

Completing your Onboarding Paperwork

The onboarding paperwork documents that formalize your employment with SYKES Home powered by Alpine Access. These documents include client, state, and company paperwork and you will need to fill out and digitally sign.

Your Onboarding Paperwork is completed by accessing your Paperwork task in the AlpineAccessJobs Profile Home Page.

Steps to follow:

- 1 Log in to your <https://www.alpineaccessjobs.com> profile.

Log In Sign Up

If you've already started an application, please log in below. First time applying to SYKES Home? [Create an account](#) instead.

If you've forgot how to log in, [click here to reset your password](#).

This is our American site. If you are located in Canada, please use our [Canadian site](#).

Login

- 2 You will see your Applicant Home Page.

SYKES

Help Sign Out (John Doe)

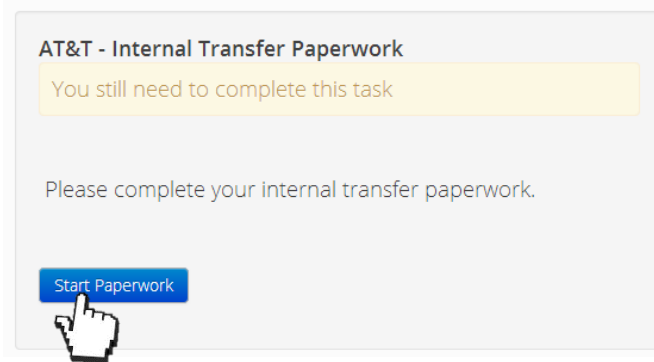
Home Personal Profile Work Experience

Welcome!

Welcome to SYKES Home powered by Alpine Access and the AT&T Program!

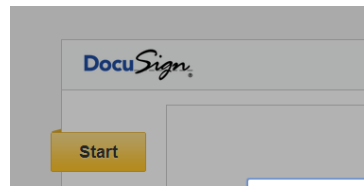
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- 3 Scroll to your paperwork task and click on the **Start Paperwork** icon. The example below is for Internal Transfers but New Hires and Rehires will see a similar task.



- 4 You will see that the task will load and your display will change to show **DocuSign**, our paperwork completion system.

Getting your paperwork. Please be patient, this may take up to a minute...



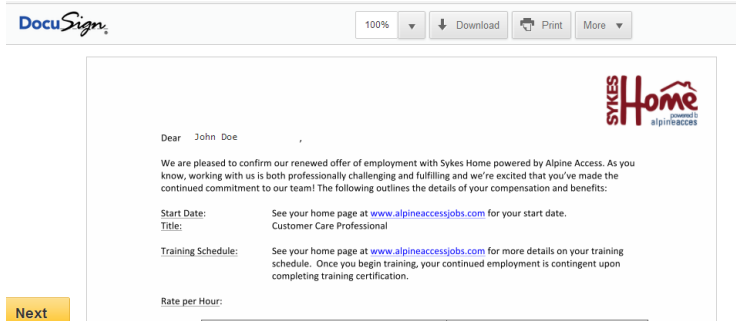
- 5 You will first be asked to complete an agreement to do business electronically with SYKES Home powered by Alpine Access. You must click on the "I agree" check mark and proceed to Review Document.

A screenshot of a "Request for Signature" form. The sender is "Pre-Employment Alpine Access, Inc." and the document is "ATT Internal Transfer[3].pdf". Under "CONSUMER DISCLOSURE", there is a paragraph of text and a blue link "Read Full Agreement >". At the bottom, there is a checkbox labeled "I agree to do business electronically with Alpine Access, Inc." which is currently unchecked. Below the checkbox are three buttons: "Review Document", "Decline", and "Finish Later".A screenshot of the same "Request for Signature" form, but the checkbox "I agree to do business electronically with Alpine Access, Inc." is now checked. A red arrow points from the unchecked checkbox in the previous screenshot to this checked checkbox. The "Review Document", "Decline", and "Finish Later" buttons are still present at the bottom.

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Click on the Yellow **Start** Tab and read through the different paperwork items beginning with the offer letter to all the way to the final supplementary document requirements for the position.



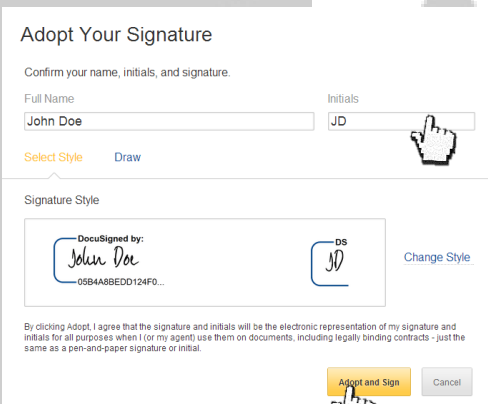
7

Click on the Yellow **Next** Tab to bring you to the next section that you will need to read, sign, or initial.



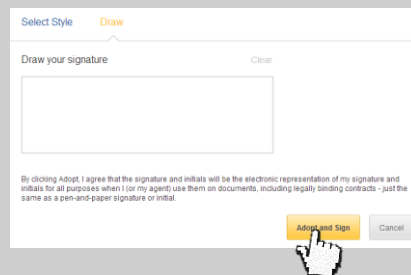
8

You will be asked to sign the page and you will need to do this electronically. The easiest way to complete this will be by **Adopting Your Signature**. This feature automatically creates a signature and initials stamp that you can use to sign the paperwork sections.



You can choose different signature styles from the **Change Style** menu on the right.

You can also choose to draw your own signature if you wish.



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9 Once you have drawn or adopted a signature, and signed all the appropriate documents, you will need to [confirm the signing](#) of documents included in your paperwork packet. Click on the Confirm Signing tab to finalize your paperwork.

Reminder: Please make sure that all your information are **up-to-date** and **accurate** as you will not be able to redo the paperwork on your own after it has been confirmed.

I Accept This Offer and the Terms Set Forth Herein: 2/12/2014

John Doe _____
Today's Date

Full Legal Name - Signature Today's Date

John Doe

Confirm Signing

All required fields complete.

You will have an opportunity to save your copy on the next screen.

Click "Confirm Signing" when you are ready.

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After confirming the signing, you will then have completed your paperwork and you will see that you have completed your paperwork task. You are one step done in the process!

AT&T - Internal Transfer Paperwork

You have successfully completed this task. ✓

Please complete your internal transfer paperwork.

Your paperwork has been completed.