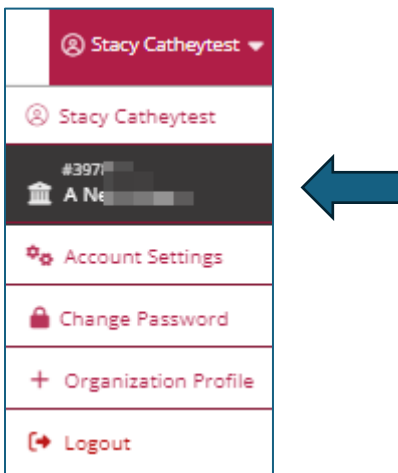


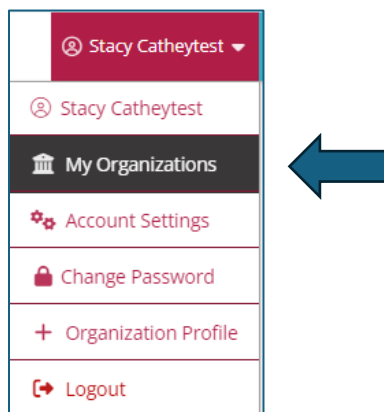
Inviting Staff to Add Employment

Note: this process will go faster if you have the following information readily available: First Name, Last Name, and email address. Optional: Title and Start date.

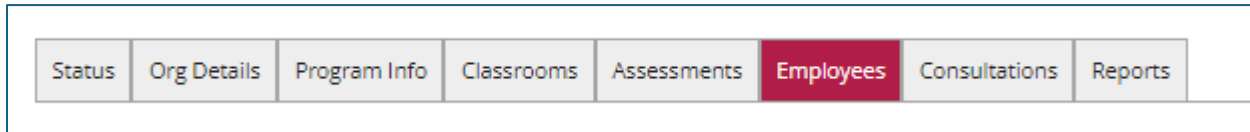
Log into your individual account. Use the pulldown menu by your name in the top right corner of the screen. Click on your organization.



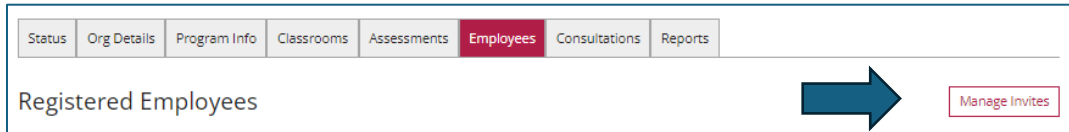
If you are the Director/Administrator of multiple organizations, click on “My Organizations” in the same pulldown menu as shown above and select the appropriate organization.



Click the “Employees” Tab on the Organization Profile Page.



Click on the “Manage Invites” button.



Click on “Invite Staff.”



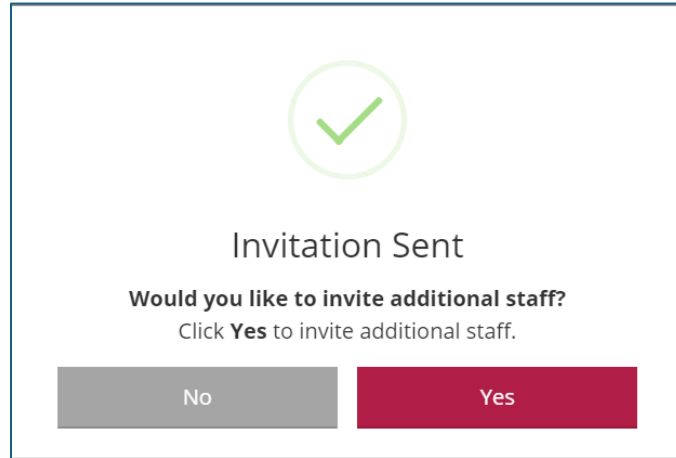
Complete the information on the pop-up screen and click “Send Invite.”

A screenshot of a pop-up window titled 'Invite Staff'. The window contains the following fields:

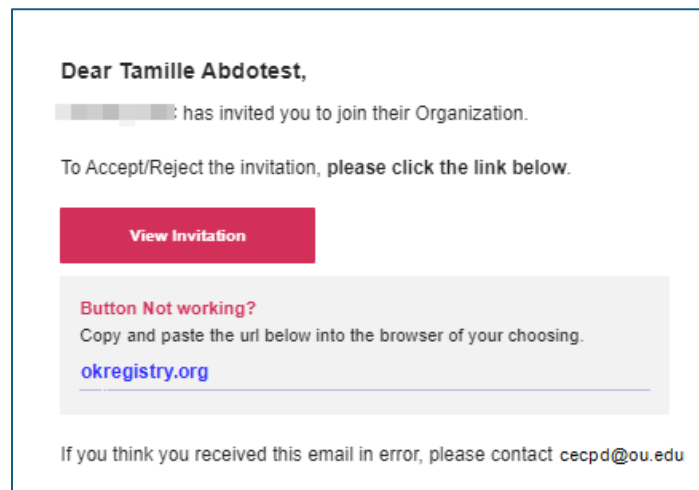
- First Name:** Text input field containing 'Shamia'.
- Last Name:** Text input field containing 'Abatetest'.
- Email Address:** Text input field containing 'Shamia.Abatetest@email.com'.
- Optional Information:**
 - Position/Title:** A dropdown menu with 'Teacher' selected.
 - Start Date:** Text input field containing '05/20/2024'.

At the bottom of the form, there are two buttons: a red 'Send Invite' button and a grey 'Close' button.

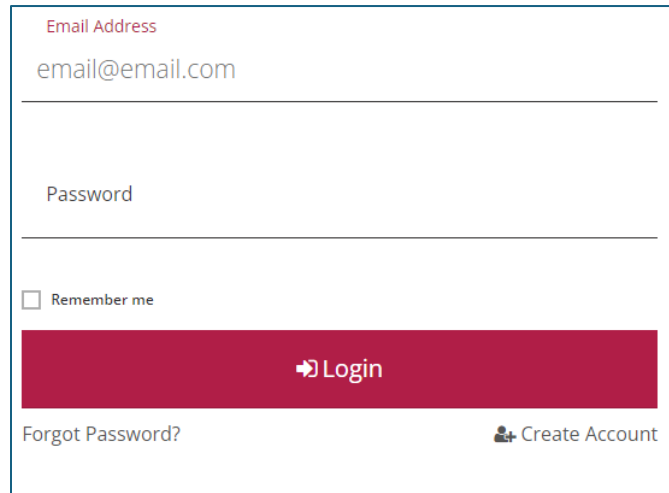
The next screen will ask if you want to invite other staff. Select “Yes” or “No.”



The system will send an email to your employee(s). They will need to click “View Invitation” or click on the link.



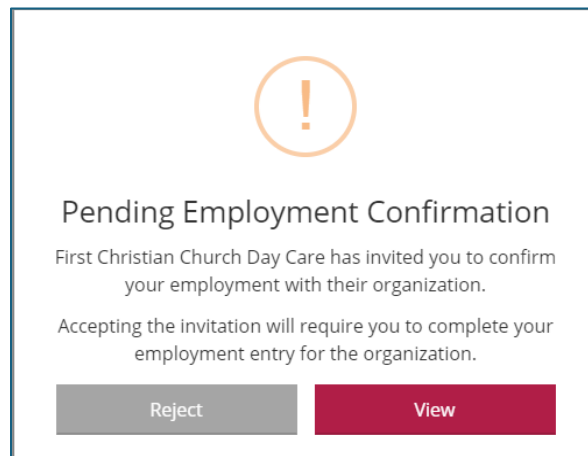
When accepting the invitation, the employee will arrive at the login page. There, they will enter their email and password used for their account.



The screenshot shows a login form with the following elements:

- An input field labeled "Email Address" containing the text "email@email.com".
- An input field labeled "Password".
- A checkbox labeled "Remember me".
- A red button with a right-pointing arrow and the text "Login".
- A link labeled "Forgot Password?" on the bottom left.
- A link labeled "Create Account" with a person icon on the bottom right.

When accepting the invitation, the employee will arrive at the login page. There they will enter their email and password used for their account.



The screenshot shows a confirmation message with the following elements:

- An orange warning icon (exclamation mark in a circle).
- A heading: "Pending Employment Confirmation".
- Text: "First Christian Church Day Care has invited you to confirm your employment with their organization."
- Text: "Accepting the invitation will require you to complete your employment entry for the organization."
- A grey button labeled "Reject".
- A red button labeled "View".

The employee will make sure the information is correct and add any missing information, such as position/title, start date, hours worked per week, hours worked per year, wage, and ages of children. Once the information is complete, click on “Confirm Employment.”

Confirm Employment

Employment Information

#3370
First Christian Church Day Care
Address 206 East 1st Street / City Edmond / State OK

This is my primary employer

Position/Title: Family Child Care Home Assistant Start Date: 04/01/2020

Hours Per Week: Enter Hours (Required) Months Per Year: Enter Months (Required)

It is recommended that you enter your wage information.

I receive an hourly wage
 I receive an annual salary
 I do not wish to provide this information

Hourly Wage: \$ Enter Hourly Wage (Required) Date of Last Wage Increase: Enter Date

Age of Children (Required)

- Infants (0-12 months)
- Toddlers (13-24 months)
- Two's (25-36 months)
- Preschooler 3's (37-48 months)
- Preschool 4's and 5's (49-72 months)
- Elementary (K-3rd grade)
- Middle (4th-8th grade)
- Secondary (High School)
- Adults

Confirm Employment Close

Confirm employment in the last step, and the organization Administrator/Director will verify information entered. Click “Yes.”

Confirm Employment?

Once confirmed, First Christian Church Day Care will need to review your employment information and verify it is correct.

No Yes