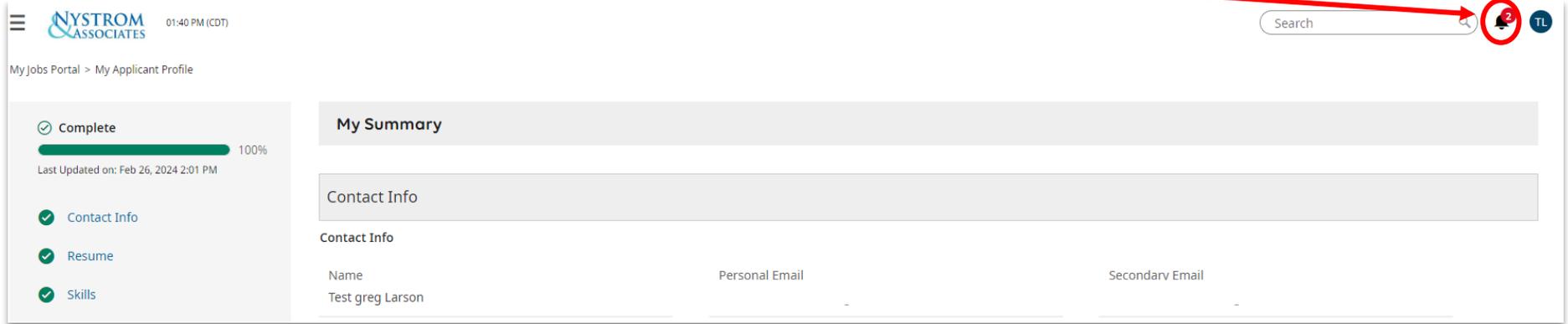
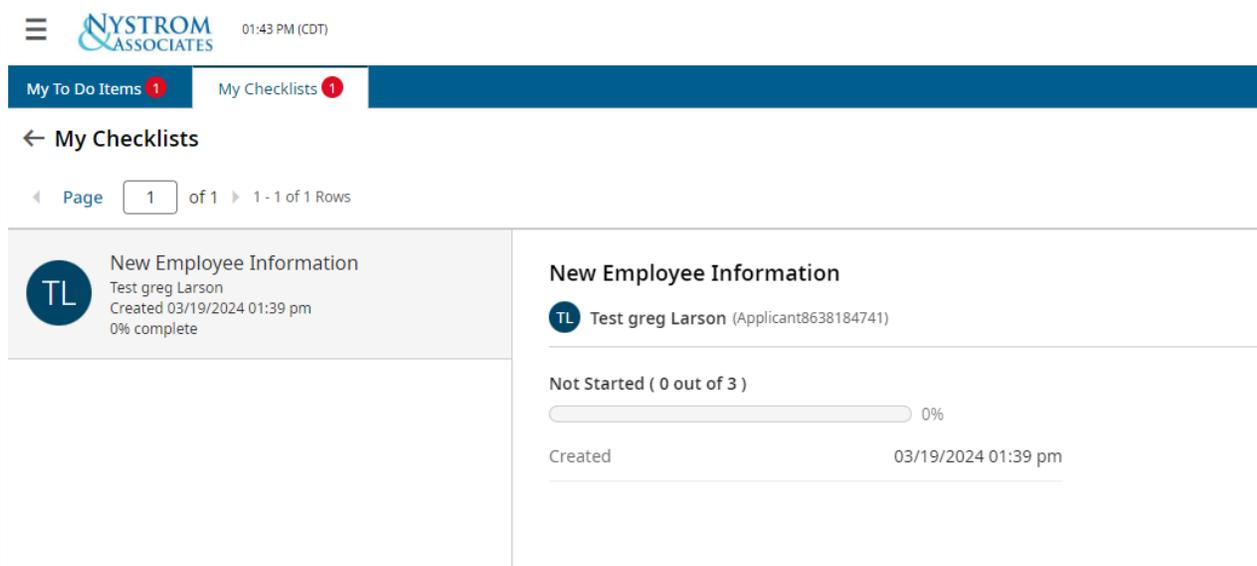


Steps to Complete in KPAY

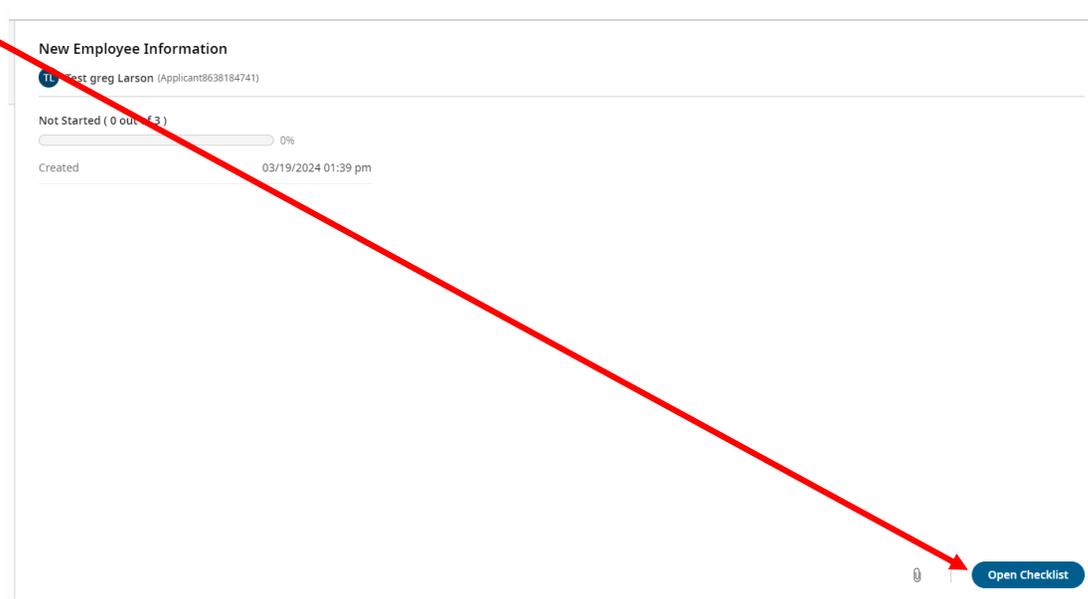
Upon logging int your account, click on the bell icon to complete your to-do items.



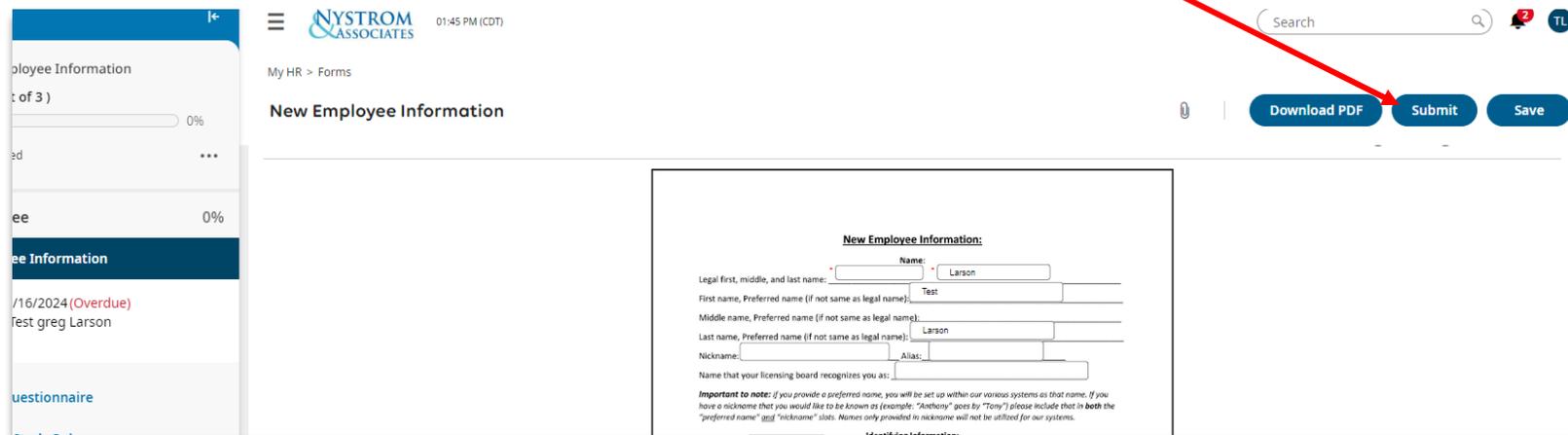
Navigate to your checklists and complete all assigned checklists.



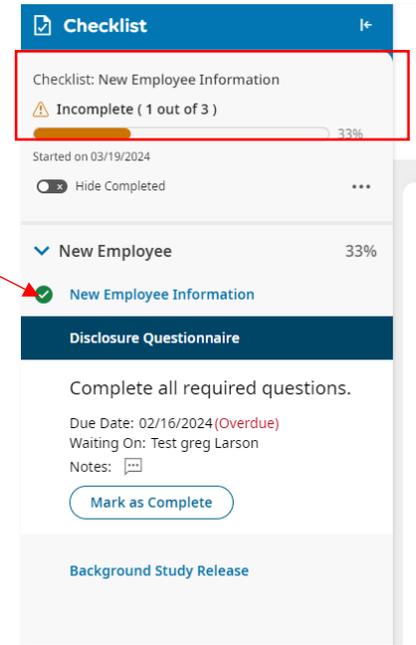
Click on the “open checklist” button to open the checklist.



Complete all required (anything with a *****) items within the checklist. Once you have completed everything, hit submit and you will see each checklist item become completed.



Once each item has been completed a green checkmark will appear beside it and you will see the percentage bar at the top fill in.

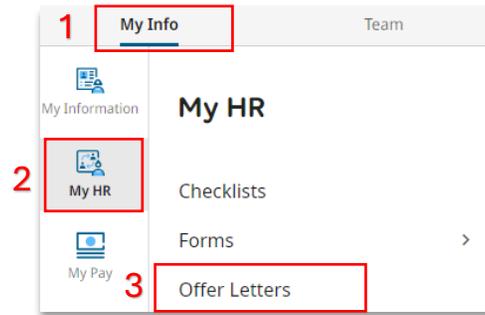


Sign your offer letter!

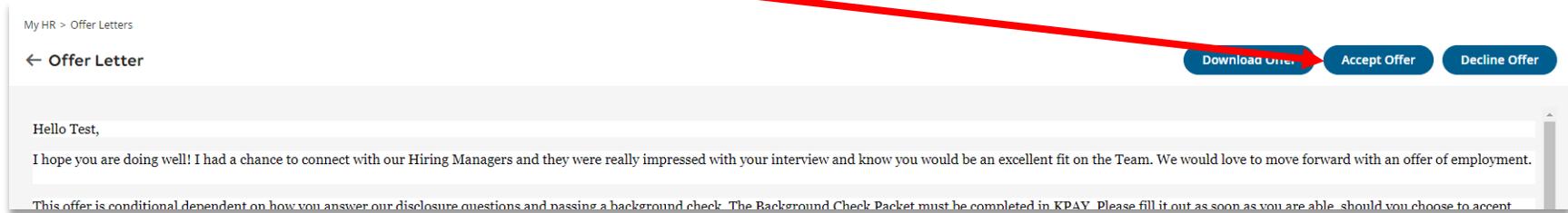


To sign your offer letter, you will want to click the menu button
HR > Offer Letters.

and then navigate to My Information > My

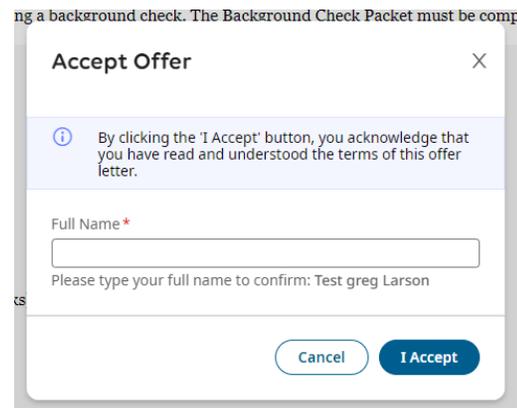


To accept your offer letter, click on “Accept Offer”.



Enter in your full name to accept the offer and click “I accept”.

This is considered your signature.



Once you have completed your checklist and signed your offer letter you have completed all KPAY steps!
Your recruiter will be automatically alerted when each step is completed. Please be sure to complete all steps within 48 hours.

We look forward to welcoming you to our team!

Human Resources – Nystrom & Associates, Ltd

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Recruiting@nystromcounseling.com