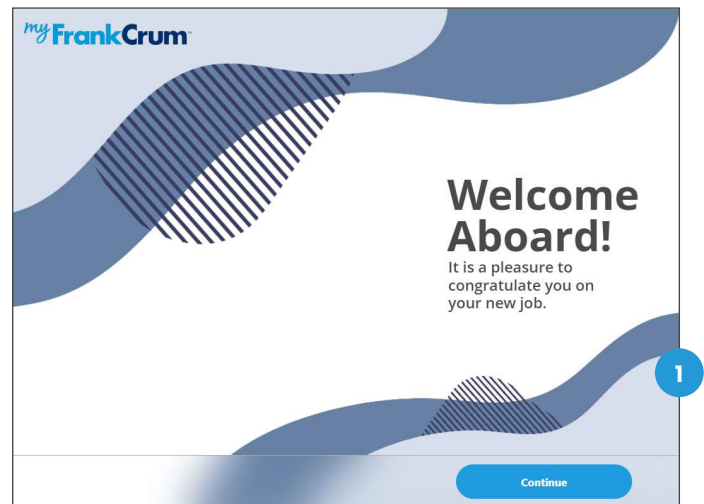


my **FrankCrum**[™]

How To Use Onboarding

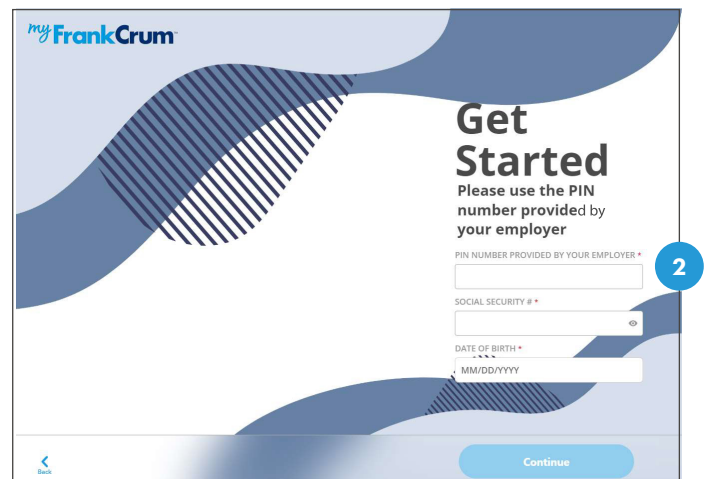
Welcome to FrankCrum! To start completing your Onboarding forms, please go to <https://newhire.frankcrum.com>

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.



- 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.**

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

- 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.

The screenshot shows the 'my FrankCrum' app interface for 'Payment Options'. The title 'Payment Options' is prominently displayed. Below it, the question 'How would you like to receive your check?' is followed by two selectable options: 'Direct Deposit' and 'Pay Card'. A blue circle with the number '9' is overlaid on the right side of the screen. At the bottom, there are three buttons: 'Back', 'Continue', and 'Skip 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