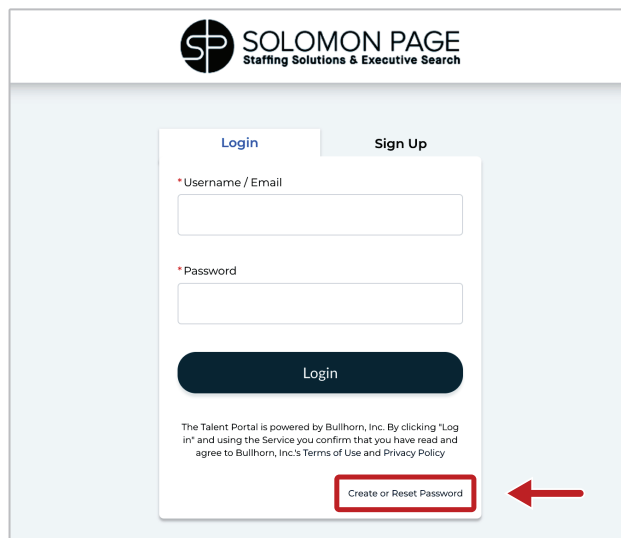


Onboarding Portal Instructions

SIGN UP

STEP 1: Click the link below to access Solomon Page Onboarding:
<https://app.ableteams.com/profile/#/SolomonPageGroup/SolomonPage/login>.
**Please make sure to bookmark this link for future reference.*

STEP 2: Click on 'Create or Reset Password' in the lower right corner.



 **SOLOMON PAGE**
Staffing Solutions & Executive Search

Login Sign Up

*Username / Email

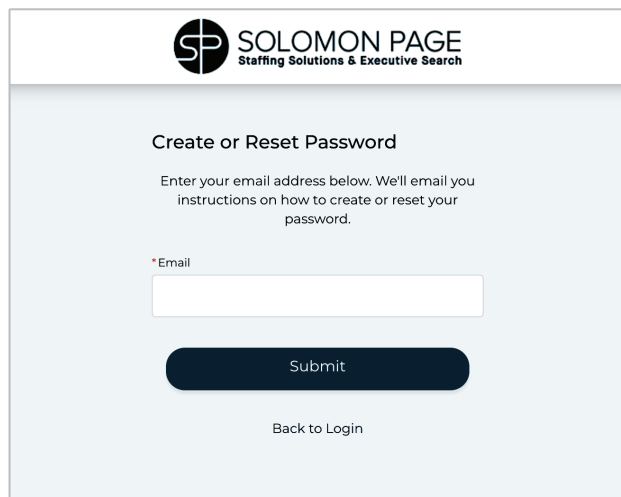
*Password

Login

The Talent Portal is powered by Bullhorn, Inc. By clicking "Log in" and using the Service you confirm that you have read and agree to Bullhorn, Inc.'s Terms of Use and Privacy Policy

Create or Reset Password

STEP 3: Enter your email address and submit.



 **SOLOMON PAGE**
Staffing Solutions & Executive Search

Create or Reset Password

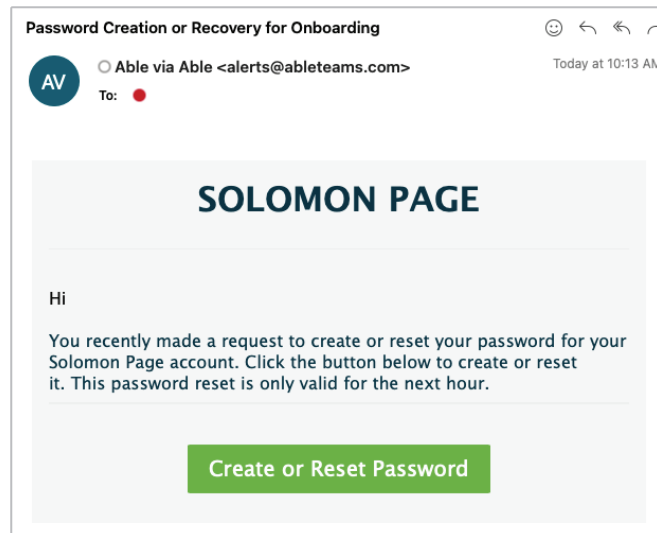
Enter your email address below. We'll email you instructions on how to create or reset your password.

*Email

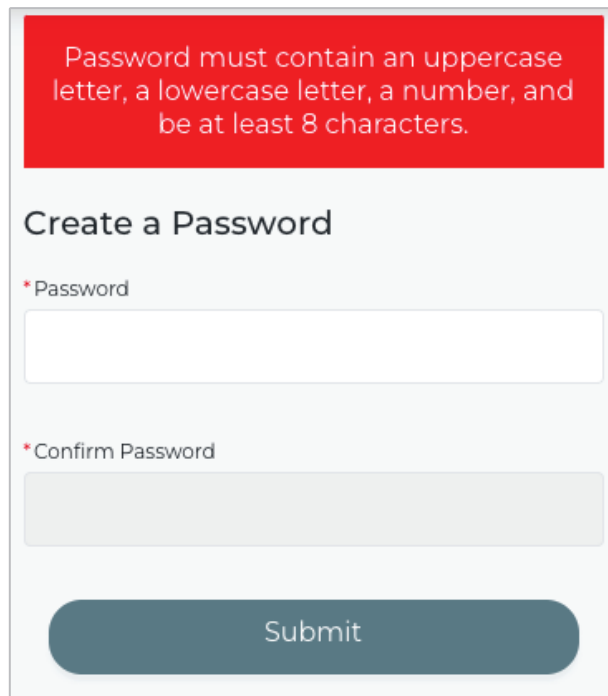
Submit

Back to Login

STEP 4: You will receive an email from Able via Able (*alerts@ableteams.com*) to create your password. Click 'Create or Reset Password' to create your unique password.

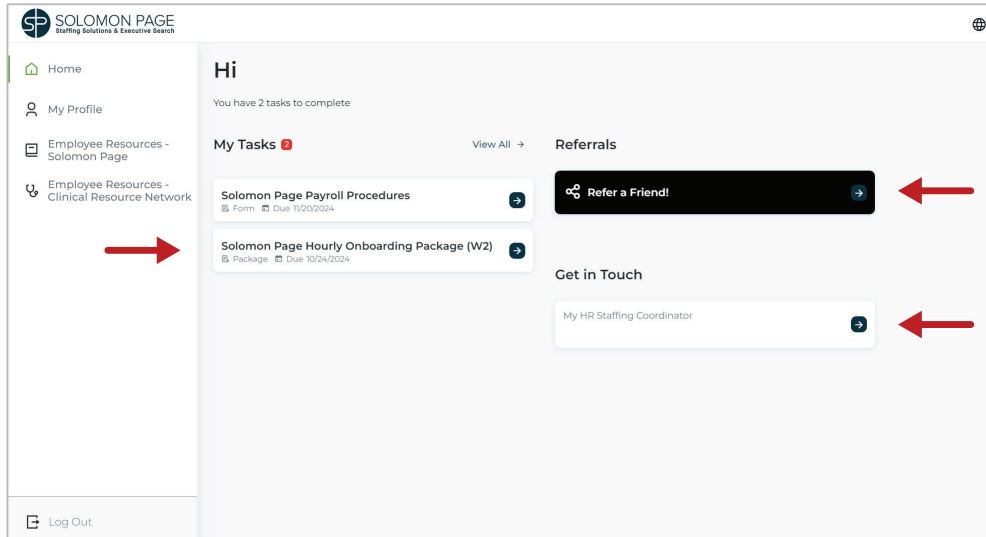


STEP 5: Create your unique password. Once you have submitted this information, you will be redirected to the login page and prompted to input your login credentials.

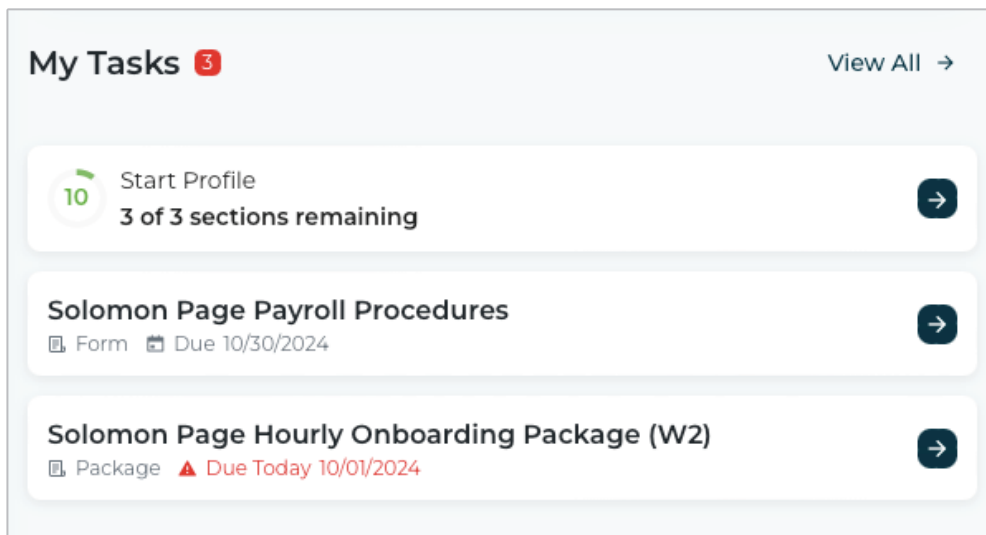
The image shows a screenshot of a web form titled "Create a Password". At the top, there is a red banner with white text that reads: "Password must contain an uppercase letter, a lowercase letter, a number, and be at least 8 characters." Below the banner, the form has two input fields. The first is labeled "* Password" and the second is labeled "* Confirm Password". At the bottom of the form is a dark gray button with the text "Submit".

HOME

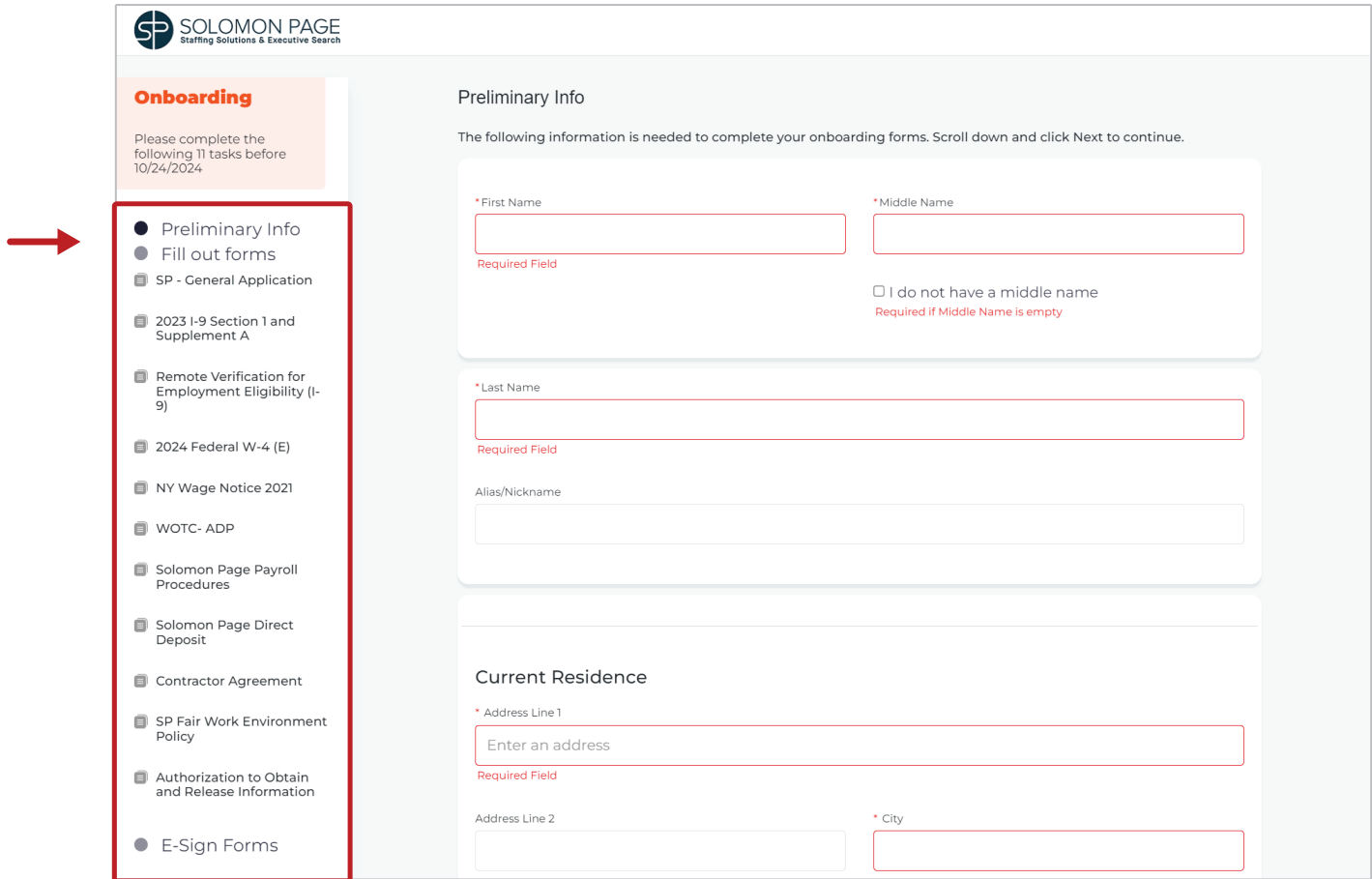
Once you login to the portal, you will automatically be taken to the Home page, which includes: **MY TASKS**, **REFERRALS**, and **GET IN TOUCH**.



MY TASKS: These are the documents that require attention. To review and complete the documents, click on the individual task and you will be redirected.



Once you open a task, you will be redirected to a new page where you will be prompted to fill out required fields for one or more forms. Please see below for an example:



Onboarding

Please complete the following 11 tasks before 10/24/2024

- Preliminary Info
- Fill out forms
- SP - General Application
- 2023 I-9 Section 1 and Supplement A
- Remote Verification for Employment Eligibility (I-9)
- 2024 Federal W-4 (E)
- NY Wage Notice 2021
- WOTC- ADP
- Solomon Page Payroll Procedures
- Solomon Page Direct Deposit
- Contractor Agreement
- SP Fair Work Environment Policy
- Authorization to Obtain and Release Information
- E-Sign Forms

Preliminary Info

The following information is needed to complete your onboarding forms. Scroll down and click Next to continue.

* First Name
Required Field

* Middle Name
☐ I do not have a middle name
Required if Middle Name is empty

* Last Name
Required Field

Alias/Nickname

Current Residence

* Address Line 1
Enter an address
Required Field

Address Line 2

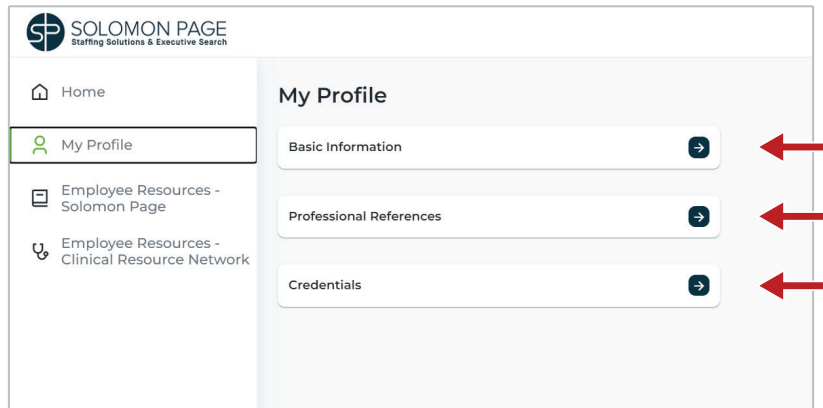
* City

REFERRALS (optional): Referrals are always welcomed and encouraged. If a referral is placed, the referrer can be eligible for a bonus. To refer, click on 'Refer a Friend' and you will be redirected to a form to complete.

GET IN TOUCH: Access Solomon Page contact information. Click the right arrow and a pop up will appear with relevant details.

MY PROFILE

Complete all fields within **BASIC INFORMATION**, **PROFESSIONAL REFERENCES**, and **CREDENTIALS** (if applicable). This information will be updated accordingly in Solomon Page records.



BASIC INFORMATION: Verify your contact information, including your current address, which will be reflected in Solomon Page records and onboarding paperwork.

PROFESSIONAL REFERENCES: Add contacts that can be utilized for future reference checks.

CREDENTIALS (if applicable): Upload requested credentials that are required for your position. Note that this is only applicable to healthcare professionals.

EMPLOYEE RESOURCES

Under Employee Resources – Solomon Page, view documents pertaining to getting paid, time submission, payroll, benefits, and policies.

