

team national.
TECH
PREP

To commence employment, YOU must complete the following steps to activate a valid employment contract.



 **STEP 1.**
Activate Employment Hero

You will receive an email to your designated email with a link to activate your new employment profile with Team National. Simply click the [here](#) link your the email.

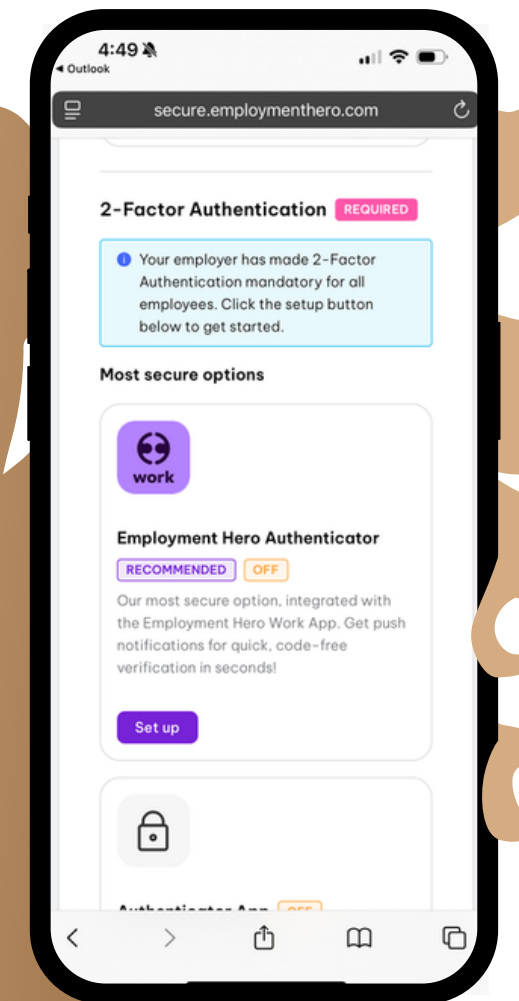
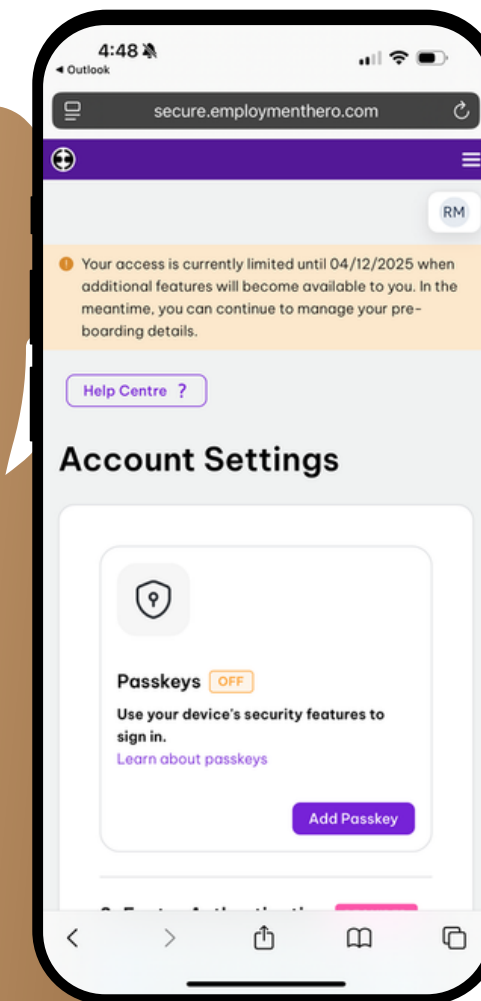
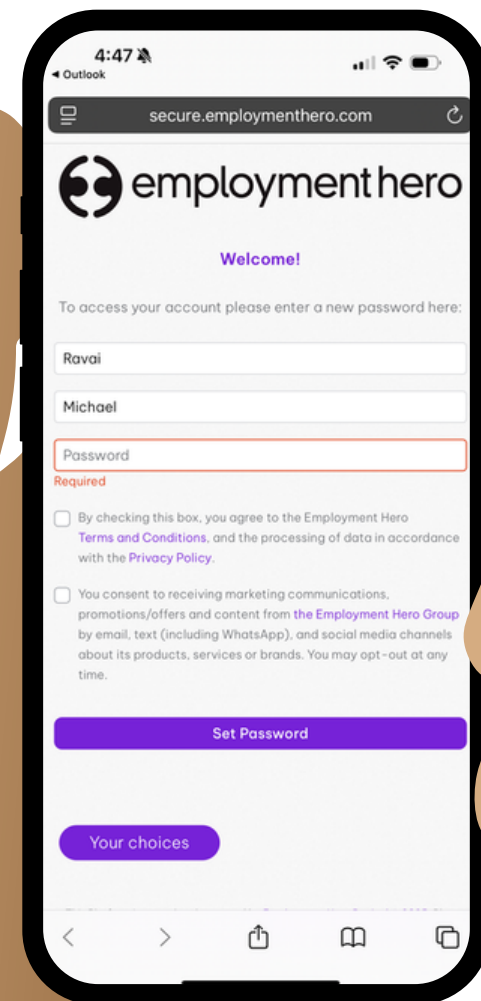
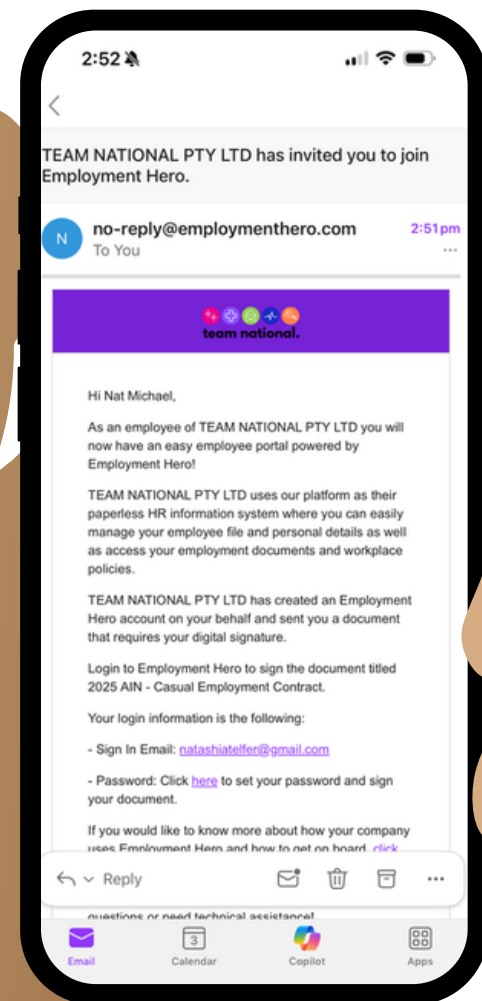
HANDY HINT: you have 72 hours to complete the activation and it must be completed at time of activation.

In the web browser, it will ask you to set a NEW password for your NEW employment.

Your Profile will open and prompt you to set up passkeys and 2-Factor Authentication.

Please follow the prompts to ensure your personal information is kept secure within your device.

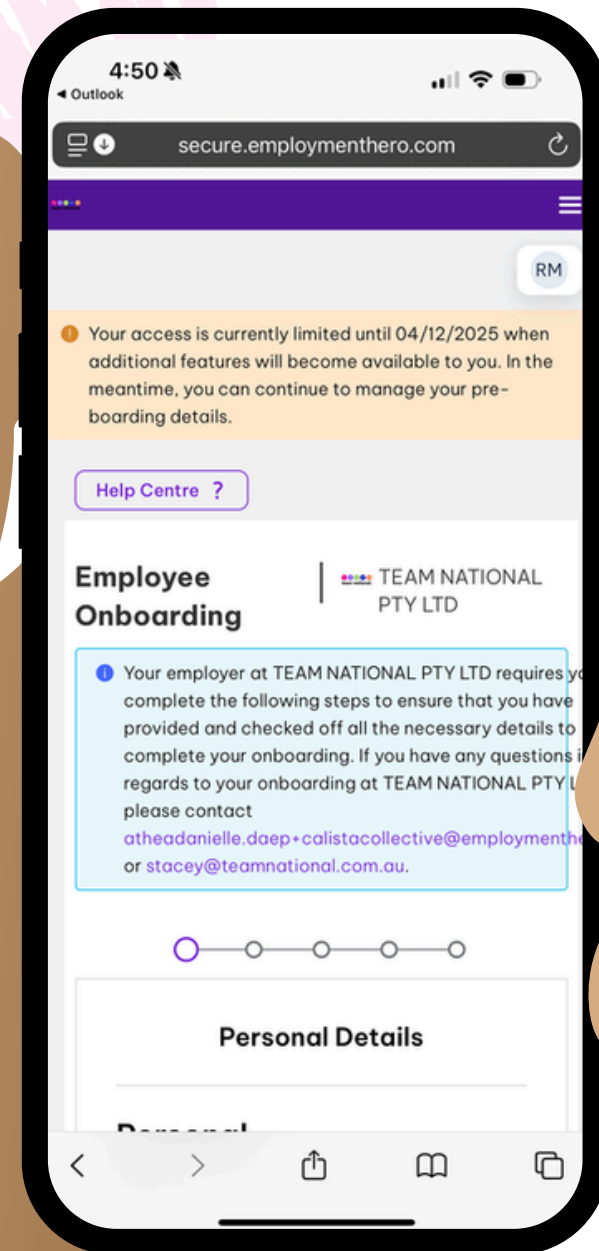
HANDY HINT: when setting up 2FA, selecting option: **through SMS text messages** is the easiest option to navigate.



STEP 2.

Enter your Personal Details:

Scroll down and complete the onboarding fields of information including:



- Personal details,
- Emergency Contact,
- Bank Details,
- Additional Information,
- Tax Declaration,
- Work Eligibility,
- Superannuation,
- Medical Disclosure.

HANDY HINT:

if you are joining us on an eligible VISA, in 'Work Eligibility' it will require you to have your passport and documents ready

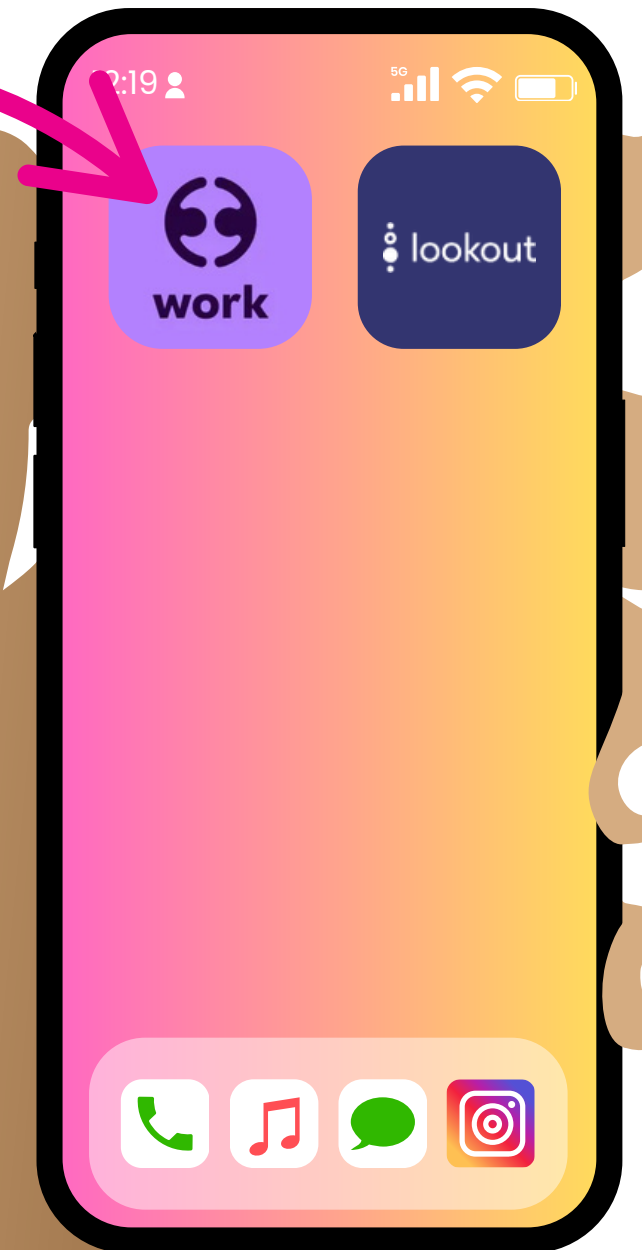
HANDY HINT:

This process needs to be completed immediately otherwise your profile will deactivate for privacy and security reasons.

STEP 3.

Download the Employment Hero - EH app to your device.

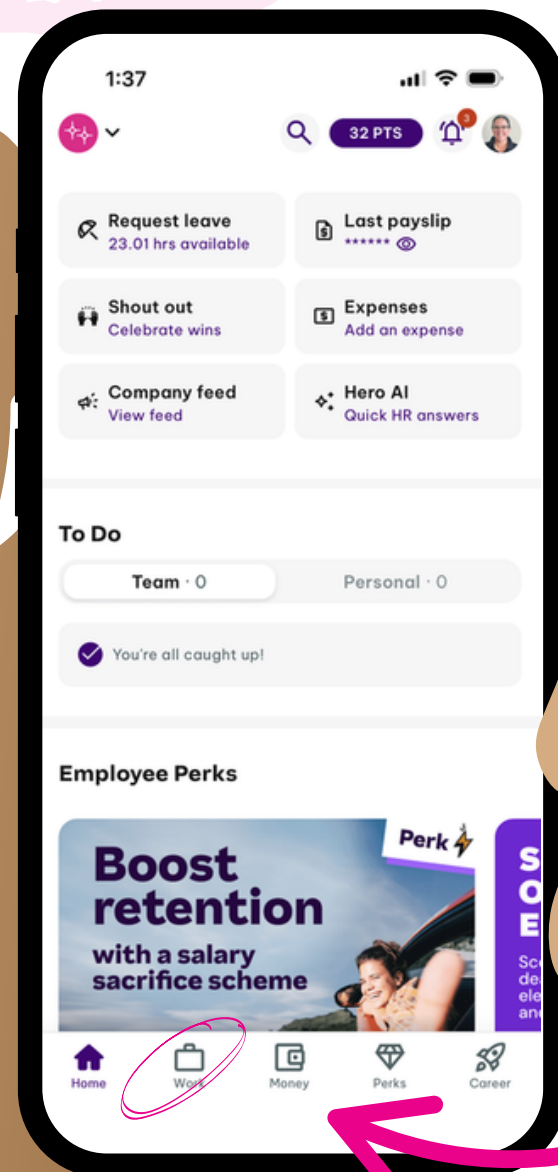
Once completed, you can download the Employment Hero App in your App store and log in with your new password and 2FA.



STEP 4. *EH homepage*

Here you can find quick access to your:

- payslips,
- policies,
- forms,
- company feed,
- notifications,
- among lots of other cool features.



Head to the menu at the bottom of your page and click on the 'work' option.

This is where you will find majority of the EH work features, we use at Team National

STEP 5. *Induction Content*

must do

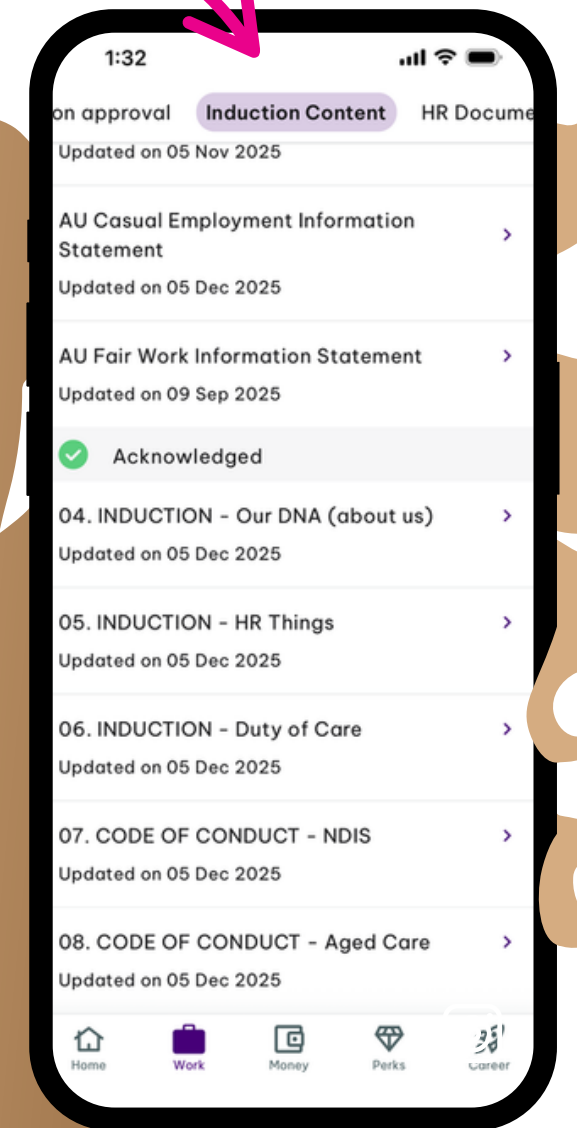
TO-DO

MUST DO!

TO DO

In your 'work' section, head to the tab titled: 'Induction Content'.

Please ensure that you read or watch the induction content listed as 'Mandatory' - we will be notified on our end when it has been completed.



make
it happen



Upload Certifications

Across the top Menu bar:
'Certifications' tab
This is where you will be required to upload any remaining mandatory certifications that you have outstanding

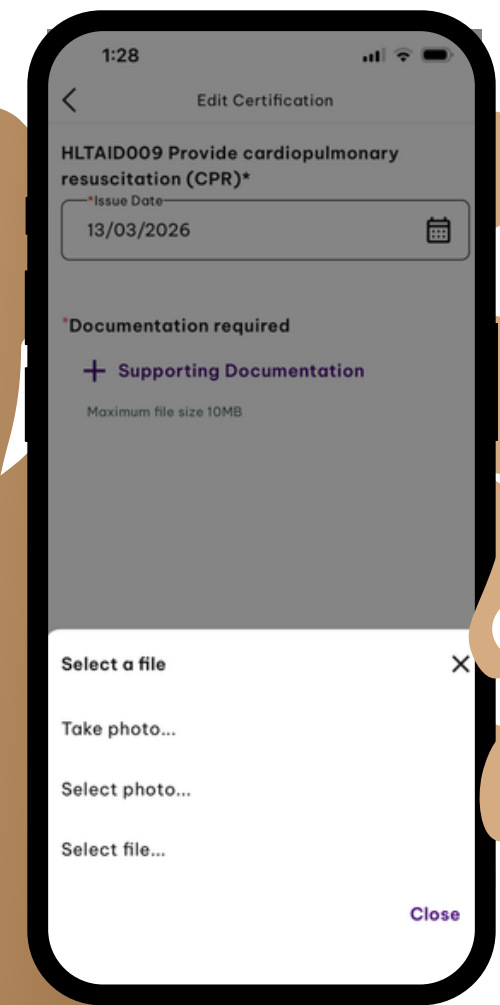
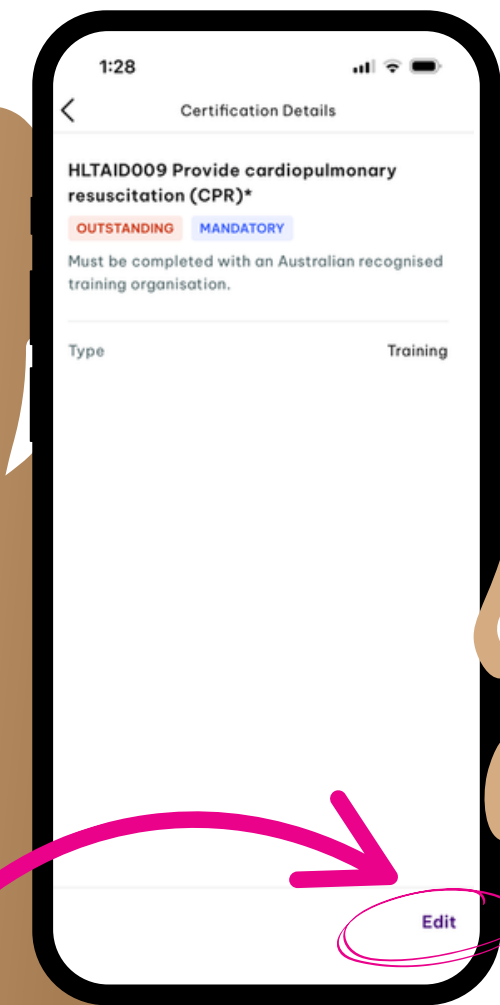
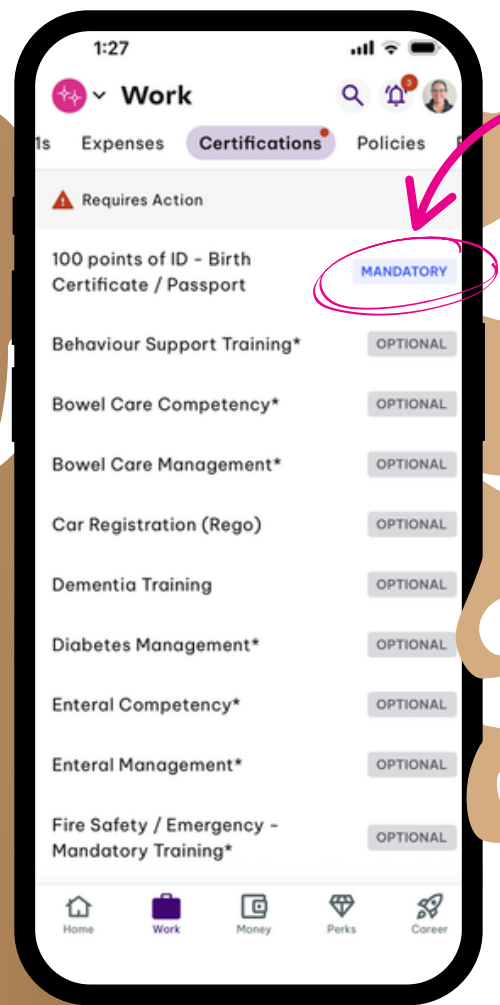
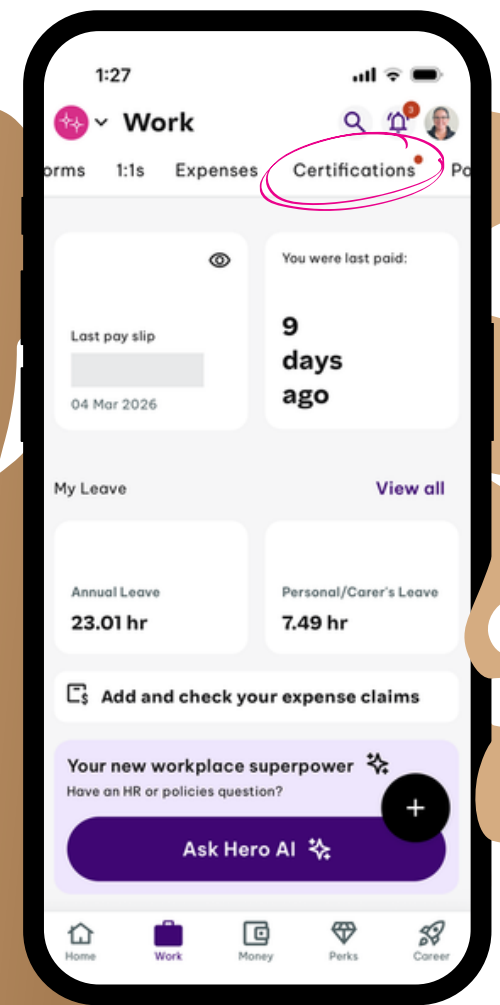
Under certifications you'll find a list of **mandatory** and **optional** certifications. Please check the list and upload as many as you can.

Choose the certification you wish to upload and then head to the edit button in the right hand corner of the screen

Add the issue date of the certification (if required) and then click on the 'supporting Documentation' option. You can upload a screenshot, photo or file as proof.

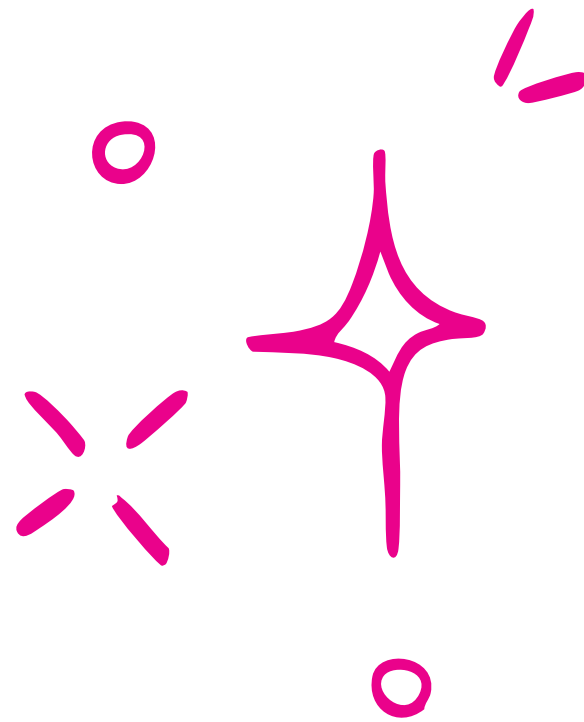
Please Note: you will not receive your contract or invited to the induction session until all the mandatory certifications are uploaded OR you have contacted the recruitment team and communicated any issues

HANDY HINT: we will endeavor to upload from the docs/certifications that you have already provided. However, if you see the tag that says 'outstanding' it means we haven't gotten to it yet. To speed up your onboarding process, please upload these again

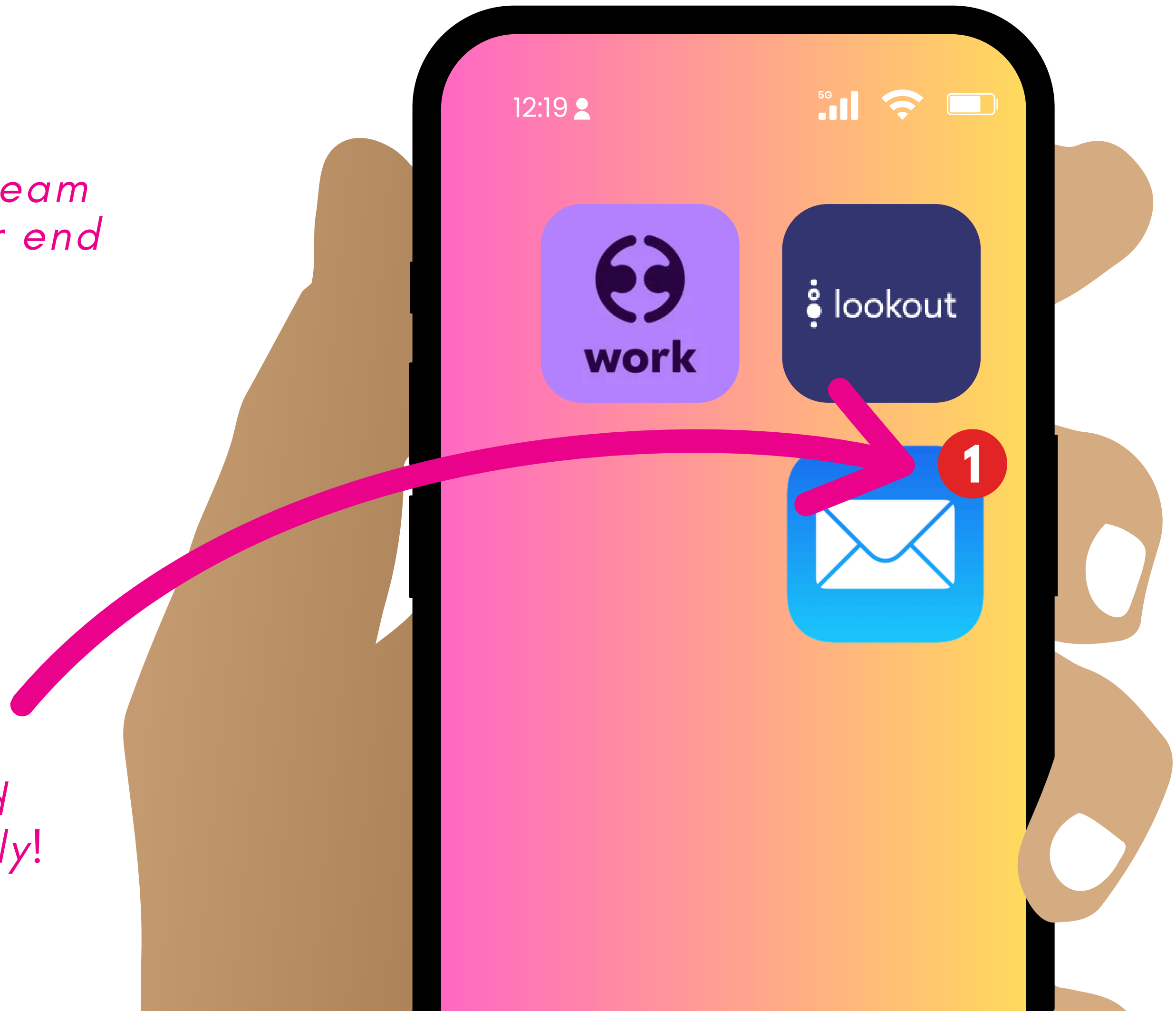


stand by...

*while our recruitment team
work their magic on our end*



*You will be notified
with next steps shortly!*



STEP 7.



Await Contract Email and follow prompts:

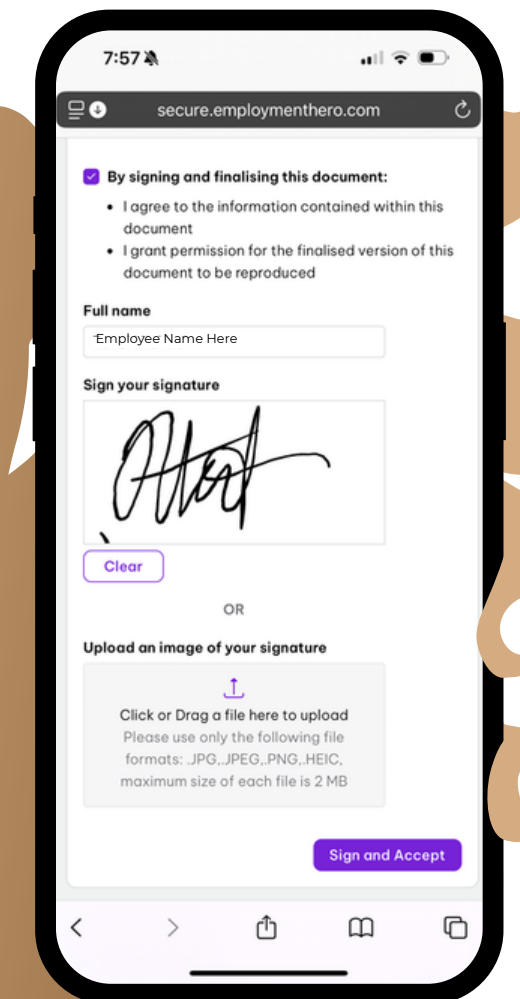
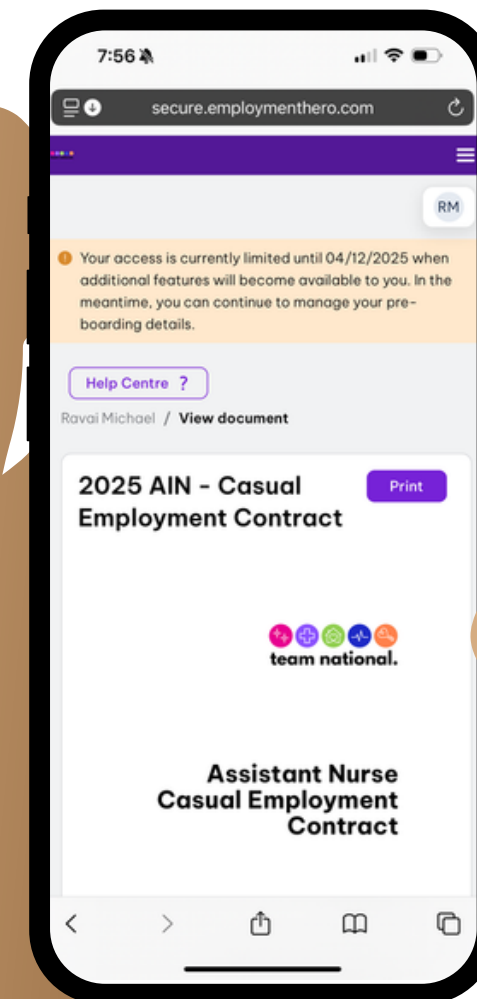
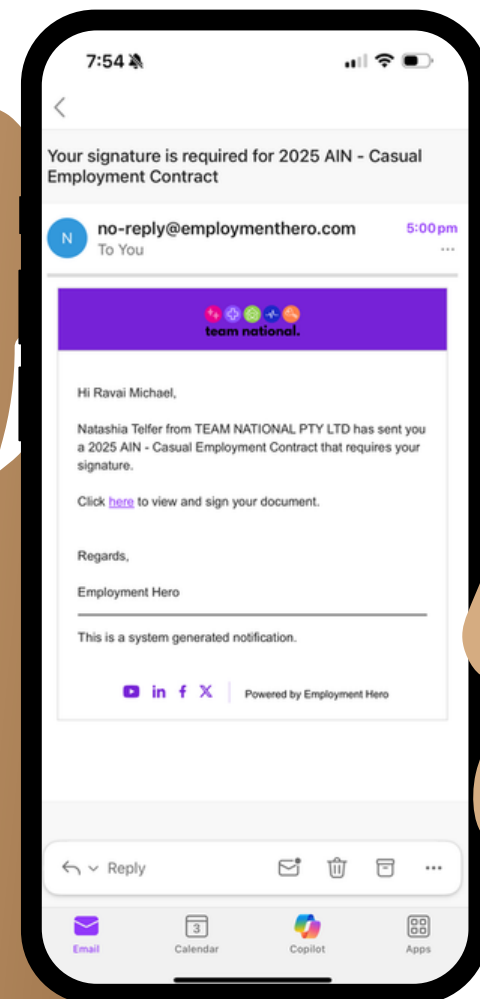
You will receive an email to your designated email with a link to activate your new employment contract!! Just like before, simply click the [here](#) link your the email.

Follow the login prompts then review your contract!

Once you are ready, at the end of the employment contract it will prompt you to agree, sign and submit.

HANDY HINT:

a signed digital copy will now be available to you in your EH app under HR Documents



once you have signed...



WELCOME
to the team!



SCHEDULING & CLIENT RECORDS PLATFORM

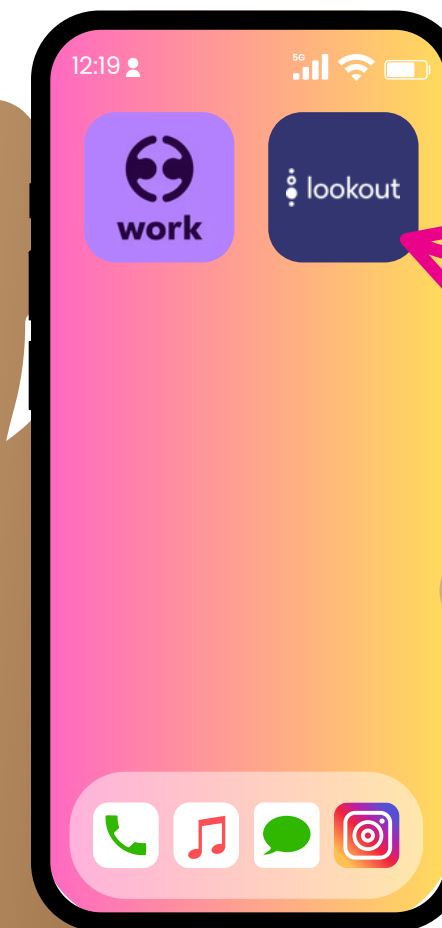
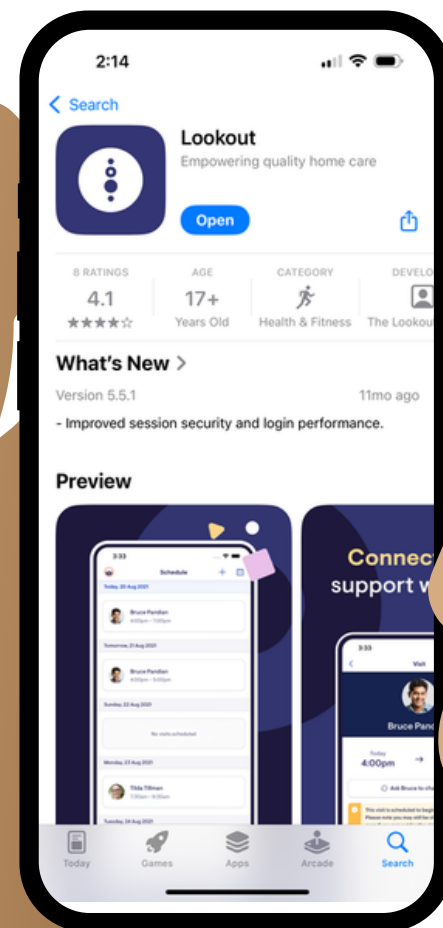
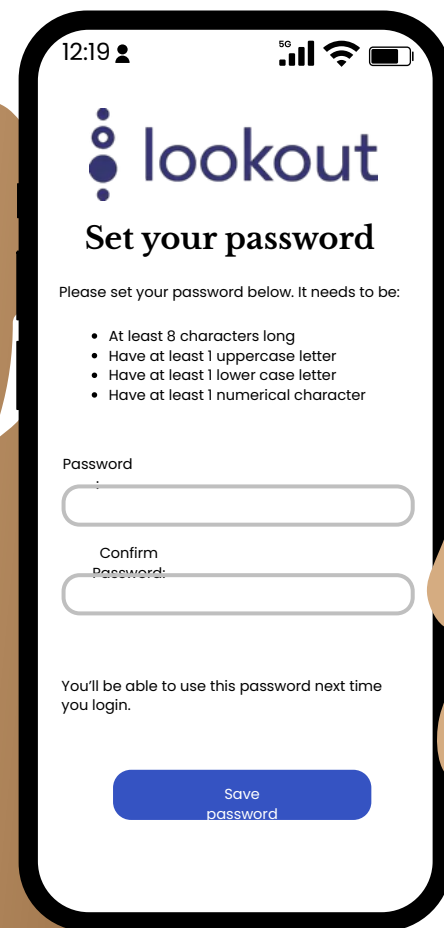
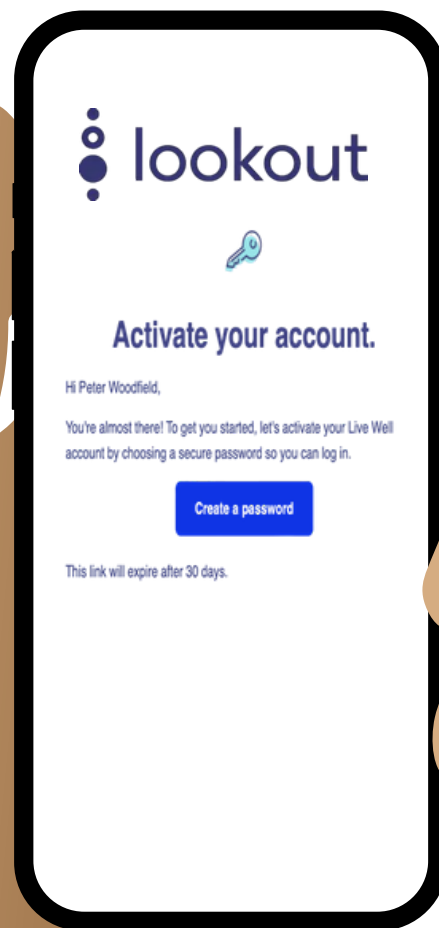
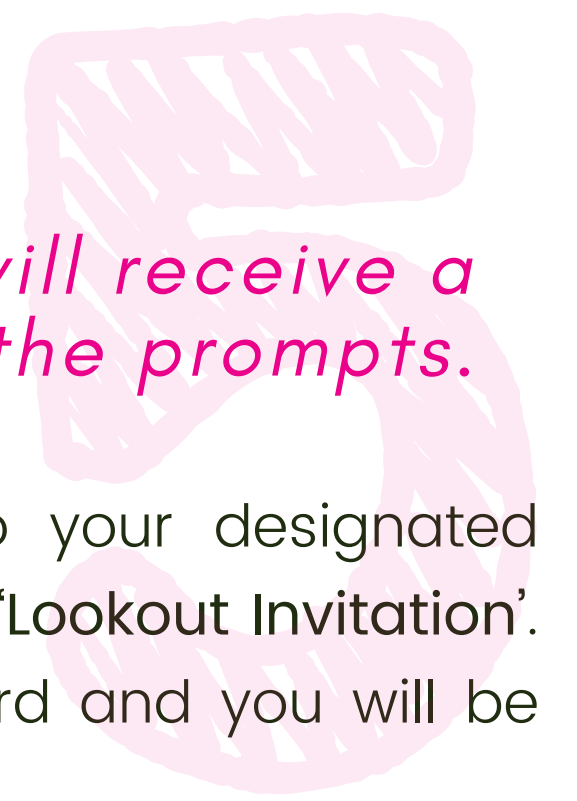
getting set up.

STEP 1.

Activate Lookout:

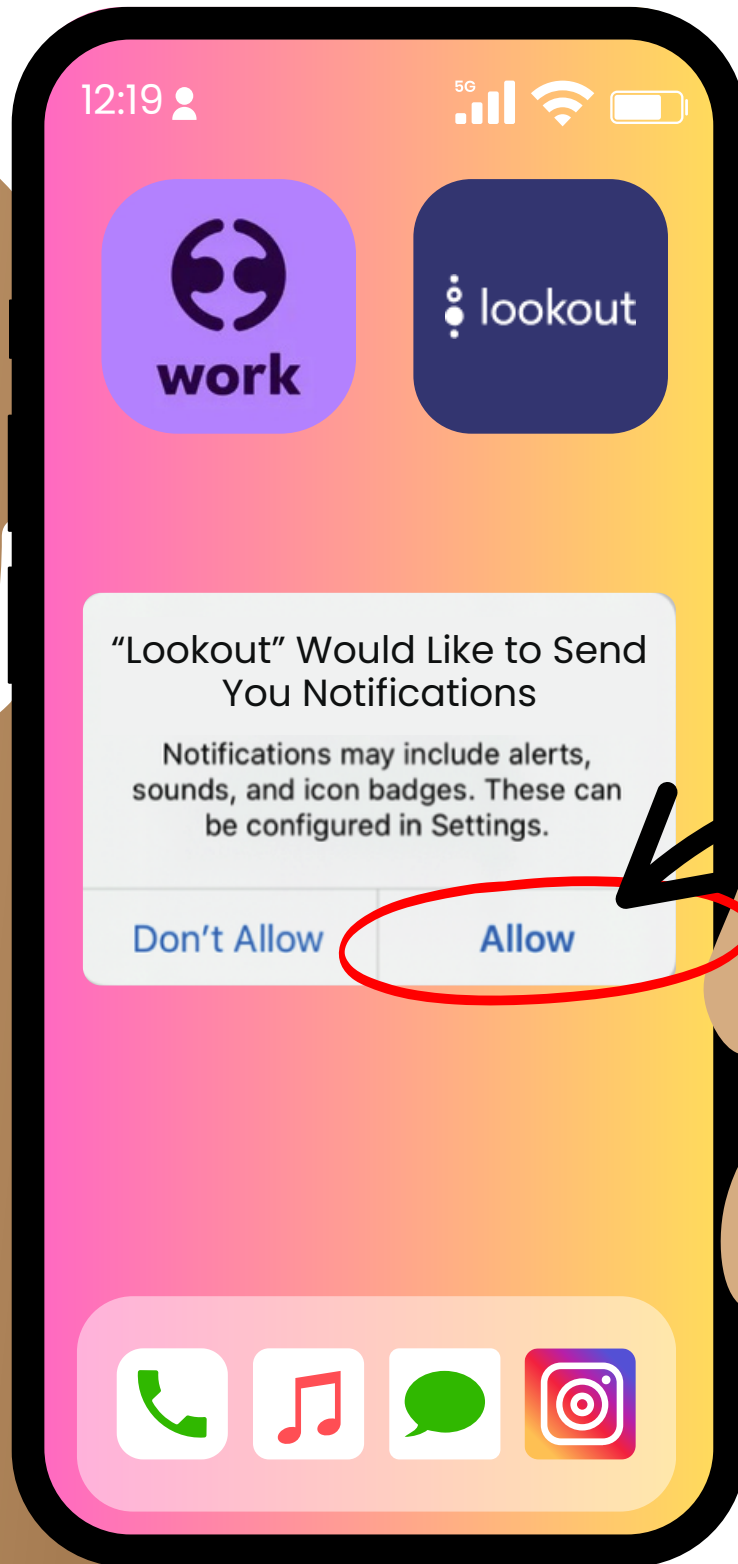
Prior to Go Day, you will receive a sign-up email, follow the prompts.

You will receive an email to your designated email from Lookout way titled 'Lookout Invitation'. Simply click create a password and you will be asked to download the app.



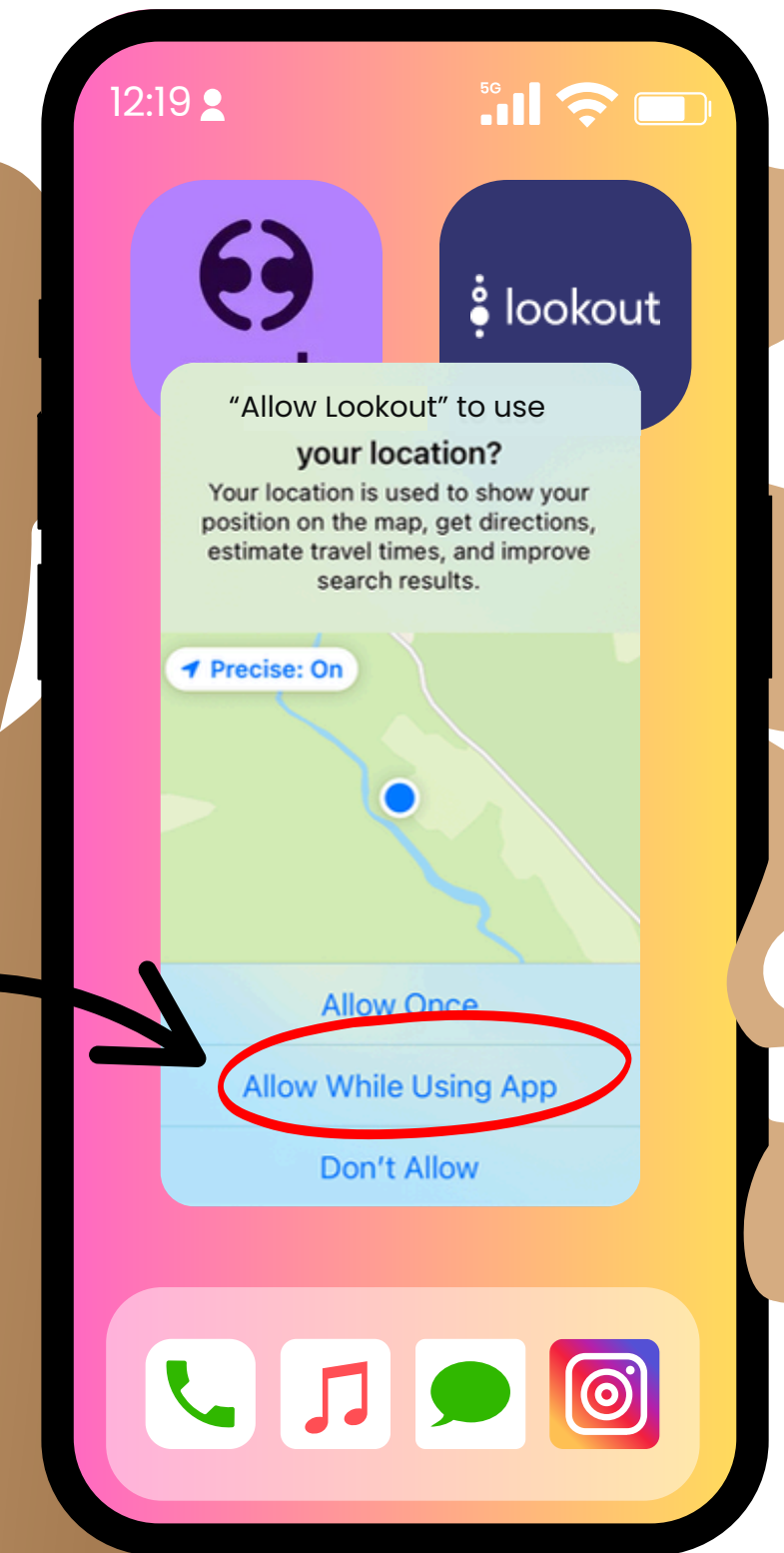
When you download the app and open it, the usual app set up questions will be asked of you...

Be sure to Allow notifications & Allow While Using App for Location.



so you know when new info is added to your roster!

so you are able to clock in and out of shifts to activate payslips for shifts attended!

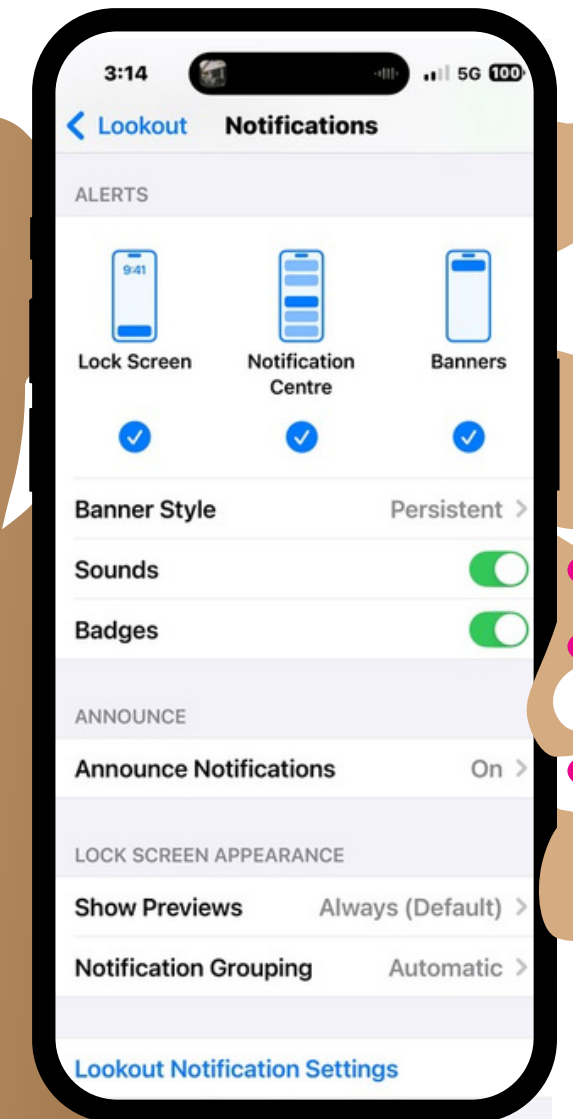
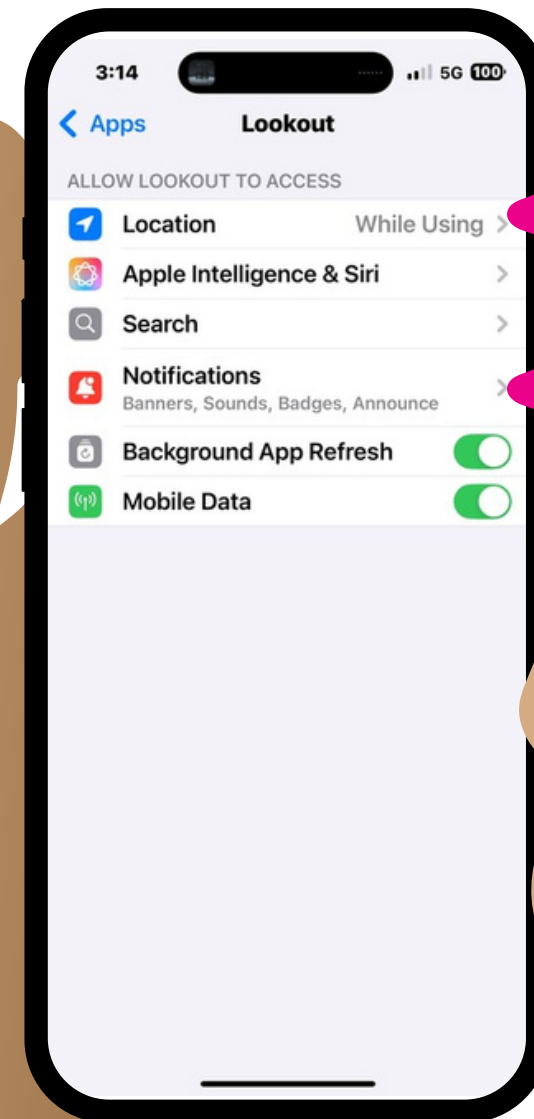
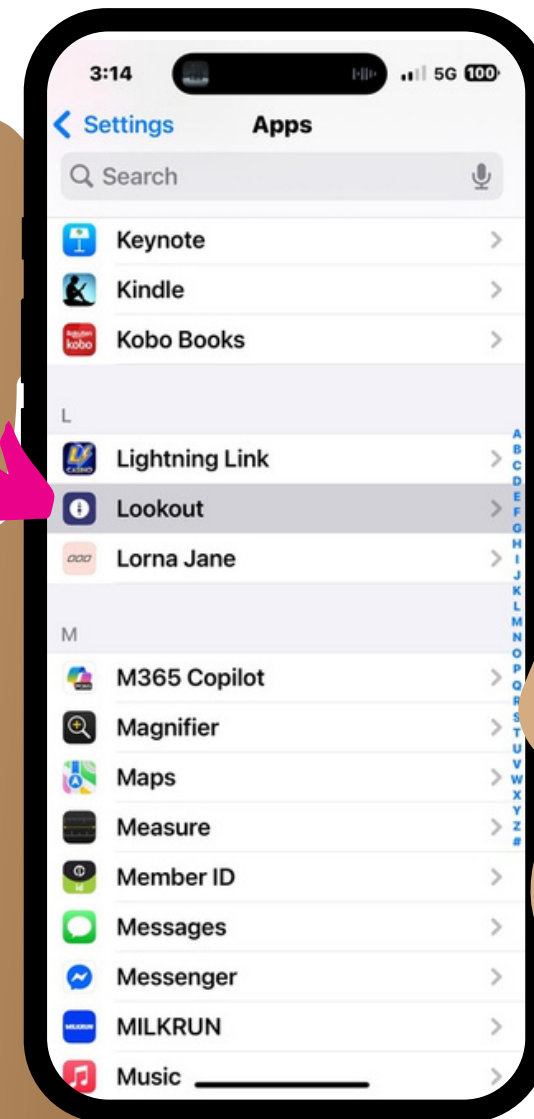
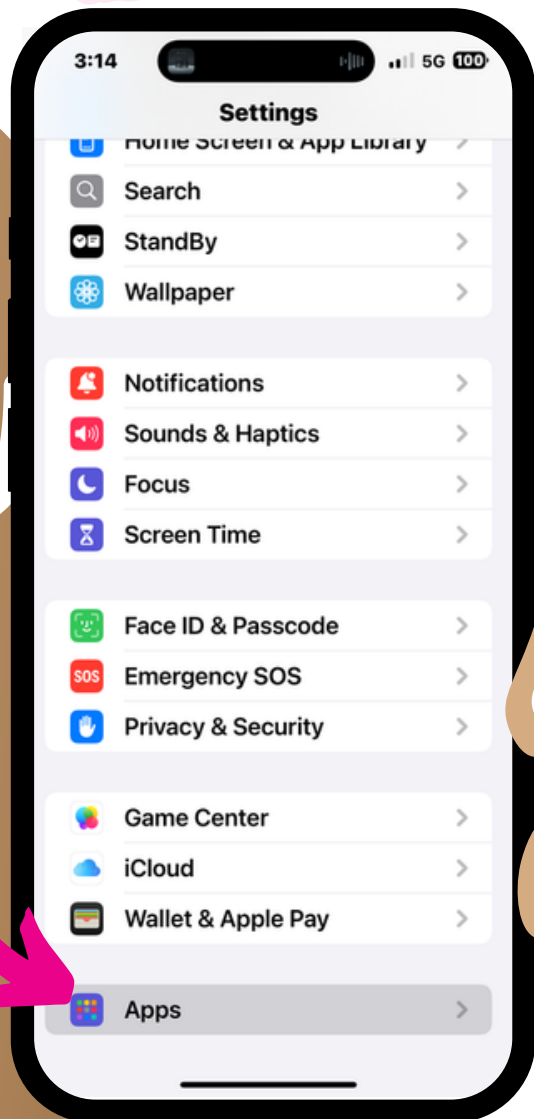


First time logging in to App



STEP 2.

Phone Notification Settings:
you are solely responsible for ensuring
your notifications are turned on.

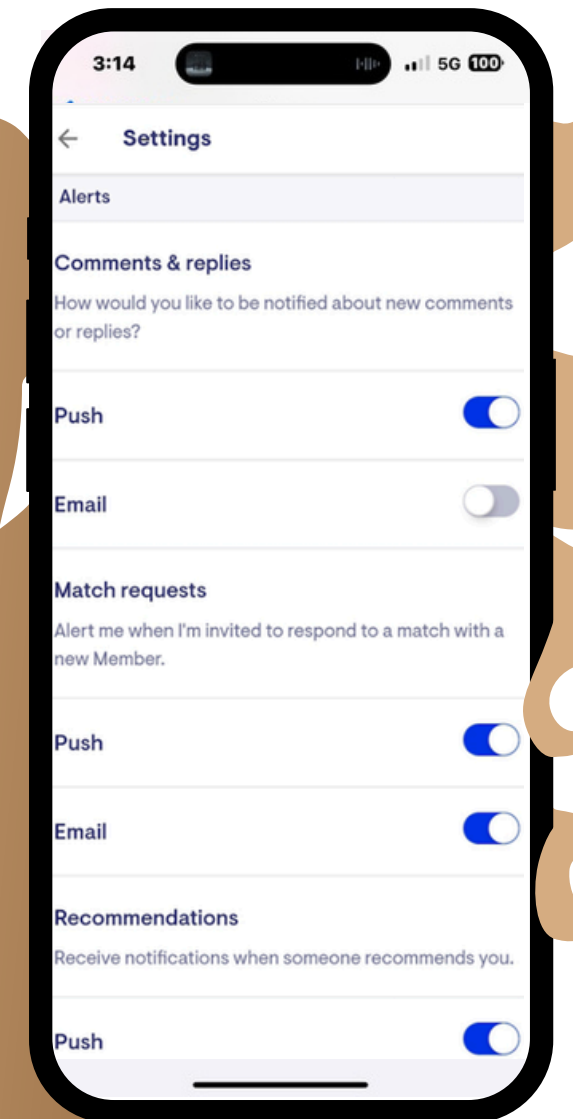
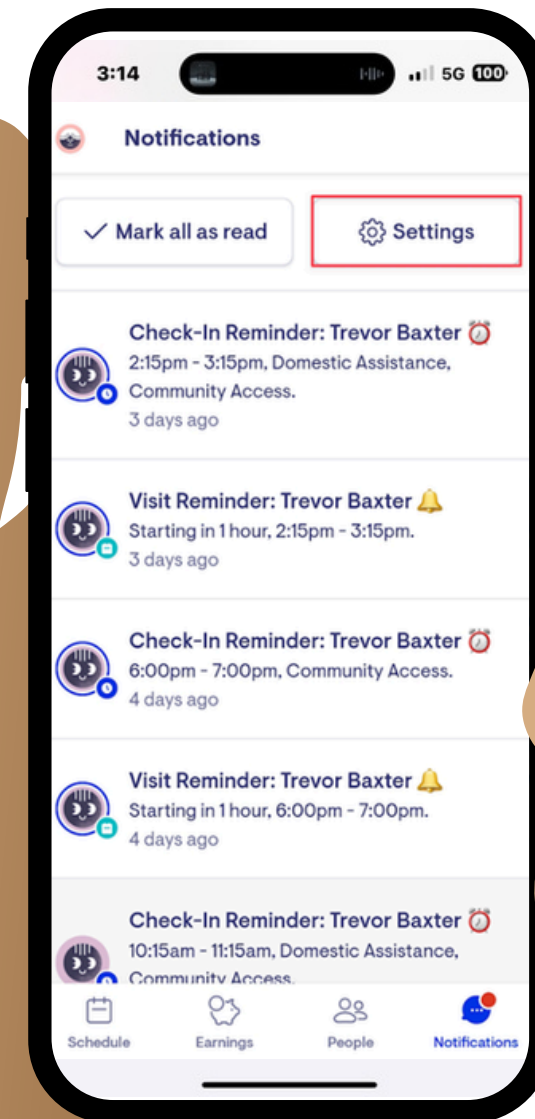
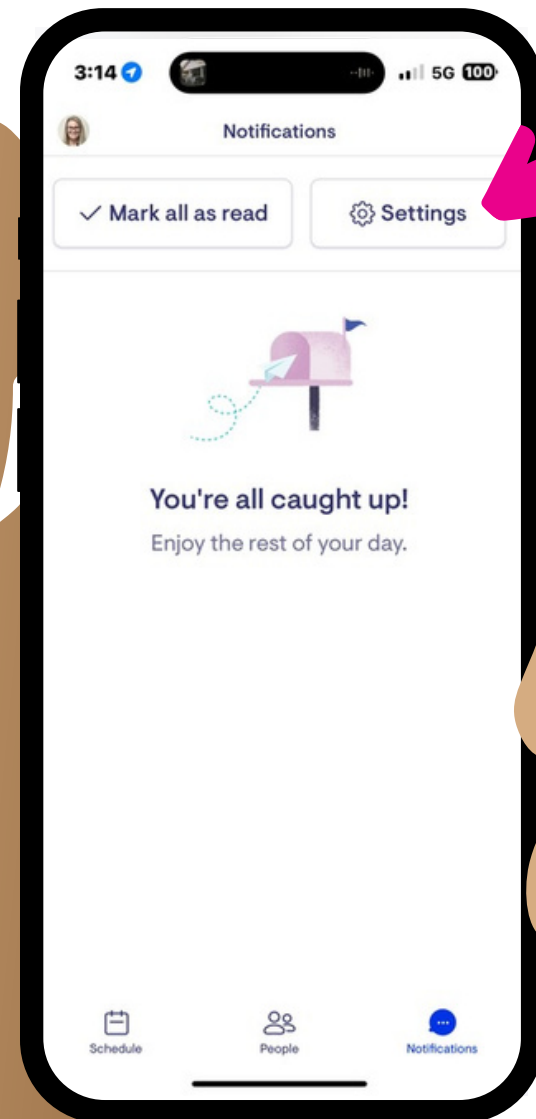
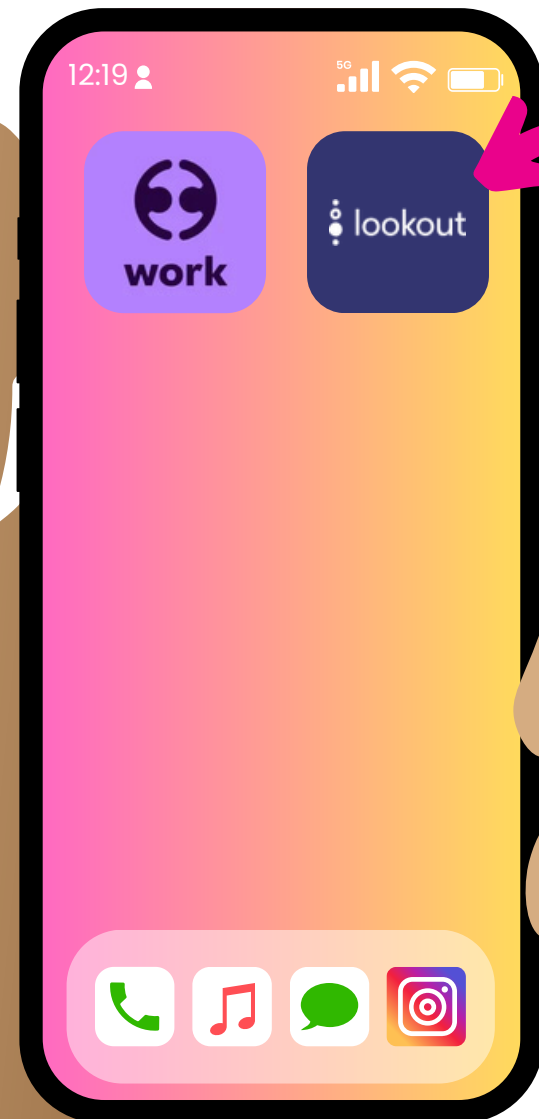


MANDATORY

STEP 3.

Lookout App Notification Settings:
you are solely responsible for ensuring
your notifications are turned on.

AND NOW YOU ARE OFFICIALLY TECH PREPED FOR GO-DAY
we will explore how to navigate these apps on go-day.



MANDATORY

NEED HELP?

Lookout Login Troubles:

If you've forgotten your password, after entering your email, select **Having trouble logging in?** to activate a password reset link to your email.

Located on your mobile app - under the blue continue button.

Alternatively - email your daily ops team for support

Lookout App Resources:

additional resources and how-to guides are available via our website QR codes

