

# intelycare™

## IntelyPro Getting Started Checklist



### APPLY

- Upload Basic Info
- Confirm Phone



### INTERVIEW

- Schedule Interview
- Complete Interview



### CREDENTIALS

- Sign Offer Letter
- Upload Docs/Info via App:
  - Profile Image
  - References (2)
  - Work History
  - Physical Exam
  - TB Clearance
  - Photo ID
  - SSN Info
  - Direct Deposit
- Fill Out I9 Info



### ACTIVATION

- Fingerprinting
- Background Check
- BOOK SHIFTS!!!



### PERSONALIZE

- Update Shift Filters
- Turn on Notifications
- Opt-In to Shift Specials

