

**Receiving Digital Hiring Documents:**

From your employer’s Email Invitation to complete and sign Start documents online, click ‘View Documents’ to beginning filling out and signing your Start documents online.

A ‘Request for Signature’ browser will open; here you can see the documents you have received. Check off ‘I agree to do business electronically with PES Payroll’, and then click ‘Review Documents’ to continue.

You will now see the documents.

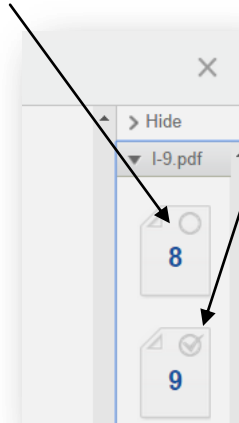
Proceed to complete all relevant fields. Please note that all RED highlighted fields, and all Signature/Initial fields are required; you will not be able to submit your documents unless they are all filled out.



As you complete each page you will notice on the right hand side of your screen, the ‘Page Icons’ section. These icons indicate if all required fields on that page have been properly completed.

A check mark indicates completion. A circle with no check mark indicates that this page is not yet done, and that you will not be able to submit your documents for approval to your employer.

Incomplete Complete



Upon completion, a ‘Confirm Signing’ pop-up appears; click this to submit your documents for approval.

