JASON'S DELI / NEW HIRE – PENDING PAPERWORK PROCESS: EMAIL

Dear xxxxx

Welcome to the Jason's Deli team! We are confident that you will make a great contribution to our mission, "To Make Every Customer Happy." Our vision is to be the best restaurant company in the United States which will require us to have only the very best people working with us. Your orientation will be held on mm/dd/yyyy at 0:00 AM at xxxxx. Please bring two forms of current, valid identification which prove your eligibility to work in the U.S. We'll answer all your questions at your orientation. To get started on your paperwork prior to orientation, please login to the links below.

Sincerely,

Jason' Deli

Step 1: Go to: Jason's Deli Onboarding Portal

Login using the **same email and password** that you created to apply. (if you have forgotten, or did not create one when you applied, check the *Forgot My Password* box to receive it by email).

1. After you login you will be presented with a list of documents that require you to provide information and your electronic signature. Read and follow the instructions provided for completing and submitting the new hire documents.
2. Complete all of the required fields or you will not be able to submit your paperwork.
3. For any difficulty with this section please contact: https://www.bhionline.com/contact-support.html or call 1-855-608-4975.

Step 2: Go to: Jason's Deli Employment Center

1. **Login ID:** xxxxx
2. **Password:** Your 10 Digit Phone Number
3. If you experience trouble with the hyperlink, you may copy and paste the following URL into your browser's address bar. https://hrxtest2.talx.com/EmploymentCenter/default.aspx?divisionid=139
4. Read and follow the instructions at the top of each page.
5. After reading each page you will need to electronically initial each form, designating that you have read and in some cases, agree, with each of the documents. Your initials indicate that you accept the terms and conditions of employment with Jason's Deli.
6. If you have any difficulty accessing the site or questions on the new hire documents, please contact Corporate Payroll at (xxx)-xxx-xxxx.

Note: Please configure your web browser to **allow Pop-ups** for this site. You may need to turn your Pop-up Blocker off. If you experience technical issues please contact your recruiter or hiring manager.

The Employment Center is supported in the current versions of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.

This is an automated email; please do not reply to this email address.

<u>**JASON'S DELI / NEW HIRE – PENDING PAPERWORK PROCESS: COMPLETING PAPERWORK**</u>

PLEASE NOTE THIS MUST BE DONE FROM A COMPUTER/LAPTOP OR MAC USING THE BROWSERS OF IE, FIREFOX, CHROME OR SAFARI. IT CANNOT BE DONE FROM A PHONE, TABLET OR OTHER MOBILE DEVICE.

1. Go to your onboarding portal via the link received from the employer or by logging into your online application profile through the Click and Hire site.
2. Make sure you have downloaded and installed the latest version of Adobe reader. You can download the latest version at get.adobe.com/reader.
3. Once logged in, right-click on the link of the form and select *'Save Target As'* or *'Save Link As'*, depending on your web browser.
4. Save the files to a folder or a destination such as your download folder or your desktop.
5. Start Adobe Reader and then open the file from the location it was saved in.
6. Fill out the form in its entirety and submit.
7. Upon successful submission, you will be provided with the message below.

Your pdf has been successfully received. Thank you!

Back to Document Management (Closes this window and returns to the previous.)

*****SEE ADDITIONAL DIRECTIONS BELOW IF EXPERIENCING ISSUES WITH THE PDF FORMS.**

Onboarding Portal

Filling Out PDF Forms:

Click on the Form Links below to download them to your computer *(Be sure to note the download location).*
Locate the Forms on your local computer, and open each one with **Adobe Reader**. *(***Do Not Open Forms In Your Web Browser).*
Fill out all required fields and click the Submit Button on each form*. (Forms must be submitted this way to avoid errors).*
WARNING: If you are using an Apple computer, you will get an error when you submit a form. Errors regarding UTF-8 can be safely ignored.
If you need to install Adobe Reader: Click Here
For additional help: Click Here