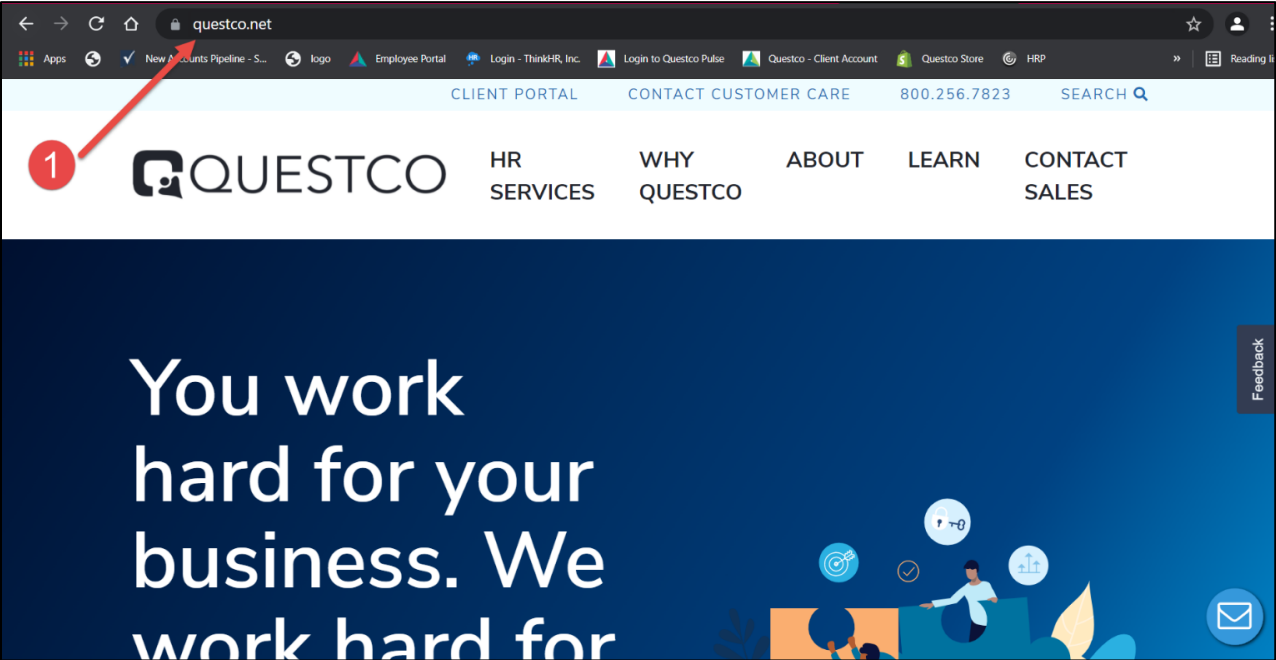


Employee Registration & Onboarding Guide

How to start your registration process:

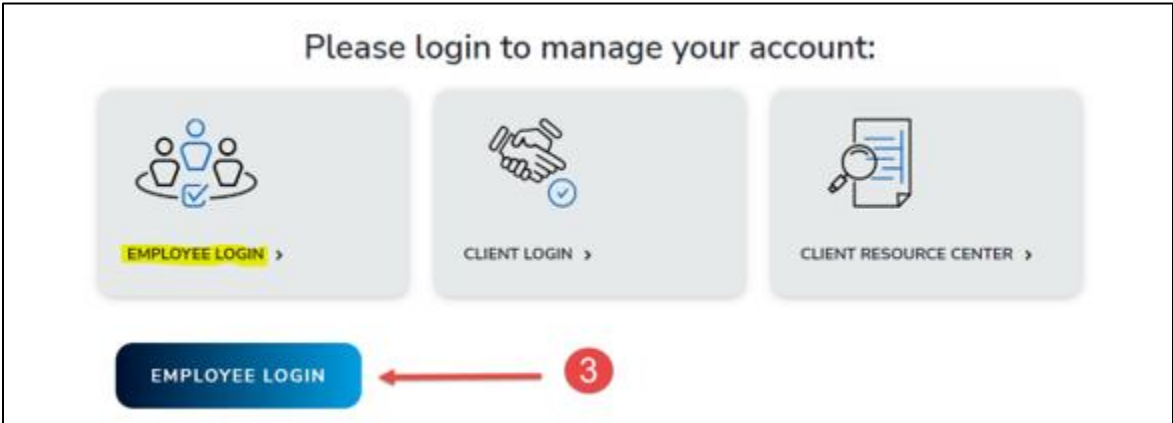
Go to: www.questco.net



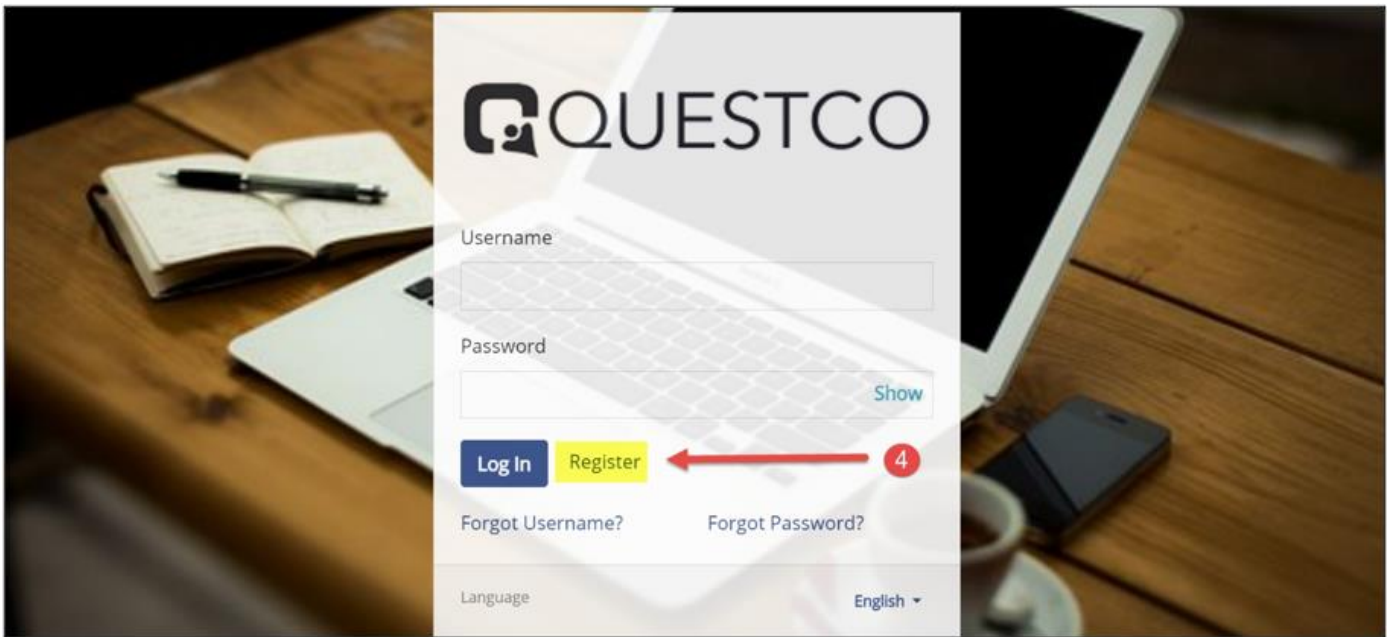
Click on [CLIENT PORTAL](#)



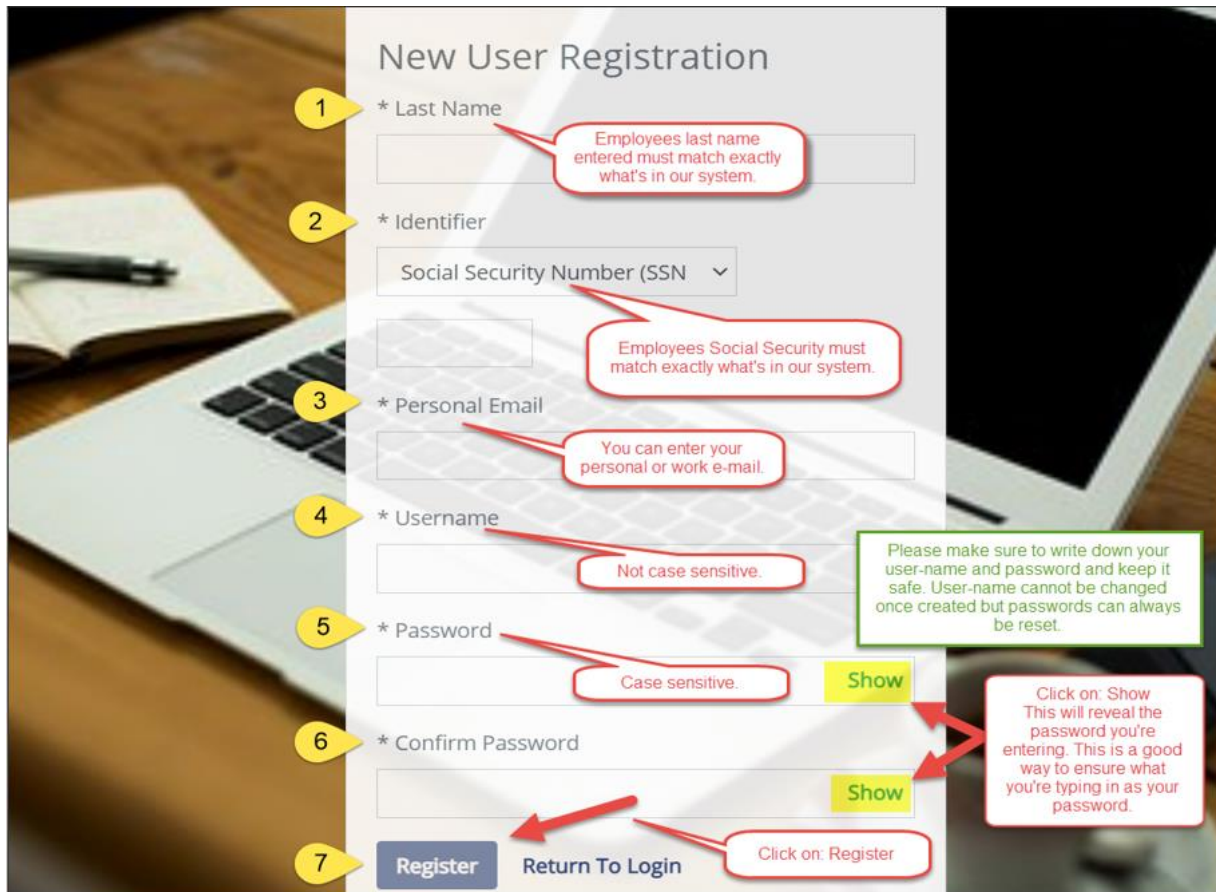
Click on [EMPLOYEE LOGIN](#)



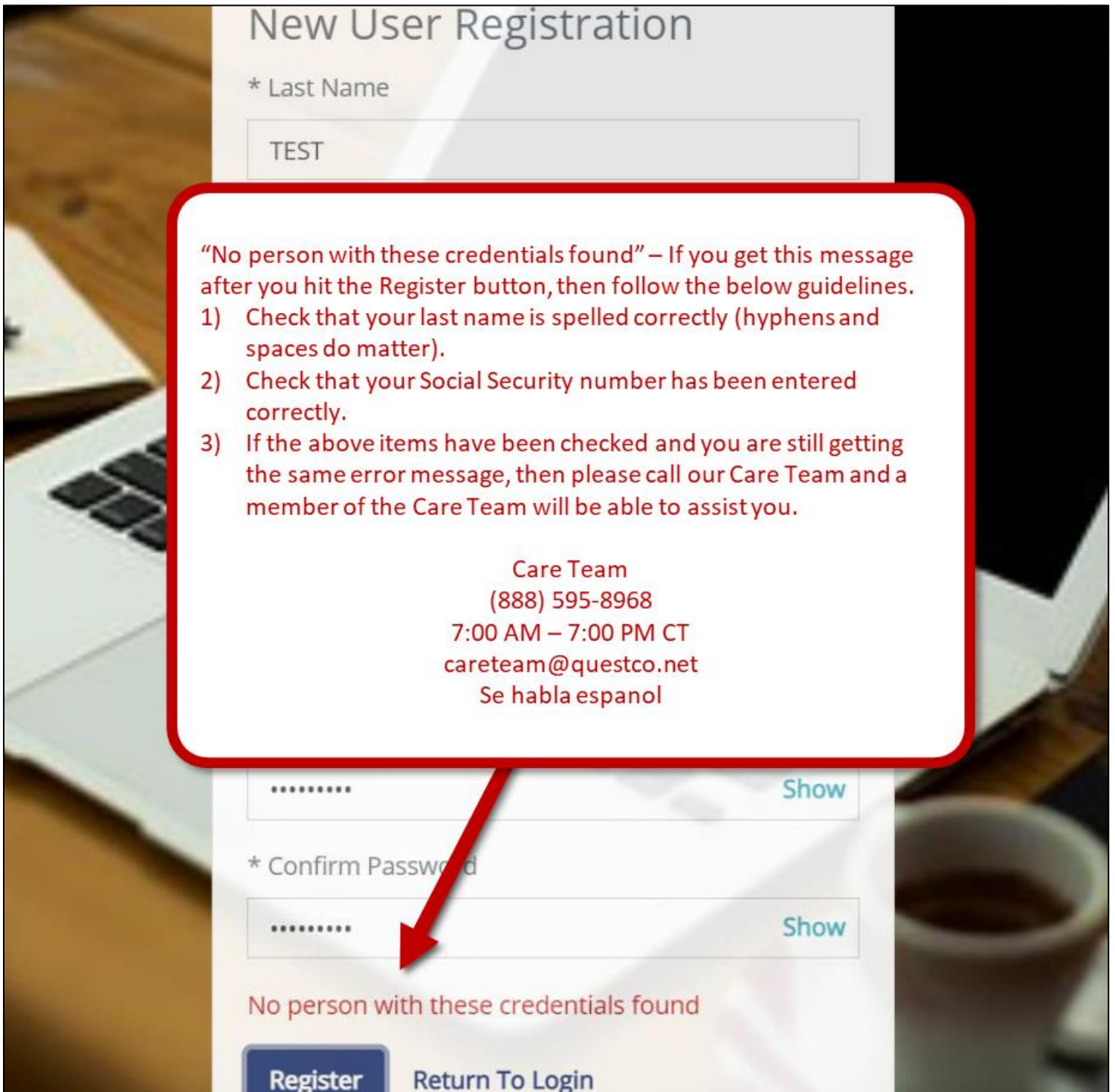
Click on [Register](#)



Enter Last Name, SSN, Personal Email Address, and create username and password



“No person with these credentials found” Please see instructions below if you get this message:



New User Registration

* Last Name

TEST

..... Show

* Confirm Password

..... Show

No person with these credentials found

Register Return To Login

“No person with these credentials found” – If you get this message after you hit the Register button, then follow the below guidelines.

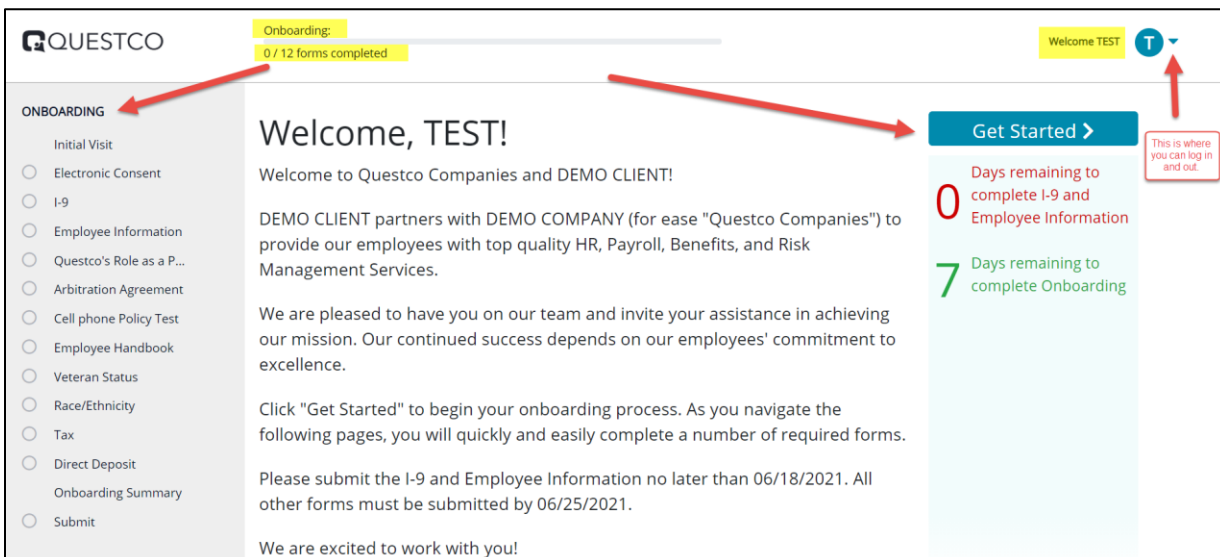
- 1) Check that your last name is spelled correctly (hyphens and spaces do matter).
- 2) Check that your Social Security number has been entered correctly.
- 3) If the above items have been checked and you are still getting the same error message, then please call our Care Team and a member of the Care Team will be able to assist you.

Care Team
(888) 595-8968
7:00 AM – 7:00 PM CT
careteam@questco.net
Se habla espanol

Login



You will now be redirected to your employee portal to begin your New Hire Onboarding. Please ensure that you read everything thoroughly. Click on the **“Get Started”** tab as shown below to start your Onboarding process.



Electronic Consent

DEMO CLIENT

QUESTCO

Onboarding: Electronic Consent
0 / 12 forms completed

ONBOARDING

Initial Visit

Electronic Consent

Electronic Consent

Consent to Proceed Electronically

Please read the following statement and provide your consent to proceed electronically.

Before Questco Companies can accept your electronic signature for personnel documents and agreements related to your employment or prospective employment; you should be aware of the following information and must affirmatively agree to the following:

- If you proceed, you are agreeing to complete this process electronically.
- Your responses to all questions throughout the electronic process will be recorded and made part of your electronically signed documents and employment record.
- You have the option to complete this process using the traditional paper and signature process. You must contact Questco Companies 888/111-2222, if you wish to sign your documents and agreements in ink. Please note, if you elect to utilize the traditional paper and signature process, it will slow the speed at which we can complete certain steps in the employment or prospective employment process because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices of disclosures.
- You must keep this login information confidential.
- You acknowledge it is a violation of Questco Companies' policy to execute a document with an electronic signature of someone other than yourself, which could result in discipline or non-...

If you understand, accept and agree to the policies, terms and conditions set out above, then type your name and press "Accept". Then press "Continue" to proceed to the next form. By typing your name below, you understand your typed name will be recorded as your electronic signature and will be relied upon by DEMO COMPANY to the same extent as if you had signed this consent in ink.

If you do not understand or accept or agree to the policies, terms and conditions set out above, then press "Decline" and you will exit this process.

Name

TEST EMPLOYEE

Accepted on 06-18-2021

Continue

Download

Please use the scroll bar to read everything from beginning to end.

Please type in your first name and last name.

Form I-9

DEMO CLIENT

QUESTCO

Onboarding: I-9
1 / 12 forms completed

ONBOARDING

Initial Visit

Electronic Consent

I-9

Form I-9 Instructions Overview

The purpose of Form I-9 is to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States.

You, the employee, must complete each field in Section 1. Newly hired employees must complete and sign Section 1 no later than the first day of employment. Section 1 should never be completed before you have accepted a job offer.

To view detailed instructions for Form I-9 [click here](#)

Anti-Discrimination Notice

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Next >

Enter "N/A" if none as shown below. **All fields must be completed** to be able to proceed. I-9 instructions can be found in the top right-hand corner as shown below.

DEMO CLIENT
QUESTCO
Onboarding: I-9
1 / 12 forms completed

ONBOARDING
Initial Visit
Electronic Consent
I-9
Employee Information
Questco's Role as a P...
Arbitration Agreement
Cell phone Policy Test
Employee Handbook
Veteran Status
Race/Ethnicity
Tax
Direct Deposit
Onboarding Summary
Submit

Employee Information

[View Instructions](#)

*Last Name (Family Name)
TEST

*First Name (Given Name - Enter "Unknown" if none)
EMPLOYEE

*Middle Initial (Enter "N/A" if none)
N/A

*Other Last Names Used - if any (Enter "N/A" if none)
N/A

*Address (Street Number and Name)
123 NOWHERE ST.

*Apt. Number (Enter "N/A" if none)
N/A

*City or Town
WHOVILLE

*State
TX

*Zip Code
77338

*Date of Birth
08/18/1971

U.S. Social Security Number
..... [Show](#)

*Employee's Email Address (Enter "N/A" if none)
TestHire@noaccount.com

*Employee's Telephone Number (Enter "N/A" if none)
N/A

[< Back](#) [Next >](#)

DEMO CLIENT
QUESTCO
Onboarding: I-9
1 / 12 forms completed

ONBOARDING
Initial Visit
Electronic Consent
I-9
Employee Information
Questco's Role as a P...
Arbitration Agreement
Cell phone Policy Test
Employee Handbook
Veteran Status
Race/Ethnicity
Tax
Direct Deposit
Onboarding Summary
Submit

Attestation of Citizenship or Immigration Status

[View Instructions](#)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (select one of the following):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See Instructions)
- 3. A lawful permanent resident
- 4. An alien authorized to work until (expiration date, if applicable)

Signature of Employee

By checking this box, I attest that I am electronically signing Form I-9 Section 1.

TEST HIRE
Today's Date 06/18/2021

[< Back](#) [Next >](#)

DEMO CLIENT

QUESTCO

Onboarding: I-9
1 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9**
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

I-9

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator.

 A preparer(s) and or translator(s) assisted the employee in completing Section 1.

DEMO CLIENT

QUESTCO

Onboarding: I-9
1 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9**
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

I-9

Review

Review your completed Form I-9 Section 1 and then click Submit.

[Download](#)

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identify. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
HIRE	TEST	N/A	N/A

Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code
123 NOWHERE ST.	N/A	WHOVILLE	TX	77338

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
08/18/1971	586 - 33 - 4455	N/A	N/A

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States.

2. A noncitizen national of the United States (See instructions)

Employee Information

DEMO CLIENT

QUESTCO

Onboarding: Employee Information
2 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information**
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Employee Information

Personal Information

Locked fields must be edited on I-9 Section 1. [Click Here To Edit I-9 Section 1](#)

*First Name	TEST	*Last Name	HIRE		
Middle Name	TESTING	Nickname	TESTER		
*Birthdate	08/18/1971	*Gender	Female	Marital Status	Single
*Social Security Number	*Confirm: Social Security Number		
Home Phone	(123) 456-7899	Cell Phone	(000) 154-1234		
Personal Email	TESTING@NOACCOUNT.COM				

[Next >](#)

DEMO CLIENT

QUESTCO

Onboarding: Employee Information
2 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information**
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Employee Information

Resident Address

Enter your street and ZIP Code. We will find your full address.

*Address Line 1	123 NOWHERE ST.
Address Line 2	
*ZIP Code	77338

[View more address results.](#)

Here are the addresses we found for you.

- 123 W Main St
Humble, TX 77338-4398
Harris

[View more address results.](#)

[Back](#) [Next >](#)

DEMO CLIENT

QUESTCO

Onboarding: Employee Information
2 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information**
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Employee Information

Mailing Address

Mailing Address is the same as Resident Address.

[< Back](#) [Next >](#)

DEMO CLIENT

QUESTCO

Onboarding: Employee Information
2 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information**
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Employee Information

Emergency Contacts

[Add](#)

You have no Emergency Contacts. Click Add to enter one.

[< Back](#) [Submit And Continue](#)

Questco's Role as a Professional Employer Organization

DEMO CLIENT

QUESTCO

Onboarding: Questco's Role as a Professional Employer Organization
3 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...**
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Questco's Role as a Professional Employer Organization

DEMO CLIENT has hired one of the Questco Companies (for ease, "Questco") as its professional employer organization, giving you access to benefits and resources beyond those available to DEMO CLIENT on its own. **The following entities are members of Questco: Emergent IV, LLC, Emergent XIII, LLC, Emergent XIV, LLC, Alt-Source XI, LLC, Transport Tax Consulting, Inc.**

Questco administers your payroll, any applicable insurance deductions, unemployment benefits (where applicable) and taxes. Questco assumes responsibility for paying your wages and paying and collecting payroll taxes.

DEMO CLIENT alone is responsible to direct your work as needed to run its business, produce goods or services, discharge fiduciary duties and comply with licensing, regulatory or statutory requirements, as well as requesting payment of commissions, bonuses and fringe benefits such as paid time off. Questco has no control over those matters.

NOTICE TO EMPLOYEES IN TEXAS: Questco is a professional employer organization licensed by the State of Texas. Any infractions of rules may be reported to the Texas Department of Licensing and Regulation at:
P.O. Box 12157 Austin, TX 78711
(800) 803-9202

Upon separation, every employee must, within 24 hours, contact Questco at (800-256-7823) to discuss reassignment eligibility. If you must leave a voicemail, please leave your name, telephone number, and the name of the worksite employer from which you have separated. A representative from Questco will return your call. You will then be issued a code as proof that you reported for potential reassignment. Failure to report upon separation may result in denial of unemployment benefits to which you may otherwise be entitled, per Texas Labor Code Section 207.045.

Questco is also licensed and/or registered as a PEO in additional states as is required by law. Please contact Questco at (800-256-7823) if you have any questions regarding the specific separation requirements of states other than Texas.

*Employee Acknowledgement

I have read the above explanation of Questco's role as a Professional Employer Organization

Submit And Continue

Other additional forms and or policies – this will vary by client

DEMO CLIENT

QUESTCO


Onboarding: Cell phone Policy Test
5 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test**
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Cell phone Policy Test

Any specific documents or forms that your employer would like for you to acknowledge and sign, will be uploaded here. Please note, this Cell phone Policy was entered as an example and not what you will be subject to sign off on during your Onboarding.



*Signature

By clicking here I agree with this policy

Submit And Continue

Employee Handbook

DEMO CLIENT

QUESTCO

Onboarding: Employee Handbook
6 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook**
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Employee Handbook

Welcome to the company and congratulations on being selected as a member of our team of employees!

Employee Handbook

***E-Signature**

By clicking here, I hereby acknowledge review and receipt of the employee handbook.

Submit And Continue

Click on "Employee Handbook" to view and download your employee handbook.

Veteran Status – Voluntary Self-Identification

DEMO CLIENT

QUESTCO

Onboarding: Veteran Status
7 / 12 forms completed

ONBOARDING

- Initial Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status**
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Veteran Status

Veteran Status - Voluntary Self-Identification

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

***Veteran Status**

I am NOT a veteran

Submit And Continue

Race/Ethnicity – Voluntary Self-Identification

The screenshot shows the QUESTCO onboarding interface for the 'Race/Ethnicity' step. The progress bar indicates '8 / 12 forms completed'. The left sidebar lists various onboarding steps, with 'Race/Ethnicity' selected. The main content area is titled 'Race/Ethnicity - Voluntary Self-Identification' and contains the following text:

DEMO CLIENT is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require us to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

Anti-Discrimination Notice
If you choose not to self-identify your race/ethnicity at this time, the federal government requires DEMO CLIENT to determine this information by visual survey and/or other available information.

*Race/Ethnicity

Native Hawaiian or Other Pacific Islander

Submit And Continue

A red arrow points to the 'Submit And Continue' button.

Tax Form

*Please note that Questco is legally not at liberty to give out any tax advice on how to complete your W-4. Please visit [irs.gov](https://www.irs.gov) for more information or consult with your Tax Accountant. This section will vary per employee and may slightly differ for some based off information previously entered.

The screenshot shows the QUESTCO onboarding interface for the 'Tax' step. The progress bar indicates '9 / 12 forms completed'. The left sidebar lists various onboarding steps, with 'Tax' selected. The main content area is titled 'Employee Withholding Resource Center' and contains the following text:

The assistant can guide you to the correct forms. You can also choose which forms you would like to fill out if you're certain.

Start →

A red arrow points to the 'Start' button.

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

- Return Visit
- ✓ Electronic Consent
- ✓ I-9
- ✓ Employee Information
- ✓ Questco's Role as a P...
- ✓ Arbitration Agreement
- ✓ Cell phone Policy Test
- ✓ Employee Handbook
- ✓ Veteran Status
- ✓ Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

We have determined the sections below apply to your situation

Federal

← Back Continue →

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

- Return Visit
- ✓ Electronic Consent
- ✓ I-9
- ✓ Employee Information
- ✓ Questco's Role as a P...
- ✓ Arbitration Agreement
- ✓ Cell phone Policy Test
- ✓ Employee Handbook
- ✓ Veteran Status
- ✓ Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal — Survey

Check my progress

Select one

- Foreign Earned Income Exclusion - I expect to qualify for the foreign earned income exclusion under either the bona fide residence or physical presence test for calendar year or other tax year
- Nonresident Alien - I am exempt from withholding on compensation for independent (or eligible dependent) personal services of a Nonresident Alien Individual, see instructions for Form 8233
- Quiero continuar en Español
- I want to continue in English**

Survey

← Back Next →

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal — Summary

Check my progress

Summary

Based on answers you provided, we have determined the following Federal withholding form(s) may apply to you.

	Locality	Name	Title	Status
Start	FEDERAL	W-4	Employee's Withholding Certificate	Not completed

Back

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal — Employee's Withholding Certificate — W-4

Wizard Form and Instructions

Check my progress

Nonresident Alien

Are you a nonresident alien?

Yes

No

Selecting Yes will result in selecting a marital status of Single or Married filing separately regardless of actual marital status. See Notice 1392 for more details.

Notice: Nonresident aliens may be exempt from wage withholding on part or all of their compensation for dependent personal services under an income tax treaty. If you are claiming a tax treaty withholding exemption, do not complete Form W-4. Instead, complete Form 8233, Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual, and give it to each withholding agent from whom amounts will be received.

Back Next

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

Return Visit

- ✓ Electronic Consent
- ✓ I-9
- ✓ Employee Information
- ✓ Questco's Role as a P...
- ✓ Arbitration Agreement
- ✓ Cell phone Policy Test
- ✓ Employee Handbook
- ✓ Veteran Status
- ✓ Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal — Employee's Withholding Certificate — W-4

★ Wizard ⓘ Form and Instructions

ⓘ Check my progress

Nonresident Alien

Exemption

Select one

I am NOT exempt from 2021 withholding and want to complete this form

I am exempt from 2021 withholding

To be exempt, you must meet the following requirements:

- For 2020, you had no federal income tax liability; AND
- For 2021, you expect to have no federal income tax liability.

◀ Back Next ▶

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

Return Visit

- ✓ Electronic Consent
- ✓ I-9
- ✓ Employee Information
- ✓ Questco's Role as a P...
- ✓ Arbitration Agreement
- ✓ Cell phone Policy Test
- ✓ Employee Handbook
- ✓ Veteran Status
- ✓ Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal — Employee's Withholding Certificate — W-4

★ Wizard ⓘ Form and Instructions

ⓘ Check my progress

Nonresident Alien

Exemption

Filing Status

Select a filing status

Single or Married filing separately

Married filing jointly or Qualifying widow(er)

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

◀ Back Next ▶

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal - Employee's Withholding Certificate - W-4

★ Wizard Form and Instructions

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Select one

- I want to use the worksheet to calculate roughly accurate withholding
- There are only two jobs total. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.
- None of the above

Back Next

DEMO CLIENT

QUESTCO

Onboarding: Tax
9 / 12 forms completed

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal - Employee's Withholding Certificate - W-4

★ Wizard Form and Instructions

Check my progress

Nonresident Alien

Exemption

Filing Status

Step 2 Survey

Dependents survey - Step 3

Would you like to claim any dependents?

- Yes
- No

To qualify for the child tax credit, the child must meet the all of following conditions

- be under age 17 as of December 31
- be your dependent who lives with you for more than half the year
- have a valid social security number

You also can include other tax credits, such as education tax credits and the foreign tax credit.

Back Next

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Federal — Employee's Withholding Certificate — W-4

★ Wizard ⓘ Form and Instructions

ⓘ Check my progress

- Nonresident Alien ▶
- Exemption ▶
- Filing Status ▶
- Step 2 Survey ▶
- Dependents survey - Step 3 ▶
- Step 3 ▶

Number of dependents under the age of 17

Number of other dependents

Other tax credits (such as education tax credits and the foreign tax credit)

\$

< Back Next >

Federal — Employee's Withholding Certificate — W-4

★ Wizard ⓘ Form and Instructions

ⓘ Check my progress

- Nonresident Alien ▶
- Exemption ▶
- Filing Status ▶
- Step 2 Survey ▶
- Dependents survey - Step 3 ▶
- Step 3 ▶
- Other Adjustments Survey (Optional) - Step 4 ▶

Would you like to complete step 4 (Other Adjustments) for other income, deductions, and extra withholding? This step is optional.

Yes

No

< Back Next >

QUESTCO Onboarding: Tax 9 / 12 forms completed

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax

Your form has been submitted! All sections are completed.

Finish

W-4 Employee's Withholding Certificate

Step 1: Enter your name, address, and Social Security number. Step 2: Complete this step if you (1) hold more than one job, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of your jobs.

QUESTCO Onboarding: Tax 10 / 12 forms completed

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax **Edit**

View your completed Tax forms by clicking "Download"

Federal-Federal_W-4Employee's Withholding Certificate

Download

Continue >

Direct Deposit

QUESTCO Onboarding: Tax 10 / 12 forms completed

ONBOARDING

- Return Visit
- Electronic Consent
- I-9
- Employee Information
- Questco's Role as a P...
- Arbitration Agreement
- Cell phone Policy Test
- Employee Handbook
- Veteran Status
- Race/Ethnicity
- Tax**
- Direct Deposit
- Onboarding Summary
- Submit

Tax **Edit**

View your completed Tax forms by clicking "Download"

Federal-Federal_W-4Employee's Withholding Certificate

Download

Continue >

DEMO CLIENT

QUESTCO

Onboarding: Direct Deposit

10 / 12 forms completed

ONBOARDING

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Direct Deposit

Set Up Direct Deposit

Add your direct deposit accounts. If less than 100% of your pay is direct deposited, the remainder will be issued as a paper paycheck.

[Add Account](#)

[Back](#) [Submit And Continue](#)

Direct Deposit

Add Direct Deposit Account

Select the account type and enter the routing number and account number. Then select the deposit method and enter the amount.

Account Info

* Account Type

* Routing Number

Bank Name

* Account Number [Show](#)


* Confirm Account Number [Show](#)

Setting

* Deposit Method

* Amount

Maximum



Routing Number / ABA Routing Number: 1201 734 56 780
 Account Number: 04 1 734 56 780
 Check Number: 0004

[Add Account](#) [Cancel](#)

Account Info

* Account Type

* Routing Number

Bank Name

* Account Number

 Show

* Confirm Account Number

 Show

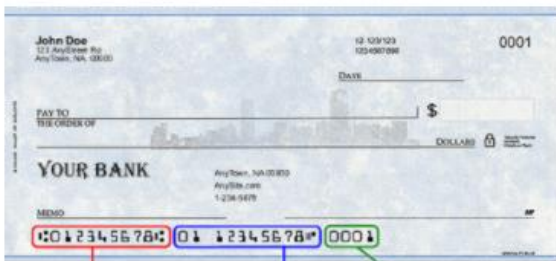
Setting

* Deposit Method

If you are going to only set up one bank account and want your entire paycheck deposited, then you will want to select either Remainder and do not add an amount or select Percentage and put 100.00.

* Amount

Maximum



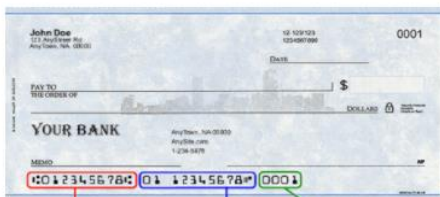
Transit Number / ABA Routing Number Account Number Check Number

Setting

* Deposit Method

* Amount

Maximum



Transit Number / ABA Routing Number Account Number Check Number

No Direct Deposit Option

DEMO CLIENT

QUESTCO

Onboarding: Direct Deposit
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ONBOARDING

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Direct Deposit

No Direct Deposit

I understand that by selecting "No Direct Deposit" I will receive a paper check on payday.

I acknowledge that I have selected No Direct Deposit

< Back

Submit And Continue

Submit – Final Step

Submit

Congratulations! This is the final step.

To complete your onboarding, check the acknowledgement below and click "Submit".

I acknowledge that my forms are complete and correct, and I'm ready to submit them.

Submit

You must complete all of your New Hire paperwork in order to begin your Benefit Enrollment. Once you get to this step, you will be able to click on the Benefit Enrollment button as shown down below.

QUESTCO

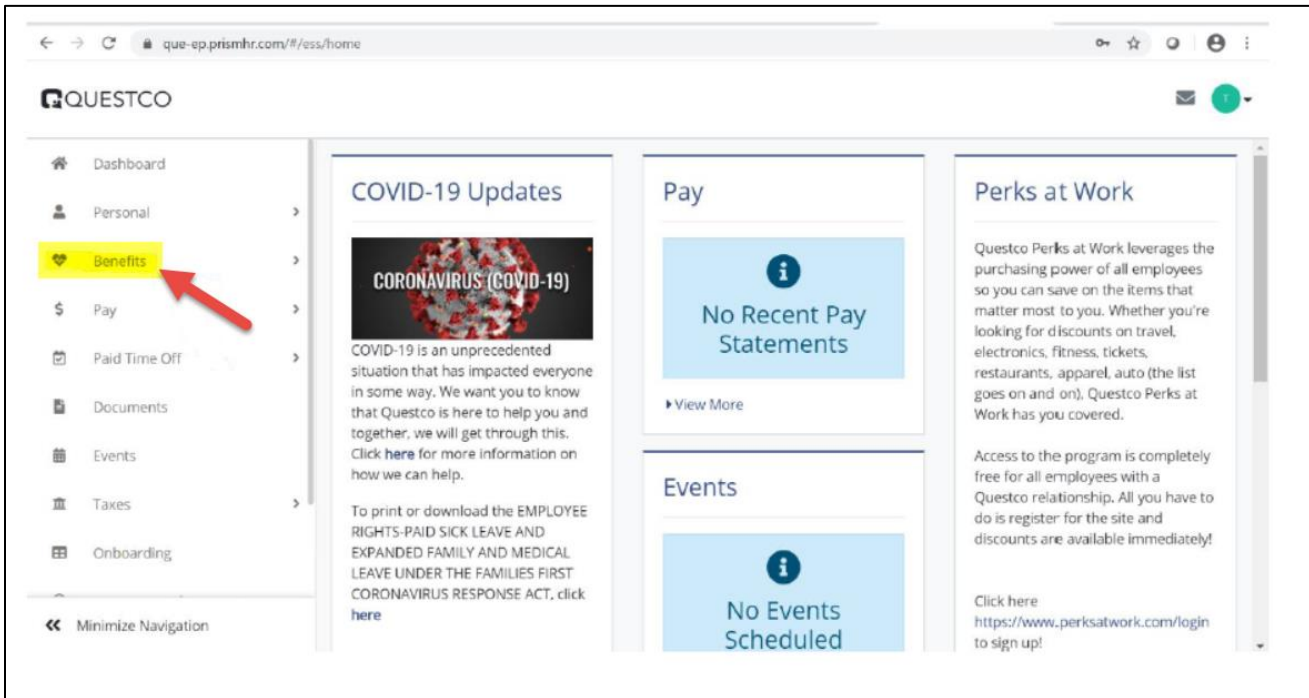
TEST TESTER

Submit

Onboarding Completed
Thank you for completing the onboarding process.

Benefit Enrollment >

Benefits Section - This will vary per employee and company. You may be redirected to your employee portal right away as shown below or simply click on the Benefits tab located on your dashboard to the left as shown to gain access.



You will now go through your selections one by one until you get to **“Submit Your Elections”**

