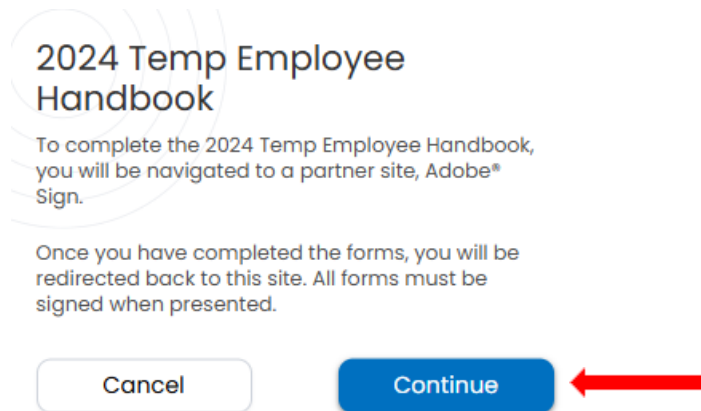


How to complete your onboarding documents

- Access your employee portal through our main website or by utilizing this link: <https://staffing-support.com/employee-portal/>
- Click the red “Login” icon
- Enter your username and hit “Continue”. (*tip: your username is your email address!*)
- Enter your password and hit “Login”
- Once in your employee portal, your onboarding tasks will be listed under your name. Click the “Start” button to start.

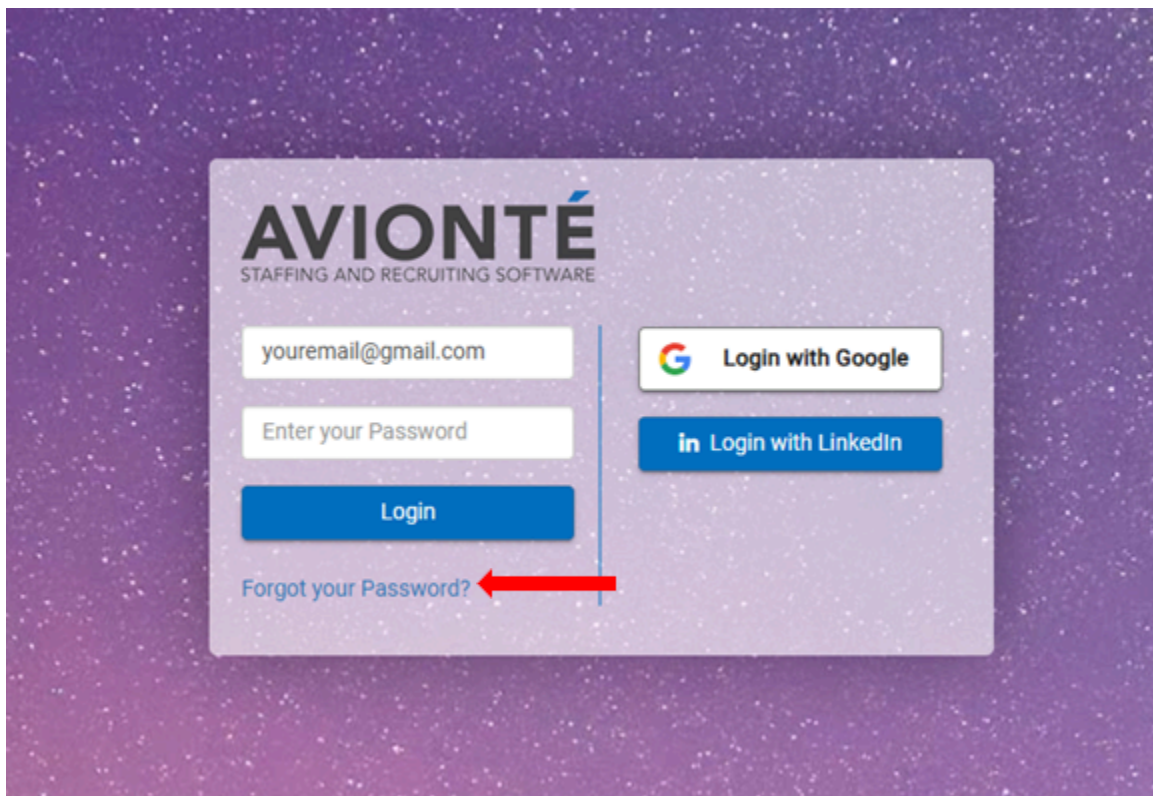
The screenshot displays the employee portal interface. At the top, there is a navigation bar with a logo on the left and menu items: myDashboard, Timesheets, Profile, and Pay History. Below this is a blue header bar with 'Home' and 'Expense Reports'. The main content area is split into two columns. The left column features a user profile for 'Connie Larson' with a silhouette icon. Below the profile is a section titled 'Assigned Tasks' containing a list of onboarding tasks: 2024 Temp Employee Handbook, Direct Deposit, Personal Info, Emergency Contact Form, Substance Free Workplace Poli..., Healthcare Coverage Benefits ..., Form I-9 (Rev. 8/1/2023), Background Check Release 2022, and WT-4. A 'Show All Assigned Tasks' link is at the bottom of this list. The right column is titled 'Tasks' and shows '10 assigned tasks to complete.' Below this text is a 'Start' button, which is highlighted with a red arrow pointing to it from the right. The text 'Click start to begin completing tasks' is positioned to the left of the button.

- A box will pop up to navigate you to Adobe Sign. Once all of your documents are signed, you will be directed back to the employee portal. Click “Continue” to begin



Forgot Password:

- From the enter password screen, click “forgot password”



- An email with a password reset link will be sent to your email address.
- Create your new password and login to the employee portal