

# SignNow Electronic Welcome Packet Instructions

1. Click on link found in email
2. Click Get Started



### 3. Please read the first page!!!!

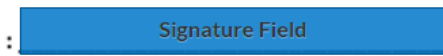


4. Press [arrow] to find the first field that needs to be completed
5. Fill in all dark blue fields – Dark Blue are required fields – Light Blue are optional fields

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Last Name		First Name (Given Name) First Name		Middle Initial MI	Other Last Names Used (if any) Other Names	
Address (Street Number and Name) Address			Apt. Number Apt No	City or Town City		State State
Date of Birth (mm/dd/yyyy) Date		U.S. Social Security Number SS 3 SS 2 SS 4		Employee's E-mail Address Email		Employee's Telephone Number Phone Number

6. When you get to a signature field – click the blue box that says “Signature Field”

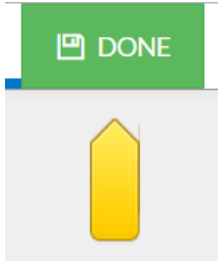


7. Type your name in the text box and pick which signature you prefer – or you can pick to draw, or upload a signature

8. Once you are content with your signature – click add

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9. Complete all fields – if you miss one there will be a yellow arrow you can click to find the field you are missing
10. When you have completed the whole packet – you will see the yellow arrow move to the top right hand side of the screen and there will be a button that says done



11. After clicking done – it will send it directly back to SignNow where we will be able to view your completed packet

If you have any questions, please contact one of the following individuals:

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