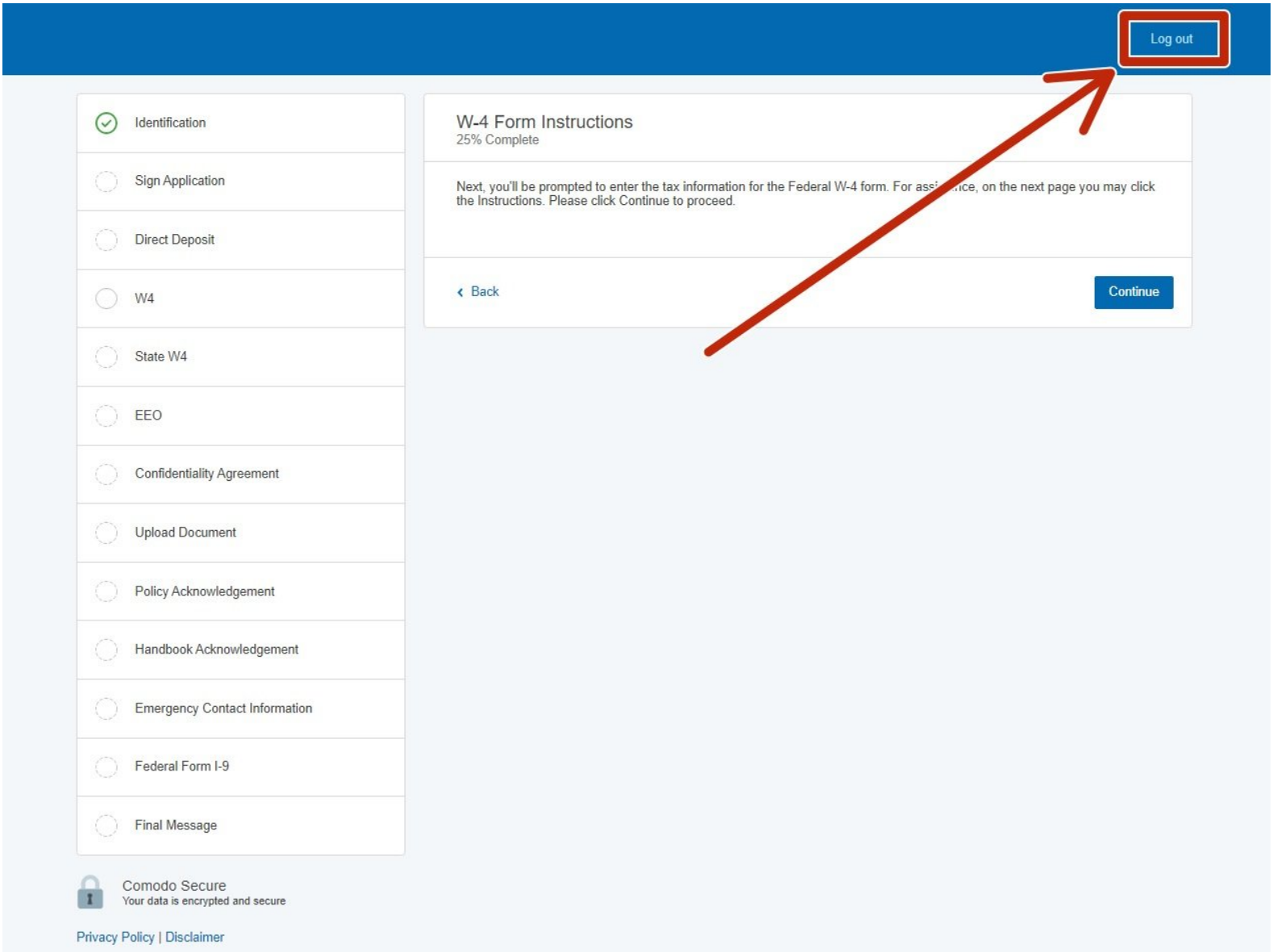
Logging Out and Completing Onboarding at Another Time

Written By: Brendon Welch

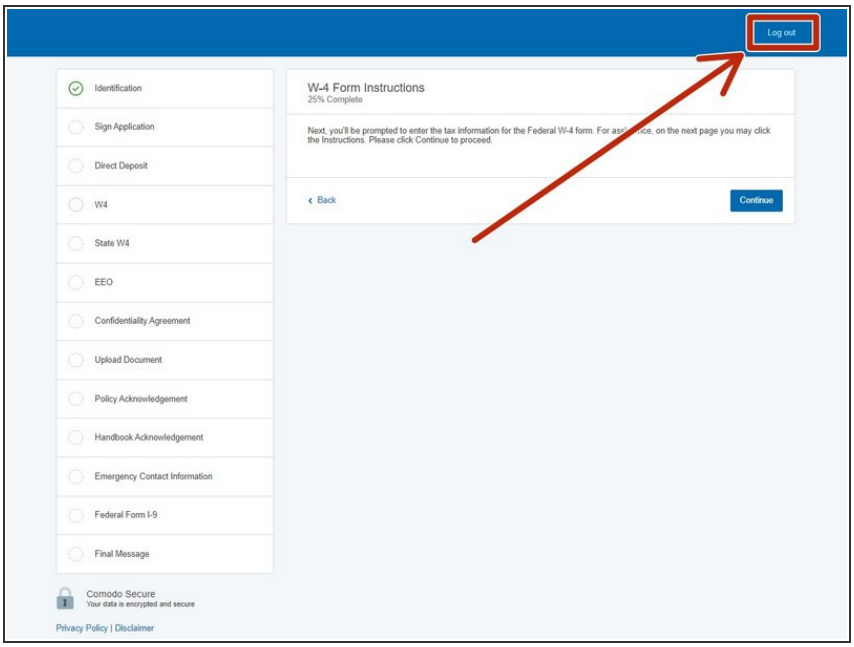


INTRODUCTION

This guide will provide an overview of logging out and coming back at another time to complete your Onboarding.

© 2024

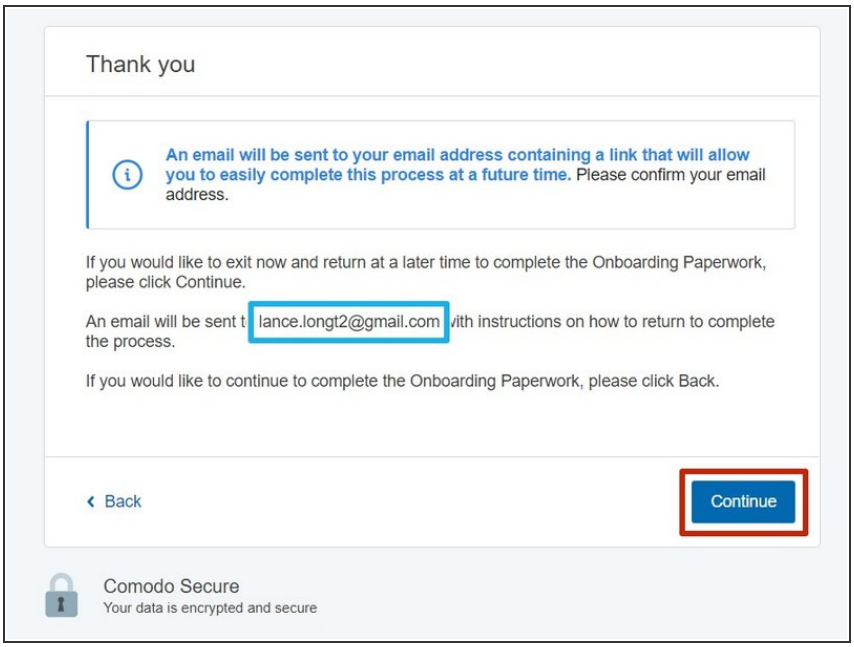
Step 1 — Logging Out and Completing Onboarding at Another Time



If at any point you cannot complete your Onboarding and need to resume at a different time:

- Click **Log Out**

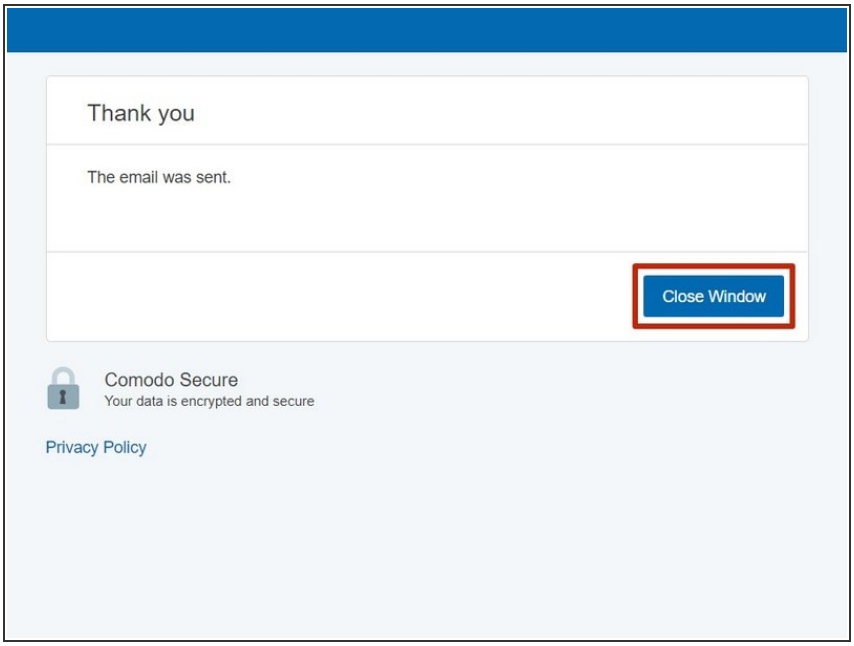
Step 2



An email will be sent to your personal email address containing a link for you to log back in and complete the Onboarding process.

- Verify your **Email Address**
- Click **Continue**

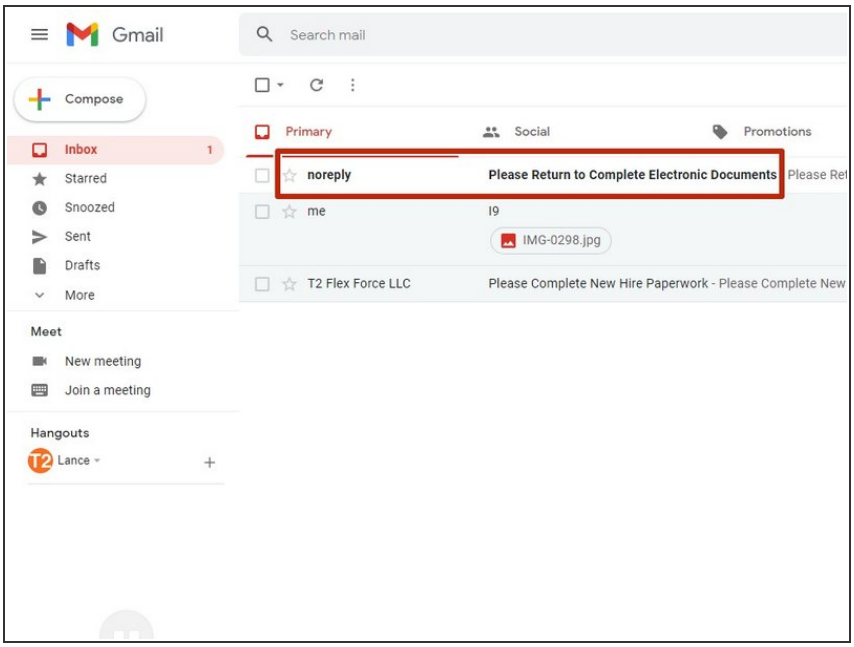
Step 3



A confirmation message will appear stating the email was sent.

- Click **Close Window**

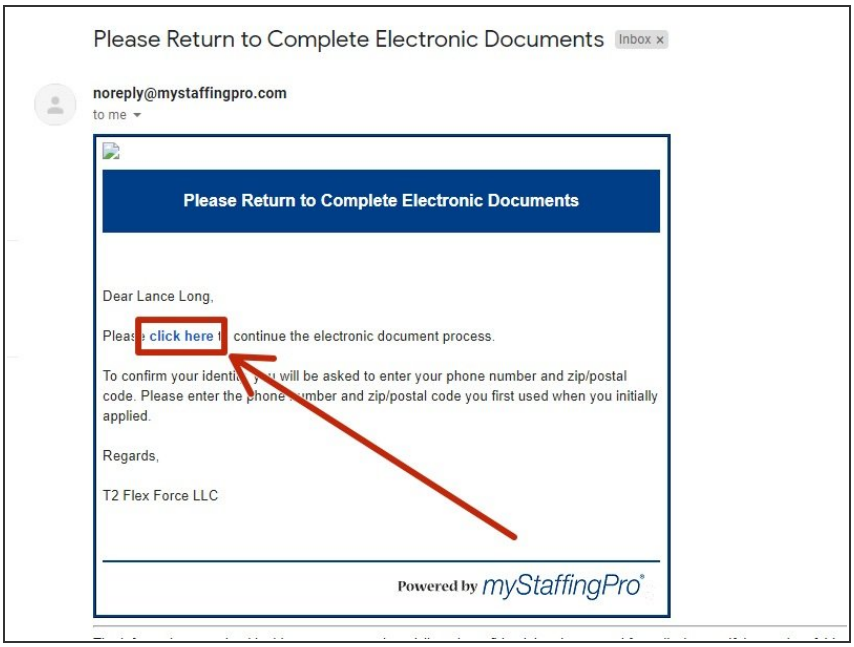
Step 4



When you are ready to resume your Onboarding go to your personal email:

- Open the **Please Return to Complete Electronic Documents** email.

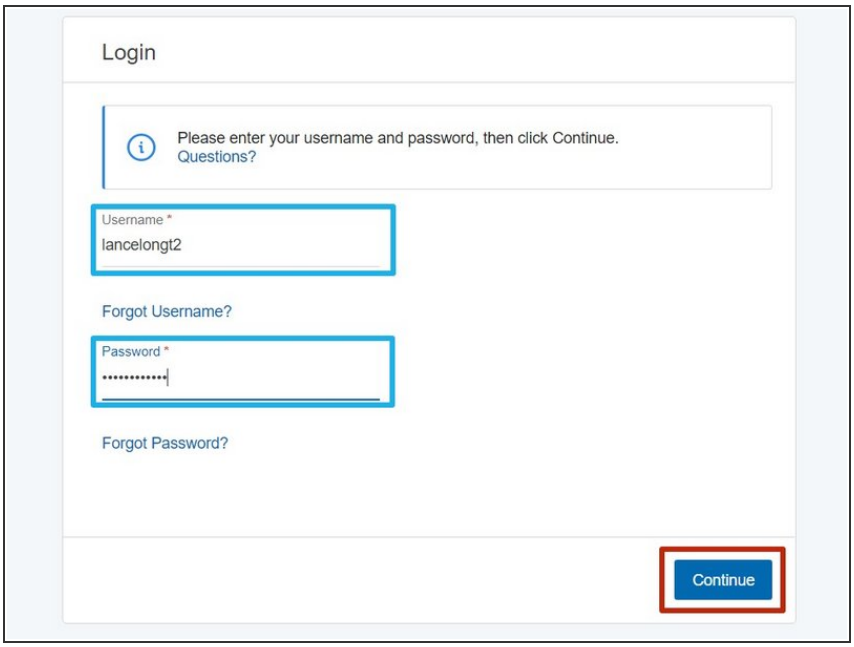
Step 5



- Click **click here** in the email

⚠ ***A new webpage will appear. You will need to confirm your phone number and zip/postal code before you can proceed.***

Step 6



- Enter your **Username** and **Password**
- Click **Continue**

[CLICK HERE if you Forgot your Username]

[CLICK HERE if you Forgot your Password]