

Quick Start Guide

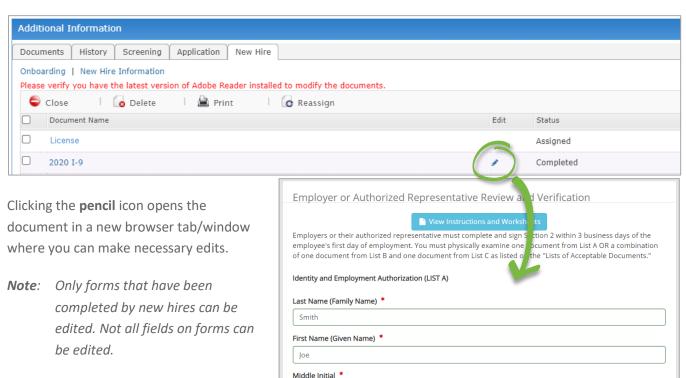
Editing Onboarding Documents

It may be necessary for an HR user to edit and eSign onboarding documents. With access to the Onboarding area, users can quickly and easily perform these tasks.

Editing Documents

Onboarding documents are accessed from the *New Hires* page under the **People** area. Selecting the desired applicant from the list opens the *Applicant Detail* page.

Select the **New Hire** tab in the **Additional Information** section to view available onboarding documents. Documents in the list that can be edited display a pencil icon.



1 Please put N/A for all the fields not applicable

Citizenship/Immigration Status

М

H1B Visa

When finished making edits, click **Save and Preview** to save your changes and view a
preview of the updated document. **Save and Exit** saves your changes and ends the
editing session.