

Quick Reference Guide for Onboardees

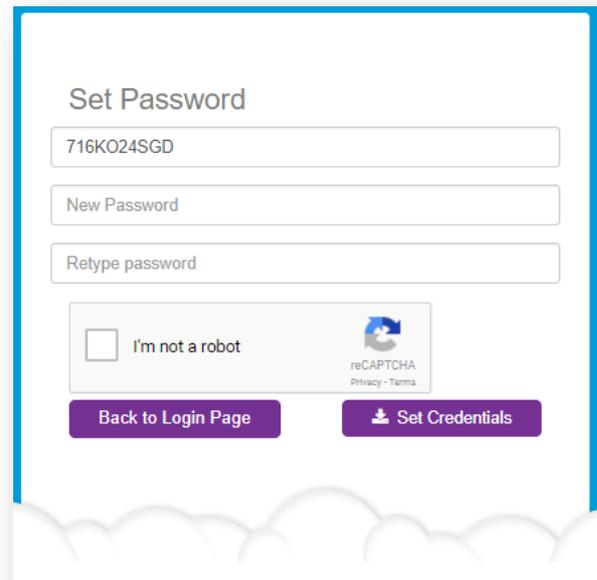
Welcome to your **Onboarder Portal Account**, and congratulations on your new role! The Portal gives you complete access to all the documents you need in preparation of your start date, making a seamless transition to your new position.

Getting Started

You will have already received a welcome email containing a link to the Onboarder Portal.

<https://my.webonboarding.com/#/login>

- 1 Click on the link to get to the log in screen
- 2 Enter your **User ID** and a new password, this needs to be a minimum of 8 characters long and a mixture of upper case and lower case, alpha numeric
- 3 Repeat the password, and tick the box **I'm not a Robot**
- 4 When you can see the green tick  click **Set Credentials**
- 5 The screen will confirm that your password has been set, and will re-direct you to the **log in** screen
- 6 Log in with your **User ID** and new password



The screenshot shows a 'Set Password' form with the following elements: a text input field containing '716KO24SGD', a 'New Password' field, a 'Retype password' field, an 'I'm not a robot' checkbox, a reCAPTCHA icon with 'reCAPTCHA Privacy - Terms' text, and two buttons: 'Back to Login Page' and 'Set Credentials'.

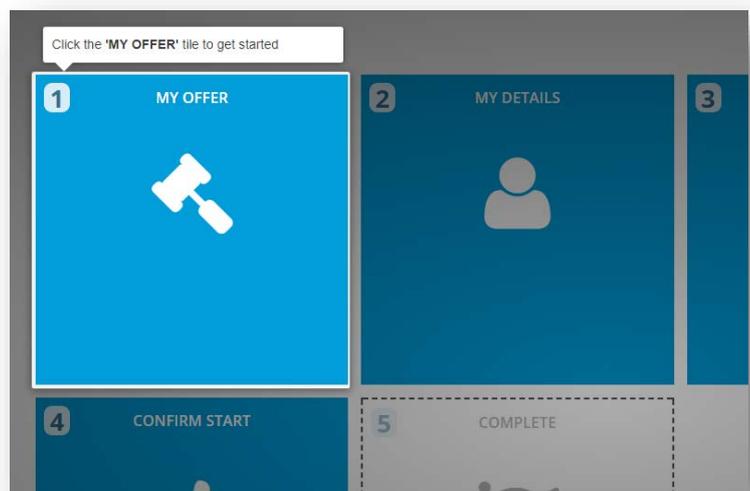
The Dashboard

The Dashboard has quick links to all the stages of your onboarding. As each stage is completed, the dashboard tile will be shown with a green tick. 

- 1 Click on the **My Offer** tile to get started
- 2 From here, you can download your **Offer Letter** and **Contract**, and save it locally

If preferred, print your contract to sign, scan it to your PC and then upload it to the Portal.

Alternatively, you can use the Digital Signature function to sign your contract online.

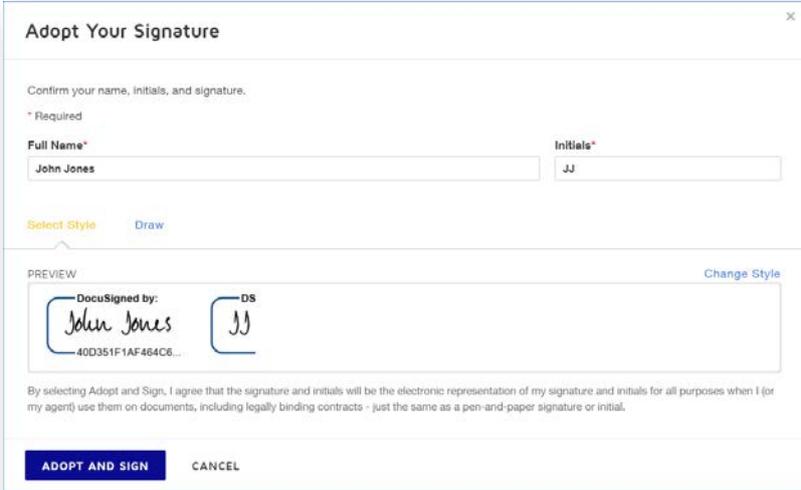


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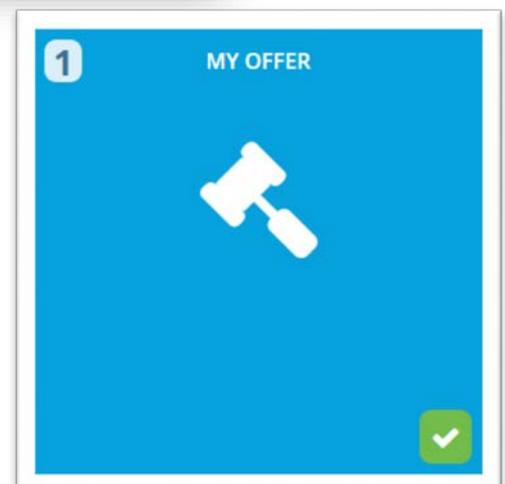
- 3 Click  to **review** and **sign** your contract on screen without the need to print it.
- 4 Ensure that you **tick** the box to agree to using electronic records and signatures



- 5 When ready, **sign** the **contract** either by adopting the **electronically generated** signature or select **Draw** to add your own



- 6 Click  to return to the Onboarder Portal, your signed contract is already back with the **HR team!**
- 7 The first stage of your Onboarding experience is now complete
- 8 Work through each of the dashboard tiles until complete.



 **Note:** Once you have confirmed your **start date**, you will have access to the **Reading list** and **Training** tiles.