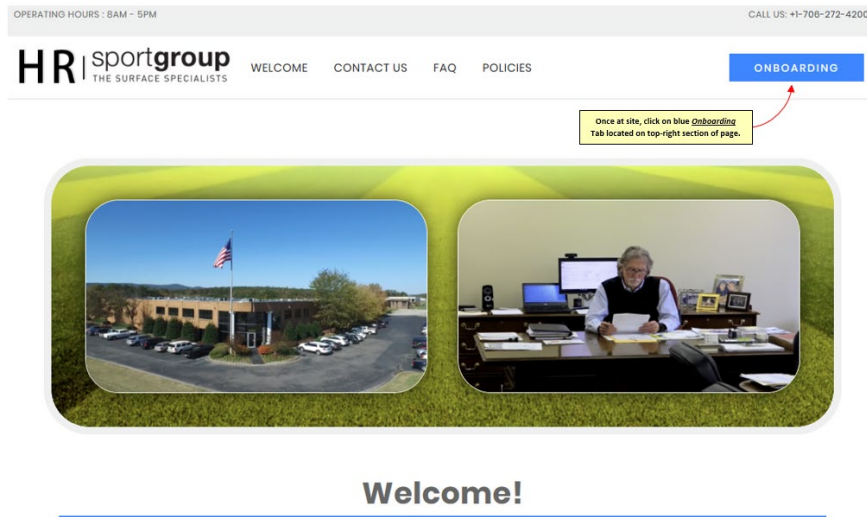
1. Using the link provided by Human Resource personnel, click on link or enter it in new internet window.

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(browser suggestions: Safari / Google Chrome / Internet Explorer)

2. Once at site, click on **Onboarding** tab located on top-right of page.



3. Welcome to Onboarding

New Employee or Returning Employee? If this is your first time to the site, you are a New Employee. If you have been here before, you are a Returning Employee.

- a. New Employee

- i. On left side of screen, under **New Employee**, click on **Start Onboarding Process** tab.

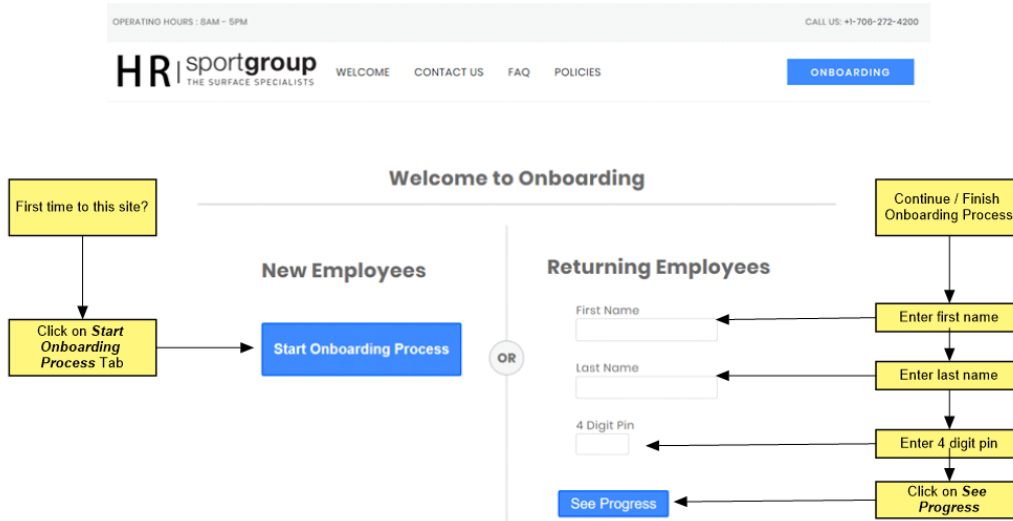
- b. Returning Employee

- ii. On right side of screen, under **Returning Employee**, enter your **First**

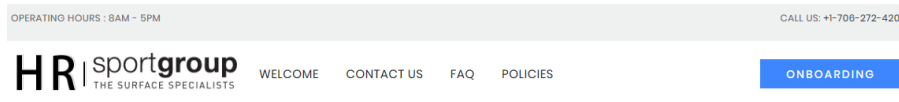
Onboarding Guide

Name, Last Name, and your *4-digit PIN*; then click on *See Progress*.

Note: If you forgot your *4-digit PIN*, contact HR under *Contact US* page for assistance with your PIN.



- Once clicking on *Start Onboarding Process* or *See Progress*, your screen will change to this. (Returning Employees: skip to *Step 8* to continue your Onboarding) From here, you will need to complete the information on the screen so the Onboarding process may begin



Fill out the below fields as accurately as possible.

This information will be used to save your progress and will need to be refilled if you need to continue at a later time.

Select Your State:
State Selection

First Name

Last Name

Phone Number

Create a 4 Digit Pin
(Remember This)

Retype your 4 Digit Pin

Employee State:

Employee First Name:

Employee Last Name:

Contact Number:

By typing your initials you confirm that this information is correct

5. Select your *State of Residence* from the dropdown tab.

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State Selection

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire

Fill out the below fields as accurately as possible.

This information will be used to save your progress and will need to be refilled if you need to continue at a later time.

Employee State:

Employee First Name:

Employee Last Name:

Contact Number:

By typing your initials you confirm that this information is correct

Start

a. Once you select the state, you will see your entry on the right-hand side

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Fill out the below fields as accurately as possible.

This information will be used to save your progress and will need to be refilled if you need to continue at a later time.

Employee State:

Georgia

Employee First Name:

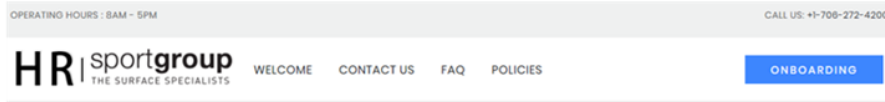
Employee Last Name:

Contact Number:

By typing your initials you confirm that this information is correct

Start

- Continue to enter the rest of your information (i.e. **First Name, Last Name, Phone Number**, etc.).



Fill out the below fields as accurately as possible.

This information will be used to save your progress and will need to be refilled if you need to continue at a later time.

- Once all of the fields are filled and complete, you will see a message appear on the bottom right asking for your initials.

Fill out the below fields as accurately as possible.

This information will be used to save your progress and will need to be refilled if you need to continue at a later time.

- Enter your Initials and click **Start**

Onboarding Guide


8. Once at this screen, all of your Onboarding Documents needed are available on the left tabs. You need to select each tab and follow these steps:
 - a. Download your document
 - b. Fill-out the document
 - c. Attach document to page and
 - d. Submit document entry.

Onboarding: Lil Pete

[Need Help?](#)

Application
USCIS Form I-9
I-9 Identification
Federal W-4 Tax
State Withholdings
Employee Profile
Direct Deposit
Handbook Acknowledgement
Code of Conduct Acknowledgement
Non-Compete & Non-Solicitation Agreements

Application - Initial employment form for onboarding.

Step 1:  [Click here to download the form for this tab.](#)

Step 2: Attach Document

Step 3: Submit

9. For assistance with any part of the **Onboarding Process**, you can click **Need Help?** For additional guides or contact any HR Representative listed under **Contact Us** page and they can assist you in your Onboarding Process.

10. Continue completing and submitting your forms until all of your forms have been submitted.

Onboarding: Lil Pete

[Need Help?](#)

Application	✓
USCIS Form I-9	✓
I-9 Identification	✓
Federal W-4 Tax	✓
State Withholdings	✓
Employee Profile	✓
Direct Deposit	✓
Handbook Acknowledgement	✓
Code of Conduct Acknowledgement	✓
Non-Compete & Non-Solicitation Agreements	✓

Congratulations!

You have completed all sections.

If you need to make any corrections or would like copies of the documents that you have submitted, please contact [human resources](#).

11. Once all forms are completed, HR may contact you regarding any questions over your Onboarding Documents. Brandi Turner