

# ONBOARDING QUICK GUIDE

We know you're busy, so thanks in advance for your care & attention during this process. Please use this quick guide as a reference for your onboarding tasks!

## LOG IN

Using your personal credentials, please log in to our onboarding portal. Here, you will see all necessary tasks you need to complete.

### STEP 01



## TAX FORMS

Using the reference video accessible on our Talent Page - please complete your tax withholding forms for your area of residence. If you need an alternate form, let us know!

[Tax Form Guide](#)



### STEP 02

## I-9 FORM

The Federal I-9 Form is used to verify your eligibility to work in the United States.

[More information about I-9](#)

### STEP 03



## PERSONAL INFORMATION FORMS

Covering everything from background check authorization to health information requests, these important tasks are necessary to complete for all team members.



### STEP 04

## STATE-SPECIFIC REQUIREMENTS

Depending on your camp location, you will need to complete additional steps to be fully set to start onsite. Please refer to your location specific guide for more information.



### STEP 05