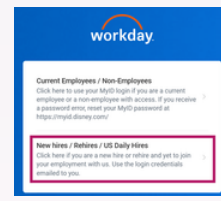
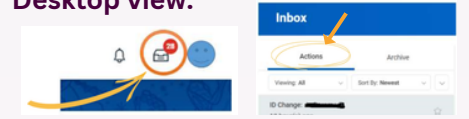


## Log In

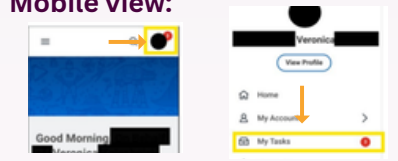
Use the New Hire/Rehires/US Daily Hires option. Your username is your personal email and your password was sent in a second email. To begin the paperwork, Click on *My Tasks* or the red box icon in the top right corner.



Desktop view:



Mobile view:



## Edit Government IDs

The only requirement on this page is to check the last four digits of your social are correct then select Submit.



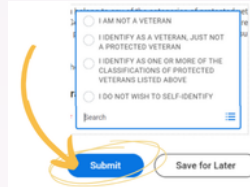
## Enter Personal Information

Only fill out the fields with a red asterisk. If the information is already filled in and needs to be corrected, click on the pencil to edit.



## Change Veteran Status Identification

Read the information carefully and select your Veteran Status at the bottom of the page.



## Dependent Information

This task is to only be filled out if you claim any children, partners, and/or parents on your taxes. If this doesn't apply to you, please submit the task blank.

## Change Emergency Contact

Add the information of your emergency contact. Only fill out the red asteriks.

## Home Contact Information

Your information will already be filled out. Please make sure to make any changes necessary and verify your email and phone number are correct.

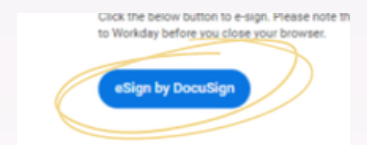
## Review Documents

This task contains a checklist of key Company policies and required documents. Review each item and accept the terms and conditions. After selecting all 15 checkboxes, click Submit to continue.



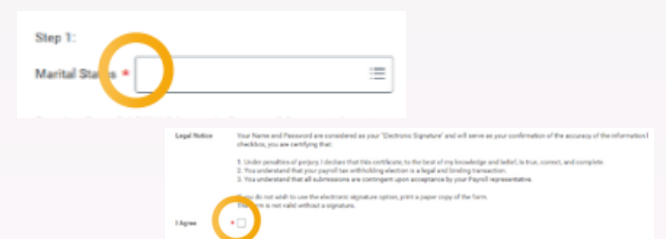
## E-Sign Documents

A signature is required for all documents. Click on the E-Sign by DocuSign command, review the document and click on the YELLOW FINISH button at the top to take you directly to the signature sections.



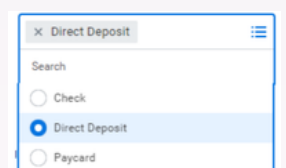
## Federal Withholding Elections

This section is regarding your tax information for the W4. The main requirements are identifying your marital status and accepting the terms and conditions.



## Manage Payment Elections

Please have your bank name, account number and routing number ready for direct deposit. If you choose Paycard, a consent form will appear after the *Hometown for Nametags* task. If you don't enter any payment information, you'll receive a paper check.



## Hometown for Nametags

This is the final task. Please enter your hometown (not your school). Your nametag with your school's name will be given to you at Traditions. If you selected the Paycard option in the *Manage Payment Elections* task, you'll sign the consent form after you complete this task. Be sure to refresh the page until it appears. Otherwise, you're all done with your paperwork.

## Need to make a change?

You may do so **after your first day of work** when you gain access to the employee portal, Disney Cast Life.

