

Employee Onboarding Wizard



This guide walks through the step by step process of how an employee can finish their own onboarding within isolved.

- 1 After onboarding is initiated, employee will receive an email to begin onboarding.

- 2 First you will get the Electronic Communications and Signature agreements. You'll need to agree to this in order to complete your onboarding online. Click the "I accept the Terms of Use and Consent to Electronic Communications and Electronic Signature." field.

A screenshot of a web form titled '5. Updating Your Email Address'. The form contains two sections: '5. Updating Your Email Address' and '6. Conditions Affecting Electronic Communications'. The '5. Updating Your Email Address' section has a text input field and a 'SUBMIT' button. The '6. Conditions Affecting Electronic Communications' section contains a paragraph of text and a 'Your Consent' section with two radio buttons. The first radio button is selected and is highlighted with an orange circle. The second radio button is unselected. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons.

5. Updating Your Email Address

You can change your email address, which is used by Company to communicate electronically, by submitting the updated information in writing to the Company Address. You may also change your email address yourself through the Company's self-service application, if available.

6. Conditions Affecting Electronic Communications

Circumstances under which electronic conditions no longer make it feasible to provide communications electronically may give rise to Company providing communication in paper form (for example, termination of employment). The Company has sole discretion to determine the method of distribution for communication, provided Company adheres to the Terms of Use.

Your Consent: After you have carefully read these Terms of Use and Consent to Electronic Communications and Electronic Signature, please indicate your understanding and acceptance by selecting one of the following:

☒ I accept the Terms of Use and Consent to Electronic Communications and Electronic Signature.

☐ I decline the Terms of Use and Consent to Electronic Communications and Electronic Signature.

CANCEL SUBMIT

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ver. 250626.1

3 Click "Submit"

acknowledgements, terms, disclosures, or any other communication made during the period you agreed to the Terms of Use and Consent to Electronic Communications and Electronic Signature.

5. Updating Your Email Address

You can change your email address, which is used by Company to communicate electronically, by submitting the updated information in writing to the Company Address. You may also change your email address yourself through the Company's self-service application, if available.

6. Conditions Affecting Electronic Communications

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Your Consent: After you have carefully read these Terms of Use and Consent to Electronic Communications and Electronic Signature, please indicate your understanding and acceptance by selecting one of the following:

☒ I **accept** the Terms of Use and Consent to Electronic Communications and Electronic Signature.


☐ I **decline** the Terms of Use and Consent to Electronic Communications and Electronic Signature.

CANCEL **SUBMIT**

4 Click "Continue" to get started

TT Test Test
Status: Not started

Welcome



We're excited that you are joining us at Shades of Green Permaculture and can't wait for you to start. Please complete the onboarding process so you can hit the ground running on your first day. If you have any questions, please don't hesitate to ask.

We look forward to seeing you soon!

CONTINUE


5

This screen will list the sections you'll need to complete
Click "START" on Personal Information First

TT

Test Test
Status: Not started

Onboarding



Personal Information

START

Federal Reporting

START

Additional Information

START

FINISH LATER

6

Click "Start" in the About You section

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Onboarding

EXIT WIZARD

1 Your Information

☒ Personal

☐ Pay check

☐ Taxes

2 Federal Reporting

☐ Form I-9

3 Additional Information

☐ Supporting Documents

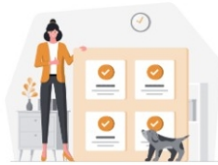
4 Final review

☐ Tasks to Complete

TT


Test Test
Not started

Your Information



As a new employee there's a few things we need from you. Let's get started by adding your personal details.

Profile Picture



About You

START

Your Contact Details

START

Messages

You have no messages.

7

Enter Personal Data

③ Additional Information

☐ Supporting Documents

④ Final review

☐ Tasks to Complete

Last name

Test

Prefix

optional

Suffix

optional

Preferred name

optional

Pronouns

optional

Home Address

Your address must be completed for tax withholding forms to be available.

Address

Address 2

optional

Apartment, suite, building, etc.

Zip code

12345-6789

Tap 'Enter' with cursor in field to retrieve city list

City

State

Alternate Address

You can add an alternate address if you would like your paychecks or tax forms mailed to a different address including a military or foreign address.

8

Click "Save"

④ Final review

☐ Tasks to Complete

optional

Preferred name

optional

Pronouns

optional

Home Address

Your address must be completed for tax withholding forms to be available.

Address

100 Main St

Address 2

optional

Apartment, suite, building, etc.

Zip code

30044

Tap 'Enter' with cursor in field to retrieve city list

City

LAWRENCEVILLE

State

GA

Alternate Address

You can add an alternate address if you would like your paychecks or tax forms mailed to a different address including a military or foreign address.

CANCEL

SAVE

9 Click "Start" to enter your Contact Details

☐ Taxes

☒ ② Federal Reporting

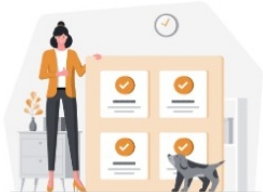
☐ Form I-9

☒ ③ Additional Information

☐ Supporting Documents

☒ ④ Final review

☐ Tasks to Complete



As a new employee there's a few things we need from you. Let's get started by adding your personal details.

Profile Picture

About You


EDIT

Your Contact Details

START

NEXT >

10 Enter Contact Details



✓ Personal information has been added

① Your Information

☒ Personal

☐ Pay check

☐ Taxes

② Federal Reporting

☐ Form I-9

③ Additional Information

☐ Supporting Documents

④ Final review

☐ Tasks to Complete

TT Test Test
Not started

Your Contact Details

All fields are required unless marked optional

Date of birth

ID type

SSN

SSN

Work phoneExt.

Fax

Home phone

Mobile phone

Email address

Enter your personal email

Marital status

Select (optional)

Military status

Select (optional)

Messages

You have no messages.

5

11 Click "Save"

☐ Pay check

☐ Taxes

② Federal Reporting

☐ Form I-9

③ Additional Information

☐ Supporting Documents

④ Final review

☐ Tasks to Complete

Your Contact Details

All fields are required unless marked optional

Date of birth

02/26/1990

ID type

SSN

SSN

111-11-1111

Work phone

optional

Ext.

1234!

Fax

optional

Home phone

optional

Mobile phone

(678) 447-5555

Email address

optional

Enter your personal email

Marital status

Select (optional)

Military status

Select (optional)

CANCEL

SAVE

You have no messages.

12 Click "Next" once you've completed these sections

☐ Pay check

☐ Taxes

② Federal Reporting

☐ Form I-9

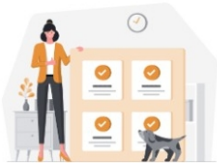
③ Additional Information

☐ Supporting Documents

④ Final review


☐ Tasks to Complete

Your Information



As a new employee there's a few things we need from you. Let's get started by adding your personal details.

Profile Picture



About You

EDIT

Your Contact Details

EDIT

NEXT >

You have no messages.

13

Next Click "Direct Deposit"

You'll notice on the left side, once you've completed a section that it will have a green checkbox, like you see next to 'Personal'
If you missed something you

Onboarding

1 Your Information

☒ Personal

☒ [Pay check](#)

☐ Taxes

2 Federal Reporting

☐ Form I-9

3 Additional Information


☐ Supporting Documents

4 Final review

☐ Tasks to Complete

TT Test Test
In progress

Your Pay Check



Have your pay check deposited directly into your bank account.

[+ DIRECT DEPOSIT](#)

[< PREV](#) [NEXT >](#)

Messages

You have no messages.

14

Enter "Routing number"

Onboarding [EXIT WIZARD](#)

1 Your Information

☒ Personal

☒ [Pay check](#)

☐ Taxes

2 Federal Reporting

☐ Form I-9

3 Additional Information

☐ Supporting Documents

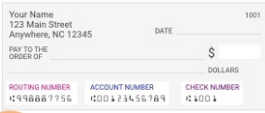
4 Final review

☐ Tasks to Complete

TT Test Test
In progress

Bank Details

All fields are required unless marked optional



Routing number

Account number

Account type

Description

Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☐ Flat Dollar Amount

☐ Percentage of Net Pay

☐ Remaining Net

Frequency

Messages

You have no messages.

15 Enter "Account number"

1 Your Information

- ☒ Personal
- ☒ [Pay check](#)
- ☐ Taxes

2 Federal Reporting

- ☐ Form I-9

3 Additional Information

- ☐ Supporting Documents

4 Final review

- ☐ Tasks to Complete

TT Test Test
In progress

Bank Details
All fields are required unless marked optional

Your Name
123 Main Street
Anywhere, NC 12345
DATE
1001

PAY TO THE ORDER OF
\$
DOLLARS

ROUTING NUMBER
0998887755

ACCOUNT NUMBER
123456789

CHECK NUMBER
1234

Routing number
061000104

Account number
12345678

Account type
Select

Description
optional

Deposit details
Any remaining net pay may be issued by paper check

Distribution details

- ☐ Flat Dollar Amount
- ☐ Percentage of Net Pay
- ☐ Remaining Net

Frequency
Every Pay

Messages
You have no messages.

16 Select Account Type

☒ [Pay check](#)

☐ Taxes

2 Federal Reporting

- ☐ Form I-9

3 Additional Information

- ☐ Supporting Documents

4 Final review

- ☐ Tasks to Complete

Bank Details
All fields are required unless marked optional

Your Name
123 Main Street
Anywhere, NC 12345
DATE
1001

PAY TO THE ORDER OF
\$
DOLLARS

ROUTING NUMBER
0998887755

ACCOUNT NUMBER
123456789

CHECK NUMBER
1234

Routing number
061000104

Account number
12345678

Account type
Select

Description
Checking

Deposit details
Any remaining net pay may be issued by paper check

Distribution details

- ☐ Flat Dollar Amount
- ☐ Percentage of Net Pay
- ☐ Remaining Net

Frequency
Every Pay

Messages
You have no messages.

CANCEL

SAVE

17 Select Remaining Net

☒ Pay check

☐ Taxes

2 Federal Reporting

☐ Form I-9

3 Additional Information

☐ Supporting Documents

4 Final review

☐ Tasks to Complete

Bank Details

All fields are required unless marked optional

Your Name
123 Main Street
Anywhere, NC 12345

DATE

1001

PAY TO THE ORDER OF

\$

DOLLARS

ROUTING NUMBER
061000104

ACCOUNT NUMBER
12345678

CHECK NUMBER
00000001

Routing number

061000104

Account number

12345678

Account type

Checking

Description

optional

Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☐ Flat Dollar Amount

☐ Percentage of Net Pay

☒ Remaining Net

Frequency

Every Pay

CANCEL

SAVE

You have no messages.

18 Click "Save"

Additional Information

Supporting Documents

Final review

Tasks to Complete

ROUTING NUMBER
061000104

ACCOUNT NUMBER
12345678

CHECK NUMBER
00000001

Routing number

061000104

Account number

12345678

Account type

Checking

Description

optional

Deposit details

Any remaining net pay may be issued by paper check

Distribution details

☐ Flat Dollar Amount

☐ Percentage of Net Pay

☒ Remaining Net

Frequency

Every Pay

CANCEL

SAVE

19 Click "Next"

☒ [Pay check](#)

☐ Taxes

② Federal Reporting

☐ Form I-9


③ Additional Information

☐ Supporting Documents

④ Final review

☐ Tasks to Complete

Your Pay Check



Have your pay check deposited directly into your bank account.

[+ DIRECT DEPOSIT](#)

TRUIST BANK

Checking account ending in 5678

| | |
|----------------------|---------------|
| Distribution details | Remaining net |
| Frequency | Every Pay |

[< PREV](#) [NEXT >](#)

You have no messages.

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20 Click "Open Tax Wizard"

☒ [Pay check](#)

☒ [Taxes](#)

② Federal Reporting

☐ Form I-9


③ Additional Information

☐ Supporting Documents

④ Final review

☐ Tasks to Complete

Tax Information



Use the Tax Wizard to add or update your federal, state, and local tax withholding forms.

The Tax Wizard will open in a new tab. Return to this page when you have completed your tax forms to continue.

All tax forms must be completed and submitted to save your information. Any partial updates will be lost.

[OPEN TAX WIZARD](#)

[< PREV](#) [NEXT >](#)

You have no messages.

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21 Click Start

in Menu

En

Employee Withholding Resource Center

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.



Start

[Sign out](#)

22 Click "Federal"

Main Menu

Your selected jurisdictions based on your home and work addresses

Federal

Georgia (resident)

Back

Next →

23 Click language that is applicable

Main Menu

Federal - Survey

[Check my progress](#)

1 Survey

2 Language Survey

Select one

☒ I want to continue in English

☐ Quiero continuar en Español

[Back](#) [Next →](#)

24 Click "Start" to complete Federal tax form

Main Menu

Federal - Survey

[Check my progress](#)

Based on answers you provided, we have determined the following withholding form(s) may apply to you.

| | Locality | Name | Title | Status |
|-------------------------|----------|------|------------------------------------|--------------|
| Start → | FEDERAL | W-4 | Employee's Withholding Certificate | Not Complete |

[Back](#)

25

Click the "Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete." field.

Main Menu

Federal - Employee's Withholding Certificate - W-4

Wizard

[Form and Instructions](#)

Please review the document below

If you would like to make any changes, you may return to the previous page.

If you would like to submit this form, please agree to the terms below.

☐ Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

Back

Submit Form

You must agree to the perjury statement above, by checking the checkbox, before submitting.

W-4 form preview

Print

Download

| | | | |
|---|--|----------------------|---|
| Form W-4 Department of the Treasury Internal Revenue Service | Employee's Withholding Certificate | | OMB No. 1545-0044 |
| | Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. | | 2025 |
| Step 1: | (a) First name and middle initial T E S T | Last name T E S T | (b) Social security number * * - * * - 1 1 1 1 |

26

Enter last four digits of SSN as the PIN

Federal - Employee's Withholding Certificate - W-4

Wizard

[Form and Instructions](#)

Please review the document below

If you would like to make any changes, you may return to the previous page.

If you would like to submit this form, please agree to the terms below.

☒ Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

Back

Submit Form

You must agree to the perjury statement above, by checking the checkbox, before submitting.

W-4 form preview

Print

Download

| | | | |
|---|--|----------------------|---|
| Form W-4 Department of the Treasury Internal Revenue Service | Employee's Withholding Certificate | | OMB No. 1545-0044 |
| | Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. | | 2025 |
| Step 1: Enter Personal Information | (a) First name and middle initial T E S T | Last name T E S T | (b) Social security number * * - * * - 1 1 1 1 |
| | Address 100 Main St | | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 |
| | City or town, state, and ZIP code | | |

27 Click "Submit Form"

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

1111

Back **Submit Form**

W-4 form preview

[Print](#) [Download](#)

Form W-4 **Employee's Withholding Certificate** OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. **2025**

Department of the Treasury Internal Revenue Service

Step 1: (a) First name and middle initial: Test Last name: Test (b) Social security number: ***-**-1111

Enter Personal Information Address: 100 Main St City or town, state, and ZIP code: Lawrenceville, GA 30044

(c) ☐ Single or Married filing separately ☐ Married filing jointly or Qualifying surviving spouse ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs. Do only one of the following:
(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
(c) If there are only two jobs total, you may check this box. Do this same on Form W-4 for the other job. This

28 Click "Continue"

Main Menu

Form W-4 has been submitted!

Continue [Sign out](#)

W-4 form preview

[Print](#) [Download](#)

Form W-4 **Employee's Withholding Certificate** OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS. **2025**

Department of the Treasury Internal Revenue Service

Step 1: (a) First name and middle initial: Test Last name: Test (b) Social security number: ***-**-1111

Enter Personal Information Address: 100 Main St City or town, state, and ZIP code: Lawrenceville, GA 30044

(c) ☒ Single or Married filing separately ☐ Married filing jointly or Qualifying surviving spouse ☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

29 Click "Start" to complete State tax form

Main Menu

Georgia - Survey

[Check my progress](#)

Based on answers you provided, we have determined the following withholding form(s) may apply to you.

| | Locality | Name | Title | Status |
|-------------------------|----------|------|--|--------------|
| Start → | GA | G-4 | Employee's Withholding Allowance Certificate | Not Complete |

[Back](#)

30 Click the "I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above." field.

Main Menu

Georgia - Employee's Withholding Allowance Certificate - G-4

[Wizard](#) [Form and Instructions](#)

Please review the document below

If you would like to make any changes, you may return to the previous page.
If you would like to submit this form, please agree to the terms below.

☐ I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

[Back](#) [Submit Form](#)

You must agree to the perjury statement above, by checking the checkbox, before submitting.

G-4 form preview [Print](#) [Download](#)

Form G-4 (Rev. 08/15/24)

2511000015

31 Enter the last four digits of SSN as PIN

Georgia - Employee's Withholding Allowance Certificate - G-4

Wizard [Form and Instructions](#)

Please review the document below
If you would like to make any changes, you may return to the previous page.
If you would like to submit this form, please agree to the terms below.

☒ I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

[Back](#) [Submit Form](#)

You must agree to the perjury statement above, by checking the checkbox, before submitting.

G-4 form preview [Print](#) [Download](#)

Form G-4 (Rev. 06/15/24)

2511004015

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

| | |
|---------------------------------|--|
| 1a. YOUR FULL NAME Test Test | 1b. YOUR SOCIAL SECURITY NUMBER ***-**-1111 |
|---------------------------------|--|

32 Click "Submit Form"

Please review the document below
If you would like to make any changes, you may return to the previous page.
If you would like to submit this form, please agree to the terms below.

☒ I certify under penalty of perjury that I am entitled to the number of withholding allowances or the exemption from withholding status claimed on this Form G-4. Also, I authorize my employer to deduct per pay period the additional amount listed above.

Please verify the accuracy of your tax forms and electronically sign the documents by entering a PIN. Your PIN is the last four digits of your SSN.

[Back](#) [Submit Form](#)

G-4 form preview [Print](#) [Download](#)

Form G-4 (Rev. 06/15/24)

2511004015

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

| | |
|--|---|
| 1a. YOUR FULL NAME Test Test | 1b. YOUR SOCIAL SECURITY NUMBER ***-**-1111 |
| 2a. HOME ADDRESS (Number, Street, or Rural Route) 100 Main St | 2b. CITY, STATE AND ZIP CODE Lawrenceville, GA 30044 |

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS
Enter letter below on Line 7.

4. DEPENDENT ALLOWANCES [1]

33 Click "Finished"

Main Menu

Form G-4 has been submitted!



G-4 form preview

Print

Download

Form G-4 (Rev. 08/15/24)



2511004015

STATE OF GEORGIA EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

| | |
|--|---|
| 1a. YOUR FULL NAME Test Test | 1b. YOUR SOCIAL SECURITY NUMBER ***-**-1111 |
| 2a. HOME ADDRESS (Number, Street, or Rural Route) 100 Main St | 2b. CITY, STATE AND ZIP CODE Lawrenceville, GA 30044 |

PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING LINES 3 - 8

3. MARITAL STATUS

Enter letter below on Line 7.

- A. Single
- B. Married Filing Separate or Married Filing Joint, both spouses working
- C. Married Filing Joint, one spouse working
- D. Head of Household

4. DEPENDENT ALLOWANCES

[1]

5. GEORGIA ADJUSTMENTS ALLOWANCE []

(See Instructions for details. Worksheet below must be completed)

34 Click "Confirm Completion"

Pay check

Taxes

2 Federal Reporting

Form I-9

3 Additional Information

Supporting Documents

4 Final review

Tasks to Complete

Tax Information



Use the Tax Wizard to add or update your federal, state, and local tax withholding forms.

The Tax Wizard will open in a new tab. Return to this page when you have completed your tax forms to continue.

All tax forms must be completed and submitted to save your information. Any partial updates will be lost.

OPEN TAX WIZARD

CONFIRM COMPLETION

PREV NEXT

You have no messages.

35 Click "Next"

☒ Pay check

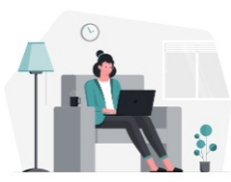
☒ Taxes

☐ Form I-9

☐ Supporting Documents

☐ Tasks to Complete

Tax Information



Use the Tax Wizard to add or update your federal, state, and local tax withholding forms.

The Tax Wizard will open in a new tab. Return to this page when you have completed your tax forms to continue.

☒ Tax form updates confirmed. Click "Next" to continue onboarding.

[OPEN TAX WIZARD](#)

☒ Forms completed

Changes can be made by completing tax forms again.

[< PREV](#)
[NEXT >](#)

You have no messages.

36 Click "View instructions" for I9 Verification

☒ Pay check

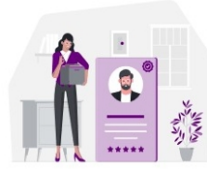
☒ Taxes

☒ Form I-9

☐ Supporting Documents

☐ Tasks to Complete

Form I-9 Employment Eligibility Verification



Verify your identity, and complete authorization for employment.

Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form.

[VIEW INSTRUCTIONS](#)

[+ FORM I-9](#)

[< PREV](#)
[NEXT >](#)

37 Click "FORM i-9"

Pay check
Taxes

2 Federal Reporting
Form I-9

3 Additional Information
Supporting Documents

4 Final review
Tasks to Complete

Form I-9 Employment Eligibility Verification

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[VIEW INSTRUCTIONS](#)

+ FORM I-9

[< PREV](#) [NEXT >](#)

38 Enter all Employee Information

Onboarding [EXIT WIZARD](#)

1 Your Information
Personal
Pay check
Taxes

2 Federal Reporting
Form I-9

3 Additional Information
Supporting Documents

4 Final review
Tasks to Complete

Employee Information

[REVIEW INSTRUCTIONS](#)

Last name (family name)

What if I only have one name?

First name (given name)

Middle initial (if any)

Other last names used (if any)

Date of birth
mm/dd/yyyy

US Social Security Number(optional)
xxx-xx-xxxx

Email address (optional)

39 Click "Next"

111-11-1111

Email address (optional)

Telephone number (optional)

Address (street number and name)

100 Main St

Apartment number (if any)

City or Town

Lawrenceville

State

Georgia

Zip code

30044

CANCEL NEXT

40 Click the applicable option

solved

Onboarding

EXIT WIZA

1 Your Information

- Personal
- Pay check
- Taxes

2 Federal Reporting

- Form I-9

3 Additional Information

- Supporting Documents

4 Final review

- Tasks to Complete

TT Test Test
In progress

Preparer and/or Translator Certification

REVIEW INSTRUCTIONS

Please select one

- ☐ I did not use a preparer or translator
- ☐ I had assistance from a preparer and/or translator

BACK NEXT

41 Click "Next"

The screenshot shows the 'Onboarding' process for 'Test Test'. The left sidebar lists the steps: 'Your Information' (Personal, Pay check, Taxes), 'Federal Reporting' (Form I-9), 'Additional Information' (Supporting Documents), and 'Final review' (Tasks to Complete). The main content area is titled 'Preparer and/or Translator Certification' and includes a 'REVIEW INSTRUCTIONS' button. Below this, it asks the user to 'Please select one' with two radio button options: 'I did not use a preparer or translator' (selected) and 'I had assistance from a preparer and/or translator'. At the bottom, there are 'BACK' and 'NEXT' buttons. An orange circle highlights the 'NEXT' button.

42 Click the applicable option

The screenshot shows the 'Onboarding' process for 'Test Test'. The left sidebar lists the steps: 'Your Information' (Personal, Pay check, Taxes), 'Federal Reporting' (Form I-9), 'Additional Information' (Supporting Documents), and 'Final review' (Tasks to Complete). The main content area is titled 'Employee Attestation' and includes a 'REVIEW INSTRUCTIONS' button. Below this, it asks the user to 'Select one of the following options to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.)' with four radio button options: 'A citizen of the United States' (selected), 'A noncitizen national of the United States', 'A lawful permanent resident', and 'A noncitizen (other than the options above) authorized to work'. At the bottom, there are 'BACK' and 'SIGN' buttons. An orange circle highlights the 'A citizen of the United States' option.

43 Enter signature and click "sign"

The screenshot shows the 'Employee Attestation' form. On the left is a sidebar with a progress indicator: 'Pay check' and 'Taxes' are complete; 'Federal Reporting' (Form I-9) is the current step; 'Additional Information' and 'Final review' (Tasks to Complete) are next. The main form area is titled 'Employee Attestation' and includes a 'REVIEW INSTRUCTIONS' button. Below this, it asks the user to select an option for citizenship or immigration status, with radio buttons for: 'A citizen of the United States' (selected), 'A noncitizen national of the United States', 'A lawful permanent resident', and 'A noncitizen (other than the options above) authorized to work'. A text field for 'Signature of employee' contains 'Test Test', with a note below it stating 'Signature must match First name, Middle initial, Last name'. The 'Today's date' is '07/11/2025'. At the bottom are 'BACK' and 'SIGN' buttons, with the 'SIGN' button highlighted by an orange circle.

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44 Click "ACKNOWLEDGE"

This screenshot shows the same 'Employee Attestation' form as in step 43, but with a modal dialog box open in the center. The modal contains three paragraphs of text: 'I acknowledge that I have read and understand the following attestation statement:', '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. I attest, under penalty of perjury, I am a citizen of the United States.', and 'I have agreed to Terms of Use and Consent to Electronic Signature, and I certify the terms and conditions of the agreement are still in effect. I acknowledge I am electronically signing my Form I-9.' At the bottom of the modal are 'CANCEL' and 'ACKNOWLEDGE' buttons, with the 'ACKNOWLEDGE' button highlighted by an orange circle. The background form is dimmed, showing the same progress sidebar and attestation fields as before.

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45

1 Your Information

☒ Personal

☒ Pay check

☒ Taxes

2 Federal Reporting

☒ [Form I-9](#)

3 Additional Information

☐ Supporting Documents

4 Final review

☐ Tasks to Complete

TT Test Test

In progress

Upload Documents

LIST OF DOCUMENTS

View the list of documents to determine which documents to upload to verify your employment eligibility. You must include both the front and back of all documents.

+ UPLOAD DOCUMENT

COMPLETE

46

| LIST A | | LIST B | LIST C |
|---|----|---|---|
| Documents that Establish Both Identity and Employment Authorization | OR | Documents that Establish Identity | AND Documents that Establish Employment Authorization |
| U.S. Passport or U.S. Passport Card | | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | |
| Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | 3. School ID card with a photograph | 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) |
| Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card | 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| For an individual temporarily authorized to work for a specific employer because of his or her status or parole: | | 5. U.S. Military card or draft record | 4. Native American tribal document |
| a. Foreign passport; and | | 6. Military dependent's ID card | 5. U.S. Citizen ID Card (Form I-197) |
| b. Form I-94 or Form I-94A that has the following: | | 7. U.S. Coast Guard Merchant Mariner Card | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| (1) The same name as the passport; and | | 8. Native American tribal document | 7. Employment authorization document |
| (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet | | 9. Driver's license issued by a Canadian government authority | |

47 Click "Upload document"

The screenshot shows the 'solved' onboarding wizard. On the left, a sidebar lists four steps: 1. Your Information (with sub-items Personal, Pay check, and Taxes, all marked as complete), 2. Federal Reporting (with sub-item Form I-9, marked as complete), 3. Additional Information (with sub-item Supporting Documents, marked as incomplete), and 4. Final review (with sub-item Tasks to Complete, marked as incomplete). The main content area is titled 'Upload Documents' and includes a 'LIST OF DOCUMENTS' button. Below this, a text block instructs the user to view the list of documents to determine which to upload for employment eligibility verification. A large orange circle highlights the '+ UPLOAD DOCUMENT' button. At the bottom of the main content area is a blue 'COMPLETE' button. In the top right corner, there is an 'EXIT WIZARD' button.

48 Click "Choose file" and upload I9 documents

This screenshot shows the same 'Upload Documents' page as in step 47, but with a file upload dialog box open in the foreground. The dialog is titled 'Upload document' and features a dashed blue border for file selection. Inside the border is a large orange circle with a rocket icon and a 'CHOOSE FILE' button. Below the selection area are 'CANCEL' and 'NEXT' buttons. The background of the page is dimmed. At the bottom center of the page, the text 'solved ©2025 ver. 250626.1' is visible.

49 Important to upload I9 documents at this time or you will not be able to go back

The screenshot shows the 'Upload Documents' screen in the onboarding process. On the left, a sidebar lists four steps: 1. Your Information (Personal, Pay check, Taxes), 2. Federal Reporting (Form I-9), 3. Additional Information (Supporting Documents), and 4. Final review (Tasks to Complete). The main area is titled 'Upload Documents' and includes a 'LIST OF DOCUMENTS' button. A modal dialog titled 'Done uploading documents' is open, asking: 'Have you uploaded all the files you need for your employment eligibility documents? You will not be able to come back and add more later.' The dialog has two buttons: 'NO, GO BACK' (highlighted with an orange circle) and 'YES, I'M DONE'.

50 Click "Complete"

The screenshot shows the 'Upload Documents' screen. The sidebar on the left is the same as in the previous screen. The main area is titled 'Upload Documents' and includes a 'LIST OF DOCUMENTS' button. Below this, there is a '+ UPLOAD DOCUMENT' button. At the bottom of the main area, a large blue button labeled 'COMPLETE' is highlighted with an orange circle. In the top right corner of the screen, there is a small button labeled 'EXIT WIZARD'.

51 Click "Close"

① Your Information

✓ Personal

✓ Pay check

✓ Taxes

② Federal Reporting

✓ [Form I-9](#)

③ Additional Information

☐ Supporting Documents


④ Final review

☐ Tasks to Complete

TT Test Test
In progress

Success

Form I-9 is completed



CLOSE

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52 Click "Next"

✓ Pay check

✓ Taxes

② Federal Reporting

✓ Form I-9

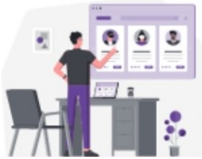
③ Additional Information

✓ [Supporting Documents](#)

④ Final review

☐ Tasks to Complete

Supporting Documents



Upload any other documentation here.

+ DOCUMENT

< PREV

NEXT >

You have no messages.

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53 Click "Next"

① Your Information

- ✓ Personal
- ✓ Pay check
- ✓ Taxes

② Federal Reporting

- ✓ Form I-9

③ Additional Information


- ✓ Supporting Documents

④ Final review

- ✓ [Tasks to Complete](#)

TT Test Test
In progress

Tasks Complete!



Acknowledge and authorize your onboarding information and you're all finished.

NEXT

Messages
You have no messages.

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54 Click "Submit"

Onboarding

EXIT WIZARD

① Your Information

- ✓ Personal
- ✓ Pay check
- ✓ Taxes

② Federal Reporting

- ✓ Form I-9

③ Additional Information

- ✓ Supporting Documents

④ Final review

- ✓ [Tasks to Complete](#)

TT Test Test
In progress

Onboarding Authorization

Your onboarding information has been successfully saved and can be reviewed below.

You have agreed to the Terms and Conditions of Use and Consent to Electronic Signature, and a copy is available to you to in [Preferences](#).

By selecting "Submit" you agree the information you are submitting is accurate.

SUBMIT

SUBMIT LATER

Messages
You have no messages.

Onboarding Info

Your Information >

Federal Reporting >

55 Click "Exit"

Success!
Onboarding is Complete



We look forward to seeing you soon.



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