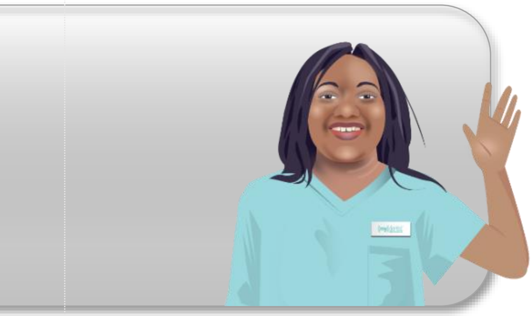
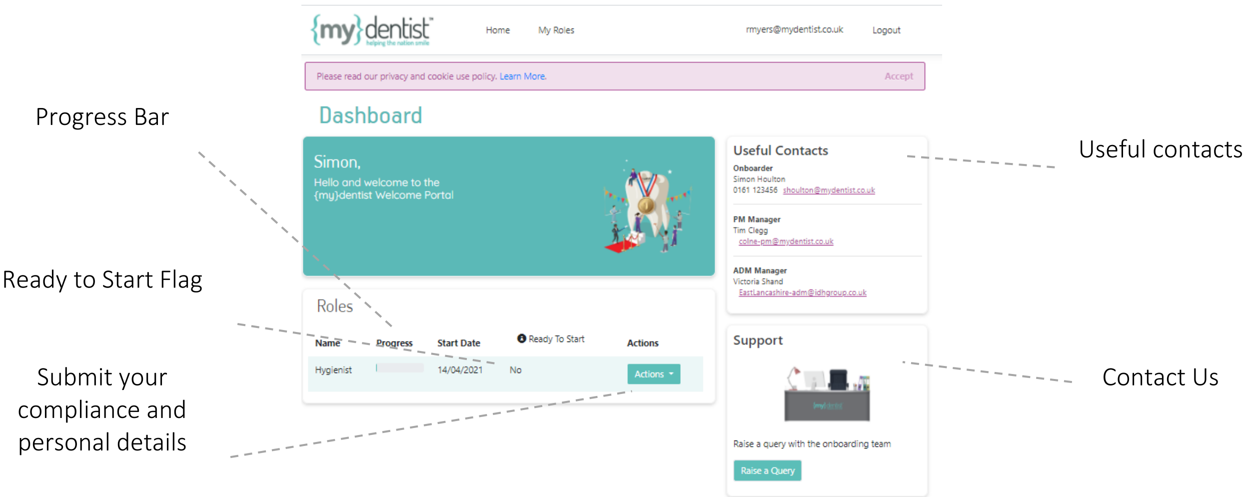


MyDentist Onboarding Welcome Portal

In the portal you will find:

- A copy of your contract for signing
- Your projected start date
- Your date of induction (if applicable)
- Any outstanding compliance you will need to complete
- Useful contacts

Dashboard



Once you click into a role there are 2 sections –

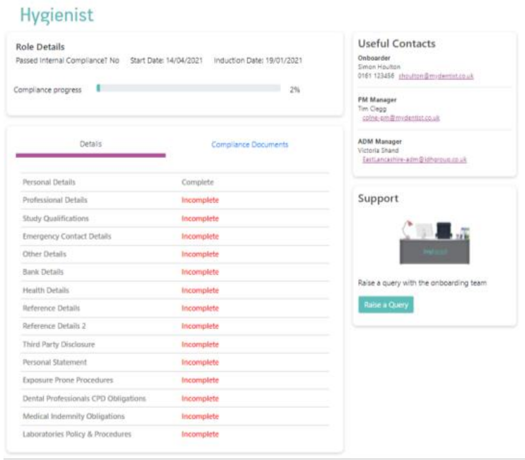
- Details - Submit your personal details to us
- Compliance - Upload your compliance to us

Details

Confirm your personal details and supply us with additional information for onboarding.

- Click on each section to expand
- Complete and click **Save**
- Input NA for anything not applicable

Sections will show as either complete or incomplete



Compliance Document

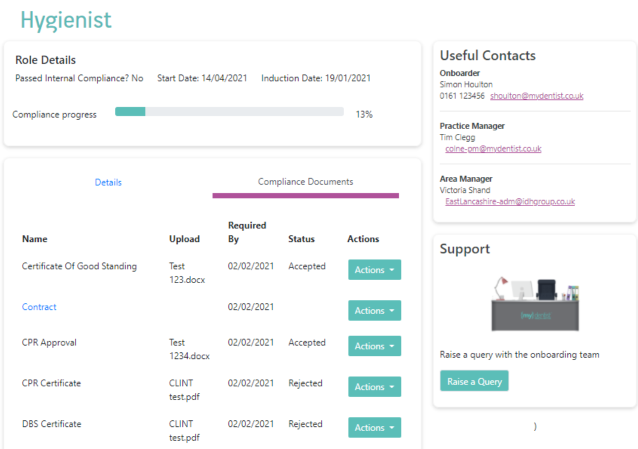
Upload your compliance

- Click on the **actions** button to upload file
- Select file and press upload

Sections will show as pending review, accepted or rejected.

If rejected, you can see the reason why by clicking **actions** button

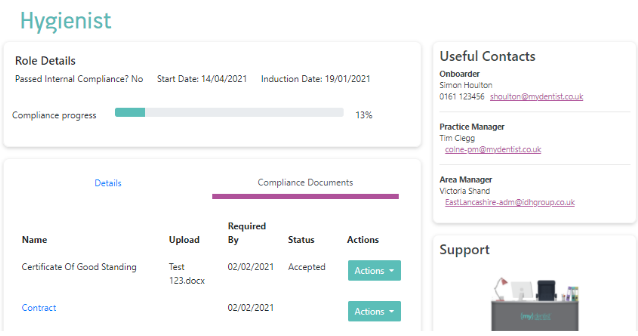
You will also receive an email for any compliance that we are unable to accept and reasons why.

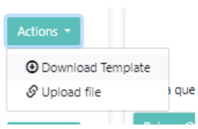


Signing your Agreement

Under the compliance section

- Click on the **actions** button to download your contract – 'download template'
- Once downloaded please print and sign your agreement
- The upload back to us via the same **actions** button





Any queries please do not hesitate to contact your onboarder