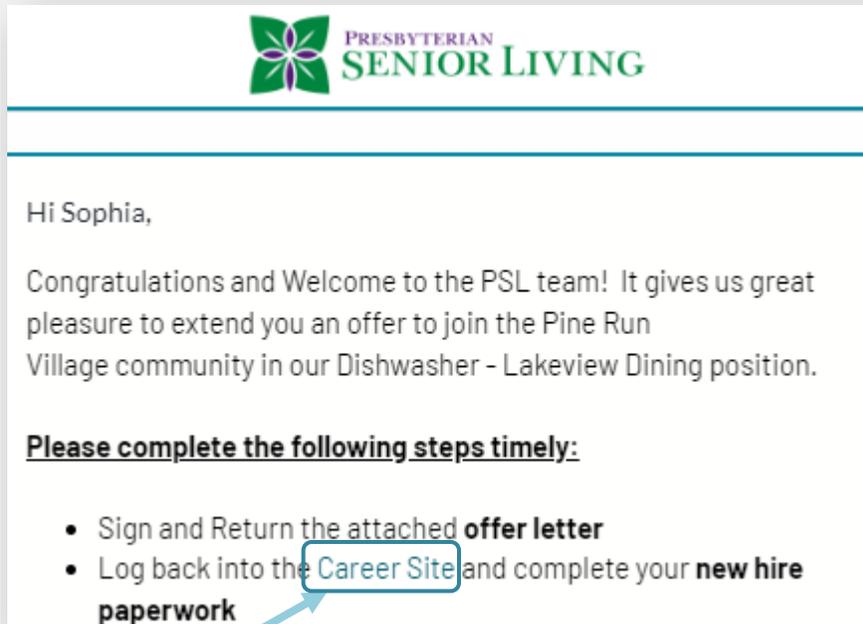


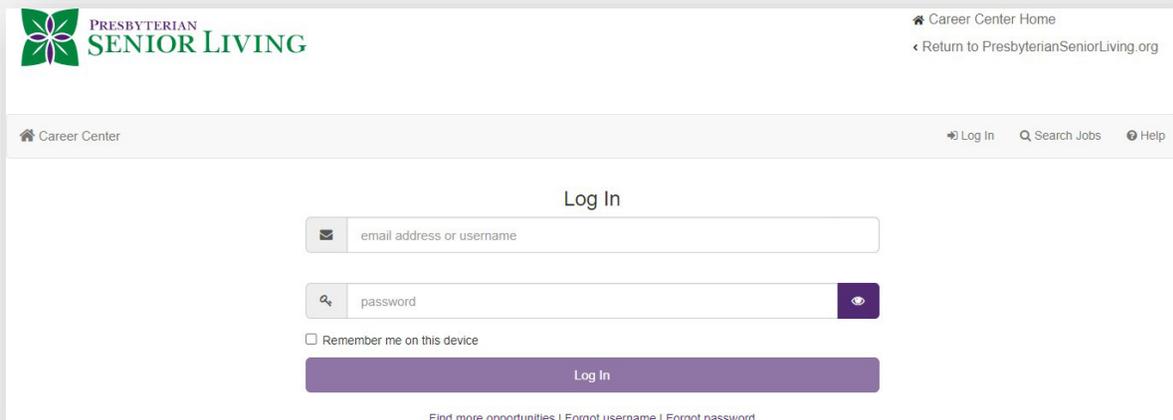
Login and Complete your New Hire Onboarding Forms

When you receive your offer email, it will request that you **Log Back into the Career Site** and **complete your new hire paperwork**.

A preview of the offer email is below for your reference:



Click on the **Career Site Link** within the email. This will take you to the Career Site Login page.

A screenshot of the Presbyterian Senior Living Career Center login page. The page features the company logo at the top left and navigation links like 'Career Center Home' and 'Return to PresbyterianSeniorLiving.org' at the top right. Below the navigation is a 'Log In' section with two input fields: 'email address or username' and 'password'. There is a 'Remember me on this device' checkbox and a 'Log In' button. At the bottom, there are links for 'Find more opportunities', 'Forgot username', and 'Forgot password'.

Log in with the username and password that you created.

Forgot your username or password?

Click **Forgot username** or **Forgot password** or reach out to your Human Resources contact for assistance.

Once you are successfully logged in, click on **Complete Onboarding**.

Hi, Adam Test! Help Log Out

Cook II (Line Cook) at Presbyterian Senior Living Test Site

Thank you for accepting our conditional offer of employment! Your approval for hire is subject to your acknowledgement that you have read all the information provided, that, if hired, you agree that you will comply with all stated company requirements, and that all the information you provide is accurate. Please click the button below to complete and sign your onboarding forms.

Update Application

Complete Onboarding

Complete the fields on each page.

I have read, understand, and agree to the above statement.

Yes No

This information will only be viewable by HR and will not be used by HR until an offer has been made and accepted.

Personal Information

First Name	Middle	Last Name
Melanie		Lenker

If you see a red box and are unable to continue, this means it is required information and you must enter in information to proceed to the next form.

SSN

Please complete this information.

Continue to enter in your information and click continue through the pages.

Once you fill out information on a page, it will display the associated information in the style of a form.

You will click **Sign Form** at the top of the page.

Hi, Melanie Lenker! Help Log Out

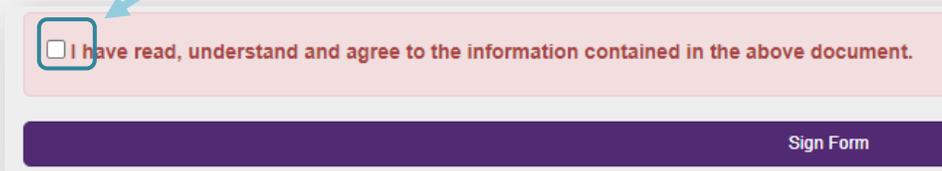
Edit Sign Form

I-9

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2022

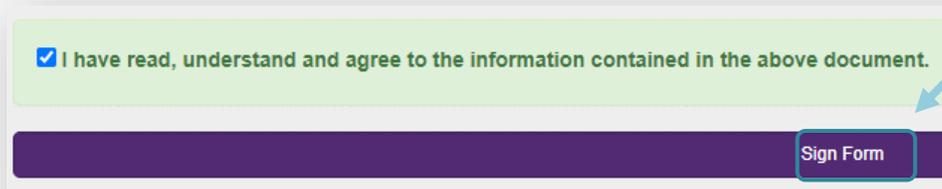
This will take you to the bottom of the page where you must click **I have read, understand, and agree to the information contained in the above document**. If you do not click this box, it will not let you continue.



I have read, understand and agree to the information contained in the above document.

Sign Form

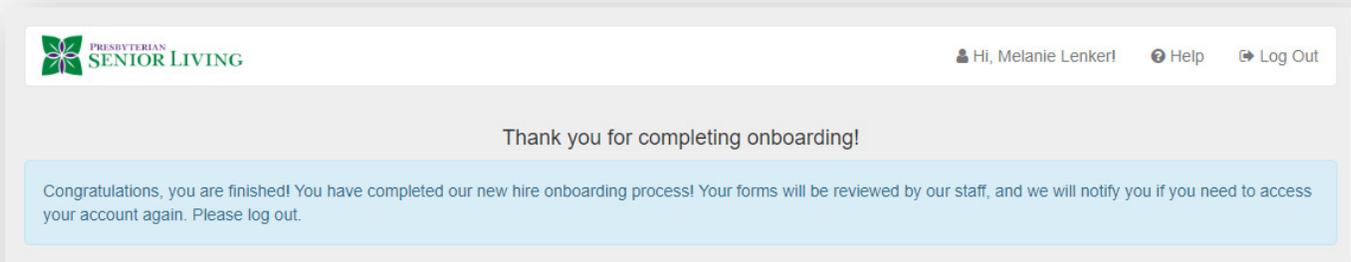
Once you click the checkbox, the box will turn from red to green, then you may click **Sign Form**.



I have read, understand and agree to the information contained in the above document.

Sign Form

Once you have completed all forms assigned to you will see the following message:

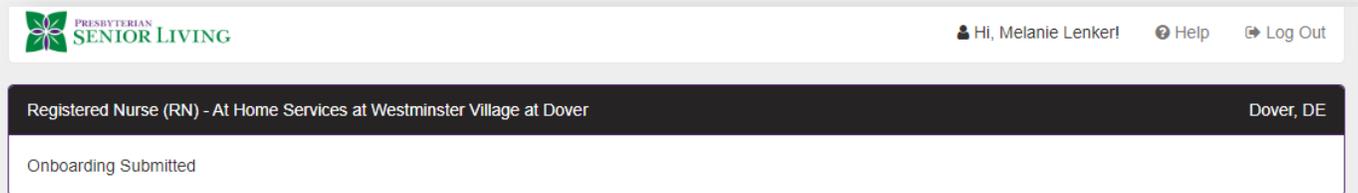


PRESBYTERIAN SENIOR LIVING Hi, Melanie Lenker! Help Log Out

Thank you for completing onboarding!

Congratulations, you are finished! You have completed our new hire onboarding process! Your forms will be reviewed by our staff, and we will notify you if you need to access your account again. Please log out.

If you return to the main page of the Career Site it will also confirm that Onboarding has been submitted.



PRESBYTERIAN SENIOR LIVING Hi, Melanie Lenker! Help Log Out

Registered Nurse (RN) - At Home Services at Westminster Village at Dover Dover, DE

Onboarding Submitted