my FrankCrum™

HOW TO USE **ONBOARDING**

Welcome to FrankCrum! To start completing your Onboarding forms, please go to https://onboarding.frankcrum.com
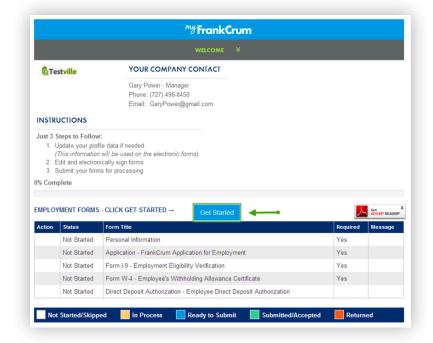
Step 1

Please enter the Company Code and Company PIN that have been provided to you, along with your social security number and date of birth, then click Submit to get started.
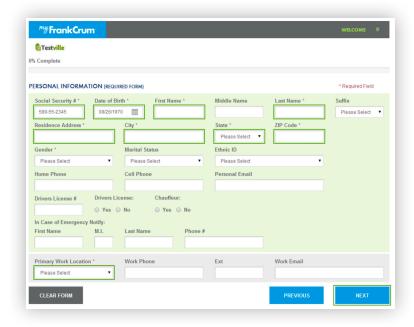
Shotrock Productions Inc

LOG IN

Company Code
E0725
Company PIN
2572
Social Security # (999-99-9999)

Date of Birth (mm/dd/yyyy)

SUBMIT

WELCOME TO FRANKCRUM

Employee Onboarding is Easy!
- Simply enter the Company Code and Pin Number given to you by your employer
- Add your personal information
- Click SUBMIT

Step 2

To start completing your Onboarding forms, click Get Started.

Testville

YOUR COMPANY CONTACT

Gary Power - Manager
Phone: (727) 496-8450
Email: GaryPower@gmail.com

INSTRUCTIONS

Just 3 Steps to Follow:
1. Update your profile data if needed
   (This information will be used on the electronic forms)
2. Edit and electronically sign forms
3. Submit your forms for processing

0% Complete

EMPLOYMENT FORMS - CLICK GET STARTED →   Get Started

Action	Status	Form Title	Required	Message
	Not Started	Personal Information	Yes	
	Not Started	Application - FrankCrum Application for Employment	Yes	
	Not Started	Form I-9 - Employment Eligibility Verification	Yes	
	Not Started	Form W-4 - Employee's Withholding Allowance Certificate	Yes	
	Not Started	Direct Deposit Authorization - Employee Direct Deposit Authorization		

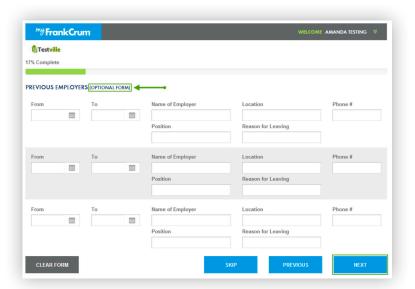| Not Started/Skipped | In Process | Ready to Submit | Submitted/Accepted | Returned |

Step 3

On the **Personal Information** screen, complete all the required fields indicated by the RED *. Then click NEXT.
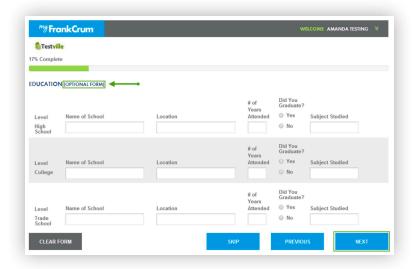

Step 4

The **Previous Employers** screen is an optional form. You may choose to complete this form or SKIP this form.
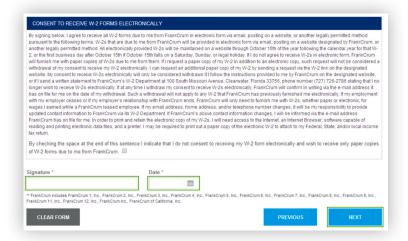
Step 5

The **Education** screen is an optional form. You may choose to complete this form or SKIP this form.
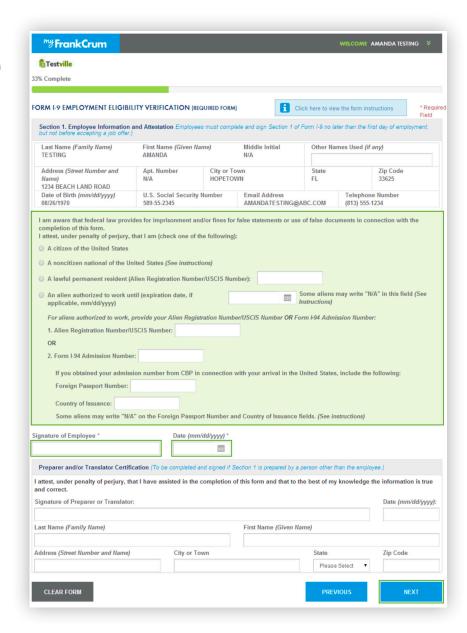
Step 6

On the **Application** screen, complete all the required fields indicated by the **RED ***. Then click NEXT.
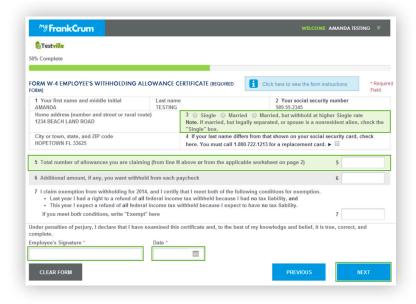
Step 7

On the **Form I-9 Employment Eligibility Verification** form, complete, sign and date. Then click NEXT.
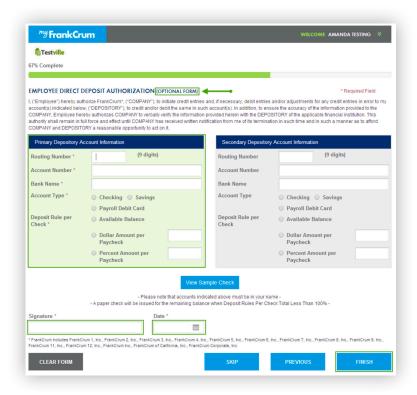
Step 8

On the **Form W-4 Employee's Withholding Allowance Certificate**, complete, sign and date. Then click NEXT.

Step 9

The **Employee Direct Deposit Authorization** screen is an Optional Form. You may choose to complete or SKIP this form. Then click FINISH.

Step 10

Once you have completed all necessary forms, click the Submit button.