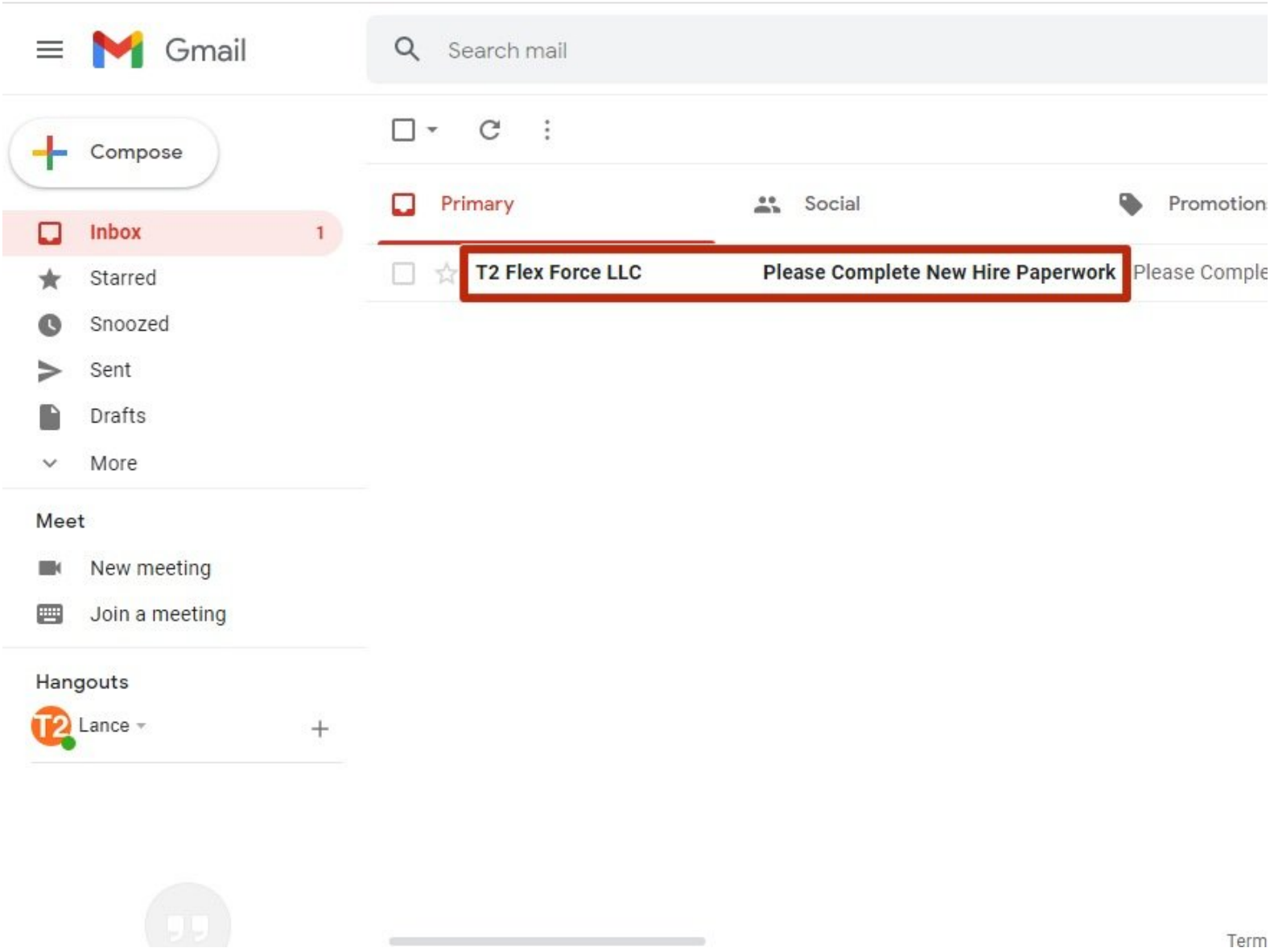
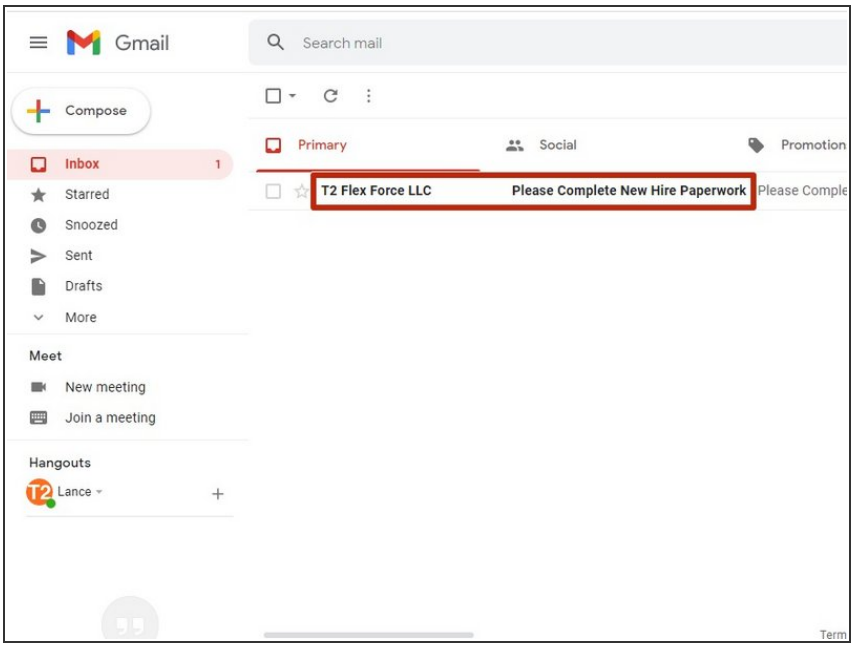
T2 Flex Onboarding

Written By: Brendon Welch

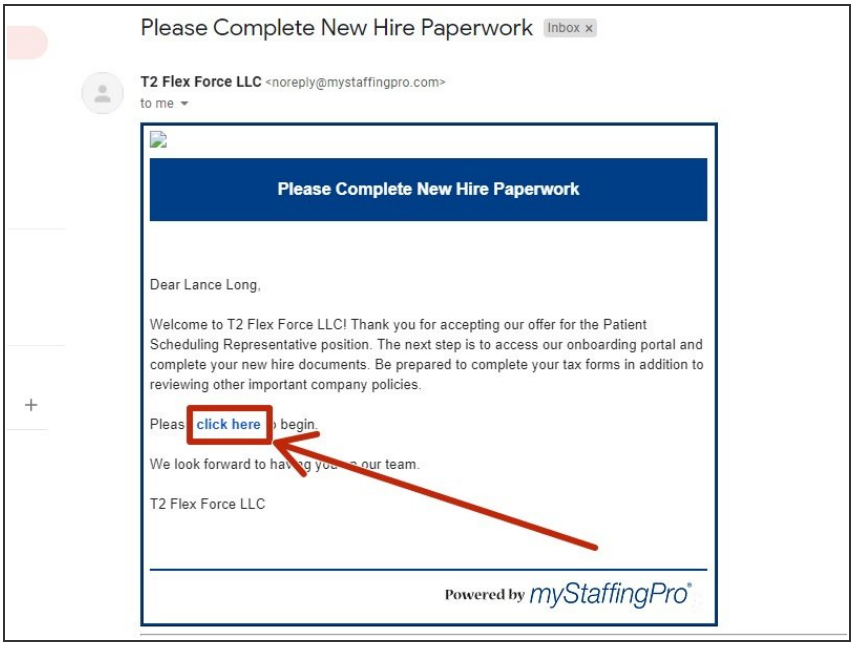


Step 1 — T2 Flex Onboarding



- Open the **T2 Flex Force New Hire Paperwork** email

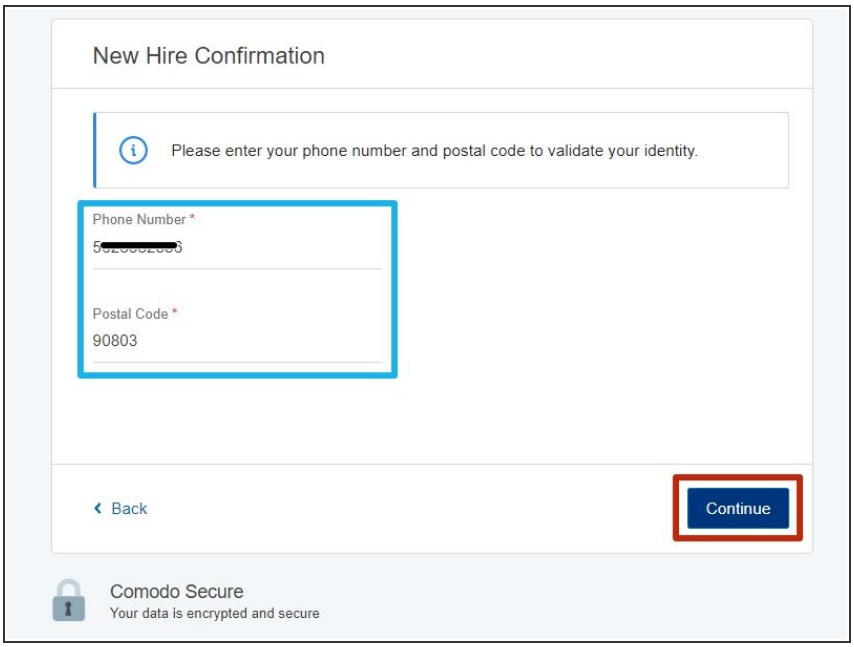
Step 2



- Click the **Click Here** link in the email

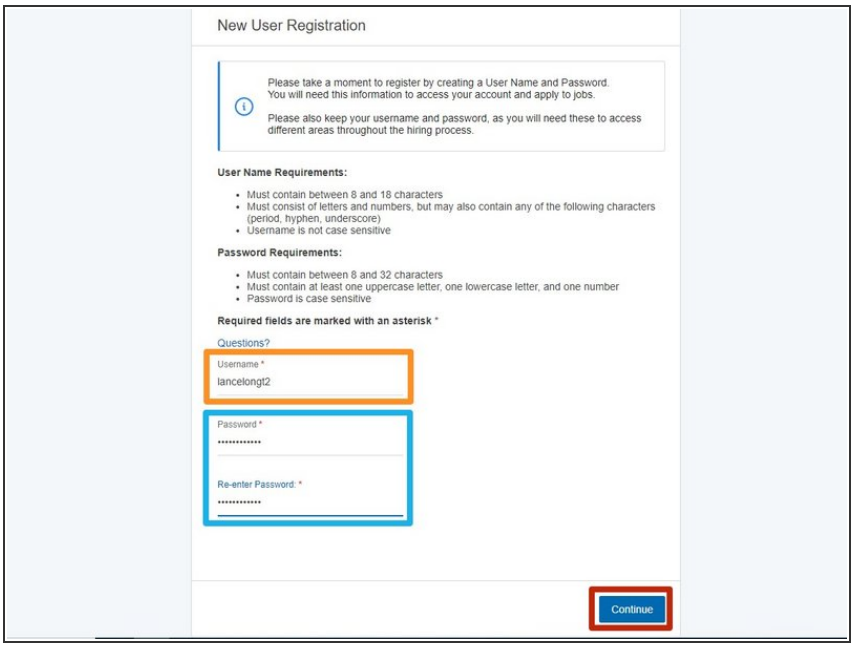
This document was generated on 2024-05-16 07:37:31 AM (MST).

Step 3



- Enter your **Phone Number** and **Zip/Postal Code** to validate your identity
- Click **Continue**

Step 4



In the event that you cannot complete the onboarding in one sitting, you can come back to complete the onboarding using a Username and Password.

- Create a **Username**

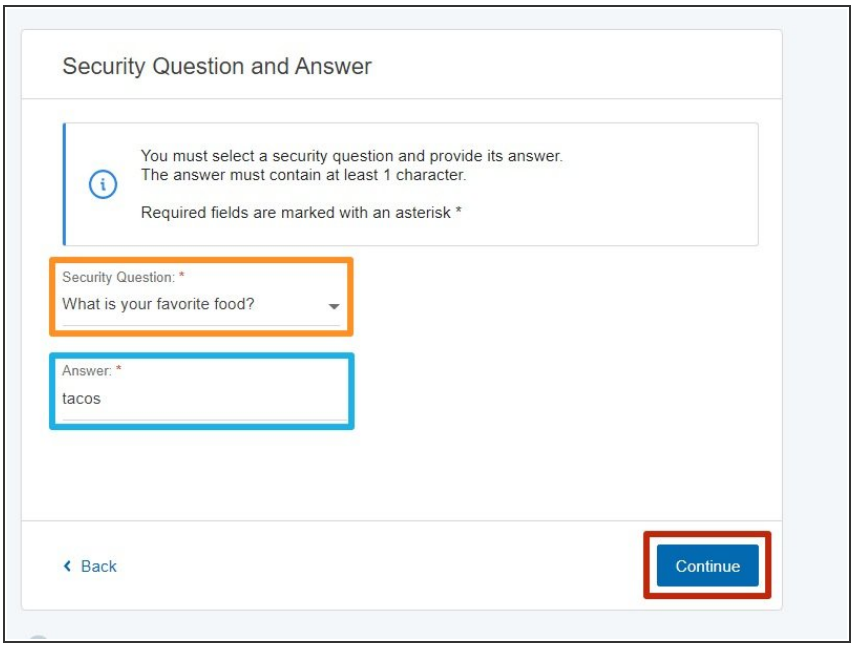
Username is not case sensitive, must be 8 to 18 characters, and can include a period, hyphen and/or underscore.

- Enter and Re-enter a **Password**

Password is case sensitive, must be 8 to 32 characters, contain at least one uppercase letter, lowercase letter and a number.

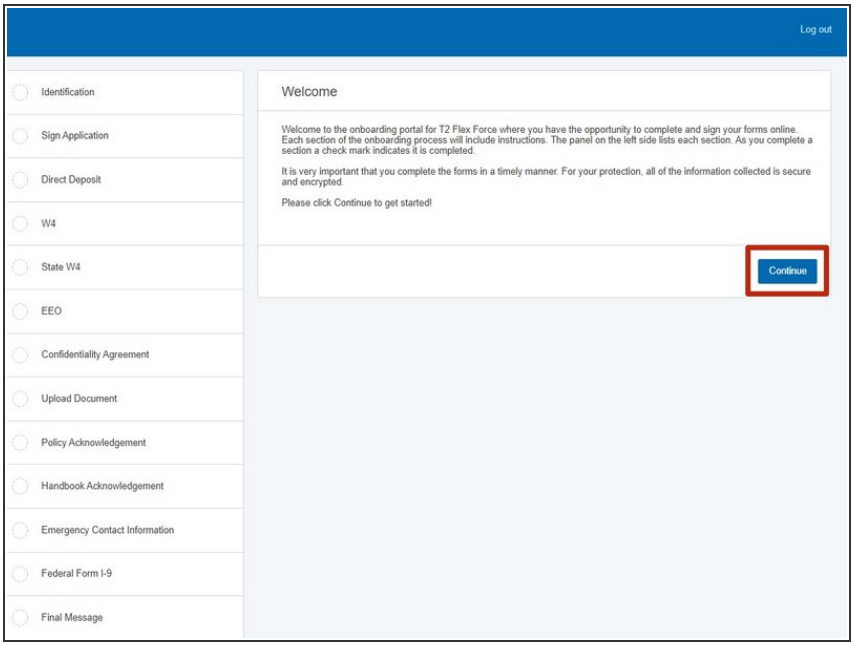
- Click **Continue**

Step 5



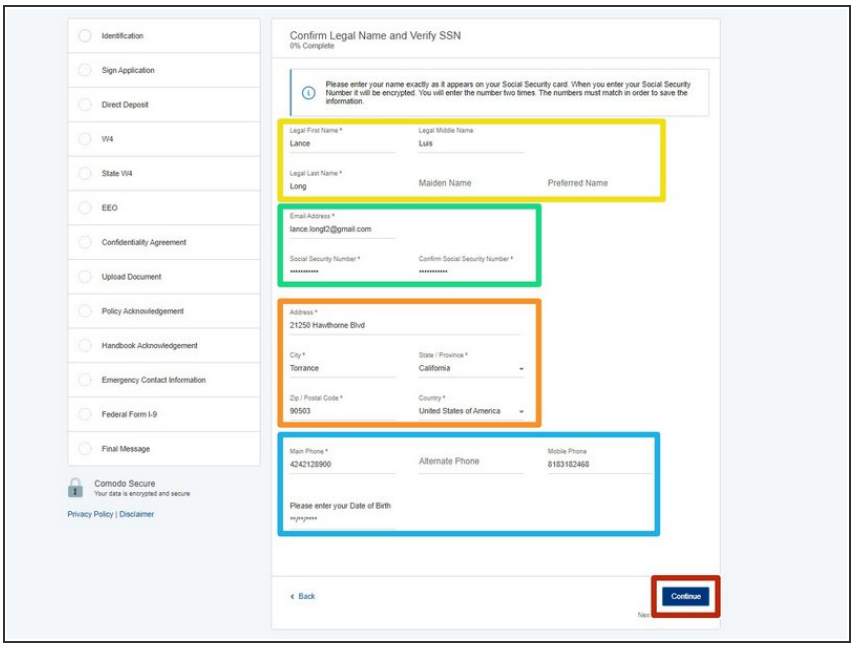
- Choose a **Security Question**
- Enter the **Answer**
- The answer is case sensitive. It is recommended to keep it all lowercase.
- Click **Continue**

Step 6



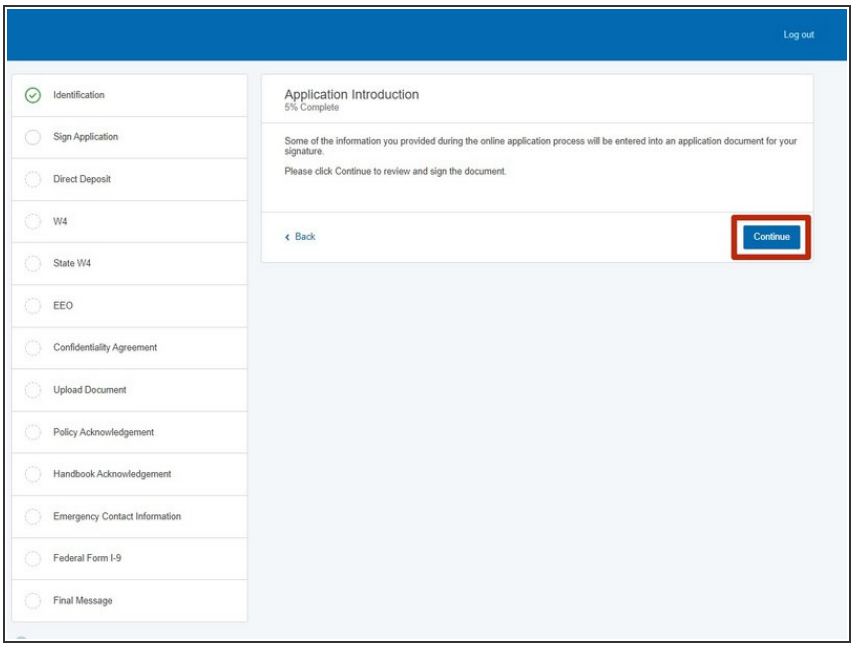
- To start your Onboarding:
- Click **Continue**

Step 7



- Enter your **Full Name**
- Enter your **Address**
- Add your **Date of Birth** then enter and confirm your **Social Security Number**
- **Date of Birth Format:** *Month/Day/Year - 09/05/1975*
- Enter your personal **E-mail Address** and **Phone Number**
- Click **Continue**

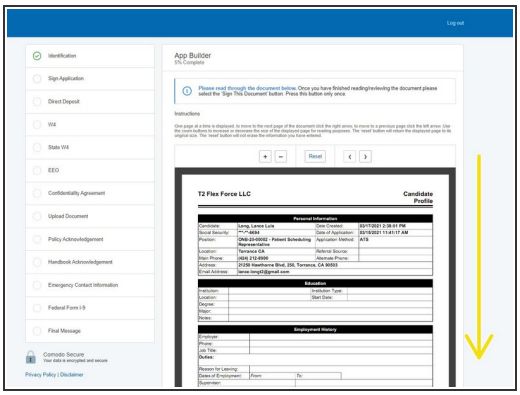
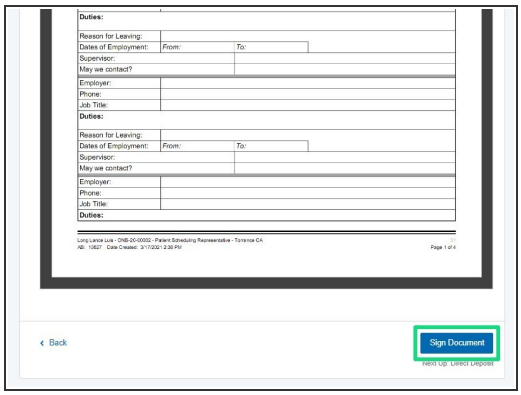
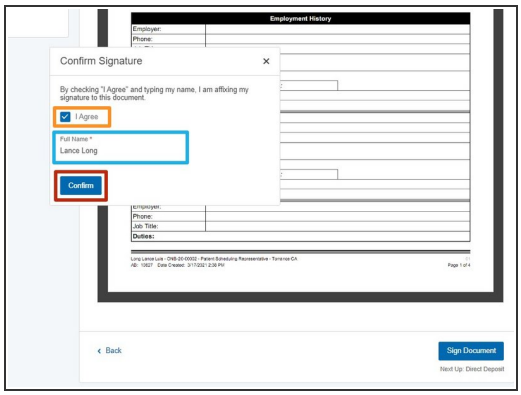
Step 8



- Click **Continue**

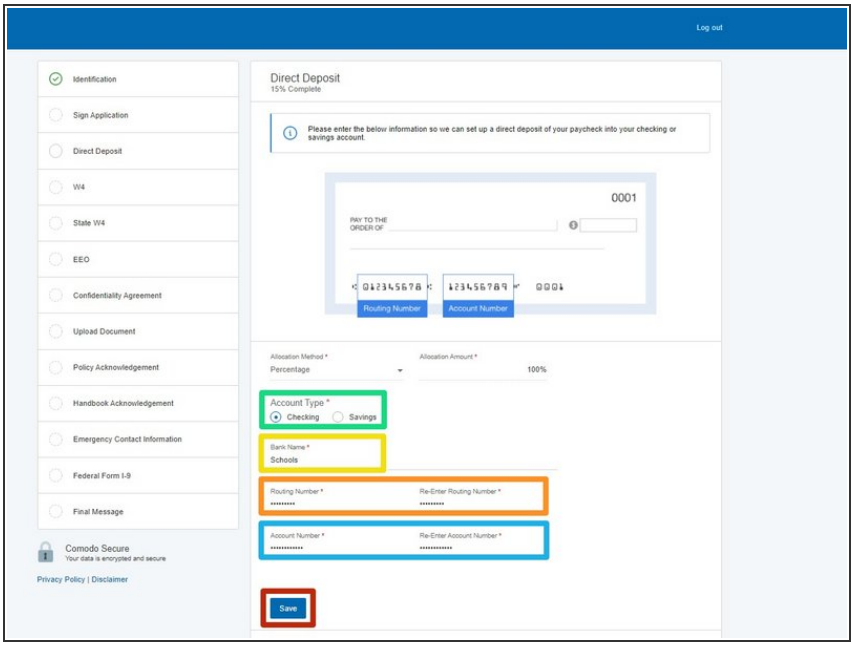
If you are unable to complete your Onboarding and need to comeback, CLICK HERE

Step 9

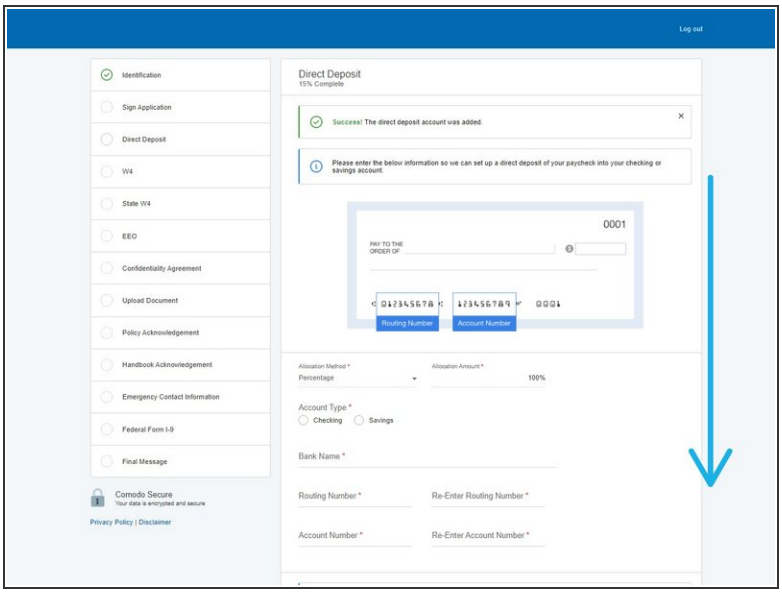
- **Scroll down** and review the Candidate Profile
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

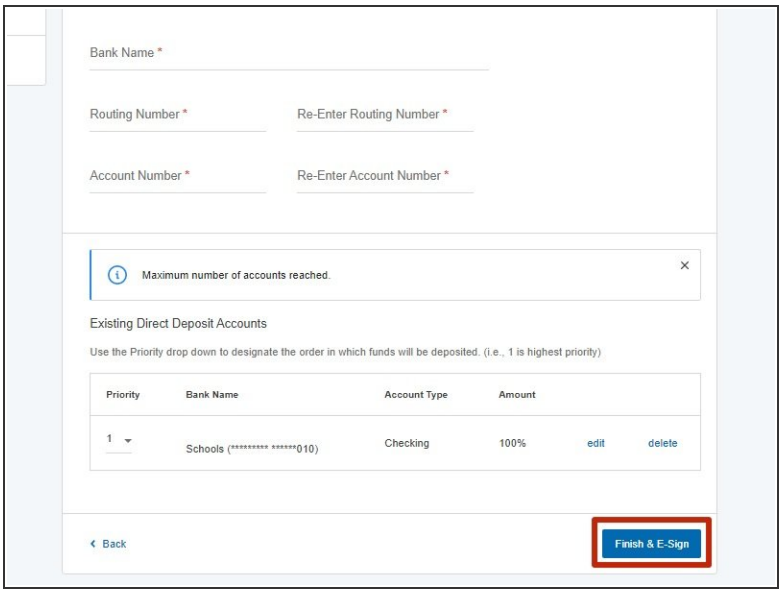
Step 10



- Select your **Account Type**
- Enter your **Bank Name**
- Enter and confirm your **Routing Number**
- Enter and confirm your **Account Number**
- Click **Save**
- **You will be able to adjust your allocations, and add a second bank account at another point in your onboarding.**

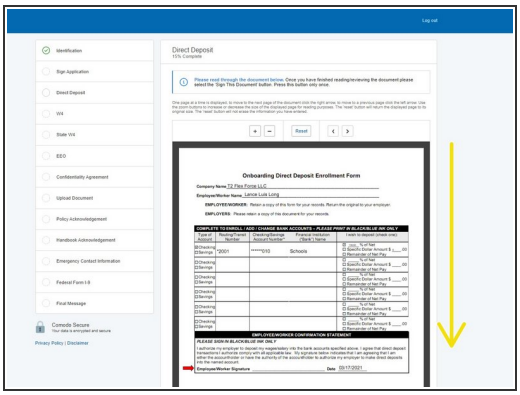
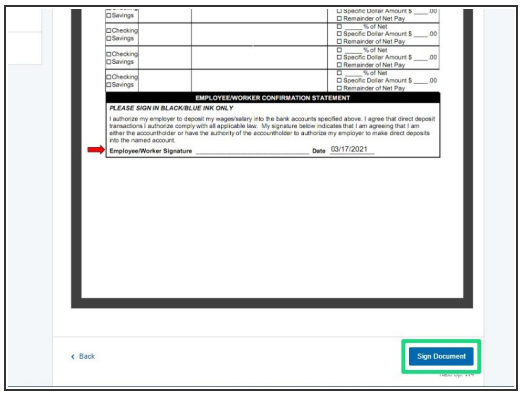
Step 11

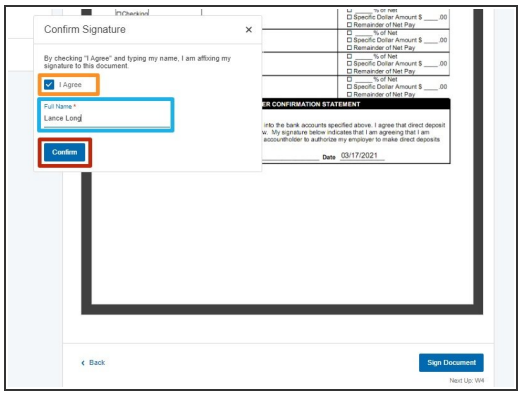




- Once you see the **Success!** message:
- **Scroll down**
- Click **Finish & E-Sign**

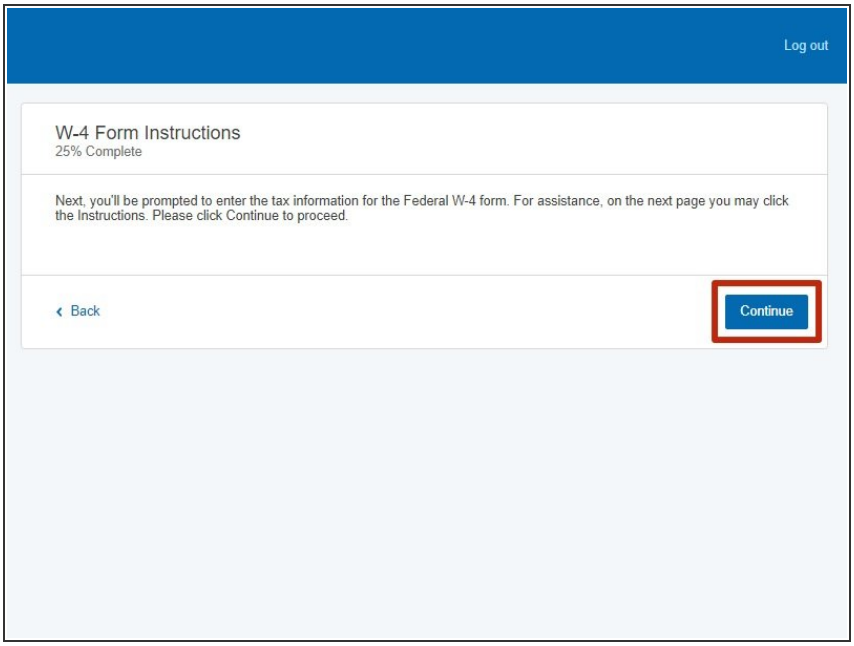
Step 12



- **Scroll down** and review the Onboarding Direct Deposit Enrollment Form
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

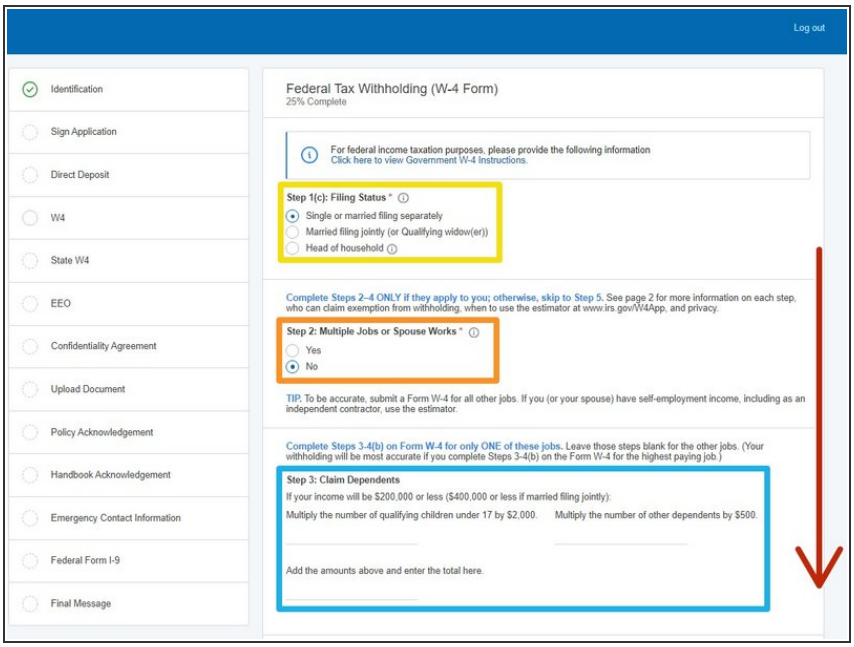
Step 13



- Click **Continue**

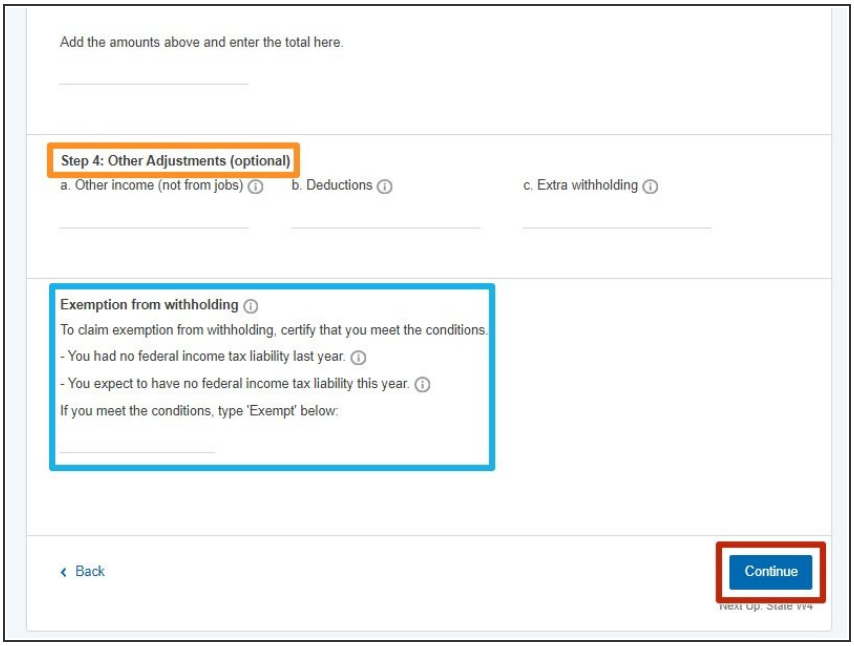
ⓘ ***If you are unable to complete your Onboarding and need to comeback,*** CLICK HERE

Step 14



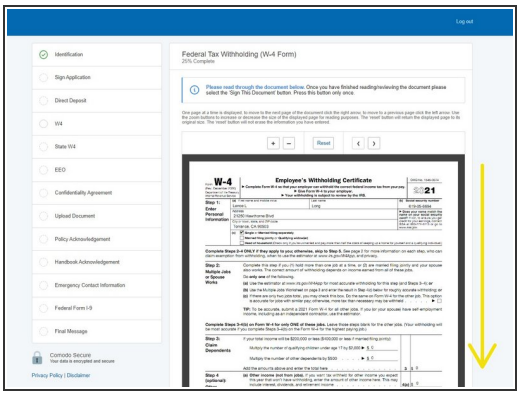
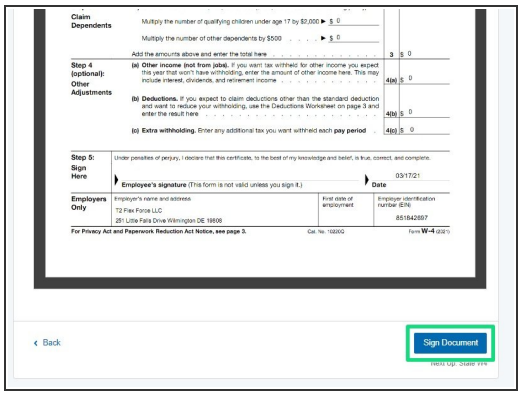
- Select your **Filing Status**
- ⚠ Complete Steps 2 - 4 ONLY if they apply to you.
- Select if you have **Multiple Jobs** or if your **Spouse Works**
- **Claim Dependents**
- **Scroll down**

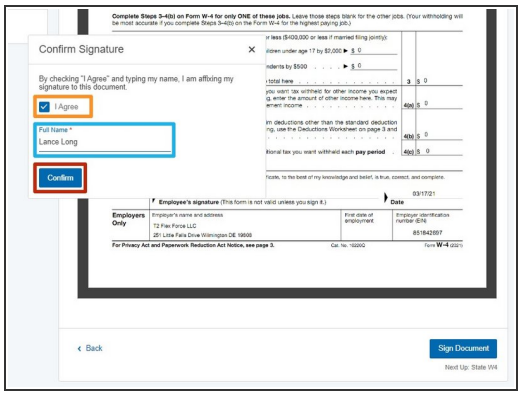
Step 15



- Add any **Other Adjustments**
- If you are **Exempt from withholding** type exempt
- You must meet certain criteria to claim exemption. If you have any questions, contact your hiring manager.
- Click **Continue**
- ⚠ Some States require an additional State Tax Form. If you are required to complete an additional tax form, make sure it is completed in full.

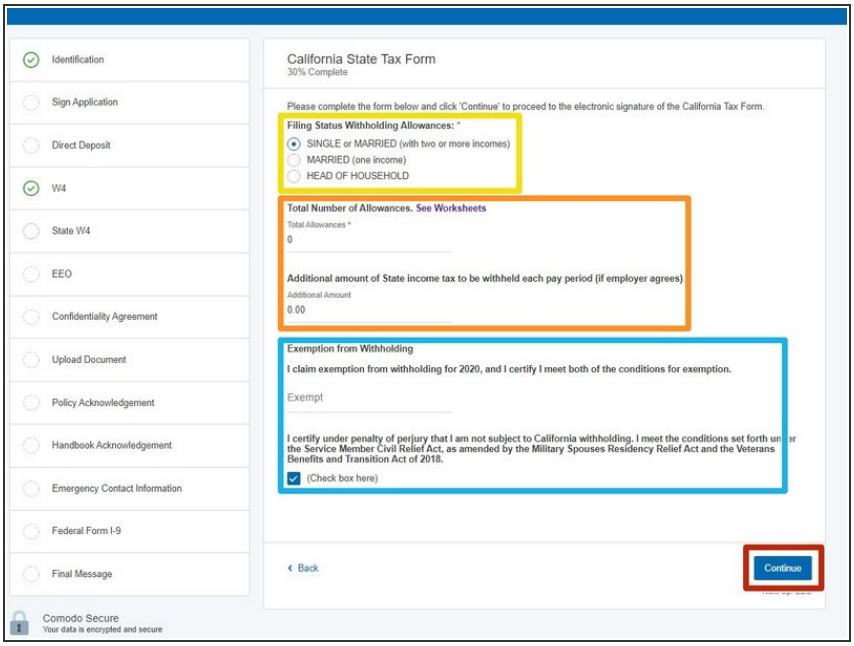
Step 16



- **Scroll down** and review the Employee's Withholding Certificate
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

Step 17

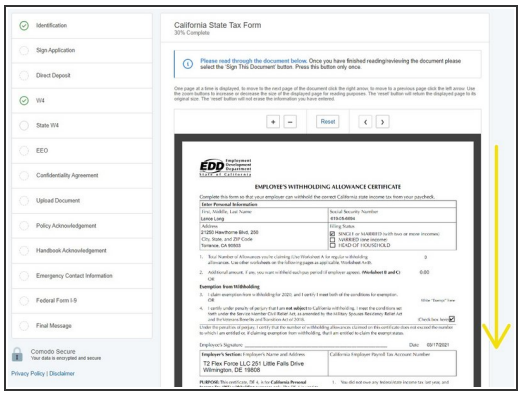


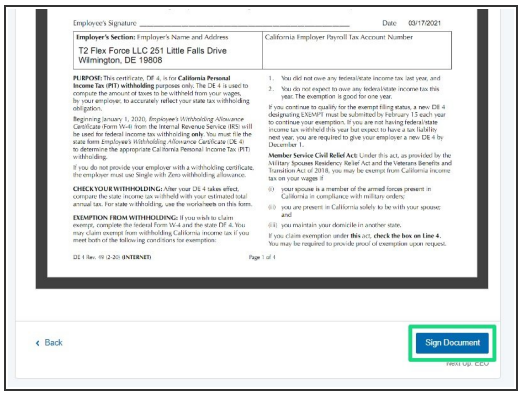
- Select your **Filing Status Withholding Allowances**
- Enter any **Allowances** or **Additional State withholdings**
- If you are **Exempt from withholding** type exempt and check the box
- If you are unsure of your allowances, additional withholdings or criteria to claim exemption, contact your hiring manager.

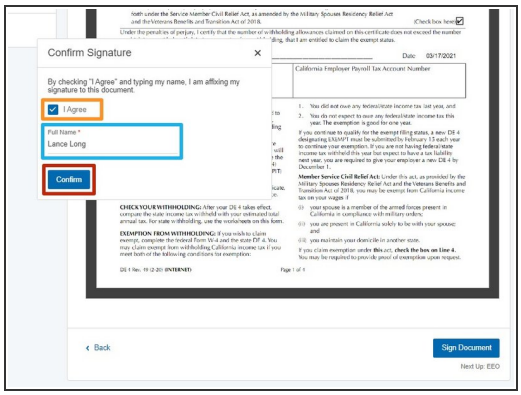
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- Click **Continue**

Step 18



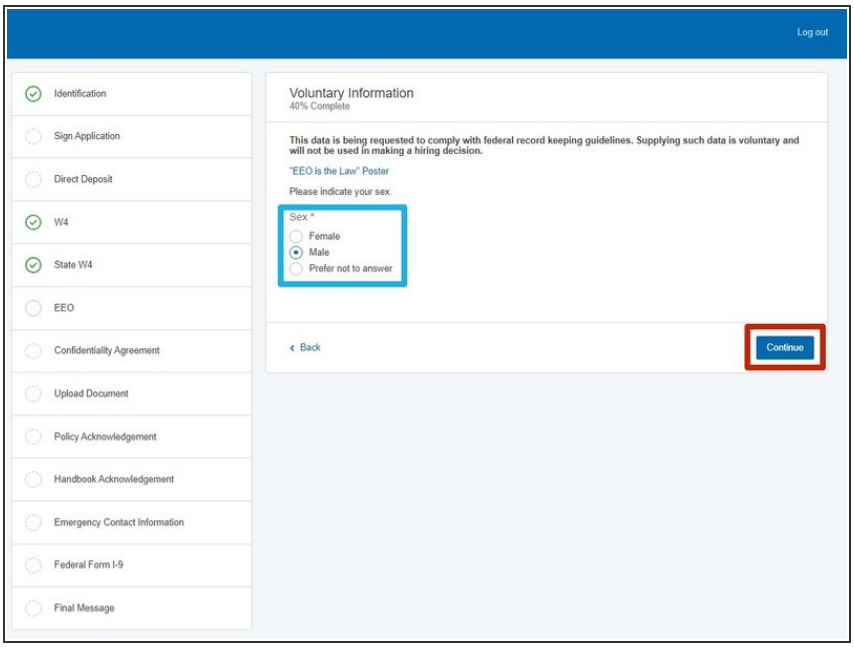




⚠ The EDD form only applies to California

- **Scroll down** and review the Employee's Withholding Allowance Certificate
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

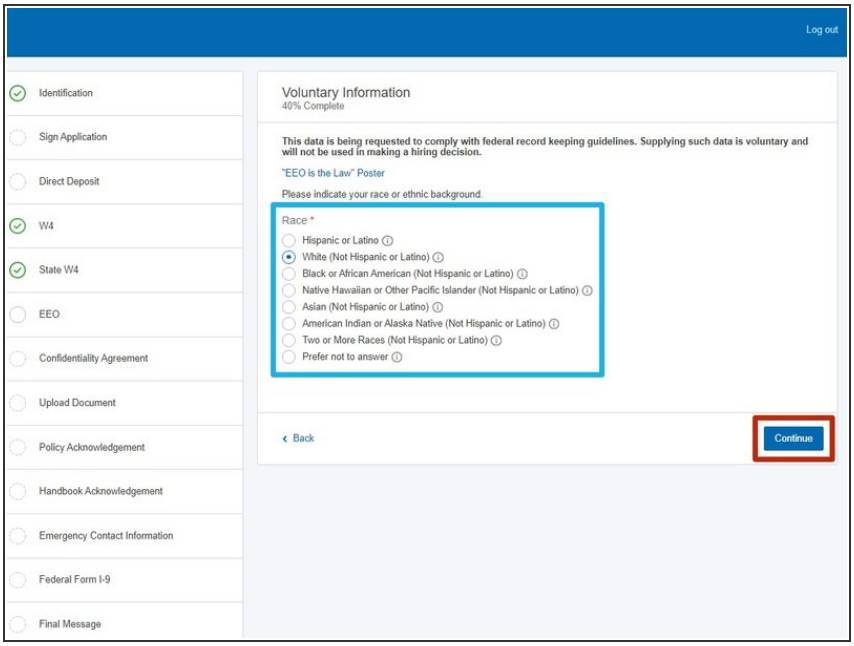
Step 19



- Indicate your **Sex**
- Click **Continue**

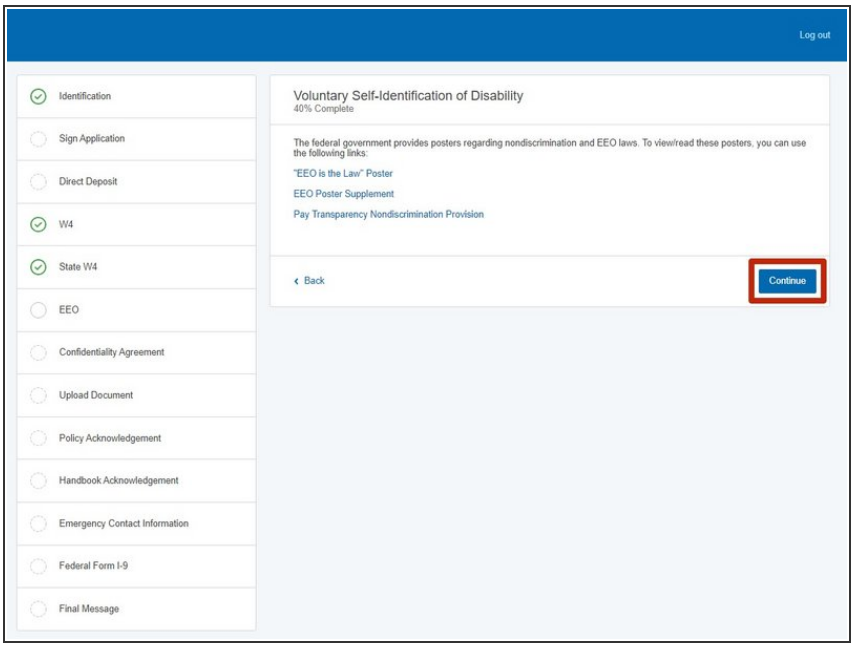
ⓘ ***If you are unable to complete your Onboarding and need to comeback,*** CLICK HERE

Step 20



- Select your **Race**
- Click **Continue**

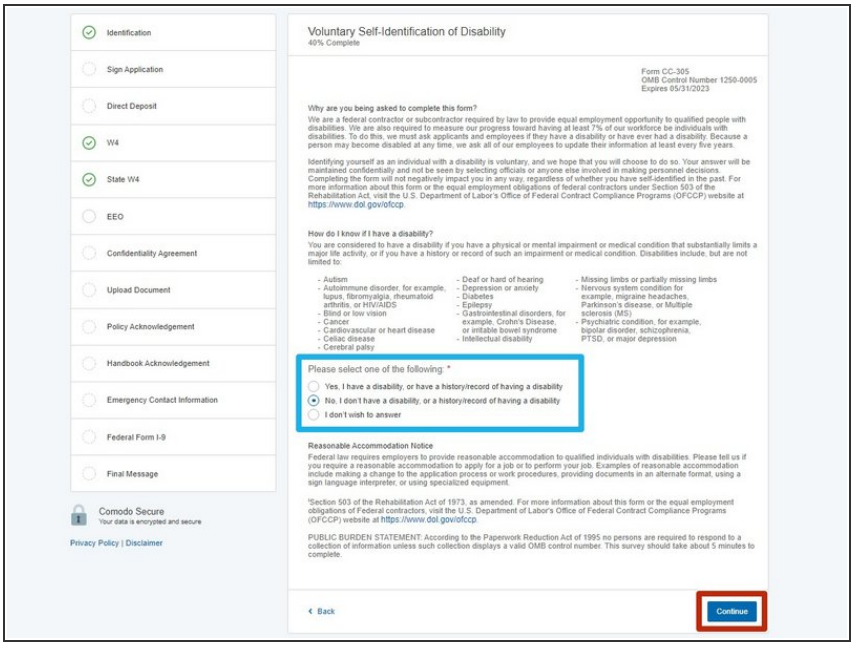
Step 21



- Click **Continue**

ⓘ ***If you are unable to complete your Onboarding and need to comeback,*** CLICK HERE

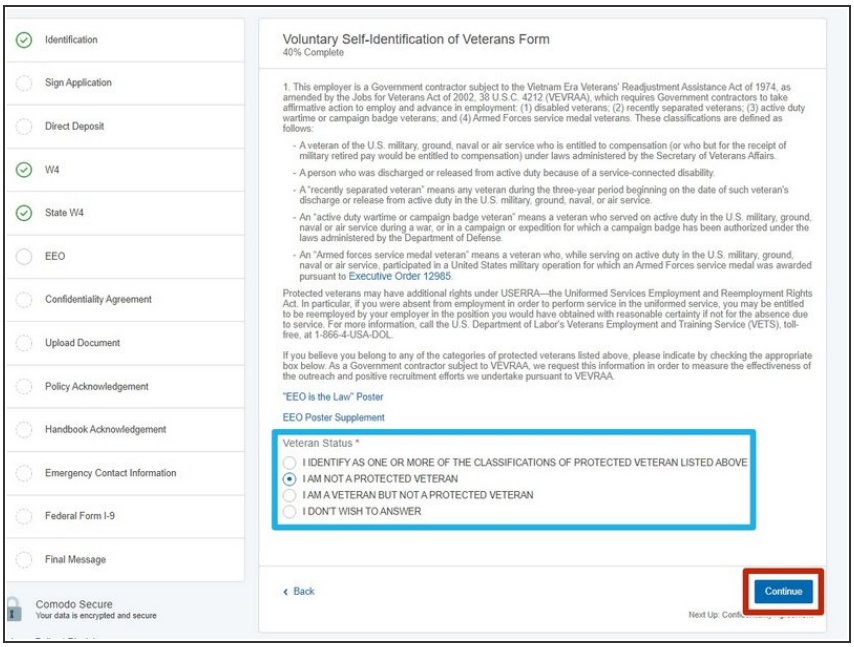
Step 22



- **Identify of any Disability**
- Click **Continue**

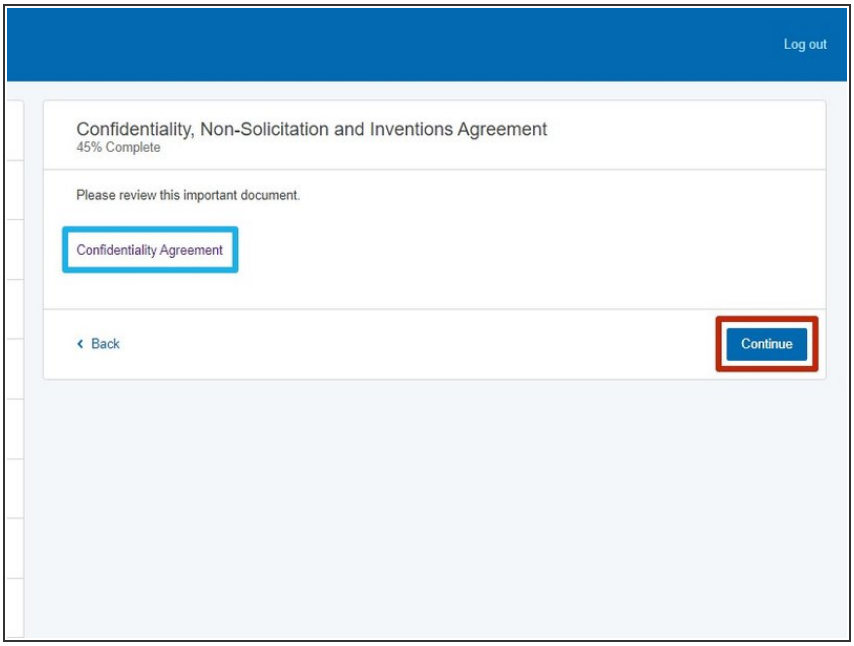
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Step 23



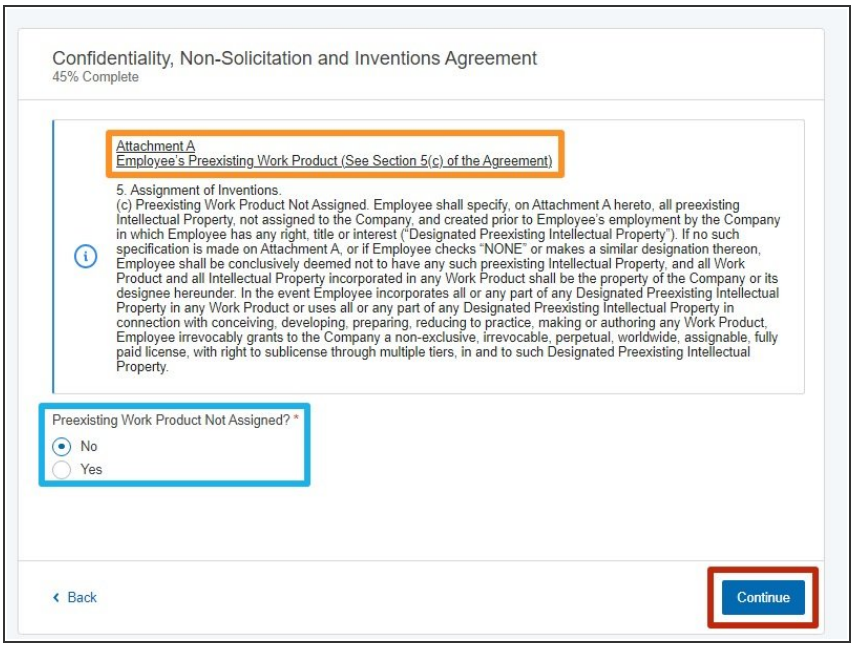
- **Identify of any Veteran Status**
- Click **Continue**

Step 24



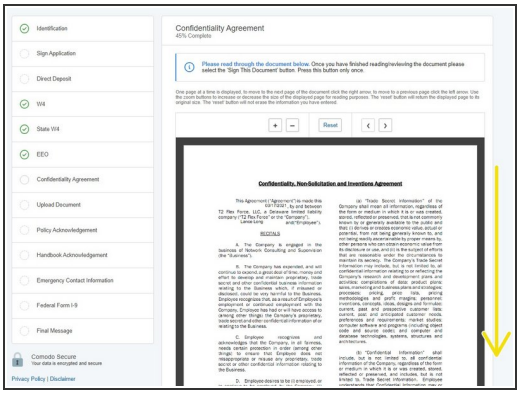
- Review the **Confidentiality Agreement**
- Click **Continue**

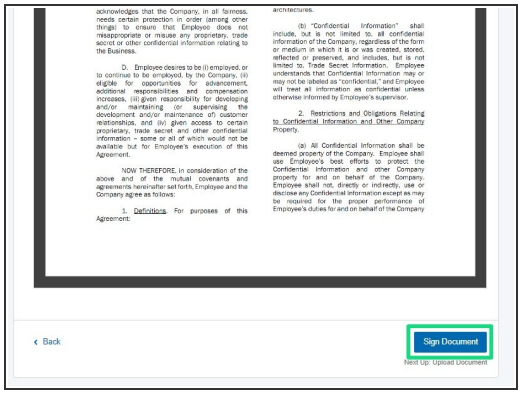
Step 25

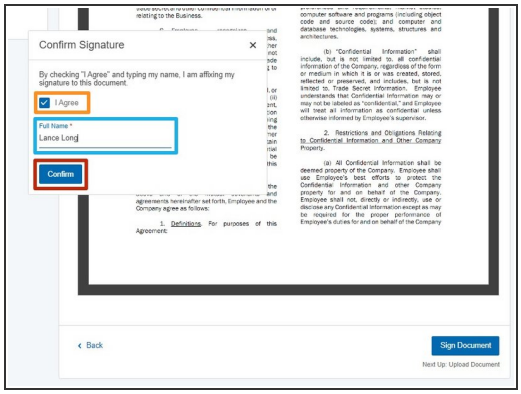


- Review the **Confidentiality, Non-Solicitation and Inventions Agreement**
- Select if you have any **Preexisting Work Product Not Assigned**
- Click **Continue**

Step 26

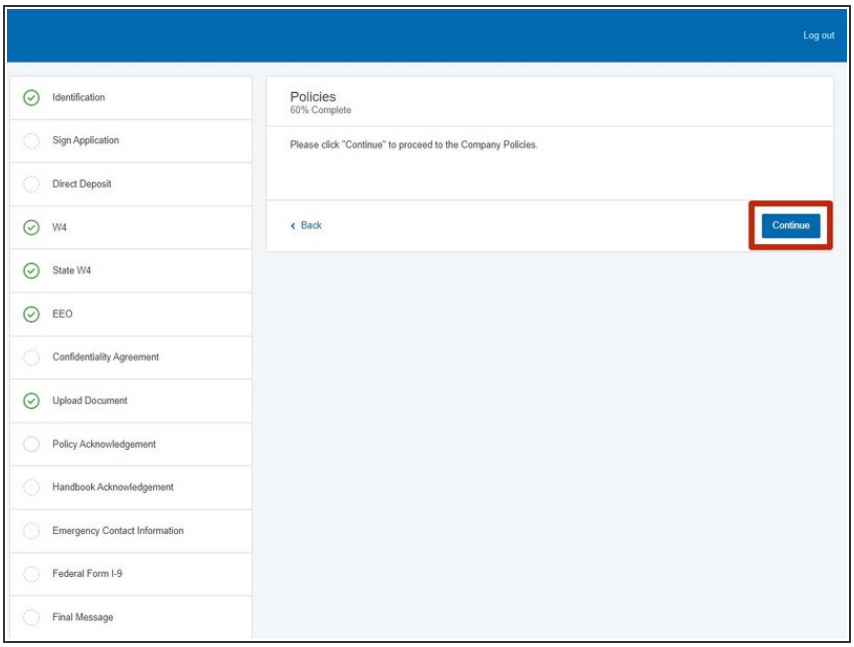






- **Scroll down** and review the Confidentiality, Non-Solicitation and Inventions Agreement
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

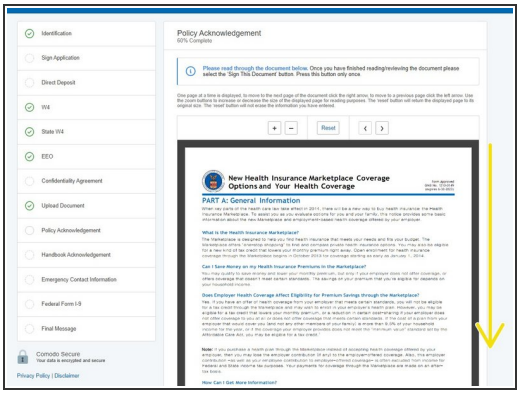
Step 27

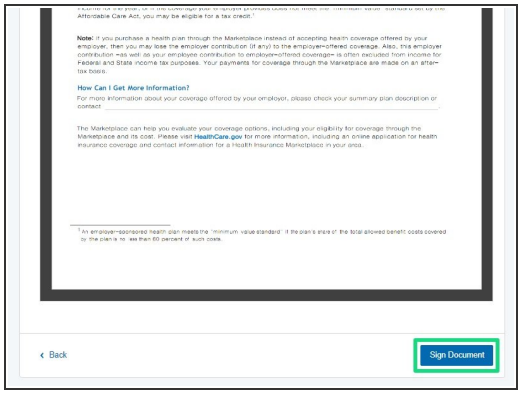


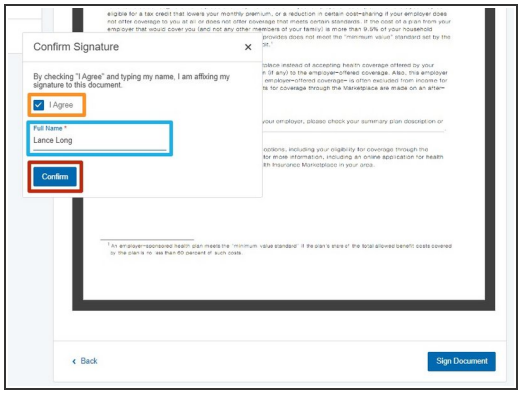
- Click **Continue**

ⓘ ***If you are unable to complete your Onboarding and need to comeback,*** CLICK HERE

Step 28

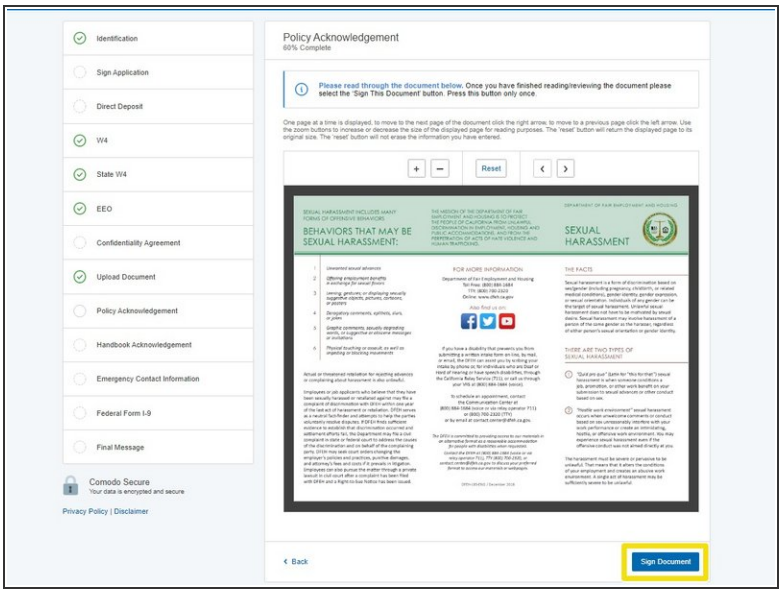


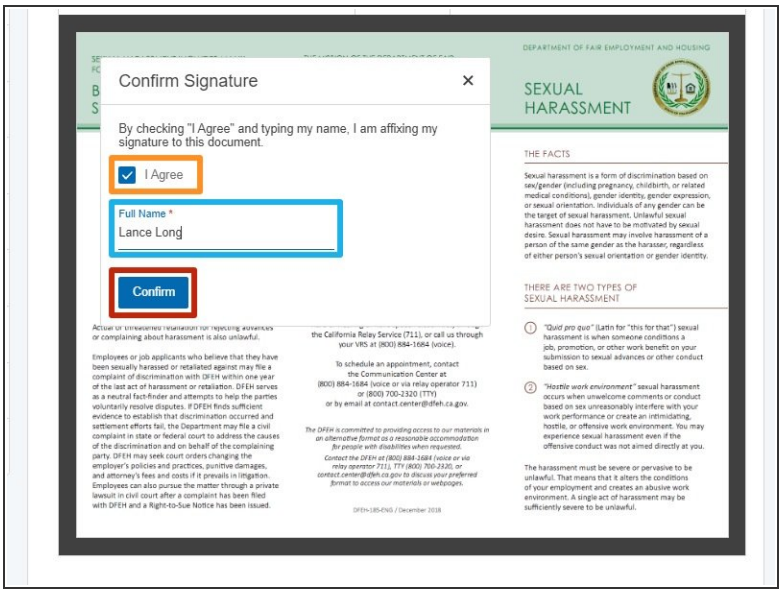




- **Scroll down** and review the New Health Insurance Marketplace Coverage
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

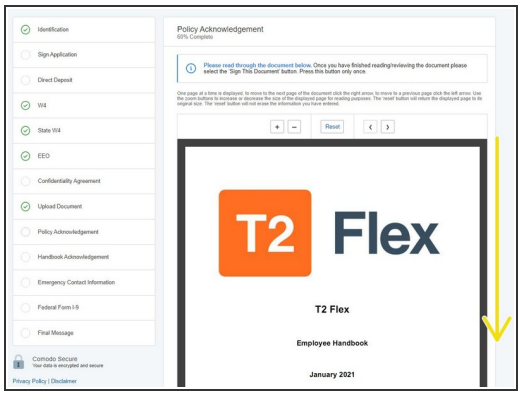
Step 29

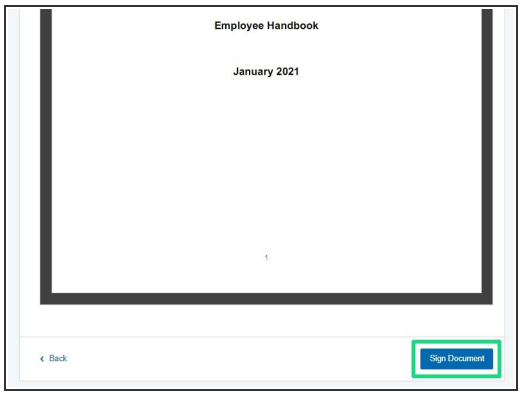


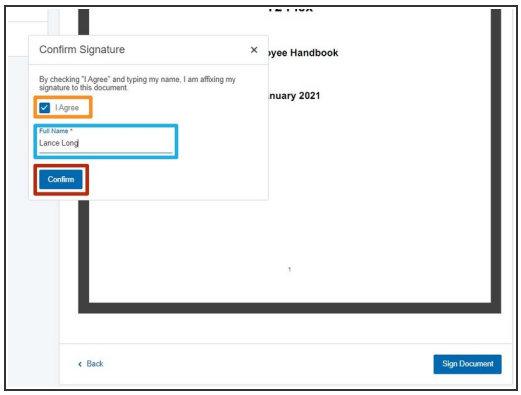


- ⓘ **Review the Sexual Harassment Form**
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

Step 30

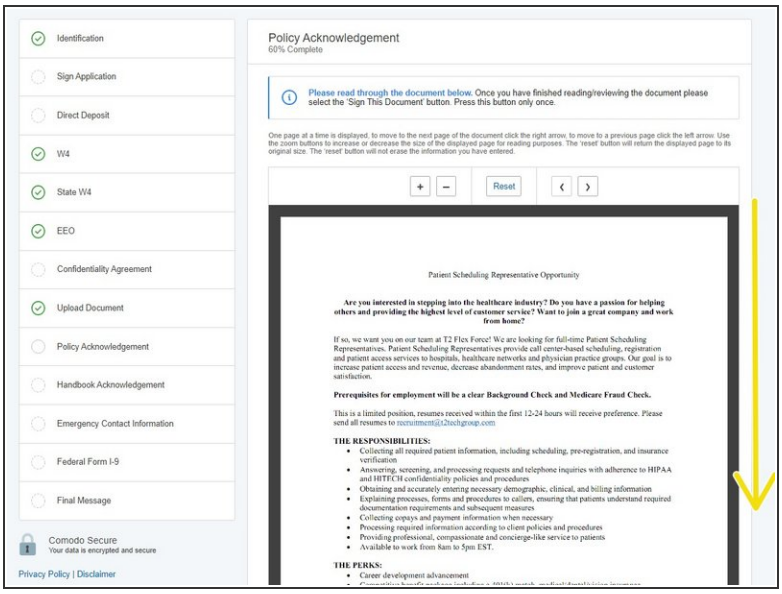


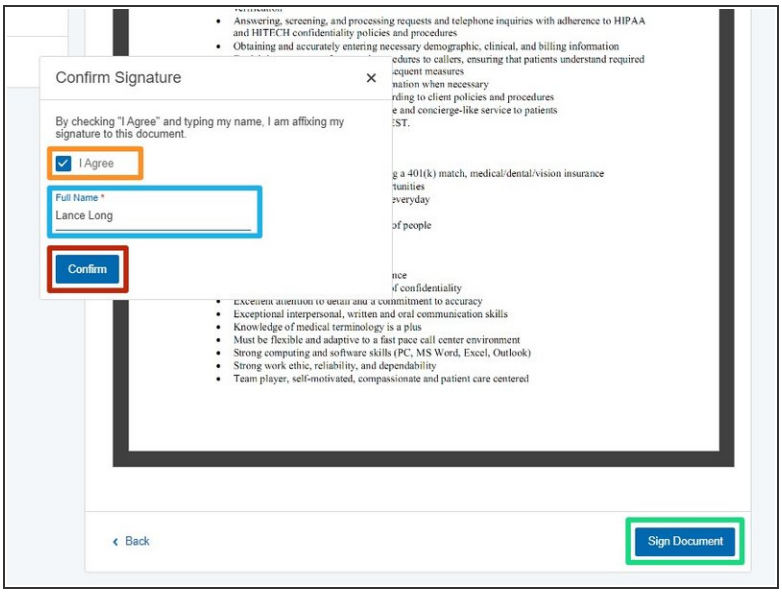




- **Scroll down** and review the T2 Flex Employee Handbook
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

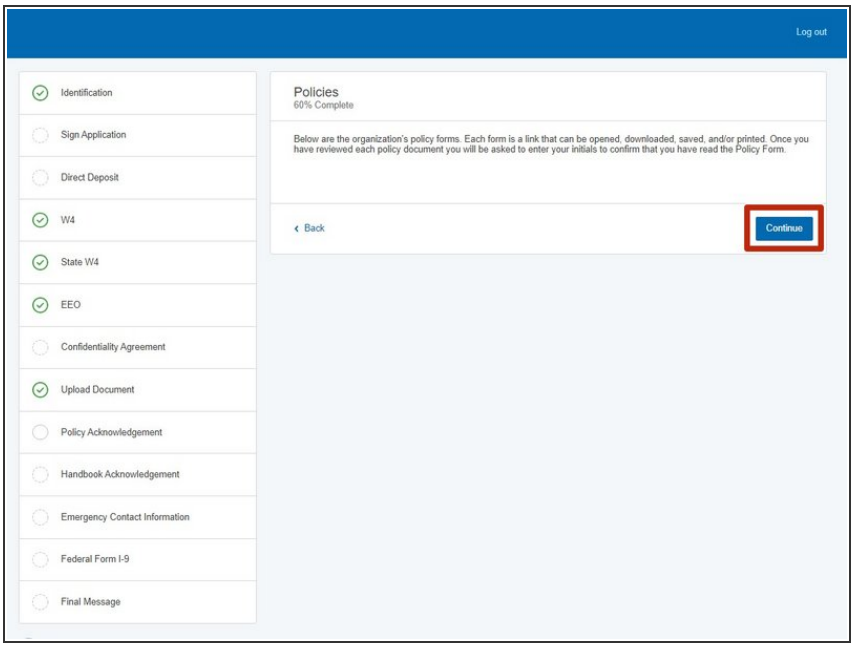
Step 31





- **Scroll down** and review your Job Description
- Click **Sign Document**
- Click **Agree**
- Type your **Full Name**
- Click **Confirm**

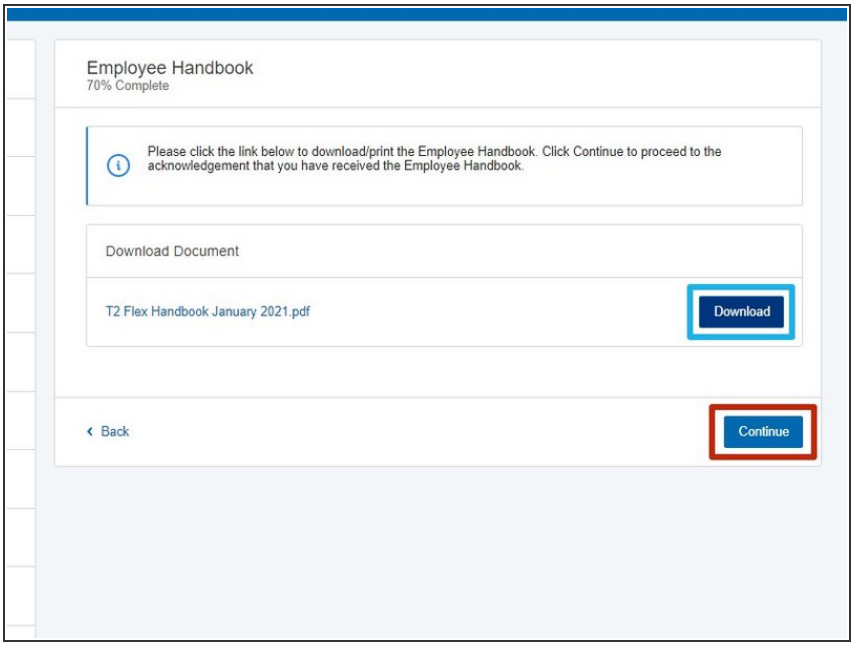
Step 32



- Click **Continue**

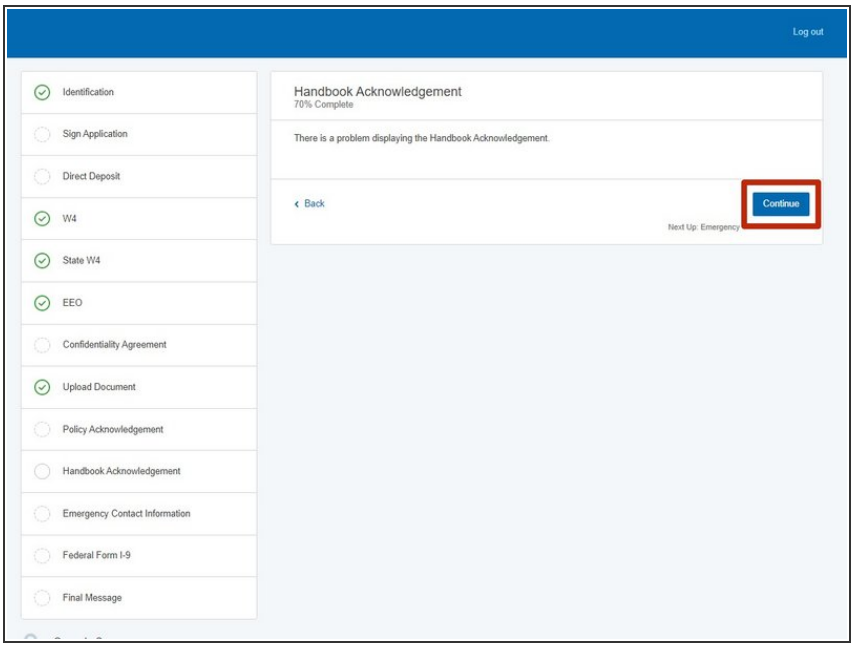
ⓘ ***If you are unable to complete your Onboarding and need to comeback,*** CLICK HERE

Step 33



- **Download** a copy of the T2 Flex Handbook
- Click **Continue**

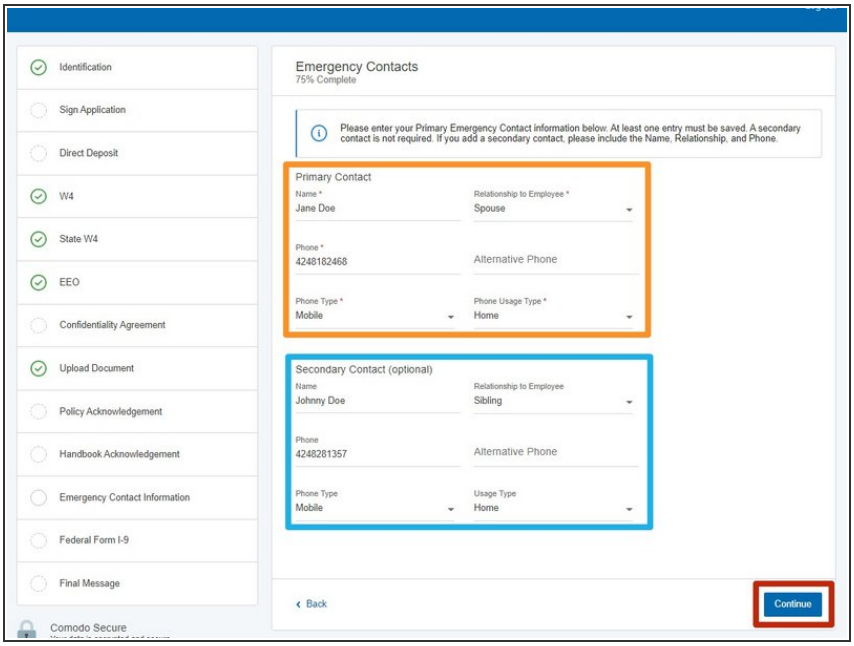
Step 34



- Click **Continue**

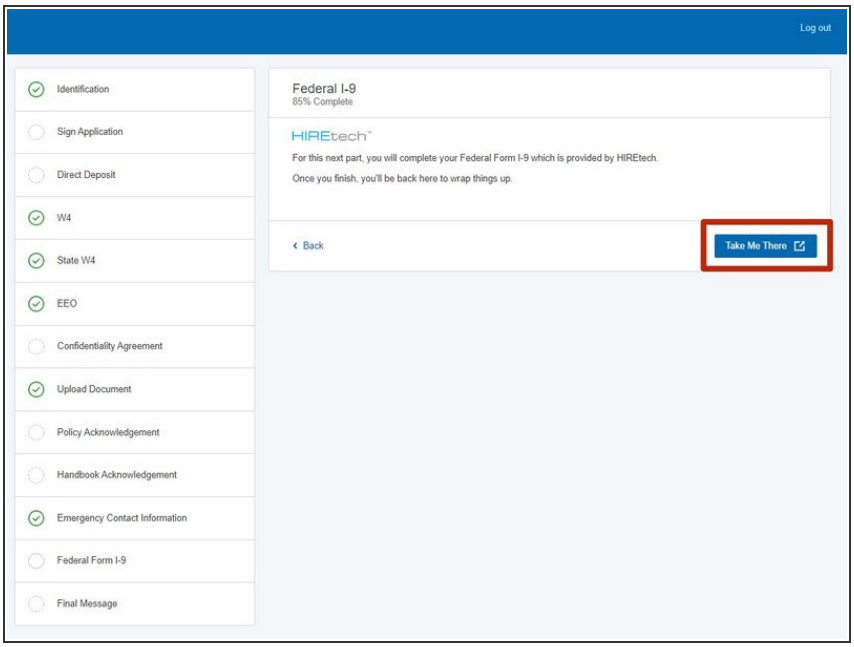
If you are unable to complete your Onboarding and need to comeback, CLICK HERE

Step 35



- Nominate your Emergency Contacts.
- Complete the **Primary Contact** information
- Complete the **Secondary Contact** information
- Click **Continue**

Step 36



⚠ ***You are required to complete the Federal Form I-9 to verify your identity and employment eligibility.***

- Click **Take Me There**

[CLICK HERE to begin the Federal Form I-9]

ⓘ ***If you are unable to complete your Onboarding and need to comeback,*** [CLICK HERE]