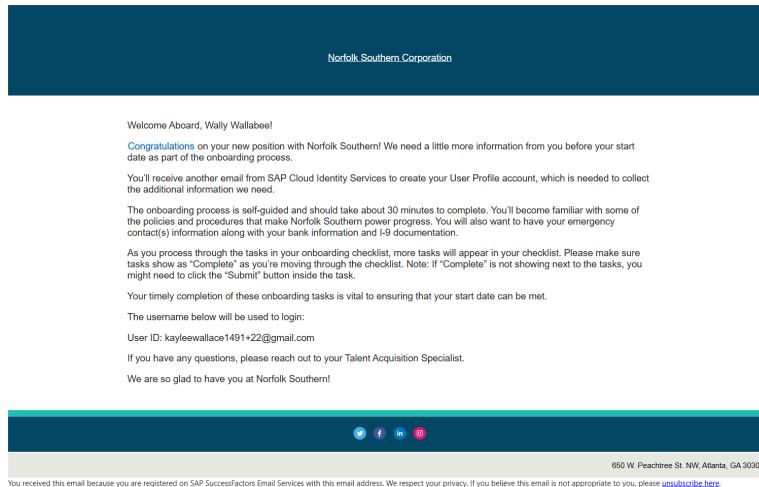


Onboarding Process (Emails)

Before you get started:

You will receive two emails once your Onboarding process starts.

1. Welcome Email



2. Activate Your Account from SAP Cloud Identity Services Email

From: SAP Cloud Identity Services No Reply <ias@notifications.sap.com>
Date: July 2, 2026 at 11:08:11 AM EDT
To: kayleewallace1491+22@gmail.com
Subject: Activate Your Account for NS User Profile

 The Best-Run Businesses Run SAP

 Company Logo

Dear Wally Wallabee,

To activate your account for [User Profile](#), click the link below. You will be taken to a page where you will also set a password for your account. Once your account is activated, please press the blue "Continue" button to proceed with completing your Onboarding.

[Click here to activate your account](#)

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

https://my20vcoug_accounts.ondemand.com/ida/activation?token=52414141444F04455539330959734A5D0B57534F798C253245677875478A5937638F4C548F347A4F4B68376F2532428F78527988705

Best regards,
Your Identity Authentication Service Team

Before You Begin

- You **MUST COMPLETE ALL** tasks below before your hire date. Once you start the Onboarding Process, **PLEASE COMPLETE ALL SECTIONS** in one session. This will ensure you are cleared to start on your hire date. While you can use your mobile device, **you will have a smoother experience if you are able to complete this process on a desktop.**
- **Make sure you have ALL of your banking information ready before starting the Onboarding Process.** This includes bank name, account owner information (full name of account owner), routing number for bank, and bank account number. This information will be crucial to have (and input correctly) in your Onboarding process to **ensure you get your paycheck** once you start work.
- Please have your **acceptable Form I-9 documents** ready to upload in the Onboarding process. Click [here](#) to see a list of Form I-9 Acceptable Documents according to the USCIS.
- Please check your email after the Onboarding Process to complete any DocuSign forms. **These will be separate emails from DocuSign that you need to complete.**
- Please see the [Helpful Tips section](#) for troubleshooting before reaching out to your Recruiter.
- We support the following mobile browsers:
 - Safari by Apple
 - Google Chrome for Android
 - Google Android default browser
 - Microsoft Edge

We support mobile browser versions that are still supported by their respective vendors. If your mobile browser version is no longer supported by the vendor, it may not be supported by SAP SuccessFactors.

Note: Google, Apple, and Mozilla release continuous updates to their Chrome, Safari, and Firefox browsers. We make every effort to fully test and support the latest versions as they're released. However, if defects are introduced in these OEM-specific browsers, we can't guarantee fixes in all cases.

Additional Information

If you want mobile access, please use the SAP SuccessFactors Mobile Application. Not all features and tasks are supported on mobile devices.

When using the Safari browser to access the SAP SuccessFactors HCM suite on an iOS device, the following settings are required. (These settings are not required if you use the SAP SuccessFactors Mobile App.)

- Block Cookies **Always Allow** - you can try the setting **Allow from Websites I Visit**. However, if you encounter issues, use the setting **Always Allow**.
- Block Pop-Ups **Off**

For optimal performance while accessing SAP SuccessFactors Learning on a mobile device, we recommend using the native mobile apps.

Please see the [Helpful Tips section](#) for troubleshooting before reaching out to your Recruiter.

Onboarding Process (Begin Here)

1. Please read through the Welcome Aboard email. Once you've completed reading through the Welcome Aboard email, find the email from SAP Cloud Identity Services with the subject line "Activate Your Account for NS User Profile", as this email will be used to provide your Onboarding information.

2. Click “Click here to activate your account”.

From: SAP Cloud Identity Services No Reply <ias@notifications.sap.com>
Date: July 2, 2026 at 11:08:11 AM EDT
To: kayleewallace1491+22@gmail.com
Subject: Activate Your Account for NS User Profile

 The Best-Run Businesses Run SAP

 Company Logo

Dear Wally Wallabee,

To activate your account for [User Profile](#), click the link below. You will be taken to a page where you will also set a password for your account. Once your account is activated, please press the blue “Continue” button to proceed with completing your Onboarding.

[Click here to activate your account](#)

If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

<https://my365corp.accounts.ondemand.com/ids/activation?token=124114141444F0445553933059734A5D5B57534F796C253240577075478A5937030F4C540F347A4F4B08379F2532420F70527908705>

Best regards,
Your Identity Authentication Service Team

3. You will be directed to a new browser tab where you will find the “Activate Your Account” landing page.

Activate Your Account

An account has been created for you with Identity Authentication for use with User Profile. The account information we already have for you is below.

To begin using your account for User Profile, set a password below.

Tell Us About Yourself

First Name
Last Name *
RACF *

Set Password

Password *
Re-Enter Password *

[Save](#)



4. Please set your password and click **“Save”**.

Activate Your Account

An account has been created for you with Identity Authentication for use with User Profile. The account information we already have for you is below.

To begin using your account for User Profile, set a password below.

Tell Us About Yourself

First Name	Wally
Last Name *	Wallabee
RACF *	kayleewallace1491+22@gmail.com

Set Password

Password *	*****
Re-Enter Password *	*****

Save



5. You will then see the **“Account Successfully Activated”** landing page. **You MUST** select **“Continue”** at this time, or else you will have to reset your password.

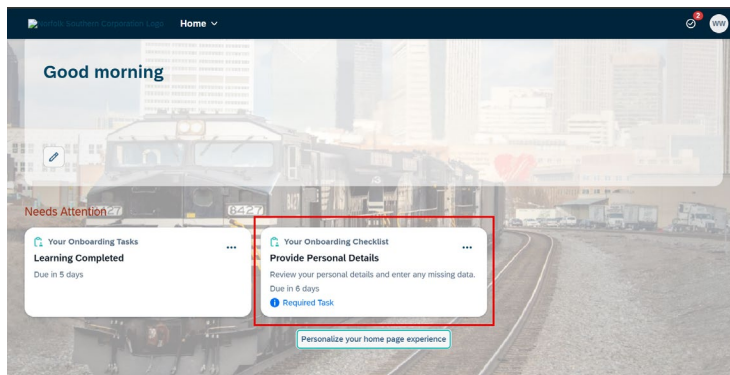
Account Successfully Activated

✓ Thank you for registering and activating your account kayleewallace1491+22@gmail.com

Continue



6. You will be directed to your SuccessFactors dashboard. Please click on the tile **“Provide Personal Details”**.



7. A new screen will populate with **Your Onboarding Checklist**. Click **“Get Started”** in the pop-up dialogue box.

Onboarding ▼

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data**
Complete this task to proceed
Due in 6 days
- Provide Additional Data**
Complete the previous task to unlock
Locked
- Complete e-Signature**
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

Personal Information

Last Hire Date: Jul 13, 2026
Company: Norfolk Southern Corp (N096)
Event Reason: New Hire (HIRNEW)
Template: NS_ONB_PDC (NS_ONB_P...)

Biographical Information

Date Of Birth: MMM dd, yyyy

Name Information

Provide Personal Data

Please provide us with your personal information so that we can prepare your paperwork. Once this step is complete you will receive an email to sign your documents.

Get Started

8. Select your **Date of Birth** from the Calendar icon.

Onboarding ▼

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data**
Complete this task to proceed
Due in 6 days
- Provide Additional Data**
Complete the previous task to unlock
Locked
- Complete e-Signature**
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

Personal Information

Last Hire Date: Jul 13, 2026
Company: Norfolk Southern Corp (N096)
Event Reason: New Hire (HIRNEW)
Template: NS_ONB_PDC (NS_ONB_P...)

Biographical Information

Date Of Birth: Jan 17, 1985

Name Information

9. Select your **Gender**.

Onboarding ▼

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data**
Complete this task to proceed
Due in 6 days
- Provide Additional Data**
Complete the previous task to unlock
Locked
- Complete e-Signature**
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

Name Information

First Name: Wally
Last Name: Wallabee
Middle Name:
Salutation: No Selection
Suffix: No Selection

Personal Information

Preferred Name:
Gender: Male
Marital Status: No Selection
Nationality: No Selection
Ethnicity and Race: No Selection

10. Select your **Country/Region**.

The screenshot shows the 'Provide Personal Data' form. On the left is a sidebar with 'Your Onboarding Check list' for 'Wallabee Wally' (Start Date: Jul 13, 2026). The 'Onboarding Data Collection' section lists tasks: 'Provide Personal Data' (Due in 6 days), 'Provide Additional Data' (Locked), and 'Complete e-Signature' (Locked). The main form area is titled 'Provide Personal Data' and contains a 'Global Information' section. The 'Country/Region' dropdown is open, showing 'No Selection' and 'United States' as options. Below this is the 'National ID Information' section, which is currently empty with an 'Add' button. The 'Email Information' section is also visible at the bottom.

11. Select your **Veteran Status** and **Military Status**.

This screenshot shows the 'Provide Personal Data' form with more fields filled out. The 'Country/Region' is set to 'United States'. The 'Veteran Status' dropdown is open, showing 'Not a Protected V...' as an option. The 'Military Status' dropdown is also open, showing 'No Selection' as an option. Below these are fields for 'Date of Separation from Military Service' (empty) and 'Disability Status' (set to 'No Selection').

12. Select your **Disability Status**.

This screenshot shows the 'Provide Personal Data' form with the 'Disability Status' dropdown menu open, showing 'No, I don't have a Disability' as the selected option. The 'National ID Information' section is still empty with an 'Add' button. The 'Email Information' section is visible at the bottom with fields for 'Email Type', 'Email Address', and 'Is Primary'.

13. Under National ID Information, click **“Add”**.

Onboarding ▼

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

Provide Personal Data
Complete this task to proceed
Due in 6 days

Provide Additional Data
Complete the previous task to unlock
Locked

Complete e-Signature
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

National ID Information

Country* Card Type* ID Number*

[No Selection] [No Selection]

Is Primary* : [No Selection]

Attachment : 0

Add

Email Information

Email Type* Email Address* Is Primary

Personal [kayleewallace1491+22@gm... Yes]

14. Select your **Country**, your **Card Type**, your **ID number**, and select “**Yes**” for **Primary**.

Onboarding ▼

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

Provide Personal Data
Complete this task to proceed
Due in 6 days

Provide Additional Data
Complete the previous task to unlock
Locked

Complete e-Signature
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

National ID Information

Country* Card Type* ID Number*

United States Social Security Number 555-24-6198

Is Primary* : Yes

Attachment : 0

Add

Email Information

Email Type* Email Address* Is Primary

Personal [kayleewallace1491+22@gm... Yes]

15. Under Email Information, **Email Type**, **Email Address**, and **Is Primary** should already be populated. Under Home Address, enter your **Address Type**, **Country**, **Address Line 1**, **City**, **State**, and **Zip**.

Onboarding ▼

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

Provide Personal Data
Complete this task to proceed
Due in 6 days

Provide Additional Data
Complete the previous task to unlock
Locked

Complete e-Signature
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

Email Information

Email Type* Email Address* Is Primary

Personal [kayleewallace1491+22@gm... Yes]

Add

Home Address

Address Type* Country* Address Line 1*

Home United States 42 Wallaby Way

Apt/Unit # City* County

[Douglasville]

State* ZIP*

Georgia 30135

Attachment

16. Under Phone Information, click **“Add”**.

The screenshot shows the 'Provide Personal Data' form. On the left is a sidebar with 'Your Onboarding Check list' for 'Wallabee Wally' (Start Date: Jul 13, 2026). The list includes 'Provide Personal Data' (Due in 6 days), 'Provide Additional Data' (Locked), and 'Complete e-Signature' (Locked). The main form has a 'Phone Information' section with fields for 'Phone Type', 'Country Code', and 'Area Code'. Below these fields is an 'Add' button, which is highlighted with a red box. There is also an 'Emergency Contact' section with an 'Add Emergency Contact' button and a 'Continue' button. At the bottom, there is a 'Direct Deposit Information' section with a 'Submit' button and a 'Save Draft' button.

17. Select your **Phone Type**. Add your **Country Code** as +1. Add your **Area Code**. Add your **Phone Number** as XXX-XXXX. Select **“Yes”**.

The screenshot shows the 'Provide Personal Data' form with the 'Phone Information' section filled out. The 'Phone Type' is set to 'Personal Cell', 'Country Code' is '+1', and 'Area Code' is '678'. The 'Phone Number' is '298-3004'. The 'Is Primary' dropdown is set to 'Yes'. The 'Add' button is highlighted with a red box. The 'Emergency Contact' section has an 'Add Emergency Contact' button and a 'Continue' button.

18. Under Emergency Contact, select **“Add Emergency Contact”**.

The screenshot shows the 'Provide Personal Data' form with the 'Phone Information' section filled out. The 'Phone Type' is set to 'Personal Cell', 'Country Code' is '+1', and 'Area Code' is '678'. The 'Phone Number' is '298-3004'. The 'Is Primary' dropdown is set to 'Yes'. The 'Add' button is highlighted with a red box. The 'Emergency Contact' section has an 'Add Emergency Contact' button, which is highlighted with a red box, and a 'Continue' button.

19. Add **Emergency Contact Name**. Select **Relationship**. Add **Mobile XXX XXX-XXXX**. Select **Primary** as **“Yes”**. Click **“Continue”**.

Onboarding 2 WW

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data**
Complete this task to proceed
Due in 6 days
- Provide Additional Data**
Complete the previous task to unlock
Locked
- Complete e-Signature**
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

Emergency Contact

Emergency Contact Name* Relationship* Mobile xxx xxx-xxxx*

Dependent eMail Primary*

[Edit details](#)

[Add Emergency Contact](#)

[Continue](#)

Direct Deposit Information ✓

20. Under Direct Deposit Information > Bank Information, select **Pay Type = Main Bank Account**, **Payment Method = Bank Transfer**, and **Bank Country/Region = United States (USA)**.

Onboarding 2 WW

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data**
Complete this task to proceed
Due in 6 days
- Provide Additional Data**
Complete the previous task to unlock
Locked
- Complete e-Signature**
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

Direct Deposit Information ✓

Bank Information

Pay Type* [i](#)

Payment Method* [i](#)

Bank Country/Region [i](#)

Bank*

21. Copy and paste your **Bank Routing Number**, and select your **Bank** from the dropdown list. Enter your full name into **Account Owner**. Select **Account Type**. Enter **Account Number**.

Onboarding 2 WW

Your Onboarding Check list

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data**
Complete this task to proceed
Due in 6 days
- Provide Additional Data**
Complete the previous task to unlock
Locked
- Complete e-Signature**
Complete the previous task to unlock
Locked

Additional Onboarding Tasks

Provide Personal Data

Direct Deposit Information ✓

Bank Information

Bank Country/Region [i](#)

Bank* [i](#)

Account Owner

Account Type

Routing Number

Account Number

22. The Business Identifier Code and Currency will auto-populate. Keep scrolling to the end of the Change Log, which will be left blank.

The screenshot shows the 'Provide Personal Data' form. The 'Business Identifier Code' field is populated with 'WFBUS6SXXX'. The 'Currency' field is populated with 'US Dollar (USD)'. Below these fields is a button labeled 'Add Bank Information'. A 'Link Display Text' field is also visible. At the bottom, there is a 'Change Log' section with a 'Changed By' field that is currently blank. The left sidebar shows the 'Your Onboarding Check list' with 'Provide Personal Data' as the current task, due in 6 days. Other tasks like 'Provide Additional Data' and 'Complete e-Signature' are marked as 'Locked'.

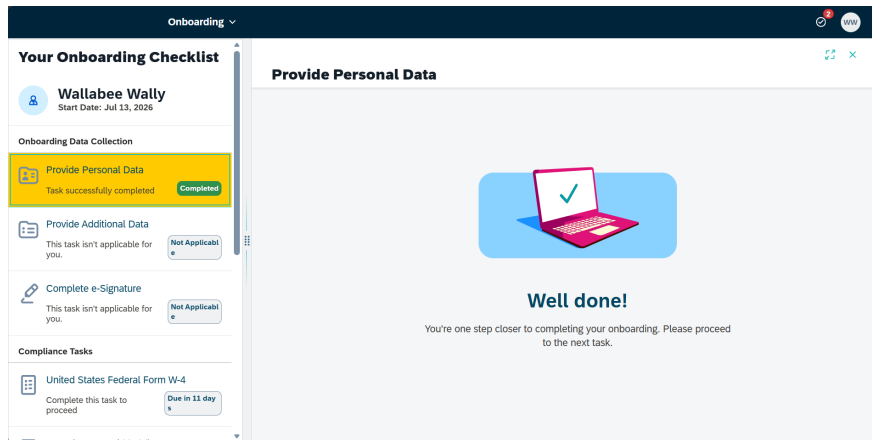
23. Click “Submit”.

This screenshot is similar to the previous one, but the 'Submit' button at the bottom right of the form is highlighted with a red rectangle. The 'Change Log' section now includes a 'Changed Date' field, which is also blank. The left sidebar remains the same, showing the onboarding tasks.

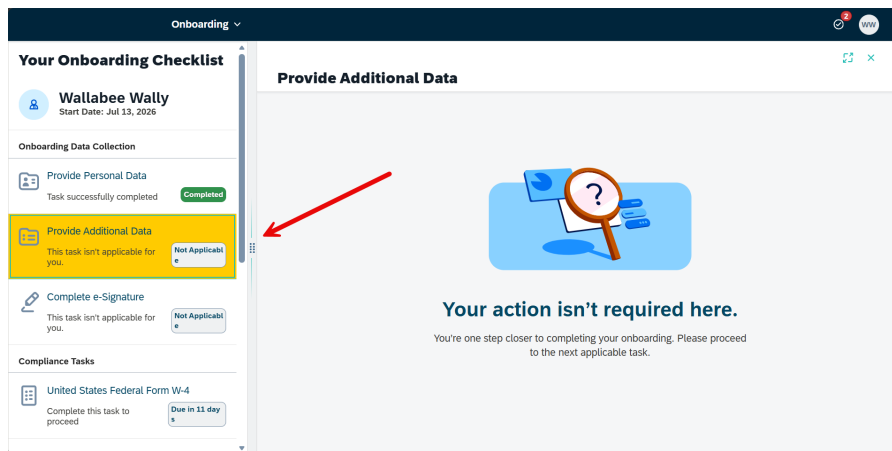
24. A Confirmation dialogue box will pop-up. Click “Confirm”.

The screenshot shows the 'Provide Personal Data' form with a confirmation dialog box overlaid in the center. The dialog box has a title 'Confirmation' and a message: 'Select Confirm to submit your data. If you need to make any changes to this data after you submit it, contact HR.' There are two buttons in the dialog: 'Confirm' (highlighted with a red rectangle) and 'Cancel'. The background form is dimmed, but the 'Submit' and 'Save Draft' buttons are still visible at the bottom right. The left sidebar is also visible, showing the onboarding tasks.

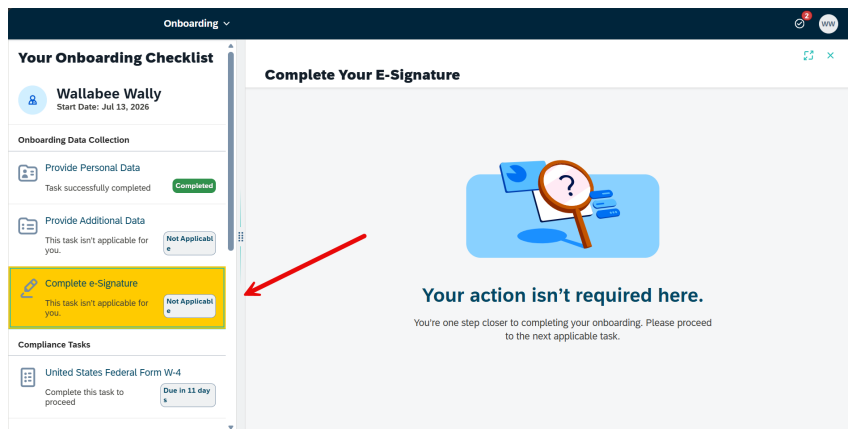
25. Once confirmed, you will see a “Well done!” message on your screen with a green Completed box in the “Provide Personal Data” box.



26. Click on “Provide Additional Data” in Your Onboarding Checklist. It should show a message like the one below.



27. Click on “Complete e-Signature” in Your Onboarding Checklist. It should show a message like the one below.



28. Next, under **Compliance Tasks**, click on the “**United States Federal Form W-4**” box. Here you will fill out your W-4 form as applicable to your individual situation.

The screenshot shows the 'Onboarding' interface. On the left, the 'Your Onboarding Checklist' for 'Wallabee Wally' (Start Date: Jul 13, 2026) lists tasks: 'Provide Personal Data' (Completed), 'Provide Additional Data' (Not Applicable), 'Complete e-Signature' (Not Applicable), and 'United States Federal Form W-4' (Due in 11 days). A red arrow points to the 'United States Federal Form W-4' task. On the right, the 'Complete Your Compliance Forms' section shows the 'W-4 Employee's Withholding Certificate' form. The form includes instructions and 'Step 1: Employee's Personal Details'.

29. Your Personal Information is pre-populated. Continue scrolling to next portion of the page.

The screenshot shows the 'W-4 Employee's Withholding Certificate' form with the 'Personal Information' section pre-populated. The form includes fields for First Name, Last Name, Middle Name, Address (Line 1), Address (Line 2), City or Town, State, and Zip Code. The pre-populated values are: First Name: Wally, Last Name: Wallabee, Middle Name: (empty), Address (Line 1): 42 Wallaby Way, Address (Line 2): (empty), City or Town: Douglasville, State: GA, Zip Code: 30135. The form also includes a 'Submit' button and a 'Validate and Save' button.

30. Your Social Security Number auto-populates. Select your **Exempt from withholding** choice.

Onboarding ▾

Your Onboarding Checklist

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data
Task successfully completed **Completed**
- Provide Additional Data
This task isn't applicable for you. **Not Applicable**
- Complete e-Signature
This task isn't applicable for you. **Not Applicable**

Compliance Tasks

United States Federal Form W-4
Complete this task to proceed **Due in 11 day**

Complete Your Compliance Forms

W-4 Employee's Withholding Certificate
Department of the Treasury | Internal Revenue Service

Social Security Number

SSN *
555-24-6198

Does your name match the name on your social security card ?
If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <https://www.ssa.gov/>.

Exempt from withholding

I claim exemption from withholding for 2026, and I certify that I meet both of the conditions for exemption for 2026. See Exemption from withholding on page 2. I understand I will need to submit a new Form W-4 for 2027. *

☐ Yes ☒ No

Marital Status*

Submit **Validate and Save**

31. Select your **Marital Status**. Continue scrolling.

Onboarding ▾

Your Onboarding Checklist

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data
Task successfully completed **Completed**
- Provide Additional Data
This task isn't applicable for you. **Not Applicable**
- Complete e-Signature
This task isn't applicable for you. **Not Applicable**

Compliance Tasks

United States Federal Form W-4
Complete this task to proceed **Due in 11 day**

Complete Your Compliance Forms

W-4 Employee's Withholding Certificate
Department of the Treasury | Internal Revenue Service

Marital Status *

- ☒ Single or Married filing separately
- ☐ Married filing jointly or Qualifying surviving spouse
- ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Caution: To claim certain credits or deductions on your tax return, you (and/or your spouse if married filing jointly) are required to have a social security number valid for employment. See page 2 for more information.

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if you: are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2 - 4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Submit **Validate and Save**

32. Complete **Step 2** and **Step 3**, if applicable.

Onboarding ▾

Your Onboarding Checklist

Wallabee Wally
Start Date: Jul 13, 2026

Onboarding Data Collection

- Provide Personal Data
Task successfully completed **Completed**
- Provide Additional Data
This task isn't applicable for you. **Not Applicable**
- Complete e-Signature
This task isn't applicable for you. **Not Applicable**

Compliance Tasks

United States Federal Form W-4
Complete this task to proceed **Due in 11 day**

Complete Your Compliance Forms

W-4 Employee's Withholding Certificate
Department of the Treasury | Internal Revenue Service

Step 2: Multiple jobs or Spouse works

☐ Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Step 3: Claim Dependent and Other Credits

☐ If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly)

3(b) Claim for other dependents
Note: You can claim credits for dependents only if your total income is \$200,000 or less (\$400,000 or less if married filing jointly).

Submit **Validate and Save**

33. Complete **Step 4**, if applicable.

The screenshot shows the 'Onboarding' interface. On the left, the 'Your Onboarding Checklist' for 'Wallabee Wally' (Start Date: Jul 13, 2026) lists tasks: 'Provide Personal Data' (Completed), 'Provide Additional Data' (Not Applicable), and 'Complete e-Signature' (Not Applicable). Under 'Compliance Tasks', 'United States Federal Form W-4' is highlighted with a 'Due in 11 day' warning. The main area, 'Complete Your Compliance Forms', shows the 'W-4 Employee's Withholding Certificate' form. The 'Step 4: Other Adjustments' section is active, showing a field for '(a) Other income (not from jobs)' with a '4(a) If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income' instruction. The 'Submit' button is visible at the bottom right of the form.

34. Continue completing **Step 4**, if applicable.

This screenshot is similar to the previous one, showing the 'Onboarding' interface. The 'Your Onboarding Checklist' on the left remains the same. The main area shows the 'W-4 Employee's Withholding Certificate' form. The 'Step 4: Other Adjustments' section is still active, but now it shows the '(b) Deductions' section with a '4(b) Use the Deductions Worksheet on page 4 to determine the amount of deductions you may claim, which will reduce your withholding. (If you skip this line, your withholding will be based on the standard deduction.) Enter the result here' instruction. Below this is a field for '4(c) Extra Withholding' with a '4(c) Enter any additional tax you want withheld each pay period' instruction. The 'Step 5: Employee's Consent Statement' section is now visible at the bottom of the form, with a 'Submit' button.

35. In **Step 5**, check the **box** next to “Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.” Click **“Submit”**.

This screenshot shows the 'Onboarding' interface with the 'W-4 Employee's Withholding Certificate' form. The 'Your Onboarding Checklist' on the left is the same. The main area shows the 'Step 5: Employee's Consent Statement' section. A checkbox is checked next to the statement: 'Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.*'. The 'Submit' button is highlighted with a red box at the bottom right of the form.

36. A Success pop-up box will appear. Click **“OK”**.

The screenshot shows the 'Onboarding' interface. On the left, the 'Your Onboarding Checklist' for 'Wallabee Wally' (Start Date: Jul 13, 2026) lists tasks: 'Provide Personal Data' (Completed), 'Provide Additional Data' (Not Applicable), 'Complete e-Signature' (Not Applicable), and 'Compliance Tasks'. Under 'Compliance Tasks', 'United States Federal Form W-4' is highlighted as 'Completed' with a due date of 'Due in 11 day'. The main panel, 'Complete Your Compliance Forms', shows the 'W-4 Employee's Withholding Certificate' form. A 'Success' pop-up box is displayed in the center, stating: 'The form is submitted. The forms have to be e-signed to complete the process. Submit all the forms to proceed to the e-Signature step.' An 'OK' button is visible in the bottom right corner of the pop-up. Below the pop-up, 'Step 5: Employee's Consent Statement' is visible with a checked box for 'Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.'

37. Once confirmed, you will see a **“Well done!”** message on your screen with a green Completed box in the **“United States Federal Form W-4”** box.

The screenshot shows the 'Onboarding' interface. The 'Your Onboarding Checklist' on the left now shows 'United States Federal Form W-4' as 'Completed' with a green checkmark. The main panel, 'Complete Your Compliance Forms', displays a large 'Well done!' message with a green checkmark icon on a laptop. Below the message, it says: 'You're one step closer to completing your onboarding. Please proceed to the next task.'

38. Next, under **Compliance Tasks**, your tax withholding forms will appear if applicable.

The screenshot shows the 'Onboarding' interface. The 'Your Onboarding Checklist' on the left now shows 'Georgia State Withholding Form G-4' as 'Due in 11 day' with a red arrow pointing to it. Other tasks listed include 'Voluntary Self-Identification of Veteran Status' (Due in 11 day), 'Voluntary Self-Identification for Disability' (Due in 11 day), 'Complete Form I-9 Section 1' (Due in 11 day), and 'Additional Onboarding Tasks' (Learning Completed, Due in 5 days). The main panel, 'Complete Your Compliance Forms', displays the 'Well done!' message and a green checkmark icon on a laptop.

39. Once confirmed, you will see a **“Well done!”** message on your screen with a green Completed box in the **“State Withholding Form”** box.

The screenshot shows the 'Onboarding' interface. On the left, a sidebar lists tasks: 'United States Federal Form W-4' (Completed), 'Georgia State Withholding Form G-4' (Completed), 'Voluntary Self-Identification of Veteran Status' (Due in 11 days), 'Voluntary Self-Identification for Disability' (Due in 11 days), 'Complete Form I-9 Section 1' (Due in 11 days), and 'Additional Onboarding Tasks' (Learning Completed, Due in 5 days). A red arrow points to the 'Voluntary Self-Identification of Veteran Status' task. The main content area, titled 'Complete Your Compliance Forms', displays a 'Well done!' message with a laptop icon showing a checkmark. Below the message, it states: 'You're one step closer to completing your onboarding. Please proceed to the next task.'

40. Next, under **Compliance Tasks**, click on the **“Voluntary Self-Identification of Veteran Status”** box. Here you will fill out your form as applicable to your individual situation.

The screenshot shows the 'Voluntary Self-Identification of Veteran Status' form. The sidebar on the left is the same as in the previous screenshot, but the 'Voluntary Self-Identification of Veteran Status' task is highlighted in yellow. The main content area is titled 'Voluntary Self-Identification of Veteran Status' and contains a section titled 'Why Are You Being Asked to Complete This Form?'. The text explains that the employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). It states that VEVRAA requires Government contractors to take affirmative action to employ and advance in employment protected veterans. To help measure the effectiveness of their outreach and recruitment efforts, they are asking the user to tell them if they are a veteran covered by VEVRAA. Completing this form is completely voluntary, but they hope the user will fill it out. Any answer given will be kept private and will not be used against the user in any way. At the bottom, there is a link to the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp. At the bottom right, there are two buttons: 'Submit' and 'Validate and Save'.

41. Scroll and read through the form.

Onboarding

United States Federal Form W-4

Task successfully completed

Completed

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Complete this task to proceed

Due in 11 day

Voluntary Self-Identification for Disability

Complete this task to proceed

Due in 11 day

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 day

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Your Compliance Forms

Voluntary Self-Identification of Veteran Status

How Do You Know if You Are a Veteran Protected by VEVRAA?

Contrary to the name, VEVRAA does not just cover Vietnam Era veterans. It covers several categories of veterans from World War II, the Korean conflict, the Vietnam era, and the Persian Gulf War which is defined as occurring from August 2, 1990 to the present. If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. The categories are defined on the next page and explained further in an "Am I a Protected Veteran?" infographic provided by OFCCP.

What Categories of Veterans Are "Protected" by VEVRAA?

"Protected" veterans include the following categories: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These categories are defined below.

1. A "disabled veteran" is one of the following:

- a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or

Submit

Validate and Save

Onboarding

United States Federal Form W-4

Task successfully completed

Completed

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Complete this task to proceed

Due in 11 day

Voluntary Self-Identification for Disability

Complete this task to proceed

Due in 11 day

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 day

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Your Compliance Forms

Voluntary Self-Identification of Veteran Status

receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or

- a person who was discharged or released from active duty because of a service-connected disability.

2. A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

3. An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

4. An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985. Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), tollfree, at 1-866-4-USA-DOL.

Submit

Validate and Save

42. Select your Veteran Status.

Onboarding

United States Federal Form W-4
Task successfully completed **Completed**

Georgia State Withholding Form G-4
Task successfully completed **Completed**

Voluntary Self-Identification of Veteran Status
Complete this task to proceed Due in 11 days

Voluntary Self-Identification for Disability
Complete this task to proceed Due in 11 days

Complete Form I-9 Section 1
Complete this task to proceed Due in 11 days

Additional Onboarding Tasks

Learning Completed
Complete this task to proceed Due in 5 days

Complete Your Compliance Forms

Voluntary Self-Identification of Veteran Status

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

I BELONG TO THE FOLLOWING CLASSIFICATIONS OF PROTECTED VETERANS (CHOOSE ALL THAT APPLY):

- ☐ DISABLED VETERAN *
- ☐ RECENTLY SEPARATED VETERAN *
- ☐ ACTIVE WARTIME OR CAMPAIGN BADGE VETERAN *
- ☐ ARMED FORCES SERVICE MEDAL VETERAN *

Submit Validate and Save

43. Scroll to the end of the form. The Personal Information in this form is auto-populated. Click "Submit".

Onboarding

United States Federal Form W-4
Task successfully completed **Completed**

Georgia State Withholding Form G-4
Task successfully completed **Completed**

Voluntary Self-Identification of Veteran Status
Complete this task to proceed Due in 11 days

Voluntary Self-Identification for Disability
Complete this task to proceed Due in 11 days

Complete Form I-9 Section 1
Complete this task to proceed Due in 11 days

Additional Onboarding Tasks

Learning Completed
Complete this task to proceed Due in 5 days

Complete Your Compliance Forms

Voluntary Self-Identification of Veteran Status

Personal Information

First Name * Wally Middle Name

Last Name * Wallabee Suffix

Employee ID 01036137

Submit Validate and Save

44. A Success pop-up box will appear. Click “OK”.

The screenshot shows the 'Onboarding' interface. On the left, a sidebar lists tasks: 'United States Federal Form W-4' (Completed), 'Georgia State Withholding Form G-4' (Completed), 'Voluntary Self-Identification of Veteran Status' (Due in 11 days), 'Voluntary Self-Identification for Disability' (Due in 11 days), 'Complete Form I-9 Section 1' (Due in 11 days), and 'Additional Onboarding Tasks' including 'Learning Completed' (Due in 5 days). The main area is titled 'Complete Your Compliance Forms' and shows the 'Voluntary Self-Identification of Veteran Status' form. A 'Success' pop-up box is overlaid on the form, stating: 'The form is submitted. The forms have to be e-signed to complete the process. Submit all the forms to proceed to the e-Signature step.' The 'OK' button in the pop-up is highlighted with a red box. The form in the background has fields for 'Suffix', 'Employee ID' (01036137), and buttons for 'Submit' and 'Validate and Save'.

45. Next, under **Compliance Tasks**, click on the “**Voluntary Self-Identification for Disability**” box. Here you will fill out your form as applicable to your individual situation.

The screenshot shows the 'Onboarding' interface. The sidebar on the left is the same as in the previous image. The 'Voluntary Self-Identification of Veteran Status' task is now highlighted with a yellow background and a 'Completed' status. The 'Voluntary Self-Identification for Disability' task is highlighted with a blue background and a 'Due in 11 days' status. A red arrow points to the 'Voluntary Self-Identification for Disability' task. The main area is titled 'Complete Your Compliance Forms' and shows a 'Well done!' message with a laptop icon and a checkmark. The message reads: 'Well done! You're one step closer to completing your onboarding. Please proceed to the next task.'

46. Scroll and read through the form. Your information auto-populates.

Onboarding

United States Federal Form W-4

Task successfully completed

Completed

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-identification of Disability

Complete this task to proceed

Due in 11 day

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 day

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Your Compliance Forms

Voluntary Self-identification of Disability

Form CC-305

OMB Control Number 1250-0005

Expires 06/30/2026

Page 1 of 1

First Name * Wally

Middle Name

Last Name * Wallabee

Suffix

Employee ID

Submit

Validate and Save

Onboarding

United States Federal Form W-4

Task successfully completed

Completed

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-identification of Disability

Complete this task to proceed

Due in 11 day

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 day

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Your Compliance Forms

Voluntary Self-identification of Disability

01036137

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

Submit

Validate and Save

Onboarding

United States Federal Form W-4

Task successfully completed

Completed

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-identification of Disability

Complete this task to proceed

Due in 11 day

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 day

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Your Compliance Forms

Voluntary Self-identification of Disability

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. **Disabilities include, but are not limited to:**

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes

Submit

Validate and Save

Onboarding

United States Federal Form W-4

Task successfully completed

Completed

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-identification of Disability

Complete this task to proceed

Due in 11 day

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 day

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Your Compliance Forms

Voluntary Self-identification of Disability

- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports

- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Submit

Validate and Save

47. Please check your **Disability status** box. Click **“Submit”**.

The screenshot shows the 'Complete Your Compliance Forms' page. On the left sidebar, the 'Voluntary Self-Identification for Disability' task is highlighted in yellow. The main content area shows the 'Voluntary Self-Identification of Disability' form. A red box highlights the 'Please check one of the boxes below:' section, which contains three radio button options: 'Yes, I have a disability, or have had one in the past', 'No, I do not have a disability and have not had one in the past' (which is selected), and 'I do not want to answer'. Below this is a 'PUBLIC BURDEN STATEMENT'. At the bottom right, the 'Submit' button is highlighted with a red box.

48. A Success pop-up box will appear. Click **“OK”**.

The screenshot shows the same 'Complete Your Compliance Forms' page, but a 'Success' pop-up box is displayed in the center. The pop-up contains the text: 'The form is submitted. The forms have to be e-signed to complete the process. Submit all the forms to proceed to the e-Signature step.' The 'OK' button in the pop-up is highlighted with a red box.

49. Next, under **Compliance Tasks**, click on the **“Complete Form 1-9 Section 1”** box. Here you will fill out your form as applicable to your individual situation.

The screenshot shows the 'Complete Your Compliance Forms' page. The 'Complete Form 1-9 Section 1' task is highlighted in yellow in the left sidebar. A red arrow points to this task box. The main content area shows a 'Well done!' message with a laptop icon and a checkmark, indicating that the previous task was completed successfully.

50. The Employee Information for the Form 1-9 will auto-populate. Continue scrolling.

Onboarding

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-Identification for Disability

Task successfully completed

Completed

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 days

Complete e-Signature on Compliance Forms

Complete this task to proceed

Due in 11 days

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Section 1 of Form I-9

Form I-9 Section 1

Form I-9 Employment Eligibility Verification

Please carefully read the [Department of Homeland Security's Form I-9 Instructions](#) before completing this form. Employees must complete and sign Section 1 of the Form I-9 no later than the first day of employment, but not before accepting a job offer. Instructions for the Form I-9 PDF available at [www.uscis.gov/i-9](#).

Employee Information *

To make changes to your personal information, select Correct My Personal Data. If the Correct My Personal Data button is unavailable or inactive, you can update your personal information in your People Profile after your start date.

Personal Information

First Name (Given Name) *

Wally

Middle Initial (if any) ?

N/A

Last Name (Family Name) *

Other Last Names Used (if any) ?

Submit

Correct My Personal Data

Onboarding

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-Identification for Disability

Task successfully completed

Completed

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 days

Complete e-Signature on Compliance Forms

Complete this task to proceed

Due in 11 days

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Section 1 of Form I-9

Form I-9 Section 1

Form I-9 Employment Eligibility Verification

Last Name (Family Name) *

Wallabee

Other Last Names Used (if any) ?

N/A

Employee's Telephone Number

678-298-3004

Employee's E-mail Address ?

kayleewallace1491@gmail.com

Date of Birth (mm/dd/yyyy) *

01/17/1965

Social Security Number

SSN ?

555-24-6198

Submit

Correct My Personal Data

Onboarding

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-Identification for Disability

Task successfully completed

Completed

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 days

Complete e-Signature on Compliance Forms

Complete this task to proceed

Due in 11 days

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Section 1 of Form I-9

Form I-9 Section 1

Form I-9 Employment Eligibility Verification

Employee Address

Address (Street Number and Name) *

42 Wallaby Way

Apt. Number (if any) ?

City or Town ?

State ?

Zip Code *

N/A

Douglasville

GA

30135

Type of Citizenship *

I am aware that federal law provides for imprisonment, or fines, or both for false statements or use of false documents in connection with the completion of this form.
I attest, under penalty of perjury, that I am (check one of the following boxes):

Submit

Correct My Personal Data

51. Select your **Type of Citizenship**. Continue scrolling.

Onboarding

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-Identification for Disability

Task successfully completed

Completed

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 days

Complete e-Signature on Compliance Forms

Complete this task to proceed

Due in 11 days

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Section 1 of Form I-9

Form I-9 Section 1

Form I-9 Employment Eligibility Verification

Type of Citizenship *

I am aware that federal law provides for imprisonment, or fines, or both for false statements or use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that I am (check one of the following boxes):

☒ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful permanent resident

USCIS A-Number Identification Number

Is there an expiration date for your work authorization?

Submit Correct My Personal Data

Onboarding

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-Identification for Disability

Task successfully completed

Completed

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 days

Complete e-Signature on Compliance Forms

Complete this task to proceed

Due in 11 days

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Section 1 of Form I-9

Form I-9 Section 1

Form I-9 Employment Eligibility Verification

An alien authorized to work

Is there an expiration date for your work authorization?

Yes No

Aliens authorized to work must provide one of the following document numbers to complete this form: An alien registration number (your USCIS A-Number), a Form-94 Admission Number, or a Foreign Passport number.

USCIS A-Number Identification Number

OR

Form I-94 Admission Number

Foreign Passport number Country of Issuance

Submit Correct My Personal Data

Onboarding

Georgia State Withholding Form G-4

Task successfully completed

Completed

Voluntary Self-Identification of Veteran Status

Task successfully completed

Completed

Voluntary Self-Identification for Disability

Task successfully completed

Completed

Complete Form I-9 Section 1

Complete this task to proceed

Due in 11 days

Complete e-Signature on Compliance Forms

Complete this task to proceed

Due in 11 days

Additional Onboarding Tasks

Learning Completed

Complete this task to proceed

Due in 5 days

Complete Section 1 of Form I-9

Form I-9 Section 1

Form I-9 Employment Eligibility Verification

OR

Foreign Passport Number Country of Issuance

View the summary list of all acceptable documents for List A, List B & List C as a quick reference.

View the detailed list of all acceptable documents for List A, List B & List C in detail.

View example documents for your reference.

Upload Employment Eligibility Verification Documents

List A: Identity And Employment Authorization

Submit Correct My Personal Data

52. Under the section **Upload Employment Eligibility Verification Documents**, choose from **List A** or **List B** to select your document type and upload your document by clicking **“Add”**. *****If your documents are too large, please use the “Take Photo” option.**

The image displays three sequential screenshots of the 'Complete Section 1 of Form I-9' onboarding interface. The left sidebar contains a list of tasks: 'Georgia State Withholding Form G-4' (Completed), 'Voluntary Self-Identification of Veteran Status' (Completed), 'Voluntary Self-Identification for Disability' (Completed), 'Complete Form I-9 Section 1' (Due in 11 days), 'Complete e-Signature on Compliance Forms' (Due in 11 days), and 'Additional Onboarding Tasks' (Learning Completed, Due in 5 days).

Top Screenshot: The main area is titled 'Form I-9 Section 1: Form I-9 Employment Eligibility Verification'. Under 'List A: Identity And Employment Authorization', the 'Select the Documents Presented' dropdown is set to 'U.S. Passport'. Below it, the 'Upload Employment Eligibility Verification Documents' section shows 'Attachments (0)' with a red 'Add' button. A large document icon and the text 'No attachments uploaded' are visible.

Middle Screenshot: The 'Attachments (1)' section now shows a single document: 'I9_Kaylee_Cargle.pdf' (190.8 KB), with a red 'Add' button next to it.

Bottom Screenshot: The interface has advanced to 'List B: Identity' and 'List C: Employment Authorization'. Both sections have a 'Select the Documents Presented' dropdown menu. The 'AND' connector is visible between the two lists.

53. Under the **Preparer and Translator Certification**, check the box for the **Employee's Attestation Statement**. Click **“Submit”**.

Onboarding

Georgia State Withholding Form G-4
Task successfully completed **Completed**

Voluntary Self-Identification of Veteran Status
Task successfully completed **Completed**

Voluntary Self-Identification for Disability
Task successfully completed **Completed**

Complete Form I-9 Section 1
Complete this task to proceed **Due in 11 days**

Complete e-Signature on Compliance Forms
Complete this task to proceed **Due in 11 days**

Additional Onboarding Tasks

Learning Completed
Complete this task to proceed **Due in 5 days**

Complete Section 1 of Form I-9

Form I-9 Section 1
Form I-9 Employment Eligibility Verification

List B: Identity AND **List C: Employment Authorization**

Select the Documents Presented

Preparer and Translator Certification *

Employee's Attestation Statement

☒ By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.

Submit [Correct My Personal Data](#)

54. A Success pop-up box will appear. Click **“OK”**.

Onboarding

Georgia State Withholding Form G-4
Task successfully completed **Completed**

Voluntary Self-Identification of Veteran Status
Task successfully completed **Completed**

Voluntary Self-Identification for Disability
Task successfully completed **Completed**

Complete Form I-9 Section 1
Complete this task to proceed **Due in 11 days**

Complete e-Signature on Compliance Forms
Complete this task to proceed **Due in 11 days**

Additional Onboarding Tasks

Learning Completed
Complete this task to proceed **Due in 5 days**

Complete Section 1 of Form I-9

Form I-9 Section 1
Form I-9 Employment Eligibility Verification

Select the Documents Presented

Success

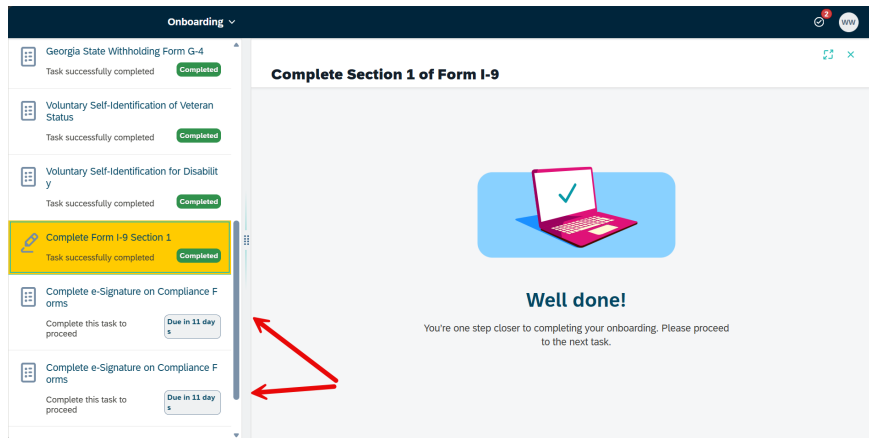
Form submitted.
Complete the Form I-9 process by creating and applying your e-signature.
For DocuSign e-signature users, check your email for instructions.
For SuccessFactors e-Signature users, select the Your Compliance Forms card in the For You Today section of the Home Page, and then select the form listed under Complete your E-Signature.

OK

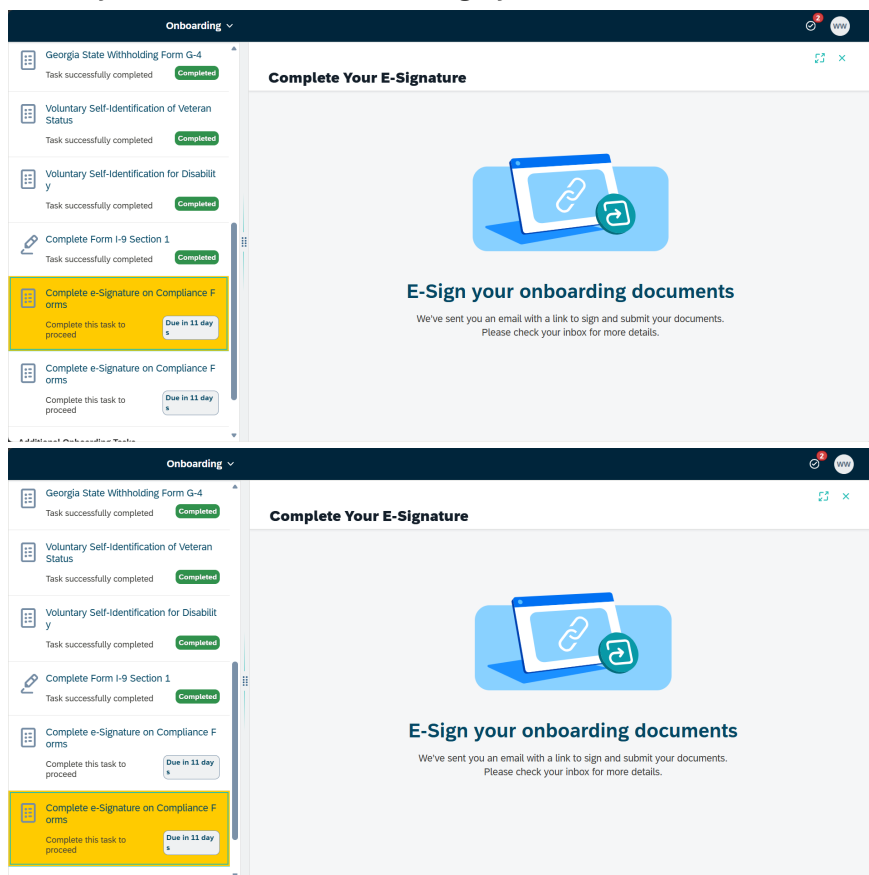
☒ By signing this form, you attest under penalty of perjury (28 U.S.C. §1746) that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.

Submit [Correct My Personal Data](#)

55. Once your I9 is completed, you will see the **“Well done!”** message shown below. Click on the **“Complete e-signature on Compliance Forms”** boxes.



56. Both boxes will populate the **“E-Sign your onboarding documents”** below. Please check your email for the link to sign your documents.



57. Congratulations! Once you’ve signed and submitted your onboarding documents, you are finished with this portion of Onboarding.

Helpful Tips:

1. If you need to reset your password, please use the Company ID below when it is asked for. Please note that if you click this link prior to setting up your onboarding password, then you will not be able to proceed with completing your onboarding.

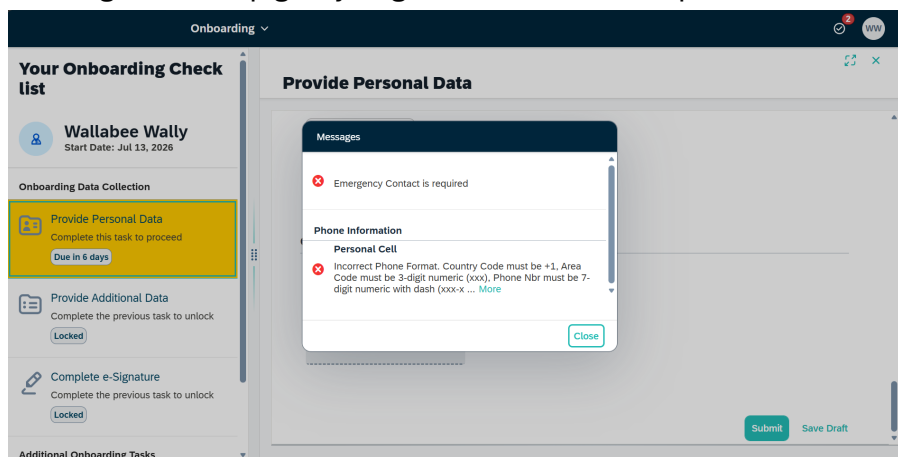


Company ID:

SO03808746F

Continue

2. If you have any information that is missing as you work through Your Onboarding Checklist, pop-up boxes will appear when you click **“Submit”**. These error messages will help give you guidance on what required information is missing.



The screenshot displays the SAP SuccessFactors onboarding interface. On the left, a 'Your Onboarding Check list' for 'Wallabee Wally' (Start Date: Jul 13, 2026) is shown. The checklist includes 'Onboarding Data Collection' with a highlighted 'Provide Personal Data' task (Due in 6 days), 'Provide Additional Data' (Locked), and 'Complete e-Signature' (Locked). The main area is titled 'Provide Personal Data'. A pop-up message box is open, displaying two error messages: 'Emergency Contact is required' and 'Incorrect Phone Format. Country Code must be +1. Area Code must be 3-digit numeric (xxx). Phone Nbr must be 7-digit numeric with dash (xxx-x ... More)'. The 'Close' button is visible on the pop-up. At the bottom right of the main area, 'Submit' and 'Save Draft' buttons are present.

3. If, for any reason, you need to pause in the Onboarding process, scroll to the bottom of the page and click **“Save Draft”**. This will ensure the progress you’ve made in the Onboarding process is saved.

