

Signing Offer Letter and Additional Tasks:

Once you have logged into your profile, you will have an offer letter waiting for you to sign. Please click the start button.

Mouse, Minnie - Candidate Home

My Tasks (1)

You have pending tasks. Please complete the items that are identified with an **orange exclamation mark** below. You may need to refresh your screen to see the next task.

- Offer Letter
- Personal Information
- National ID (SSN)

After each task that you complete a box will appear with "**Congratulations and a Green Check Mark**", stating your data has been submitted. Each task must be completed so the Recruiter can move you to the next step in the hire process.

Offer Letter
Job: RN - ~~Cardiac~~ Heart Care Clinic Full Time



Submitted Applications

There is no new information for you at this time. Please await further information.

1 item

Welcome

Welcome to your candidate portal at Trinity Health!
Please review your applications below. If an orange exclamation mark is next to any application, you may have pending tasks that need to be completed.

Next, please click on the blue link to open the offer letter.

Review Document



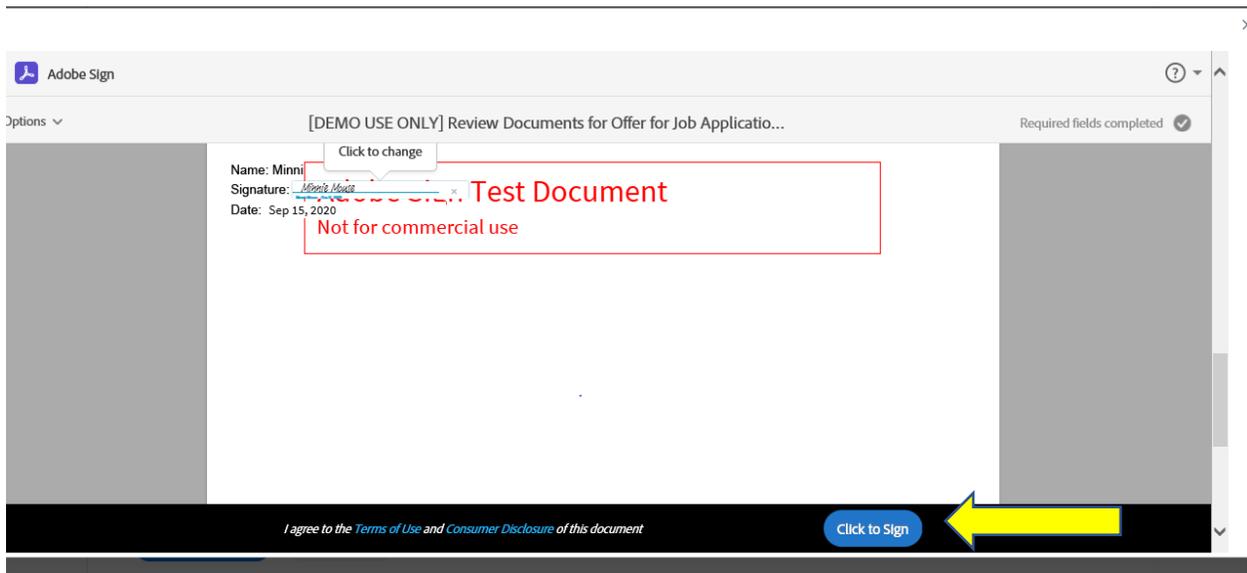
[Trinity Health Systems Offer Letter - External 09/15/2020.pdf](#)



Comment



Once you have typed in your name, click the button that says click to sign.



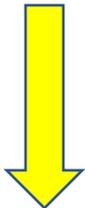
Don't forget to click on the OK button.

Review Document



Trinity Health Systems Offer Letter - External 09/15/2020.pdf

Comment



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OK

Cancel

After you click OK, a screen will pop up asking you to enter in your SSN. Enter in your SSN and don't forget to click on the OK button.

- Please note, if this does not automatically pop up, log out of your profile and back in again.

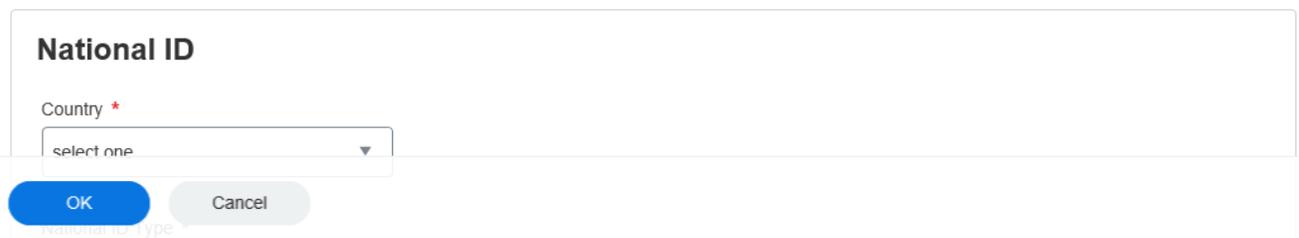
Update Identifiers

Personal Information change task, Enter your date of birth, gender and marital status. You may enter in the other fields but they are not required. Once complete; click "Ok".

The date of birth, gender and marital status is also a very critical piece of your hire process into the organization as it is required for benefits.

"National ID". Select the country, the National ID Type of Social Security Number (SSN) and then enter your SSN under the Identification Number. Then click "Ok".

This is a very critical piece of your hire process into the organization as it is required for payroll, benefits, etc. You will see the "Congratulations". Click the "X" to close and proceed to the next task.



The screenshot shows a form titled "National ID". It contains a dropdown menu labeled "Country" with a red asterisk and the text "select one" below it. At the bottom of the form, there are two buttons: a blue "OK" button and a grey "Cancel" button. A yellow arrow points to the "OK" button.

After you click OK, a screen will pop up asking you to update your personal information. Enter this information in and don't forget to click on the OK button.

- Please note, if this does not automatically pop up, log out of your profile and back in again.

Update Personal Information

Personal Information change task, Enter your date of birth, gender and marital status. You may enter in the other fields but they are not required. Once complete; click "OK".

The date of birth, gender and marital status is also a very critical piece of your hire process into the organization as it is required for benefits.

Date of Birth *

Gender *

Marital Status *

Ethnicity

Once you click OK, it will bring you back to the main screen and it should show no additional tasks to complete.

Mouse, Minnie - Candidate Home

My Tasks

No tasks to complete.

Submitted Applications

There is no new information for you at this time. Please await further information.