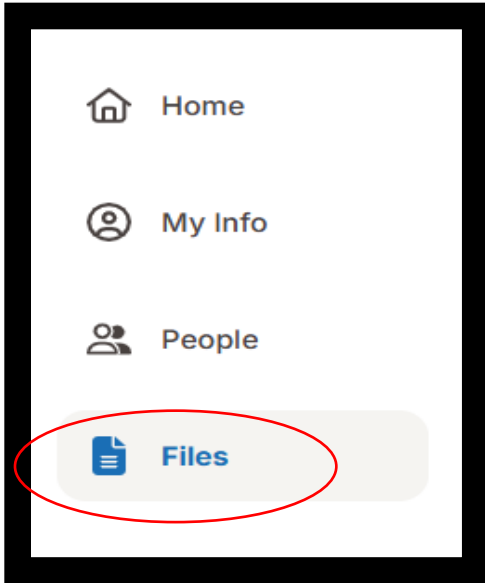


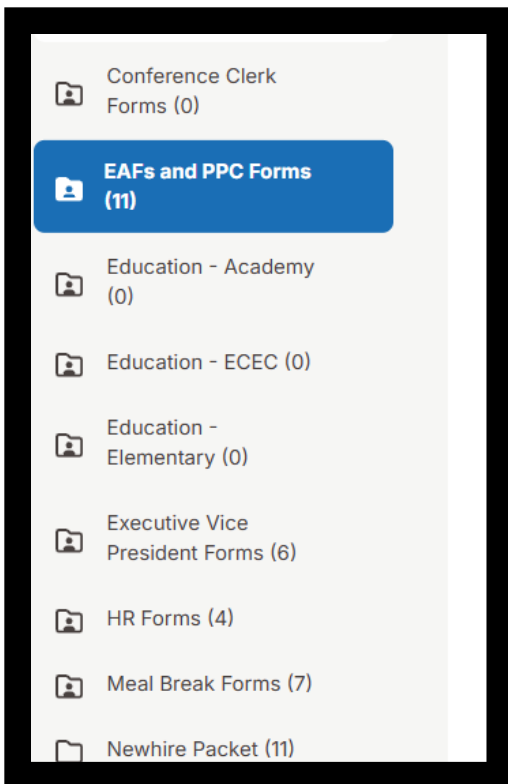
## BambooHR- How to fill out forms

**Step 1:** Login to BambooHR. ( Sccsda.bamboohr.com )

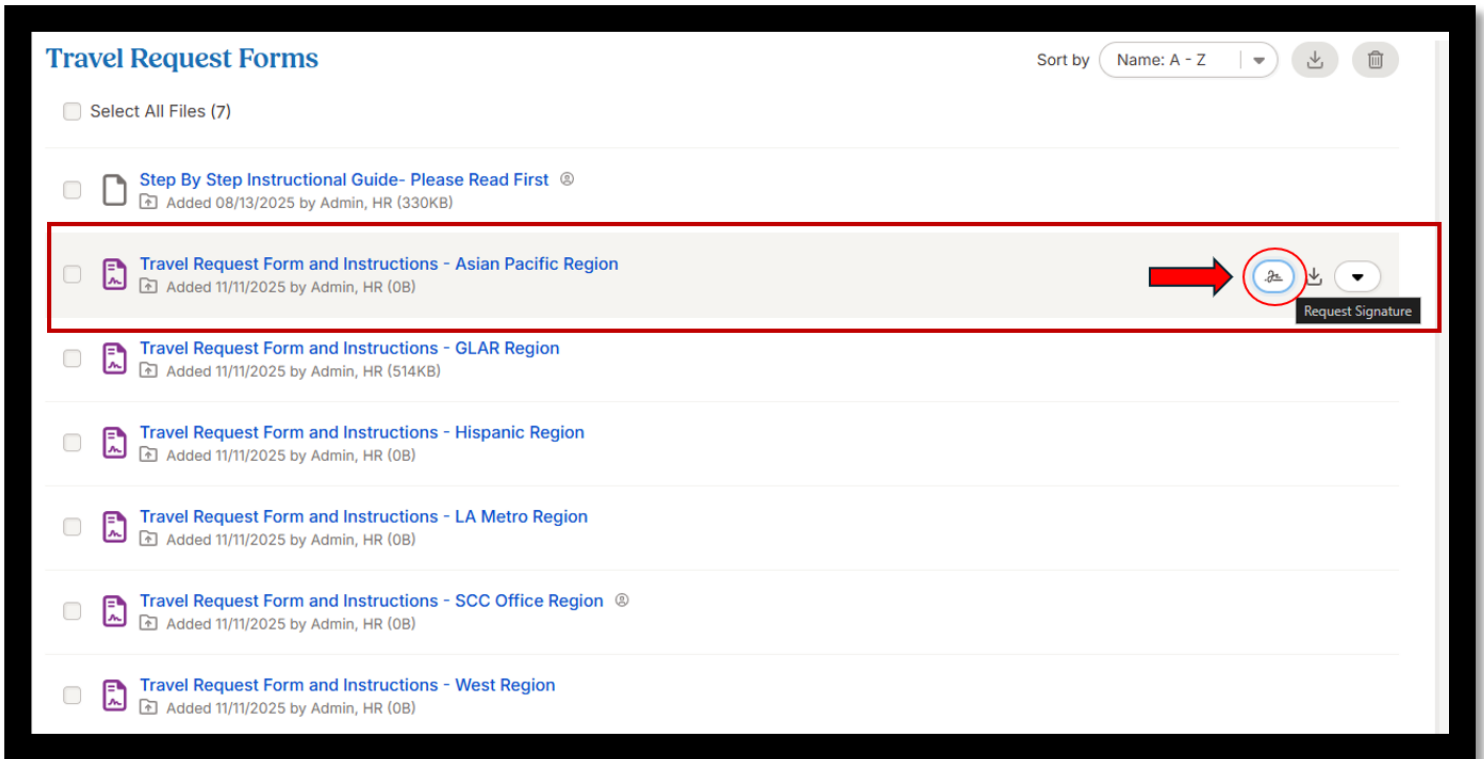
**Step 2:** Click on the Files tab



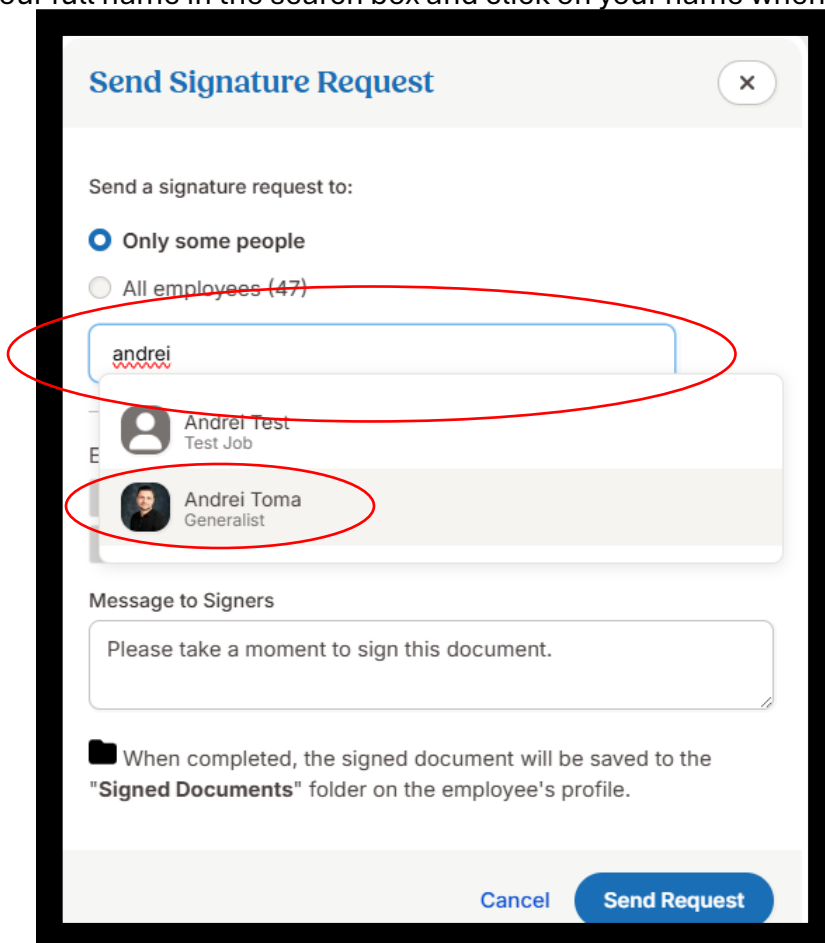
**Step 3:** Click on the folder that you need:



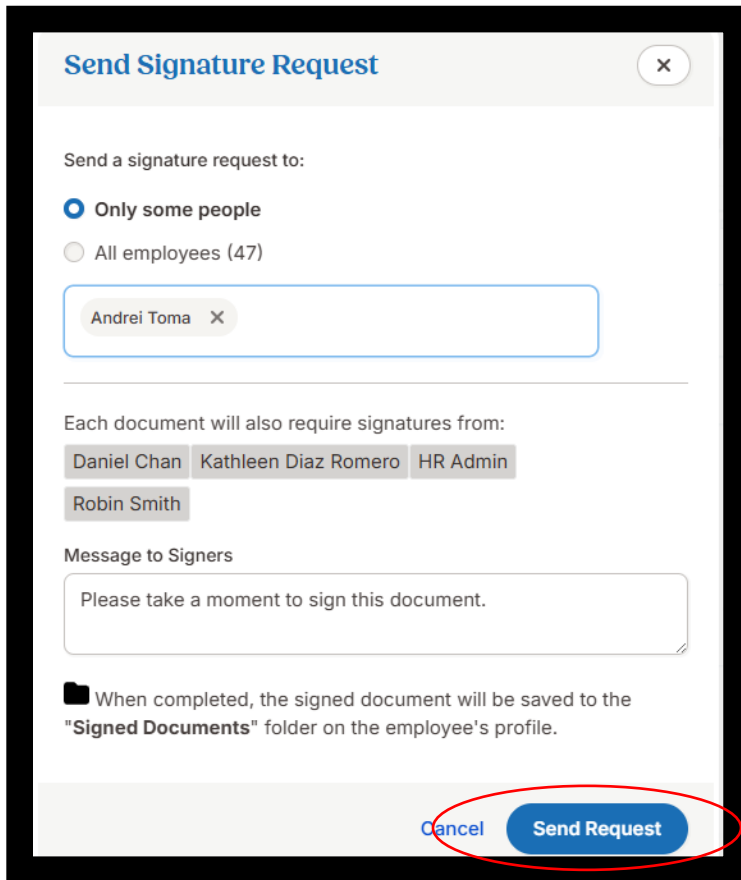
**Step 4:** Find the form that you need. Place your cursor on the form link and to the right you will see three buttons. Click on “REQUEST SIGNATURE”. See the picture the below.



**Step 5:** Type your full name in the search box and click on your name when it shows up.

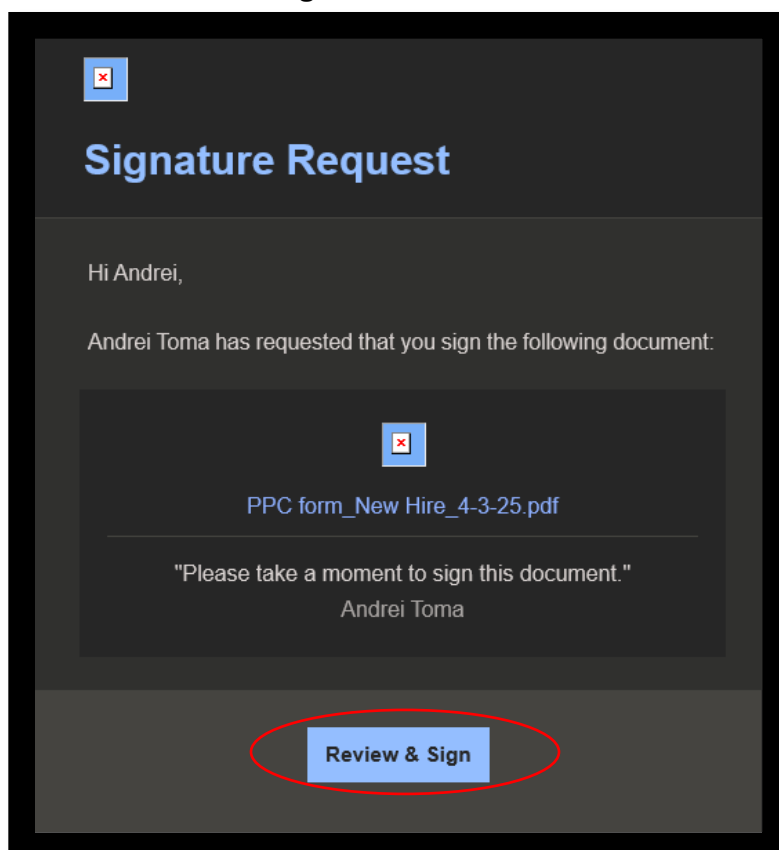


**Step 6:** If done correctly, your name will appear in the search box with an “x” next to it. Click on Send Request after you confirm your name is selected.



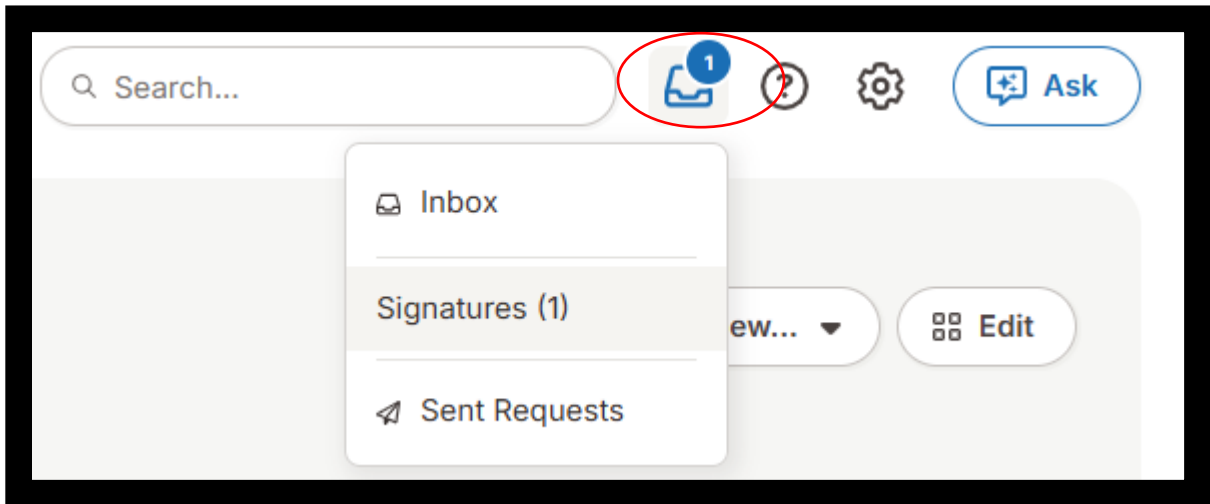
The screenshot shows a 'Send Signature Request' dialog box. At the top, it says 'Send a signature request to:' with two radio button options: 'Only some people' (selected) and 'All employees (47)'. Below this is a search box containing 'Andrei Toma' with a small 'x' icon to its right. Underneath, it lists 'Each document will also require signatures from:' followed by four names in grey boxes: Daniel Chan, Kathleen Diaz Romero, HR Admin, and Robin Smith. A text area for 'Message to Signers' contains the text 'Please take a moment to sign this document.' At the bottom, there is a note: 'When completed, the signed document will be saved to the "Signed Documents" folder on the employee's profile.' At the very bottom, there are two buttons: 'Cancel' and 'Send Request', with the 'Send Request' button circled in red.

**Step 7:** You will receive notice in both your Email account/client and in your BambooHR inbox. If you are in your email account, click on Review and sign.

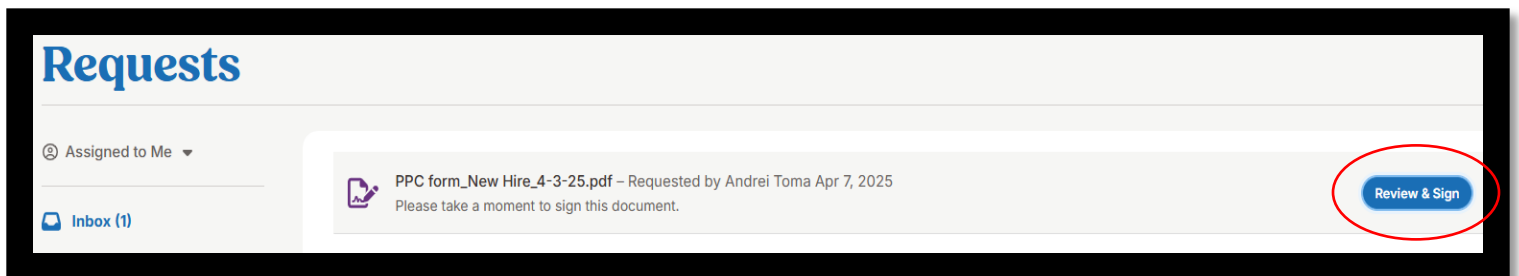


The screenshot shows an email notification titled 'Signature Request'. It starts with 'Hi Andrei,' followed by 'Andrei Toma has requested that you sign the following document:'. Below this is a placeholder for a document, represented by a small icon with an 'x' and the text 'PPC form\_New Hire\_4-3-25.pdf'. Underneath the document name is a quote: '"Please take a moment to sign this document."' followed by the name 'Andrei Toma'. At the bottom of the email, there is a blue button labeled 'Review & Sign', which is circled in red.

**Step 8:** If you are in BambooHR, refresh the page and click on the Inbox icon.



**Step 9:** Once you are in the BambooHR inbox, find the form you requested and click on Review & Sign



**Step 10:** Fill in all of the required text boxes/fields and when you are done click on Confirm Signature. On the bottom left of the page. Please note that you will not be able to click on Confirm Signature until all of the fields are completed.

