

# ONBOARDING

## CHECKLIST

### Hire Forms

- Download the W9 Form, Scan & Upload
- Complete ACH information for direct deposit payments
- Read, Sign & Submit IC Agreement
- Review Code of Conduct

### Compliance

- Submit a valid background check for the current season
- View Compliance Videos
- Complete Quizzes and Submit
- Receive training badges for successful completion

### OCS Scoring

- Select Categories
- View Training Videos
- Complete & Submit Quizzes

### Communication

- Event Confirmations available on the staff website
- Email Alerts for Event & Panel Confirmations
- Mobile Communication via the SLACK app

# ONBOARDING



**1**

## SELECT FORMS

Use the description button to select your forms.

**2**

## READ CAREFULLY

Read each form in its entirety before entering your information.

**3**

## PRINT OR DOWNLOAD

PDF forms may require printing or downloading from your computer or mobile device.

**4**

## UPLOAD AND/OR SUBMIT

Some forms may require uploading to the Compliance form or direct submission

**5**

## RECEIVE CONFIRMATION

A digital confirmation response will be provided when all forms have been submitted.