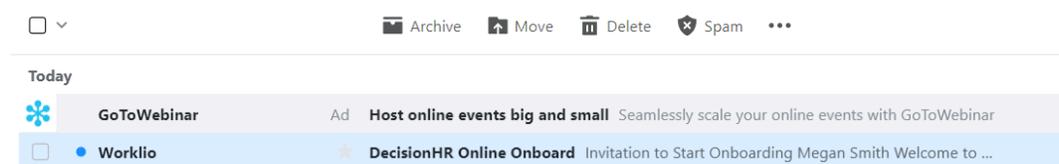




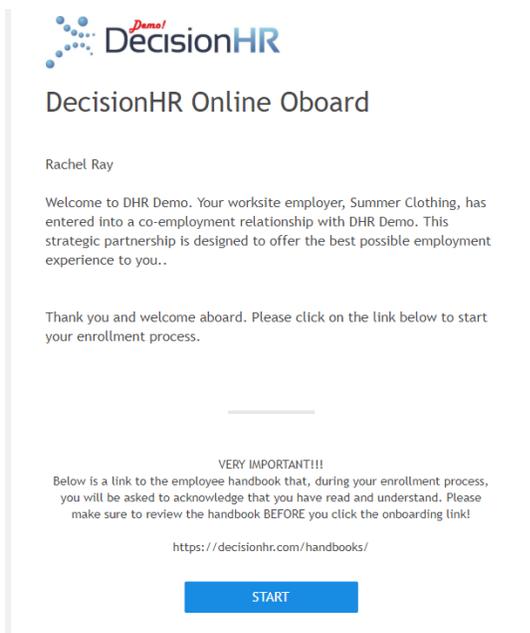
Employee Online Onboarding Guide

Below are the steps your employees will go through to complete the online onboarding process.

Step 1: Receive and open the email from Worklio



Step 2: Read the email and click the blue onboarding button.



Step 3: Enter your SSN.

DecisionHR

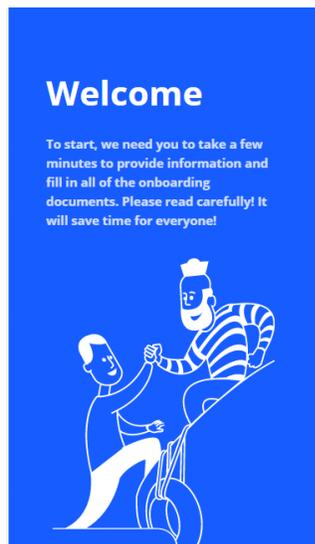
Welcome to the Onboarding Process for Summer Clothing

Before we start, please verify your identity.

Social Security Number

NEXT

Step 4: This will list all the documents you will go through to complete the onboarding. If you run into any issues, you can call or email the client services number.



Congratulations and welcome to DecisionHR! We are the co-employer of, Law Office of William E. Ramputi. Now, let's get you set up! Below, you will start the onboarding process.

If you have any questions or issues, please contact us at 888-828-5511 or email at clientservices@decisionhr.com.

Never onboarded online? No worries. Here are the steps:

- 1 Review Employment**
Check the info that we pre-filled. If there is any mistake, please let us know!
- 2 I-9 Form**
Fill in the I-9 and create your own e-signature, too! :) Don't forget to review all of the info: "Look, before you leap."
- 3 Personal Information**
Tell us a little bit more about yourself.
- 4 Contact Information**
Fill in your contact info, so we can stay in touch easily.
- 5 Education and Skills**
Tell us about your background.
- 6 EEO Form (Optional)**
Fill in the EEO self-identification form if you want to. No pressure.
- 7 W-4 Form**
Fill in the info for the W-4 (either federal or state or both), review it and sign it.
- 8 Company Documents**
Fill in some more documents we have prepared for you, review them and e-sign them.

Step 5: VERIFY that ALL your information is correct. If it is correct, click approve and continue. If something is not correct (like the spelling of your name or pay rate), click report wrong data to send back to your employer.

Employee Onboarding / Employment Summary Approval (1/13)

Review Your Employment Details

EMPLOYEE INFO

First Name: Megan
 Last Name: Wilder
 Social Security Number: ***-**-7545 Unmask

GENERAL EMPLOYMENT INFO

Start Date: 06/17/2020

POSITION INFO

Position:
 Home Division (Default):
 Work Location (Default): Main Office
 Department:
 Report To:

COMPENSATION

Employment Type: Regular Full-Time
 Compensation Type: Hourly
 Pay Period: Bi-Weekly
 Worker Type: Non-Exempt
 Compensable Hours: 0.00
 Hourly Rate: ***** Unmask

REPORT WRONG DATA APPROVE AND CONTINUE CLOSE

Step 6: Fill out the information requested. You MUST fill out all fields that have a blue line. They are mandatory.

Employee Onboarding / I-9 (2/13)

(PDF, ~500KB)
 Download Instructions For Form I-9

I Attest, That
 I am aware that Federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

PERSONAL INFORMATION

Social Security Number: ***-**-7545 Unmask
 Date Of Birth: MM/DD/YYYY
 First Name: Megan
 Last Name: Wilder
 Middle Name:
 Other Last Names User (if Any):

CONTACT INFORMATION

Address: 20901 Diamonte Dr.
 Apartment Number:
 City Or Town: Land O'Lakes
 State:
 ZIP Code: 34637
 Country: United States
 E-mail Address:
 Phone Number: () - -

ATTESTATION

A Citizen Of The United States
 An individual is a United States citizen by birth or by naturalization.

A Noncitizen Of The United States
 An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

A Lawful Permanent Resident
 An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional.

Click create signature. This will allow you to electronically sign and complete the onboarding process. If you choose not to sign, you will be required to submit hard copies of your W-4 and I-9 to your employer BEFORE YOU ARE ABLE TO BE PAID.

SIGNATURE

E-Signature
 The parties agree that this agreement may be electronically signed. The parties agree purposes of validity, enforceability, and admissibility.

Create Signature

Step 7: Review I-9 and click next.

Step 8: Add your personal information.

Employee Onboarding / Personal Information (5/13)

1 2 3 4 5 6 7 8 9 10 11 12

PERSONAL INFORMATION

Social Security Number	***.**-7545 Unmask	Date Of Birth	11/19/1981
Salutation		Gender	Female
First Name	Megan	Citizenship	A Citizen Of The United States
Last Name	Wilder	Driver's License Number	
Middle Name		Driver's License Expiration Date	MM/DD/YYYY
Other Last Names User (If Any)		Driver's License Class	
Nickname		Driver's License State	
Suffix			

Step 9: Add your contact information.

Employee Onboarding / Contact Information (6/13)

1 2 3 4 5 6 7 8 9 10

RESIDENTIAL ADDRESS (PHYSICAL ADDRESS)	ALTERNATE MAILING ADDRESS		
Address	20901 Diamonte Dr.	Setup Alternate Address	<input type="checkbox"/>
Apt. Number		EMERGENCY CONTACT	
City Or Town	Land O'Lakes	Setup Emergency Contact	<input type="checkbox"/>
State	Florida		
ZIP Code	34637		

CONTACT INFORMATION

Personal Phone	() - - -
Personal Cell Phone	() - - -
Personal Email Address	
Company Cell Phone	() - - -
Company Phone	() - - - <input type="button" value="Exit"/>
Company Email Address	

Step 10: The education and skills section is optional.

Step 11: The EEO information is optional.

Step 12: Fill out your W-4. Use the blue links for assistance in calculating.

Employee Onboarding / Tax Withholding (9/13)

1 2 3 4 5 6 7 8 9 10 11 12

SSN: ***-**-7545 | [Unmask](#) | Address: 20901 Diamonte Dr.
 City Or Town, State and ZIP Code: Land O'Lakes, FL 34637

First Name and middle initial: Megan
 Last Name: Wilder
 Filing Status: Single Or Married Filing Separately

EXEMPTION FROM WITHHOLDING

I claim exemption from withholding and I certify that I meet both of the following conditions:
 - I had no federal income tax liability in 2019, and
 - I expect to have no federal income tax liability in 2020
 If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return.
 You will need to submit a new Form W-4 for each tax year.

Tax Withholding Work State (California)

Use the [DE-4 worksheet](#)

SSN: ***-**-7545 | [Unmask](#)
 Full Name: Megan Wilder
 Home Address: 20901 Diamonte Dr.
 City, State and ZIP Code: Land O'Lakes FL 34637

FILLING STATUS WITHHOLDING ALLOWANCES

Single Or Married

Step 13: View and sign your W-4. You need to click on both all pages if applicable. Click the I Declare box and verify signature.

Employee Onboarding / Tax Withholding (9/13)

1 2 3 4 5 6 7 8 9 10 11 12

W-4_CA.pdf 2 of 2 Previous [Next](#)

Accept and Sign

I Declare
 Under penalties of perjury, I declare that I have examined these certificates and, to the best of my knowledge and belief, they are true, correct, and complete. I confirm that I have read and agree to these documents.

E-Signature
 The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Megan Wilder


[Edit Signature](#)

1 of 4 Automatic Zoom

EDD Employment Development Department State of California

Clear Form

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Complete this form so that your employer can withhold the correct California state income tax from your paycheck.

Enter Personal Information	
First, Middle, Last Name Megan Wilder	Social Security Number 459-68-7545
Address 20901 Diamonte Dr. City, State, and ZIP Code Land O'Lakes FL 34637	Filing Status <input checked="" type="checkbox"/> SINGLE or MARRIED (with two or more incomes) <input type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD

1. Total Number of Allowances you're claiming (Use Worksheet A for regular withholding allowances. Use other worksheets on the following pages as applicable, Worksheet A+B). 2

2. Additional amount, if any, you want withheld each pay period (if employer agrees), (Worksheet B and C) 0.00

OR

3. I claim exemption from withholding for 2020, and I certify I meet both of the conditions for exemption.
 OR
 Write "Exempt" here

4. I certify under penalty of perjury that I am **not subject** to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act and the Veterans Benefits and Transition Act of 2018. (Check box here)

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

BACK [NEXT](#) CLOSE

Step 14: If you have direct deposit. Click Add new Bank Account. Then fill out the correct information and click next.

Split Paychecks

Each paycheck can be split between multiple bank accounts. Add an account using "Add New Bank Account" in the table below. The priority of deductions from the net pay. You can change the order in the table below. If the sum of all net pay allocations doesn't equal 100% of the net pay, the remainder will be issued to the primary bank account.

[+ Add New Bank Account](#) |

Actions	Account Type	Account Number	Routing Number
---------	--------------	----------------	----------------

ACCOUNT DETAILS

Account Type

Account Number

Routing Number

Account Holder Name

ALLOCATION DETAILS

Pay Into This Account

Amount

Step 15: You must read through each document. Then click I Declare and Verify Signature.

Employee Onboarding / Documents Acknowledgment (12/13)

1 2 3 4 5 6 7 8 9 10 11 12

EE Handbook and Ack and at will agreement.docx 3 of 3 Previous Next

Accept and Sign

I Declare

Under penalties of perjury, I declare that I have examined this document and, to the best of my knowledge and belief, it is true, correct, and complete. I confirm that I have read and agree to these document.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT AND AT-WILL AGREEMENT

By signing below, I acknowledge that I have received my copy of the Worksite Handbook and that I will familiarize myself with its contents.

1. I understand that this handbook represents the current policies, regulations, and benefits, and that except for employment at-will status and the Arbitration Agreement, any and all policies or practices can be changed at any time, although only changes in writing issued by an authorized representative are binding on your Worksite and/or DecisionHR retains the

Step 16: You have the option to download the documents you signed individually here.

Employee Onboarding / Signing Documents Summary

1 2 3 4

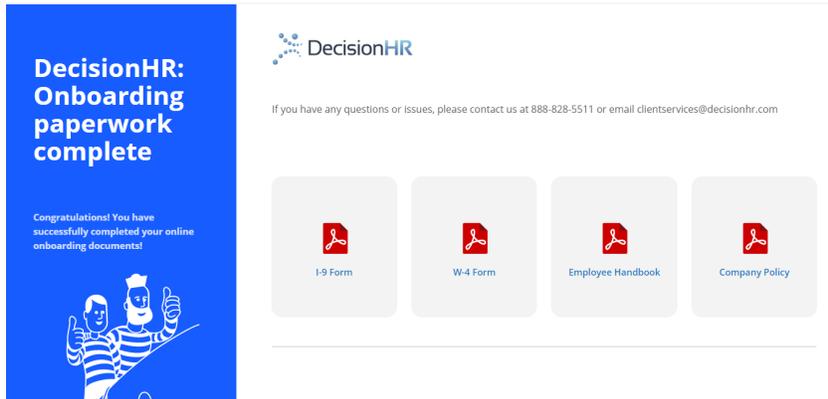
Download All |

Actions	Document Name
Download	BINDING ARBITRATION AGREEMENT AND CLASSIFICATION OF EMPLOYMENT AGREEMENT.docx
Download	EE Handbook and Ack and at will agreement.doc
Download	I-9 Form
Download	W-4 Form
Download	W-4_CA.pdf

20 50 100

Step 17: You also have the option to download a zip file of ALL of the documents you signed here.

Step 18: You are finished! You will receive the following email upon completion!



The screenshot shows an email notification from DecisionHR. On the left is a blue sidebar with the text "DecisionHR: Onboarding paperwork complete" and "Congratulations! You have successfully completed your online onboarding documents!" along with an illustration of two people. The main content area features the DecisionHR logo, contact information, and four document download buttons: "I-9 Form", "W-4 Form", "Employee Handbook", and "Company Policy".



The email body content includes the DecisionHR logo, the heading "Great Job!", and the following text: "Congratulations, you have finished your online onboarding documents. If you have any questions on the next steps, please reach out to your employer, Law Office of William E. Ramputi. Thank you, DecisionHR Client Services 888-828-5511 ClientServices@DecisionHR.com".