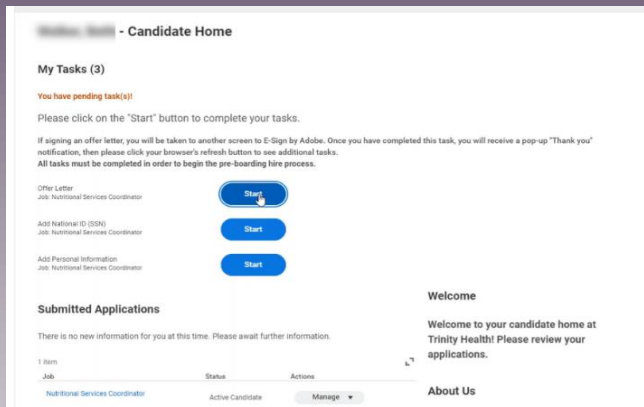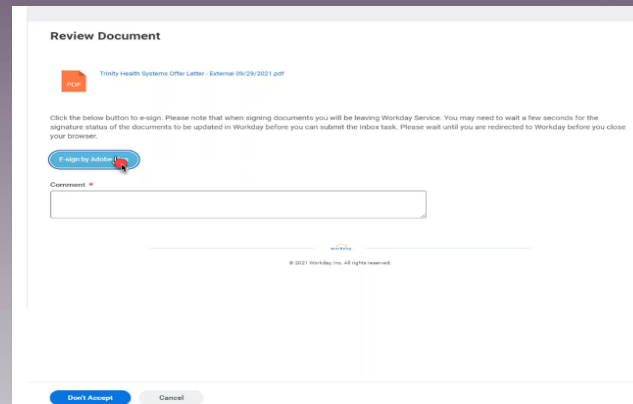# OFFER LETTER & PENDING TASKS PROCEDURES

Log into your Candidate Home Account to complete the three (3) pending tasks.
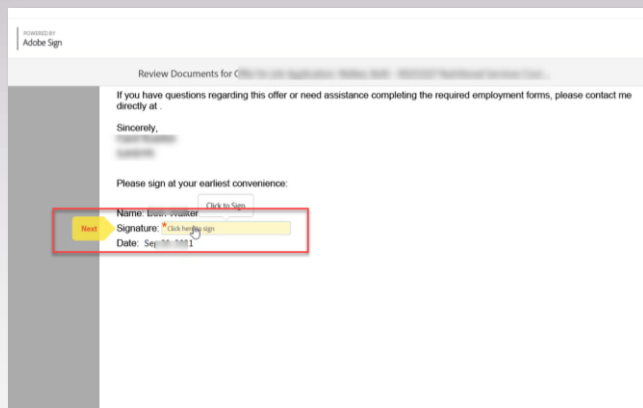
Task 1: Offer Letter

A. Click on the "Start" button. This will take you to another screen where you can have access to view and sign your offer letter
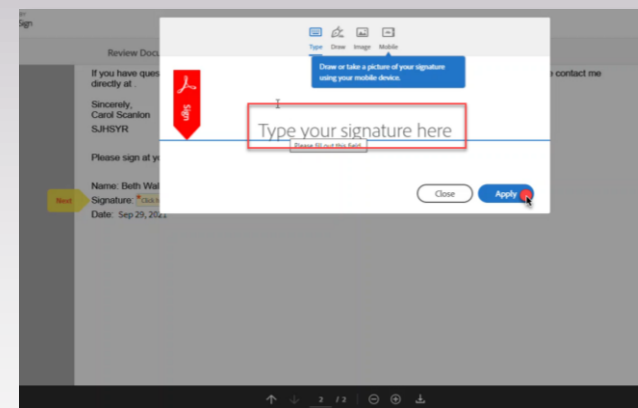

B. The online signature is powered by Adobe E-sign. This is not enabled on some mobile devices so it is best to complete these steps on a computer.
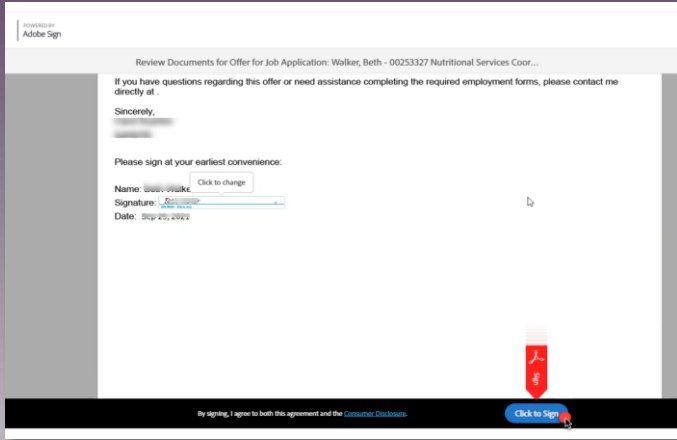
Click on "E-Sign by Adobe"

C. This will bring up a window containing your offer letter. Read through the letter carefully and click on the e-signature button.
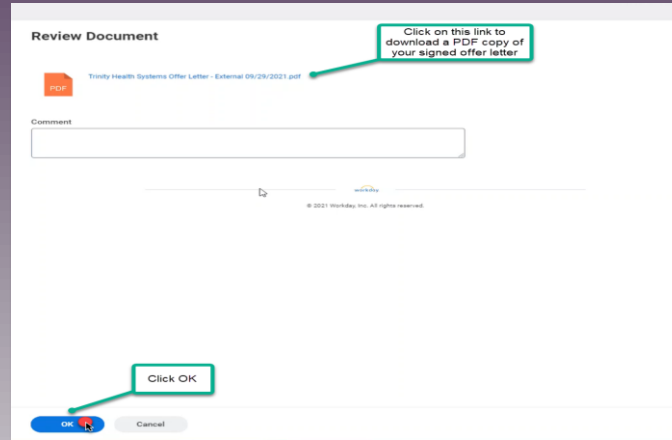

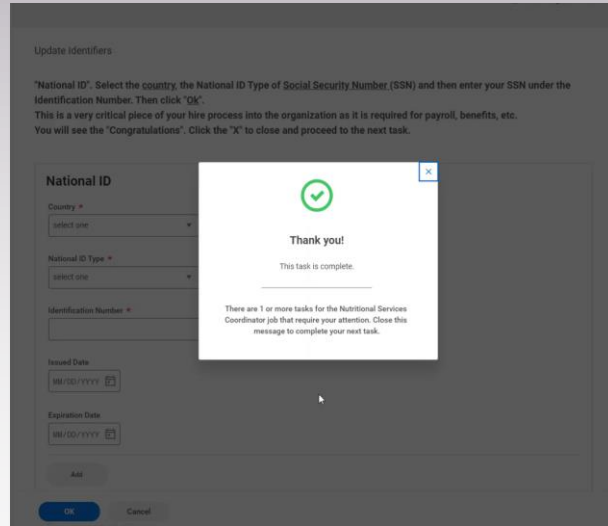D. Type or Draw your signature into this box and click "Apply"

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E. This will bring you back to the document where you can "click to sign"

F. After you have completed the signature, you will be brought back to this document page where you can click on the link to download a PDF version of your signed offer letter. Then Click "OK".

G. After clicking "OK", you will see the pop-up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.

Task 2: National ID (SSN)

Complete the required fields and select "OK"

After clicking "OK", you will see the pop up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed immediately to your next task.

Task 3: Add Personal Information

Complete the required fields and any optional fields you wish to complete. Then press "OK".

After clicking "OK", you will see the pop-up window below confirming completion of that task. If you exit out of that pop-up menu, you should be directed back to your Candidate Home Account.