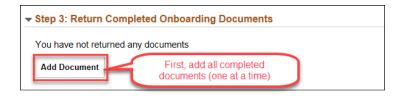


Upload your Onboarding documents using our secure system (link in the job offer email sent to you).

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.



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

+ Send to Recruiter Remove			
Attached File	Description	Date Attached	Date Sent
Acceptance_of_City_Policies_and_Employment_Offer_Form.pdf	Acceptance_of_City_Policies_an	07/17/2017 11:42AM	
BC_Personal_Tax_Credits_Return_Form.pdf	BC_Personal_Tax_Credits_Return	07/17/2017 11:43AM	
Federal_Personal_Tax_Credits_Return_Form.pdf Next, (1) select the files to be sent, then (2) click 'Send to Recruiter'	Federal_Personal_Tax_Credits_R	07/17/2017 11:43AM	

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

