Onboarding Solution

CertiPay's Onboarding Solution streamlines, standardizes, and consolidates your new hire paperwork online.

The Benefits

For businesses that want to reduce cost, time, and errors associated with new employee onboarding, our Onboarding Solution is a secure web service that offers online new hire paperless processing for new hire, status change, and many other employee forms.

An overview of the benefits that you can expect:

- Review and manage forms with the click of a button.
- Reduce cost of paper, printing, folders and storage.
- Improve risk management and compliance.
- Print forms on demand.
- Eliminate errors with accurate, LEGIBLE forms in PDF format.

The Service

Simple 3-Step Process

1. Employees enter data once.
2. Multiple forms are populated and submitted electronically.
3. HR easily reviews, approves, and archives the employee data securely.

Paperless
Dramatically reduce the amount of manual paperwork involved in the new hire process.

Automated Online Forms
Easily guide new employees through simple questions necessary to automate the completion of new hire employment forms.

Document Management
Effortlessly manage documents with fully electronic delivery and management of standard government and company new-hire forms.

Multiple Location Access
Overcome the challenges associated with gathering completed employee paperwork across multiple office locations and facilities.

- **Secure password-protected accounts.**
- **Save data at any step & return when convenient.**
- **Automated employee form completion.**
- **Help buttons throughout the system.**
- **Electronic signature and submission.**
- **Printed forms are available on demand**
- **New Hire information automatically integrates to payroll.**

For more information please contact us at

1-800-422-3782

www.certipay.com