Welcome to the Team!

Your First-Week Portal Setup Checklist

1 Secure Your Identity

- [ ] Set up multi-factor authentication
- [ ] Confirm phone and address
- [ ] Add an emergency contact

Account Settings: Set up multi-factor authentication (MFA).

Personal Info: Verify your address and phone number; add an emergency contact.

2 Set Up Payroll

- [ ] Add direct deposit information
- [ ] Complete W-4 tax form
- [ ] Choose paycheck delivery method

Payment Methods: Enter your bank account and routing numbers for direct deposit.

Tax Forms: Complete your W-4 withholding form.

Paycheck Preferences: Choose electronic or paper pay statements.

3 Choose Benefits

- [ ] Review available benefit plans
- [ ] Add eligible dependents
- [ ] Submit benefit elections

Benefits Enrollment: Compare medical, dental, and vision plans.

Dependents: Add family members you wish to cover.

Submit Enrollment: Review your selections and confirm enrollment.

Need Help? If you encounter an error or can't access your portal, click **Onboarding Help Chat** in the bottom-left corner for HR Systems support.