

Return Onboarding Documents via Secure System

Upload your Onboarding documents using our secure system (link in the job offer email sent to you).

Please note: the secure link in your job offer email has an expiry date (noted on your job offer).

Follow the instructions below to upload your document(s) and send them to your recruiter.

1. Add your completed documents, one at a time.

▼ **Step 3: Return Completed Onboarding Documents**

You have not returned any documents

Add Document

First, add all completed documents (one at a time)

2. Select the files to be sent and click “Send to Recruiter”

▼ **Step 3: Return Completed Onboarding Documents** **EXAMPLE**

+ Send to Recruiter **Remove**

Attached File	Description	Date Attached	Date Sent
<input checked="" type="checkbox"/> Acceptance_of_City_Policies_and_Employment_Offer_Form.pdf	Acceptance_of_City_Policies_an	07/17/2017 11:42AM	
<input checked="" type="checkbox"/> BC_Personal_Tax_Credits_Return_Form.pdf	BC_Personal_Tax_Credits_Return	07/17/2017 11:43AM	
<input checked="" type="checkbox"/> Federal_Personal_Tax_Credits_Return_Form.pdf	Federal_Personal_Tax_Credits_R	07/17/2017 11:43AM	

Next, (1) select the files to be sent, then (2) click 'Send to Recruiter'

3. Add any additional notes you may want your recruiter to receive (optional) and click “Send”

Cancel **Send to Recruiter** **Send**

Subject: Document(s) Received from Applicant

Notes

Add any notes here (optional), then click 'Send'

Completed Documents

Attached File	Description
Acceptance_of_City_Policies_and_Employment_Offer_Form.pdf	Acceptanc...
BC_Personal_Tax_Credits_Return_Form.pdf	BC_Perso...
Federal_Personal_Tax_Credits_Return_Form.pdf	Federal_P...