

CONSULTANT ONBOARDING ✓CHECKLIST

OFFER ACCEPTED!

Our automated onboarding experience can be easily completed from your computer or mobile device. Follow these steps for a seamless start date.

EMAIL

Please look for an email from **digital-noreply@estaff365.com** to get started with onboarding.

Add the following email addresses to your address book to receive all important communications:
accounting@careerprofiles.com
communications@careerprofiles.com

ACCEPTANCE

Congrats! Your offer letter is signed, and accepted. Now you are ready to begin your onboarding checklist.

TIME-SENSITIVE

All forms must be 100% completed prior to your start date. You will receive reminders until your onboarding paperwork is fully completed.

CONGRATS

Your onboarding experience is now complete. You are ready for your first day!

PAYCHECK

Distributed weekly! Your first paycheck will be deposited the second Friday after your start date.



OFFER

Please review your offer letter and reach out to your **Account Manager** should you have any questions.

PACKET

E-Verify electronically submits your documents and allows you to capture identification photos from your phone.

- | | |
|-------------------------|-----------------------|
| ✓ Profiles Application | ✓ Federal W4 |
| ✓ Background Check Form | ✓ State Tax Form |
| ✓ Code of Conduct | ✓ 401K Plan Summary |
| ✓ Direct Deposit Form | ✓ Healthcare Benefits |
| ✓ I-9 Form* | ✓ Benefits FAQ |

*You will need an I-9 Authorized agent to vouch for your form. This can be **anyone but** a family member, even including your Profiles Account Manager.

BENEFITS

I-9 and Tax Forms must be complete to either enroll or waive your benefits.

TIMECARDS

Set a weekly reminder to submit your timecard to your manager before Monday at 12pm EST. Your manager has until Monday at 5pm EST to approve. The timesheet login is located in the top right corner of careerprofiles.com.

Have questions? Your Profiles Account Manager will continue to be your main point of contact through the length of your contract and beyond. Utilize them as a career resource.

INSIDER Updates: our eNewsletter will keep you up-to-date with company news and spotlights. If you'd like to be featured on a job well done please contact **communications@careerprofiles.com**.

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