

How To Use Onboarding

Welcome to FrankCrum! To start completing your Onboarding forms, please go to https://newhire.frankcrum.com

1. Click Continue when ready.



2. Please enter the Company PIN that has been provided to you, along with your social security number and date of birth, then click Continue to get started.

Date format must be entered as MM/DD/YYYY including the '/' symbol.





3. On each Personal Information screen, complete all required fields indicated by the RED *. Then click Continue.



 Onboarding will use pop up messages for important action items. Please read each message carefully through the entire onboarding process and follow the instructions on each action.

Address checked, please verify	
As Entered	Postal Service Standard:
100 S Missouri Ave	100 S Missouri Ave
Clearwater FL 33756	Clearwater FL 33756-5763
Press Keep As Is to keep	p the address as entered.
Press Accept to accept t	the post service standard.

5. Please enter a drivers license or if you do not have one, you may enter None and today's date to proceed.





6. Select the work location. This may be the address you will report to or call in to for work instructions. This address is used to determine your tax status and which tax questions you will need to complete during onboarding.



7. Read through the terms of your coemployment with FrankCrum and sign by clicking on the agreement.



 The process will now guide you through a customized Tax Withholding (W-4) questionnaire. Depending on your home and work address, read each question and answer to the best of your knowledge.

This will eliminate most tax form mistakes and ensure a more accurate calculation per paycheck.





9. On Payment Options, select how you would like to receive your pay.

For your own pay card or banking information select **Direct Deposit**.

To enroll in a brand new pay card you can choose pay card.

To continue to receive a paper check, skip this step.



10. Your information is submitted to your employer and co-employer FrankCrum for review. After reviewing the information for accuracy, your information will be saved to MyFrankCrum and can be viewed or edited at www.myfrankcrum.com