HOME BENEFITS	INROLLMENT PERSONNEL FILE •••		<u>a</u>		
💏 Bark & Parl	Hire Documentation: Step	2 of 3	UERIFY INFO DOCUMENTATION CONFIRM		
W-4					
1-9	Download and review the W4 form for	Download and review the W4 form for instructions. Download PDF preview			
Direct deposit authorization					
	Employee Information				
/erizon 🗟 12:53 PM 🛛 🕈 🏾 🕯 83%	First Name: * Jenny	Middle	nitial: Last Name: * New Hire		
ONBOARDING	Jenny		New nile		
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ULTURE GUIDE (EMPLOYEE HANDBOOK)	*				
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MERGENCY CONTACT FORM	>				
1-4	>				
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# **BerniePortal Onboarding**

Focus on people, not paperwork

## Onboarding with BerniePortal allows HR to:



Cut down on admin time



Eliminate paperwork



Improve employee onboarding experience

# BerniePortal Onboarding Key Features Include:

<b>~</b>	Applicant Tracking Integration	3
6	Intuitive Self-Service	3
~	Custom Documents	4
~	eSignatures	4
<b>~</b>	Automate Email Reminders	5
6	Warm Welcome	5
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## **Applicant Tracking Integration**

You hired the top-talent you were searching for– why stop there? Seamlessly transition your new hire through the 3-step guided onboarding process, eliminating the redundancy for filling out the same information twice, all while providing them with the opportunity to be productive and happy team members beginning day one.

Hire Documenta	tion: Step 1 of 3	U VERIFY INFO	2 DOCUMENTATION	3 CONFIRM
⊙ Hired	Bobby Boxer	Software Develope	er	0
• Hired	Courtney Sinclair	Controller	<b></b>	<b>&amp;</b> +Onboard
● Hired	Alex Ramsey	Account Manager		X Decline

Hire Documentation: Step 1 of 3	3 2 3 VERIFY INFO DOCUMENTATION CONFIRM
Personal Information	
First Name: *	Middle Initial: Last Name: *
Chris	Broussard
Social security number: * 111-11-1111	Confirm social security number: * 111-11-1111
Gender: *	Date Of Birth *
Male     Female	12/12/1999

## **Intuitive Self-Service**

A guided 3-step process walks employees through easy-fill forms and e-sign-enabled processes making onboarding quick and easy.

#### Manage Categories

O ADI

Drag your created categories to reorder. The order you decide here determines the order in which the employee will fill out paperwork during their onboarding process.

### **Custom Documents**

Your company is unique, which is why we give you the ability to upload your own employer-specific documents outside of the standard tax documents BerniePortal provides for you (W-4, W-9, I-9, State Withholding, and Direct Deposit). Examples of employer-specific documents include an employee handbook, policies and procedures, emergency contact form, etc.

D CATEGORY	
_	

:	Broker Forms	¢
:	Job Descriptions	¢
:	Employee Agreement Forms	¢
	W-4	
	W-9	
	State Withholding	
	1-9	
	Direct deposit authorization	
S/	CANCEL	

#### Sign (use your mouse): \*



Reset

**I AGREE** 

BACK TO PREVIOUS STEP

## eSignatures

With the same legal effect as traditional paperbased and handwritten signatures, new hires can legibly and legally e-sign onboarding documents faster allowing you to improve processes and remain compliant. I

(X)

#### Onboarding paperwork

(X)

١	Who would you like to send a reminder to?
	<ul> <li>Only Miles Davis</li> </ul>
	All employees that need to complete onboarding paperwork
	Annes too
	Message text
	Hi Joe,
	This is a reminder that you need to complete your onboarding paperwork b
	Friday!
	-HR
	•
	SEND REMINDER CANCEL

## **Automate Email Reminders**

Chasing down employees to complete forms is officially a thing of the past! Automatically customize and send email reminders to employees who haven't completed their documents with increasing urgency as their first day approaches.

## Warm Welcome

You've successfully onboarded your new hire into BerniePortal. With automated welcome emails, your employees can quickly and simply activate their accounts and complete the 3-step guided onboarding process before day one.

## BERNIE PORTAL

#### Hi Chris,

Welcome to Bark & Park! We use this online system to help us administer our onboarding paperwork. Please login and complete your documents before the end of the week.

#### Thanks,



## Made for Mobile

Today's modern workforce is constantly connected to their smartphones, that's why BerniePortal provides a mobile app designed for employee's to complete onboarding quickly and efficiently from any smart-enabled device.

Il Verizon LTE 9:19 AM C 7 8 *	61% 🔲 '		HI Verizon LTE 9:29 AM  ♥ 7 ♥ \$ 58% ← BACK TO HIRE DOCUMENTATION
Hire Documentation		<b>111</b> Verizon LTE 9:28 AM ⊌ 7 0 ¥ 58% ■)	I-9
		- BACK TO HIRE DOCUMENTATION	l attest, under penalty of perjury, that I am:
EMPLOYMENT AGREEMENTS		W-4	A citizen of the United States
			A noncitizen of the United States
CULTURE GUIDE (EMPLOYEE HANDBOOK)		Employee Information	A lawful permanent resident
COLLORE GOIDE (EMPLOTEE HANDBOOK)	>	Status	An alien authorized to work
EMERGENCY CONTACT FORM		Single	Documentation
EMERGENCE CONTACT FORM	>	Married	Select which documents you will upload
) W-4	_	Married, but withhold at higher rate	List A
	-	My last name differs from the info on my Social	List B & C
1-9	>	Security Card	Attachments (1)
	r	Withholding	😕 List of acceptable documents
DIRECT DEPOSIT AUTHORIZATION	>	Total number of allowances you are claiming (W-4 form, Line 5)	
		Additional amount, if any, you want withheld from each paycheck (W-4 form, Line 6)	Provide Documentation
		Sign Here	



With BerniePortal Onboarding you can simplify onboarding with online W-4s, W-9s, I-9s, and customizable forms.

Ready to learn more? See a tour of BerniePortal's Onboarding feature today:

## SEE TOUR