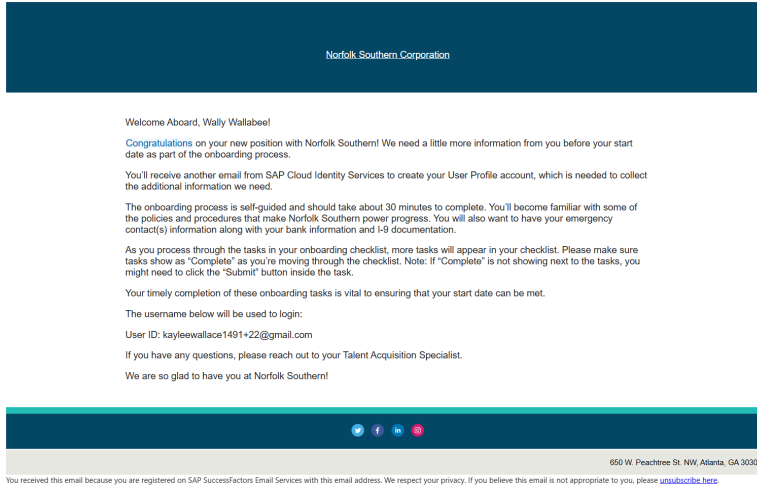


# Onboarding Process (Emails)

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://ay30vccug.accounts.ondemand.com/ida/activation?token=12414141444F04465539330659734A6D0B57534F796C263245677875470A5937630F4C540F347A4F4B88376F2632426F76527968705>

Best regards,  
Your Identity Authentication Service Team

## Before You Begin

- **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 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://ay28vccwg.accounts.ondemand.com/qs/activation?token=12414141444FP44555333095973444D9B57334F79AC245324857767478A5937630AF4C548F347A4F4B85378F2632426F78527988705>

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

Last Name \*

RACF \*

#### 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.

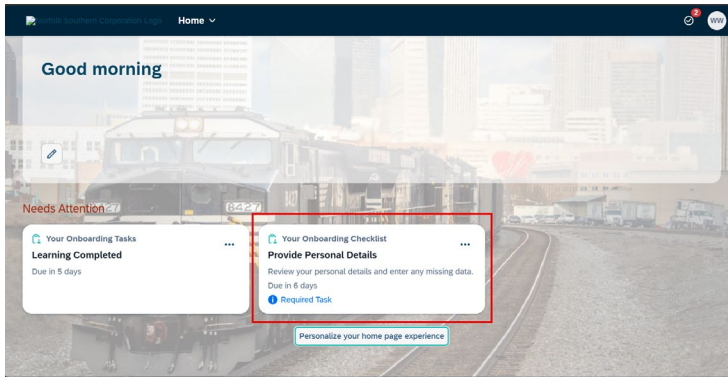
### Account Successfully Activated

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

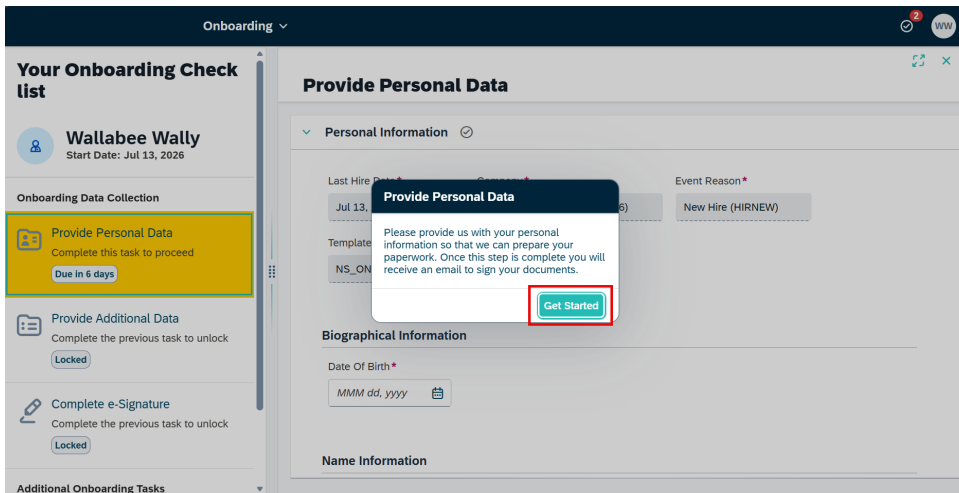
Continue



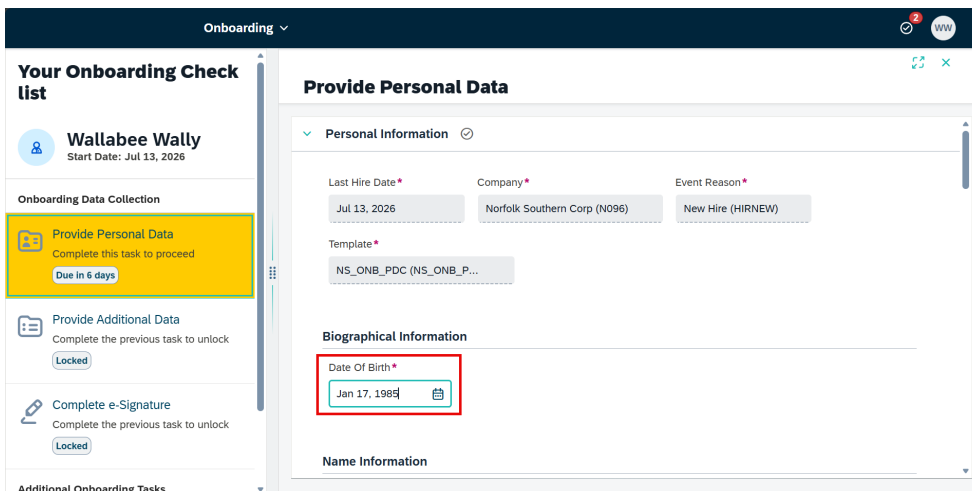
6. You will be directed to your SuccessFactors dashboard. Please click on the tile **“Provide Personal Details”**.



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



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



9. Select your **Gender**.

The screenshot shows the 'Provide Personal Data' form in the onboarding process. The 'Gender' dropdown menu is highlighted with a red box and has 'Male' selected. The form includes sections for Name Information (First Name, Last Name, Middle Name, Salutation, Suffix) and Personal Information (Preferred Name, Gender, Marital Status, Nationality, Ethnicity and Race). The 'Provide Personal Data' task in the checklist is highlighted in yellow.

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

The screenshot shows the 'Provide Personal Data' form with the 'Country/Region' dropdown menu highlighted in red. The dropdown is open, showing 'United States' as the selected option. The form includes sections for Global Information (Country/Region) and National ID Information (Country, Card Type, ID Number). The 'Provide Personal Data' task in the checklist is highlighted in yellow.

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

The screenshot shows the 'Provide Personal Data' form with the 'Veteran Status' and 'Military Status' dropdown menus highlighted in red. 'Veteran Status' is set to 'Not a Protected V...' and 'Military Status' is set to 'No Selection'. The form includes sections for Global Information (Country/Region, Veteran Status, Military Status, Date of Separation from Military Service, Disability Status) and National ID Information. The 'Provide Personal Data' task in the checklist is highlighted in yellow.

## 12. Select your Disability Status.

The screenshot shows the 'Provide Personal Data' form. On the left is a 'Your Onboarding Check list' for 'Wallabee Wally' with a start date of Jul 13, 2026. The main form has a 'Disability Status\*' dropdown menu with the option 'No, I don't have a Disability' selected and highlighted by a red box. Below this is an 'Add Global Information' button. The 'National ID Information' section has fields for 'Country\*', 'Card Type\*', and 'ID Number\*', all currently empty. Below these is an 'Add' button. The 'Email Information' section has fields for 'Email Type\*', 'Email Address\*', and 'Is Primary', all currently empty.

## 13. Under National ID Information, click "Add".

The screenshot shows the 'Provide Personal Data' form. The 'National ID Information' section is now populated with dropdown menus for 'Country\*' (No Selection), 'Card Type\*' (No Selection), and 'ID Number\*'. Below these are 'Is Primary\*' (No Selection) and 'Attachment' (0). An 'Add' button is highlighted with a red box. The 'Email Information' section has 'Email Type\*' (Personal), 'Email Address\*' (kayleewallace1491+22@gm...), and 'Is Primary' (Yes).

## 14. Select your Country, your Card Type, your ID number, and select "Yes" for Primary.

The screenshot shows the 'Provide Personal Data' form. The 'National ID Information' section is fully populated: 'Country\*' is 'United States', 'Card Type\*' is 'Social Security Number', and 'ID Number\*' is '555-24-6198'. The 'Is Primary\*' dropdown is set to 'Yes'. The 'Add' button is visible below. The 'Email Information' section remains the same as in the previous screenshot.

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**.

The screenshot shows the 'Provide Personal Data' form in the onboarding process. The left sidebar displays the 'Your Onboarding Check List' for 'Wallabee Wally', with 'Provide Personal Data' highlighted as the current task. The main form area is titled 'Provide Personal Data' and contains the following fields:

- Email Information:** Email Type (Personal), Email Address (kayteewallace1491+22@gm...), and Is Primary (Yes).
- Home Address:** Address Type (Home), Country (United States), Address Line 1 (42 Wallaby Way), City (Douglasville), State (Georgia), and ZIP (30135).

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

The screenshot shows the 'Provide Personal Data' form with the 'Phone Information' section expanded. The 'Add' button is highlighted with a red box. The form displays the following fields:

- Phone Information:** Phone Type, Country Code, and Area Code. Below these fields, it says 'No data'.
- Emergency Contact:** Add Emergency Contact button and Continue button.
- Direct Deposit Information:** A toggle switch.

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 'Add' button is highlighted with a red box. The form displays the following fields:

- Phone Information:** Phone Type (Personal Cell), Country Code (+1), Area Code (678), and Phone Number (298-3004).
- Is Primary:** Yes.
- Emergency Contact:** Add Emergency Contact button and Continue button.

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

The screenshot shows the 'Provide Personal Data' form. On the left is a 'Your Onboarding Check list' for 'Wallabee Wally' with a start date of 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 (Personal Cell), Country Code (+1), Area Code (678), Phone Number (298-3004), and Is Primary (Yes). Below this is the 'Emergency Contact' section, where the 'Add Emergency Contact' button is highlighted with a red box. A 'Continue' button is also visible at the bottom.

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

The screenshot shows the 'Provide Personal Data' form with the 'Emergency Contact' section expanded. The 'Emergency Contact Name' field contains 'Wally Wallace Sr.', the 'Relationship' dropdown is set to 'Father', and the 'Mobile xxx xxx-xxxx' field contains '770 667-1129'. The 'Primary' dropdown is set to 'Yes'. There are also fields for 'Dependent' (No Selection) and 'eMail'. Below these fields are buttons for 'Edit details', 'Add Emergency Contact', and a 'Continue' button which is highlighted with a red box. The 'Direct Deposit Information' section is partially visible at the bottom.

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

The screenshot shows the 'Provide Personal Data' form with the 'Direct Deposit Information' section expanded to 'Bank Information'. The 'Pay Type' dropdown is set to 'Main Bank Account', the 'Payment Method' dropdown is set to 'Bank Transfer (05)', and the 'Bank Country/Region' dropdown is set to 'United States (USA)'. There are also fields for 'Bank' (No Selection) and a 'Bank \*' field.

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**.

The screenshot shows the 'Provide Personal Data' form with the following fields highlighted by red boxes:

- Bank Country/Region: United States (USA)
- Bank\*: WELLS FARGO
- Account Owner: Wally Wallabee
- Account Type: Checking
- Account Number: 10022348829

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 with the following fields auto-populated:

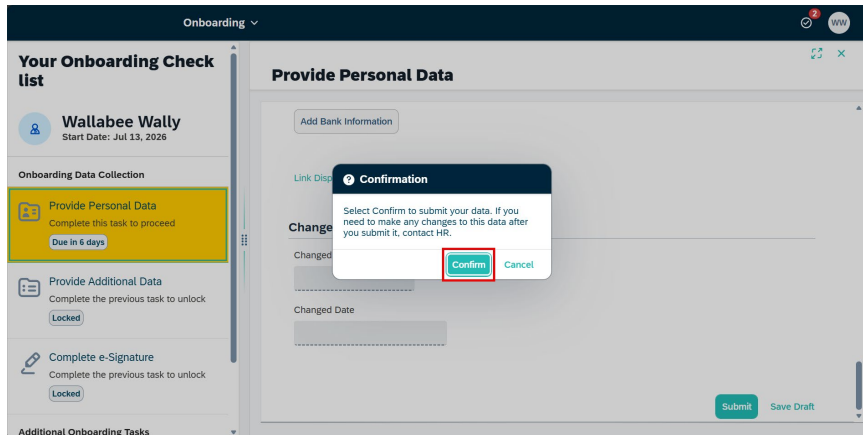
- Business Identifier Code: WFIUS65XXX
- Currency: US Dollar (USD)

The 'Change Log' section is currently blank.

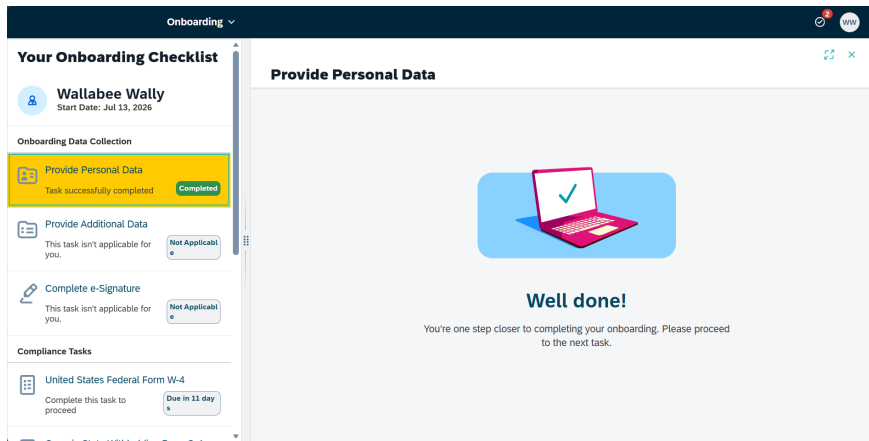
23. Click **“Submit”**.

The screenshot shows the 'Provide Personal Data' form with the 'Submit' button highlighted by a red box.

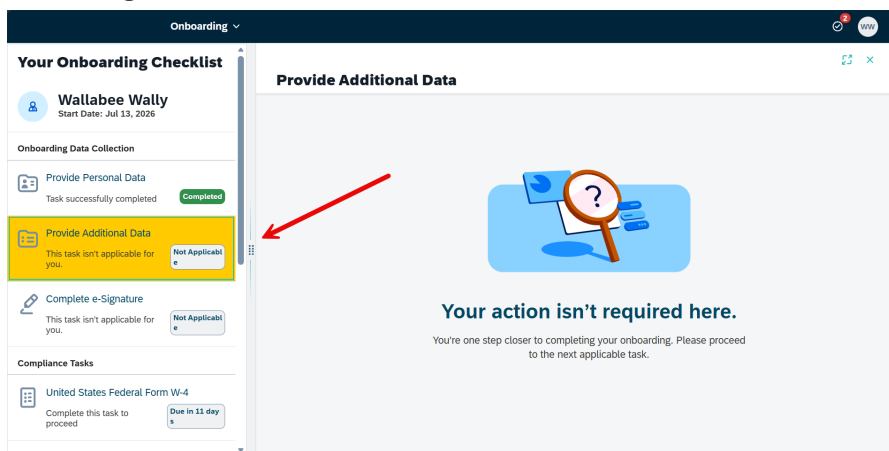
24. A Confirmation dialogue box will pop-up. Click **“Confirm”**.



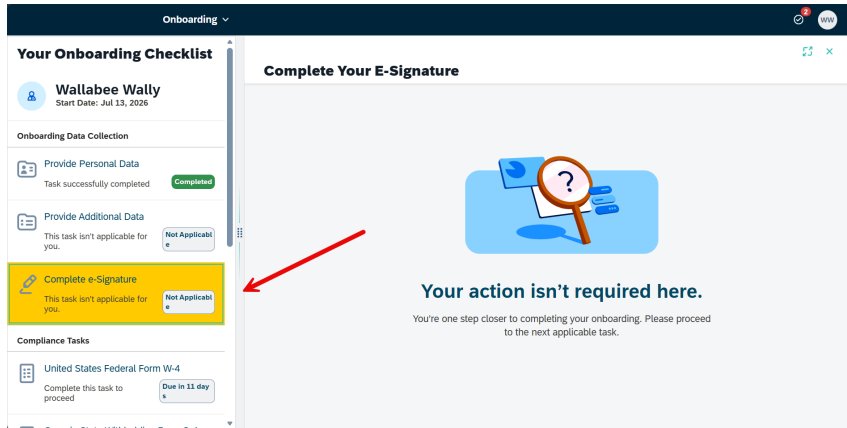
25. Once confirmed, you will see a “Well done!” message on your screen with a green Completed box in the “Provide Personal Data” box.



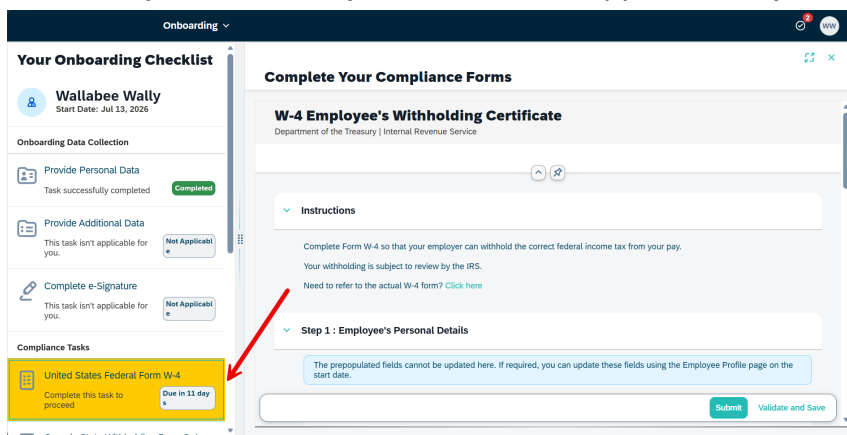
26. Click on **“Provide Additional Data”** in **Your Onboarding Checklist**. It should show a message like the one below.



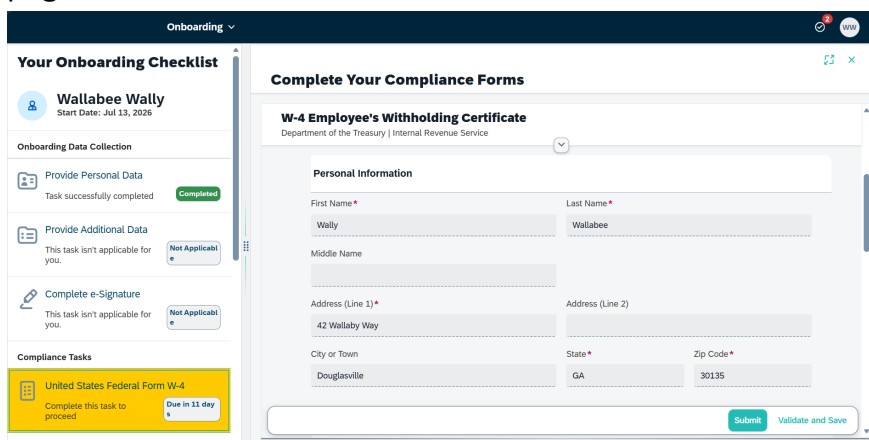
27. Click on **“Complete e-Signature”** in **Your Onboarding Checklist**. It should show a message like the one below.



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.



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



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

The screenshot shows the 'W-4 Employee's Withholding Certificate' form. The 'Social Security Number' field is populated with '555-24-6198'. Below this, there is a question: 'Does your name match the name on your social security card?'. The 'Exempt from withholding' section has two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected and highlighted with a red box. The 'Marital Status' field is also visible but not yet filled out.

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

The screenshot shows the 'W-4 Employee's Withholding Certificate' form. The 'Marital Status' section has three radio buttons: 'Single or Married filing separately', 'Married filing jointly or Qualifying surviving spouse', and '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.)'. The 'Single or Married filing separately' radio button is selected and highlighted with a red box. Below this, there is a 'Caution' and a 'TIP' section, followed by a note about 'Complete Steps 2 - 4 ONLY if they apply to you; otherwise, skip to Step 5.'.

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

The screenshot shows the 'W-4 Employee's Withholding Certificate' form. The 'Step 2: Multiple jobs or Spouse works' section has a checkbox that is unchecked. The 'Step 3: Claim Dependent and Other Credits' section has a checkbox that is unchecked. Below this, there is a note about '3(b) Claim for other dependents'.

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

The screenshot shows the 'Complete Your Compliance Forms' section for the 'W-4 Employee's Withholding Certificate'. The left sidebar contains a 'Your Onboarding Checklist' for 'Wallabee Wally' with a start date of Jul 13, 2026. The checklist includes 'Provide Personal Data' (Completed), 'Provide Additional Data' (Not Applicable), and 'Complete e-Signature' (Not Applicable). The main form area is titled 'W-4 Employee's Withholding Certificate' and includes instructions for entering other tax credits. A 'Total claim' field shows a 'Computed value' of \$0. The 'Step 4: Other Adjustments' section is expanded, showing '(a) Other income (not from jobs)' with a text input field and a 'Submit' button. A 'Validate and Save' button is also visible at the bottom right of the form area.

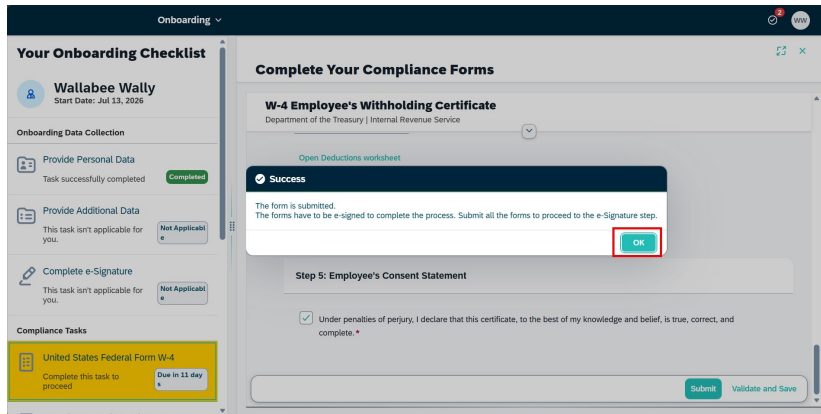
34. Continue completing **Step 4**, if applicable.

The screenshot shows the 'W-4 Employee's Withholding Certificate' form at the 'Step 5: Employee's Consent Statement' section. The left sidebar is identical to the previous screenshot. The main form area shows '(b) Deductions' with a text input field and an 'Open Deductions worksheet' link. Below that is '(c) Extra Withholding' with a text input field. The 'Step 5: Employee's Consent Statement' section is expanded, showing a text input field and a 'Submit' button. A 'Validate and Save' button is also visible at the bottom right of the form area.

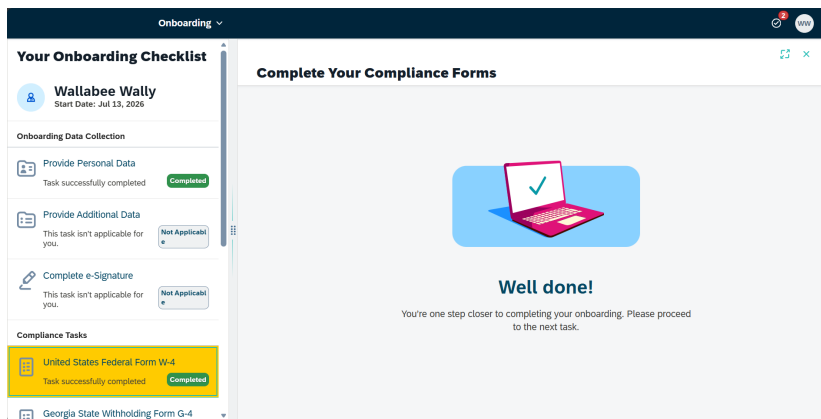
35. In **Step 5**, check the **box** next to “Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.” Click “**Submit**”.

The screenshot shows the 'W-4 Employee's Withholding Certificate' form at the 'Step 5: Employee's Consent Statement' section. The left sidebar is identical to the previous screenshots. The main form area shows the 'Step 5: Employee's Consent Statement' section expanded, with a checkbox 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, and the 'Validate and Save' button is also visible at the bottom right of the form area.

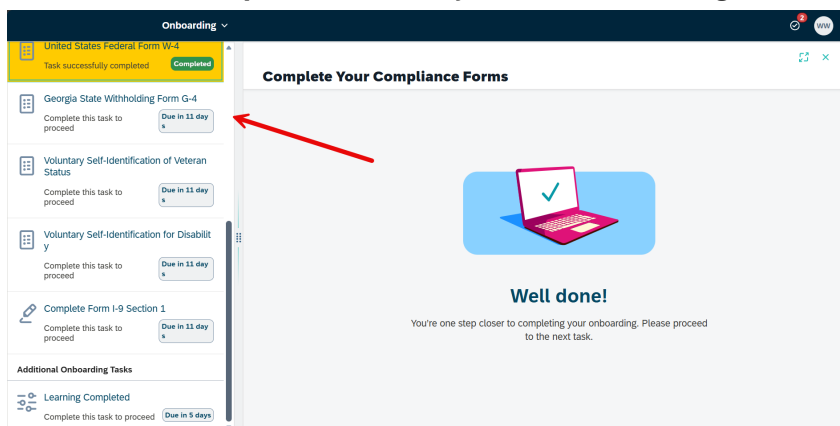
36. A Success pop-up box will appear. Click **“OK”**.



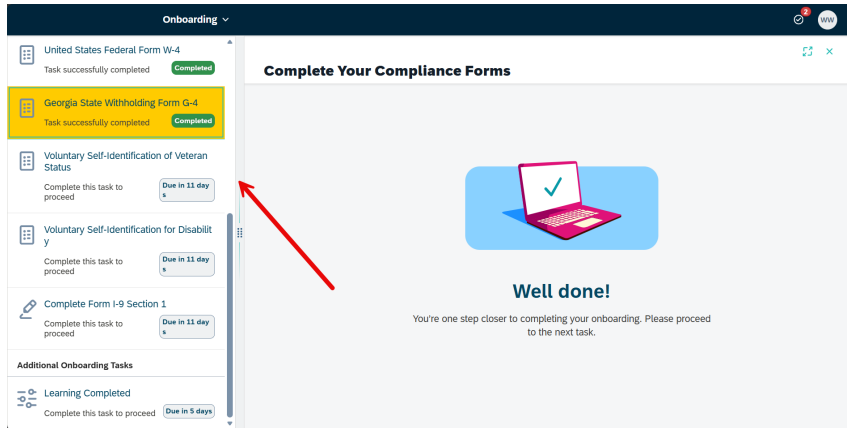
37. Once confirmed, you will see a **“Well done!”** message on your screen with a green Completed box in the **“United States Federal Form W-4”** box.



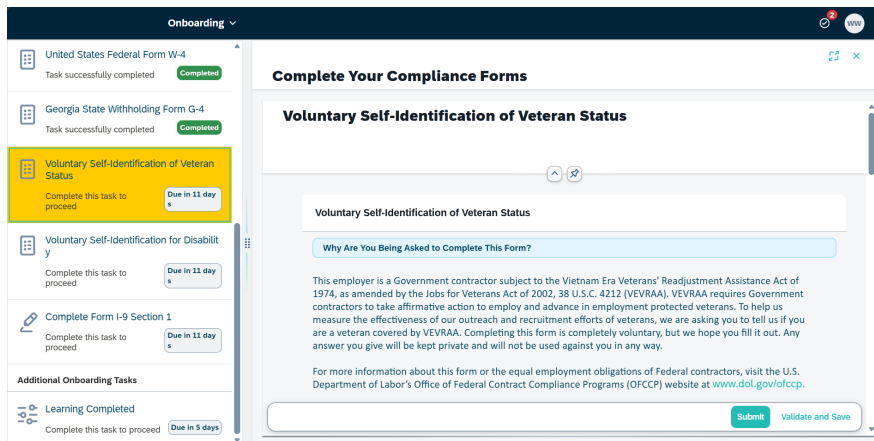
38. Next, under **Compliance Tasks**, your tax withholding forms will appear if applicable.



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



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.



# 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 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

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

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

I am a protected veteran, but I choose not to self-identify the classifications to which I belong. \*

I am NOT a protected veteran. \*

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that

- Supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations;
- first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and
- Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

**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 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

**Personal Information**

First Name \* Wally Middle Name

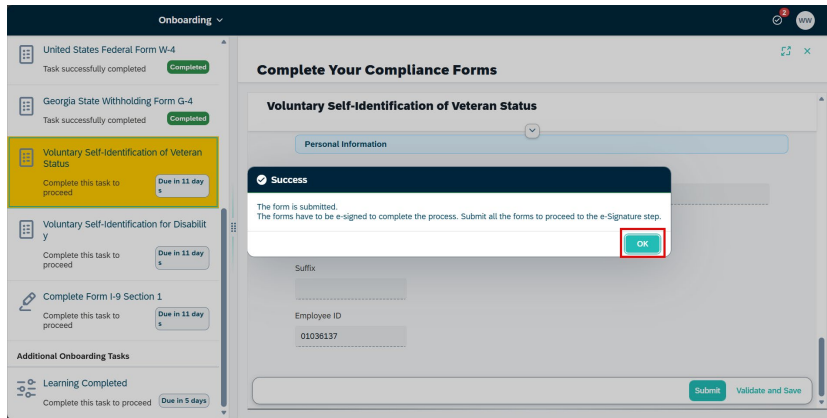
Last Name \* Wallabee

Suffix

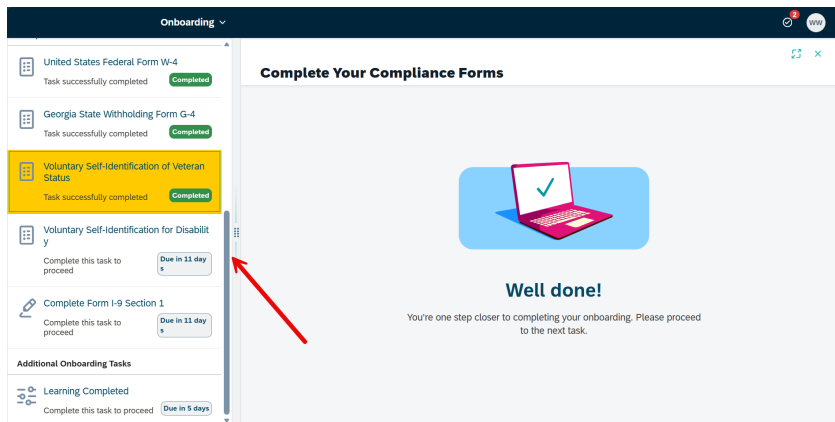
Employee ID 01036137

**Submit** Validate and Save

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



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.



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

The screenshots show a multi-step onboarding process. The left sidebar lists tasks: United States Federal Form W-4 (Completed), Georgia State Withholding Form G-4 (Completed), Voluntary Self-identification of Veteran Status (Completed), 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).

### Complete Your Compliance Forms

#### Voluntary Self-Identification of Disability

Form CC-305 OMB Control Number 1250-0005  
Page 1 of 1 Expires 06/30/2026

First Name \* Wally Middle Name  
Last Name \* Wallabee Suffix  
Employee ID

Submit Validate and Save

---

01038137

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](http://www.dol.gov/ofccp).

Submit Validate and Save

---

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

---

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' 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' (Completed), '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 content area is titled 'Voluntary Self-Identification of Disability'. It contains a form with the instruction 'Please check one of the boxes below:' and 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 the form is a 'PUBLIC BURDEN STATEMENT'. At the bottom right, the 'Submit' button is highlighted with a red box, along with a 'Validate and Save' button.

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

This screenshot shows the same 'Complete Your Compliance Forms' page as above, but with a 'Success' pop-up box overlaid. The pop-up contains the text: 'Success', 'The form is submitted.', and '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 background form is dimmed.

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 with a 'Well done!' message. The message includes an icon of a laptop with a checkmark and the text: 'Well done!', 'You're one step closer to completing your onboarding. Please proceed to the next task.' The sidebar on the left shows the 'Complete Form I-9 Section 1' task highlighted in yellow. A red arrow points to this task box. The other tasks in the sidebar are 'Georgia State Withholding Form G-4' (Completed), 'Voluntary Self-Identification of Veteran Status' (Completed), 'Voluntary Self-Identification for Disability' (Completed), and 'Additional Onboarding Tasks' including 'Learning Completed' (Due in 5 days).

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](http://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) \*  Middle Initial (if any)

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) \*  Other Last Names Used (if any)

Employee's Telephone Number  Employee's E-mail Address

Date of Birth (mm/dd/yyyy) \*

**Social Security Number**

SSN

**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) \*

Apt. Number (if any)  City or Town \*  State \*  Zip Code \*

**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

Submit Correct My Personal Data

Is there an expiration date for your work authorization?

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”**.

**Onboarding** ▼ WW

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 A: Identity And Employment Authorization**

Select the Documents Presented \*  
U.S. Passport

Upload Employment Eligibility Verification Documents \* ⓘ

**Attachments (0)** **Add**

No attachments uploaded

**Submit** **Correct My Personal Data**

**Onboarding** ▼ WW

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 A: Identity And Employment Authorization**

Select the Documents Presented \*  
U.S. Passport

Upload Employment Eligibility Verification Documents \* ⓘ

**Attachments (1)** **Add**

**I9\_Kaylee\_Cargle.pdf**  
190.8 KB

**OR**

**Submit** **Correct My Personal Data**

**Onboarding** ▼ WW

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

Select the Documents Presented

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

The screenshot shows the 'Complete Section 1 of Form I-9' interface. On the left, a sidebar lists 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 Learning Completed (Due in 5 days). The main content area is titled 'Form I-9 Section 1 Form I-9 Employment Eligibility Verification'. It includes sections for 'List B: Identity' and 'List C: Employment Authorization', both with 'Select the Documents Presented' dropdown menus. Below these is the 'Preparer and Translator Certification' section, which contains the 'Employee's Attestation Statement' checkbox, which is checked and highlighted with a red box. The text next to the checkbox reads: '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.' Below this text is a 'Submit' button, also highlighted with a red box, and a 'Correct My Personal Data' link.

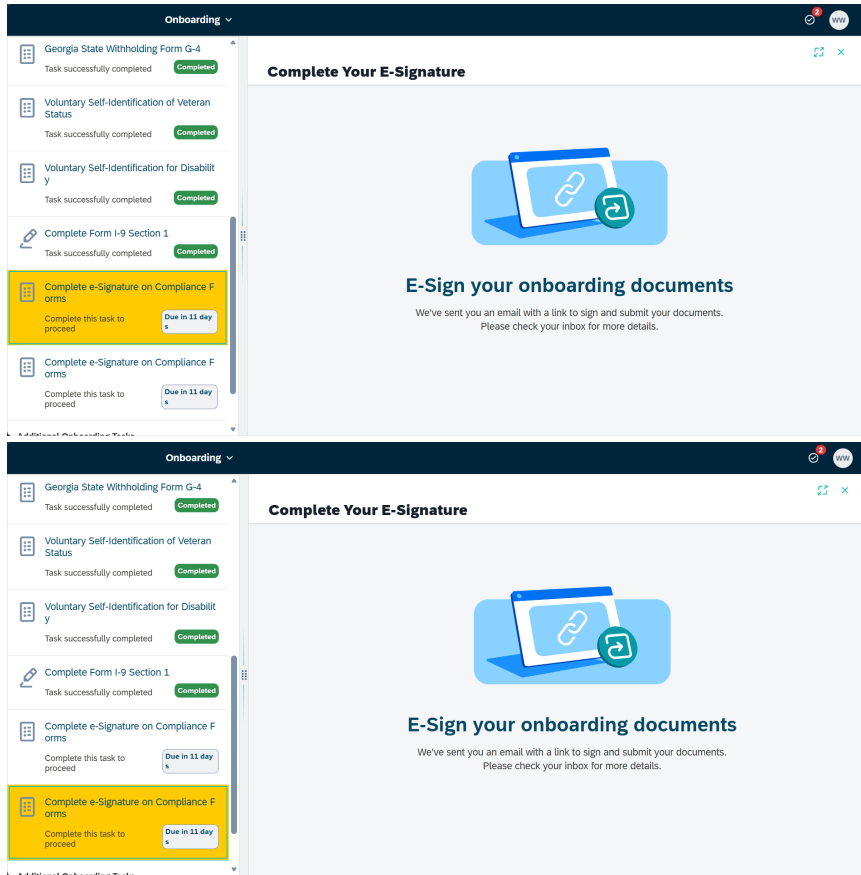
54. A Success pop-up box will appear. Click **“OK”**.

The screenshot shows the same 'Complete Section 1 of Form I-9' interface as in the previous image. A 'Success' pop-up box is displayed in the center, with the text: '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.' The 'OK' button in the pop-up is highlighted with a red box. Below the pop-up, the 'Employee's Attestation Statement' checkbox is still checked, and the 'Submit' button is visible at the bottom right.

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.

The screenshot shows the 'Complete Section 1 of Form I-9' interface with a 'Well done!' message. The message includes a laptop icon with a checkmark and the text: 'Well done! You're one step closer to completing your onboarding. Please proceed to the next task.' On the left sidebar, the 'Complete Form I-9 Section 1' task is now marked as 'Completed'. Below it, the 'Complete e-Signature on Compliance Forms' task is highlighted in yellow, and two red arrows point to it from the right. The 'Complete e-Signature on Compliance Forms' task is also highlighted in yellow in the main content area.

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:

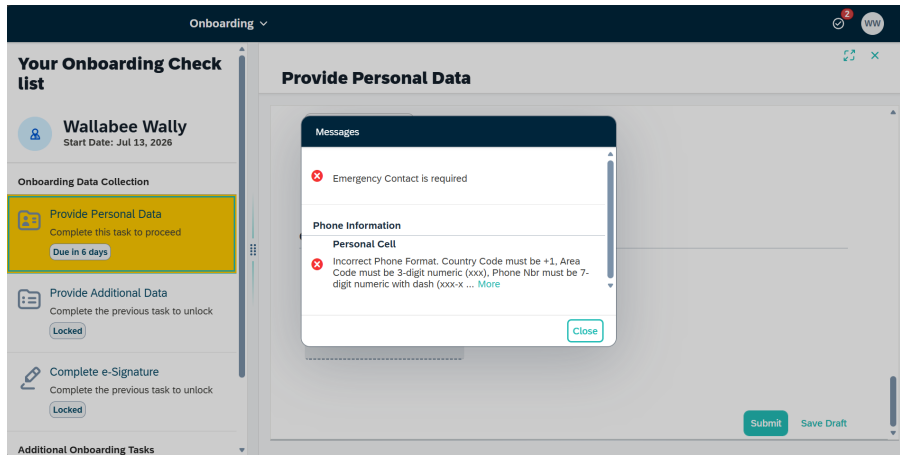
1. If you need to reset your password, please use the Company ID below when it is asked for. Please note that if you click this link prior to setting up your onboarding password, then you will not be able to proceed with completing your onboarding.

**SAP SuccessFactors** 

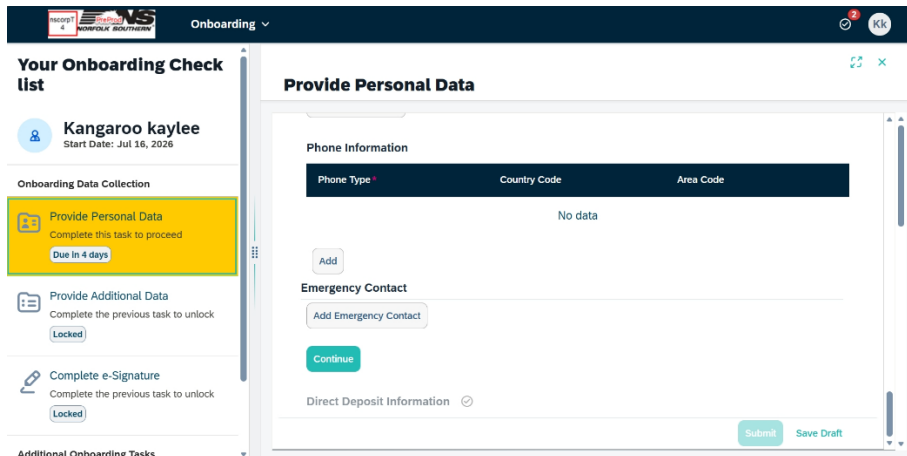
Company ID:

Continue

- 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.



- 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.



- If you run into any other errors, please reach out to your Recruiter.