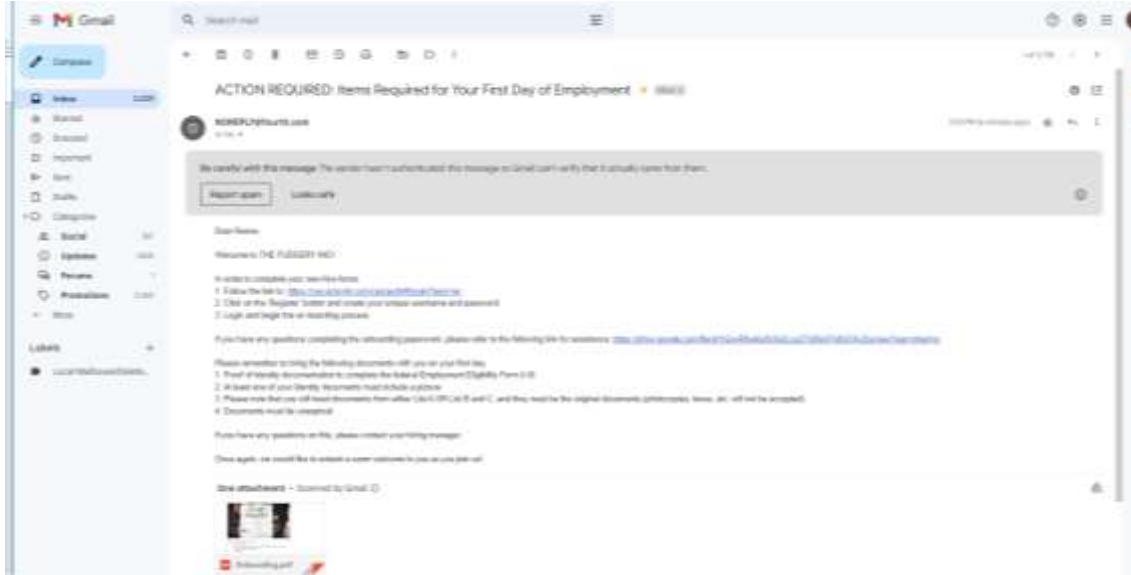
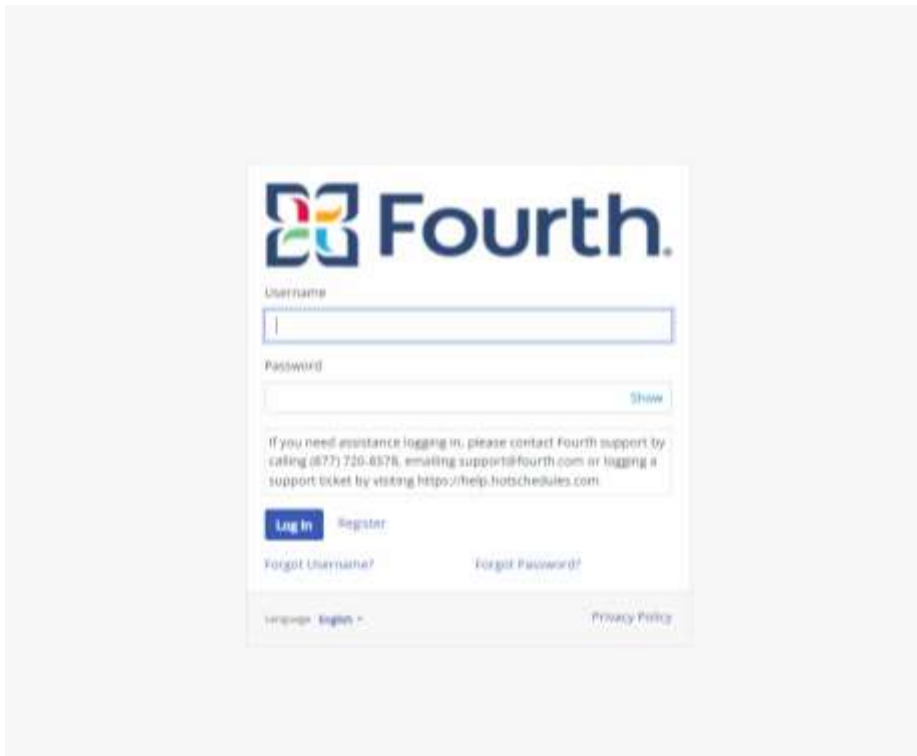


Fourth Onboarding Guide

A few days after submitting your flight information you will receive an email from noreply@fourth.com that will look like the one below. You will follow the link to <https://ces.prismhr.com/ces/auth/#/login?lang=en> to register your account.



This is the page that comes up. You will not have a username or password yet. You will press the "Register" button.

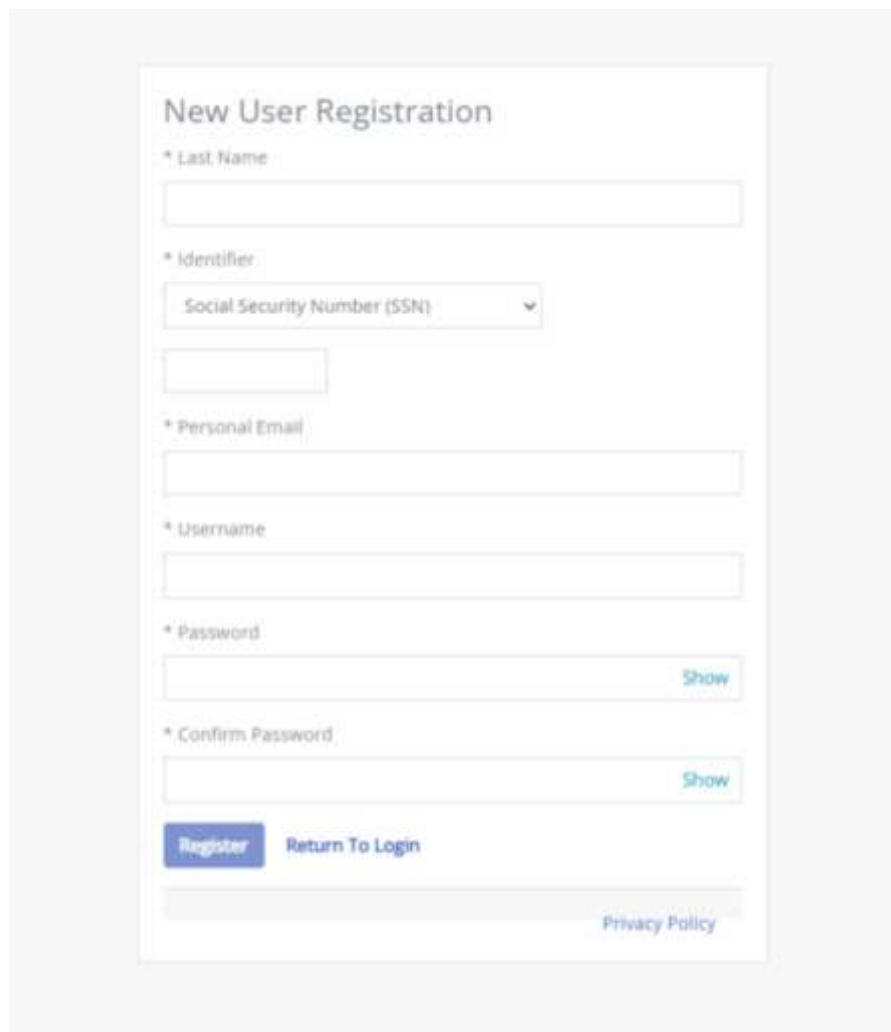


This is the registration screen that will pop-up. We use the information from when you reported your flight information to set-up your account. You will need to refer back to the email you received after submitting your flight information for completing this form. Your name and email address must be spelled exactly like it was when you reported your flight.

For purposes of completing this paperwork we assign a placeholder social security number to you. We create this number using 393 plus your birthday. As an example: my birthday is 02/19/2006 so my placeholder social security number is 393-02-1906. We give you this number on the email you received after you submitted your flight information.

****This is not a real social security number, do not use it for anything other than this paperwork.****
When you receive your social security number we will change the information in Fourth to your actual social security number.

It is VERY important that you save your username and password you create here. You will use it while you are with us to make sure you are paid correctly.



The image shows a 'New User Registration' form with the following fields and elements:

- Title:** New User Registration
- * Last Name:** A text input field.
- * Identifier:** A dropdown menu with 'Social Security Number (SSN)' selected.
- * Personal Email:** A text input field.
- * Username:** A text input field.
- * Password:** A text input field with a 'Show' link to its right.
- * Confirm Password:** A text input field with a 'Show' link to its right.
- Buttons:** A blue 'Register' button and a 'Return To Login' link.
- Footer:** A 'Privacy Policy' link.

After completing this form, a box will pop-up and tell you everything is good. If there is a problem with your login information, please email workandtravel@fudgeryfudge.com for help.

Good job, you are registered. Login and begin completing your paperwork. If you forgot your username and password, you only get two attempts to try before it locks your account. Just use the forgot username and forgot password buttons to save yourself some headaches.



Next, you will land on the Onboarding Welcome Screen. The page includes:

- A list of the forms to be completed on the left
- The days remaining to complete Onboarding (we can help if you need to wait until you get here to finish but you cannot work until this is completed).

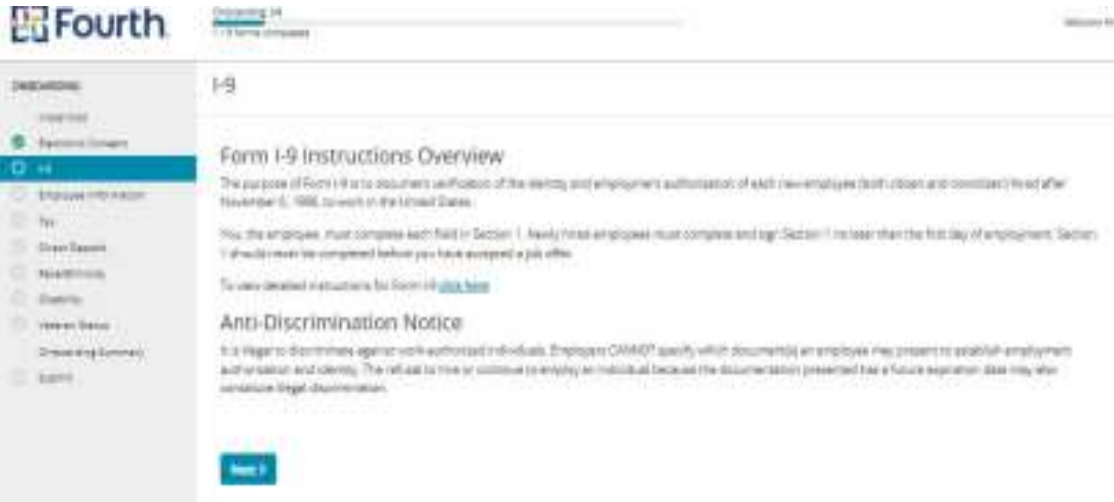
Select "Get Started"



Electronic Consent – enter your name, press accept and then continue.



I-9 – we will help you complete this section when you get to the US. For now press Next for the next screen. Press “No” next to the question did you use a preparer or translator. Then press Next.



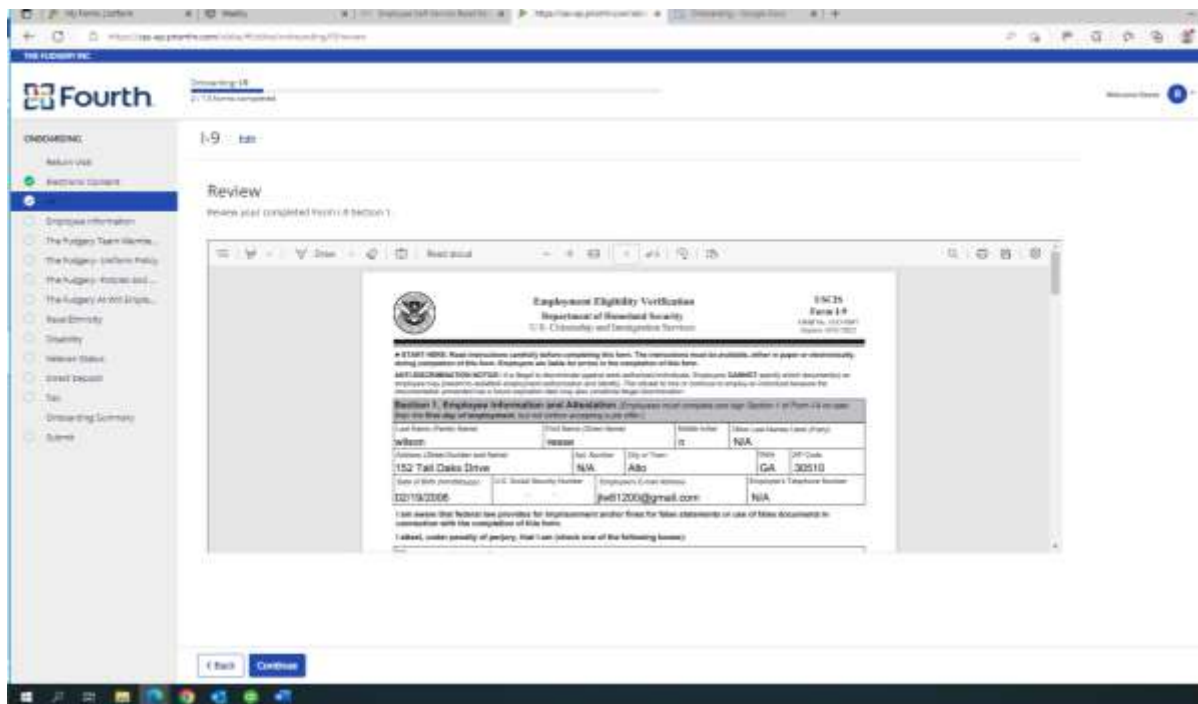
I-9 – on this screen you should choose option 4 – an alien authorized to work until. Then click N/A. Under select a number to provide choose “Foreign Passport Number” and enter your passport information.

The screenshot shows the 'Attestation of Citizenship or Immigration Status' section of the I-9 form. The user has selected option 4: 'An alien authorized to work until expiration date, if applicable'. Below this, there are fields for 'Foreign Passport Number' (with a dropdown menu), 'Number', and 'Country of Issuance'. A 'N/A' button is visible next to the passport number field.

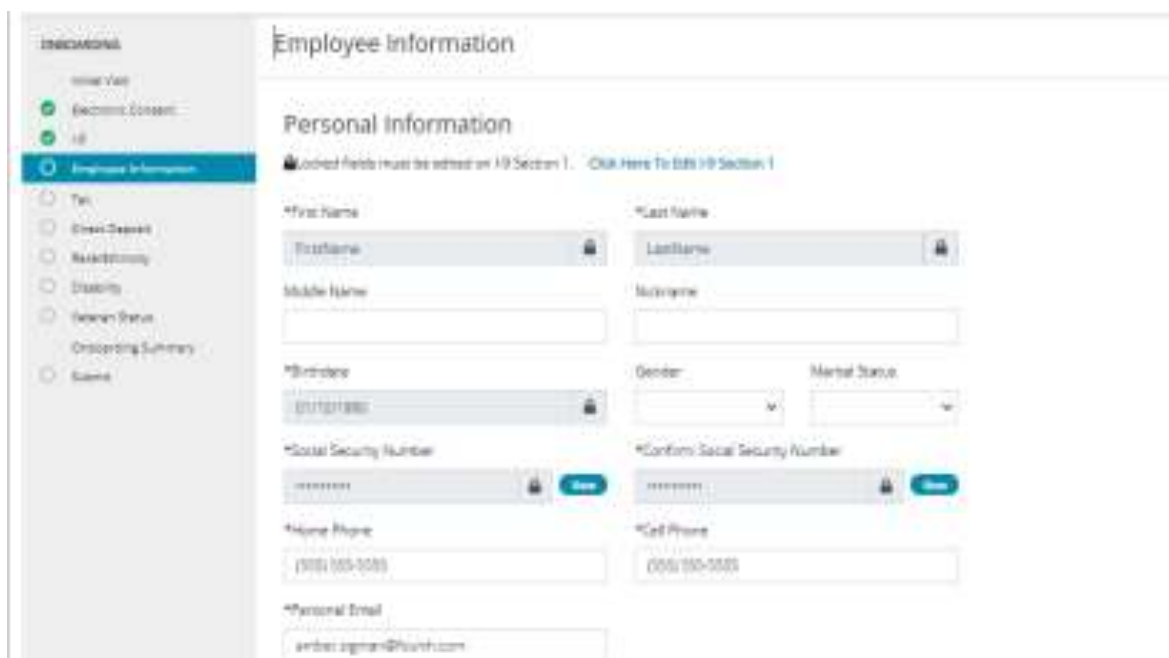
I-9 – complete as much of this as you can. For the address, please use the address of the store where you will work. This address can be found on the arrival instructions page.

The screenshot shows the 'Employee Information' section of the I-9 form. It contains several fields for personal and contact information, including: Last Name (Family Name), Address (Street Number and Name), First Name (Given Name - Do not 'initialize' if none), Apt. Number (Do not 'N/A' if none), Middle Initial (Do not 'N/A' if none), City or Town, Other Last Names Used - if any other 'N/A' if none, State, Zip Code, Date of Birth, Company's Email Address (Do not 'N/A' if none), Social Security Number, and Employee Telephone Number (Do not 'N/A' if none). There is also a 'Signature of Employee' section with a checkbox for electronic signing.

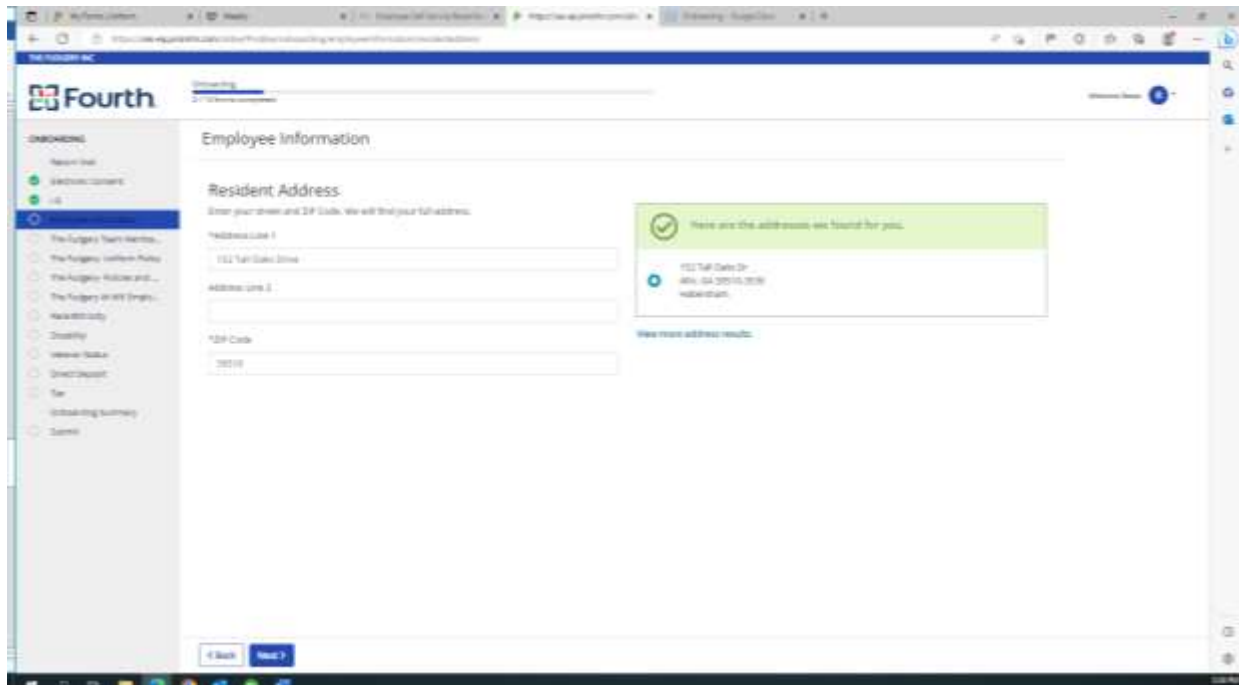
I-9 – press continue on this page.



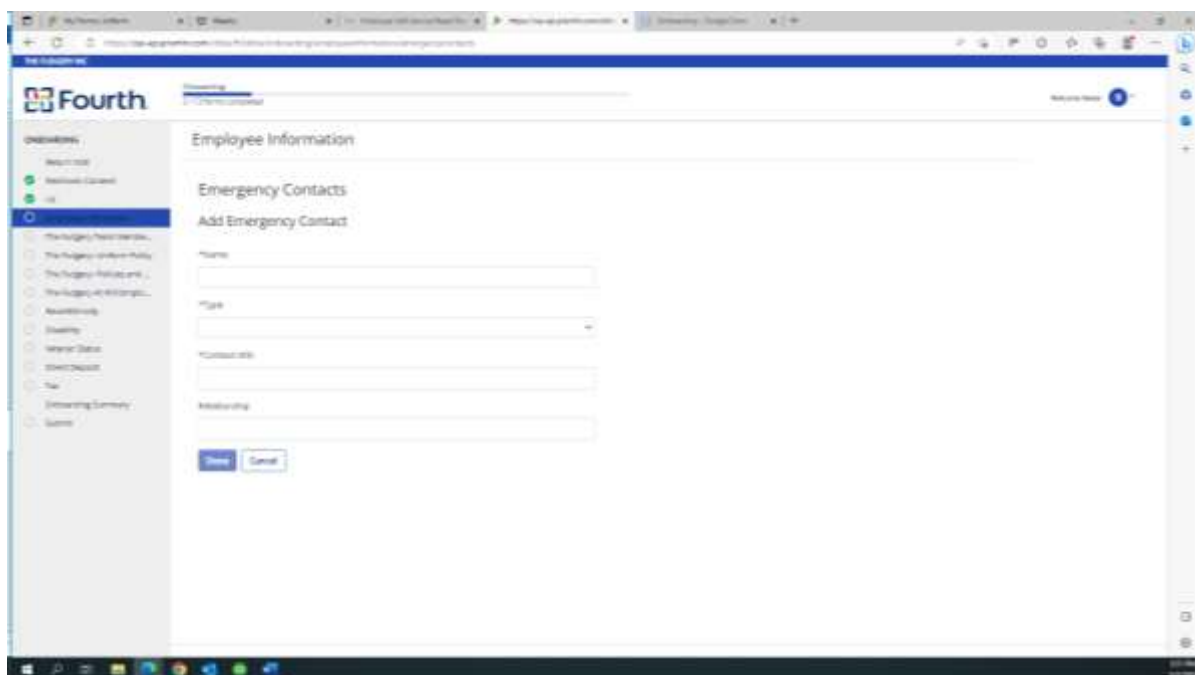
Employee Information – complete as much as you can and put n/a in the spaces where something is required but you cannot complete yet.



Employee Information – for now this should be the address of the store where you will work.



Employee Information – this is very important. We need to know who to contact in case of an emergency. Press done when complete and it will give you the option to add other people. It's a great idea to add at least 2 people with two different phone numbers and email addresses.



The Fudgery Team Member Handbook - You will review and sign off on this section. This is where you learn about the job and it's requirements.

The Fudgery Uniform Policy - You will complete this section with the number of uniform shirts you want. We will deduct the amount from your first paycheck. You will have access to a washing machine and dryer if you live in Fudgery housing.

The Fudgery Policies and Procedures - You will review and sign off on this section. This is where you learn about the company and specific guidelines you are agreeing to follow to work for us.

The Fudgery At Will Employment - You will review and sign off on this section. This is where we explain that you are employed at will and that can be changed by either party.

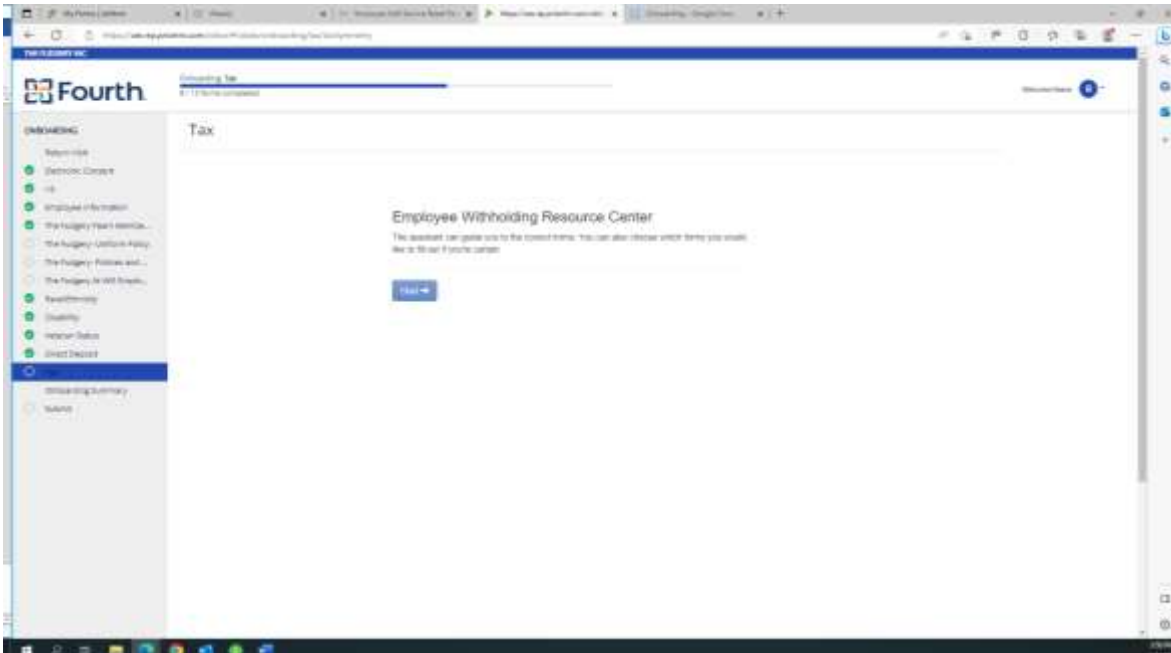
Race Ethnicity - You will submit and continue this section. This is where we explain that we will not discriminate based on race.

Disability - You will submit and continue this section. This is where you make us aware of any disabilities you may have.

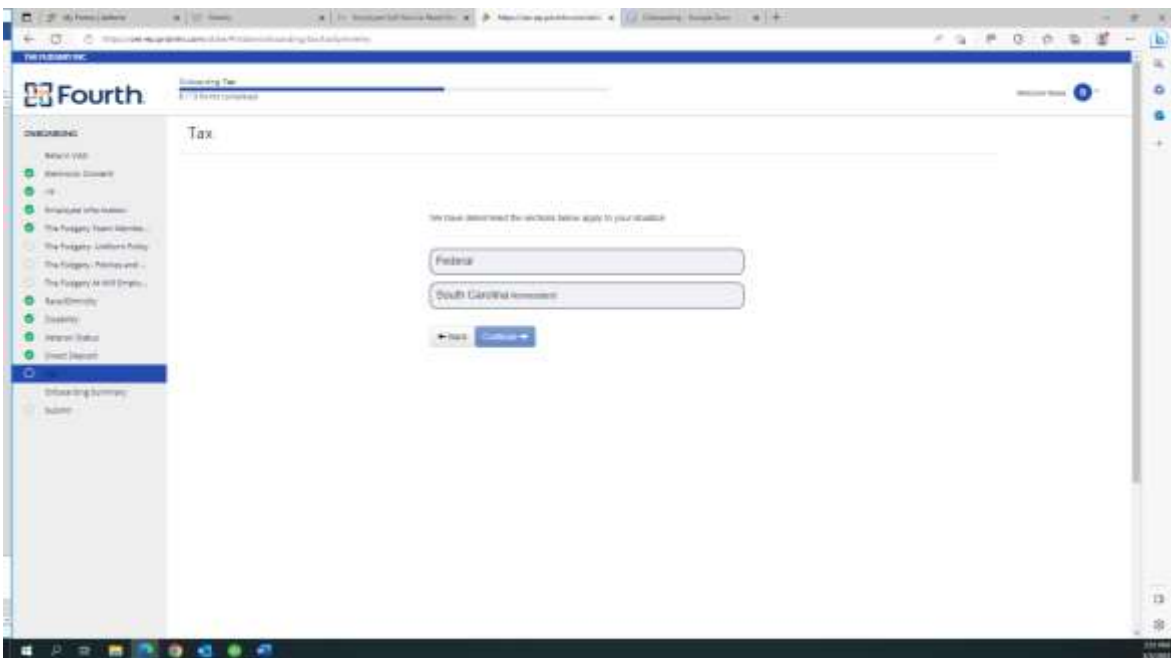
Veteran Status - You will choose I am NOT a veteran and submit and continue this section.

Direct Deposit - If you currently have an American bank account then you choose "Set Up Direct Deposit" and input your American bank information on the next pages. If you do not have an American Bank account then select No Direct Deposit. You will need to correct this as soon as you get an American Bank account. It is very important you do this before you get a paycheck so your paycheck isn't lost in the US Mail and delayed getting to you.

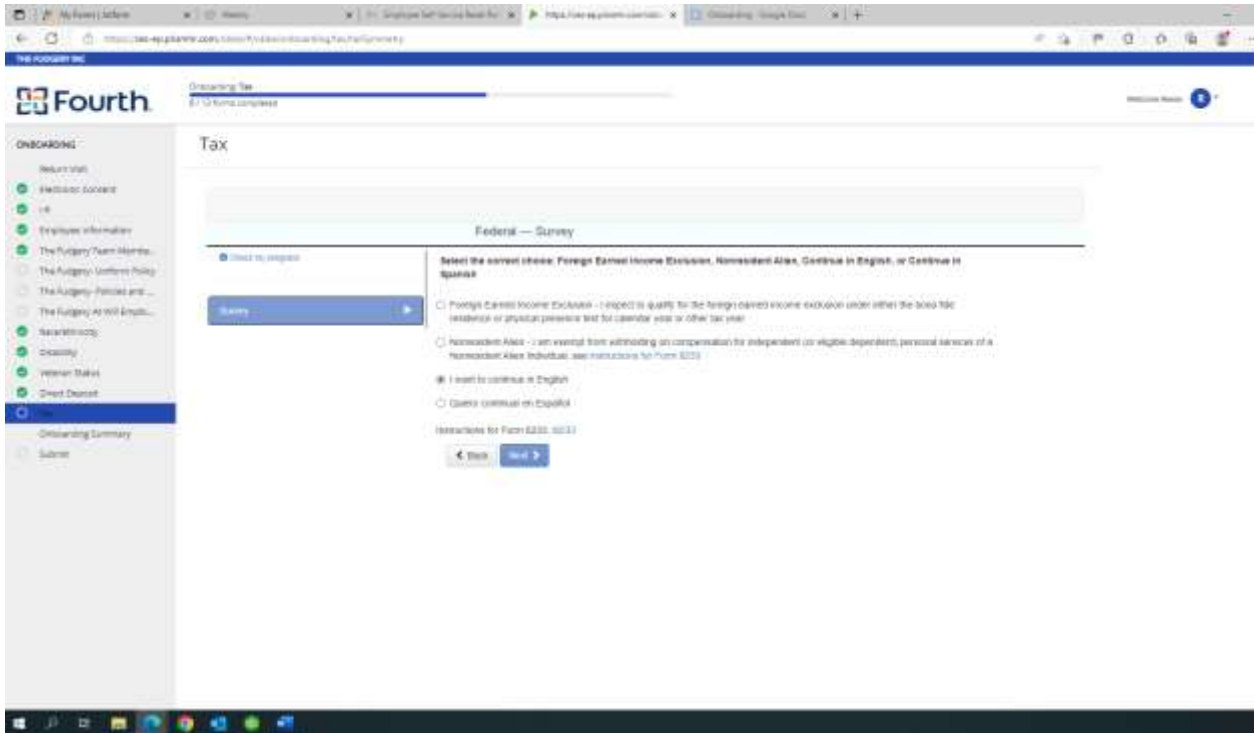
Tax — This is the complicated section. Please pay close attention so you don't pay too many taxes. Press start on this screen.



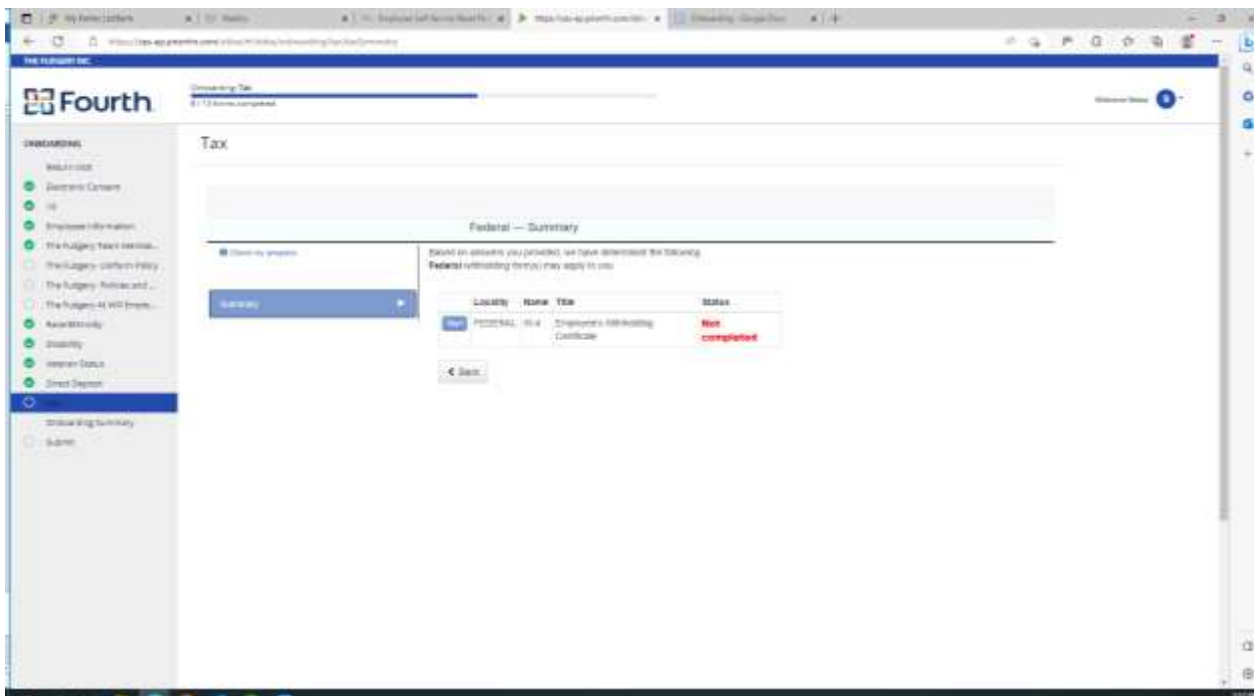
Tax — This screen will always include Federal and then will include the state where you will be working. Taxes are different in each state but the system will walk you through the state that applies to you.



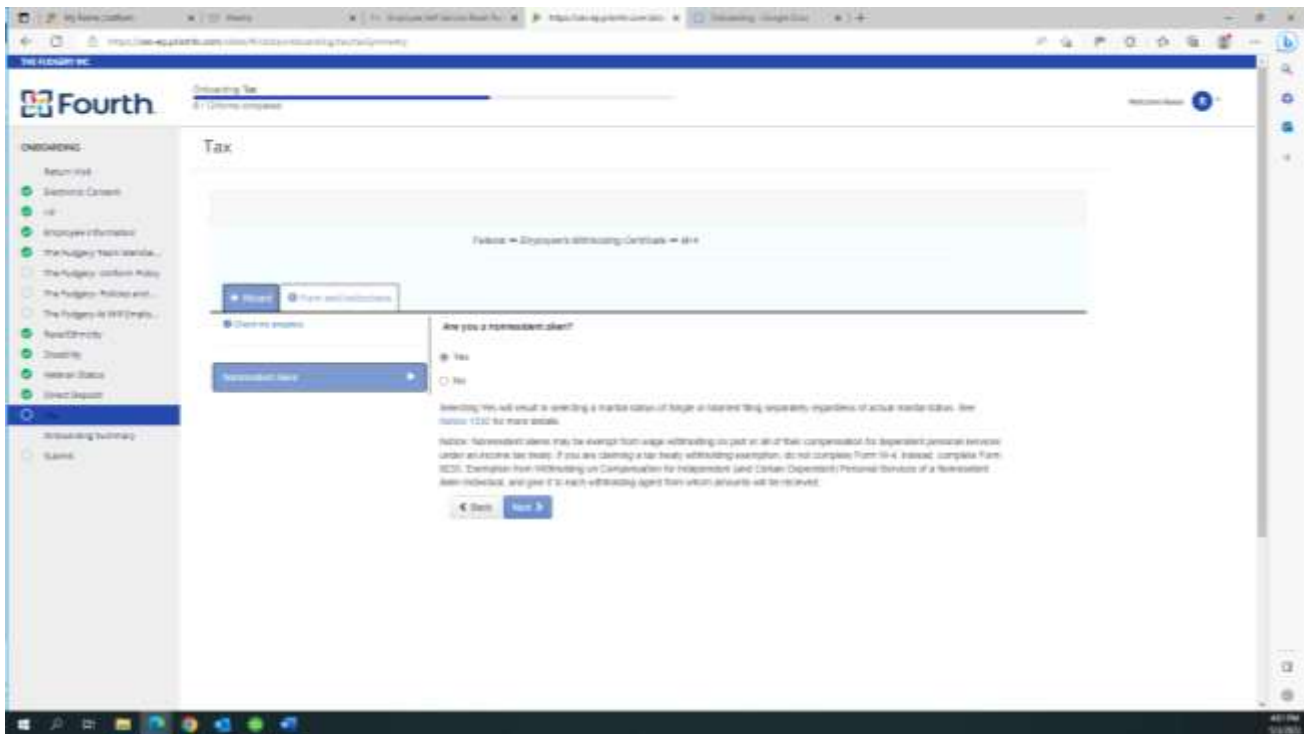
Tax – On this screen you should choose either continue in English or Espanol. The other items will not apply to you. (Yes this is confusing but trust me please.)



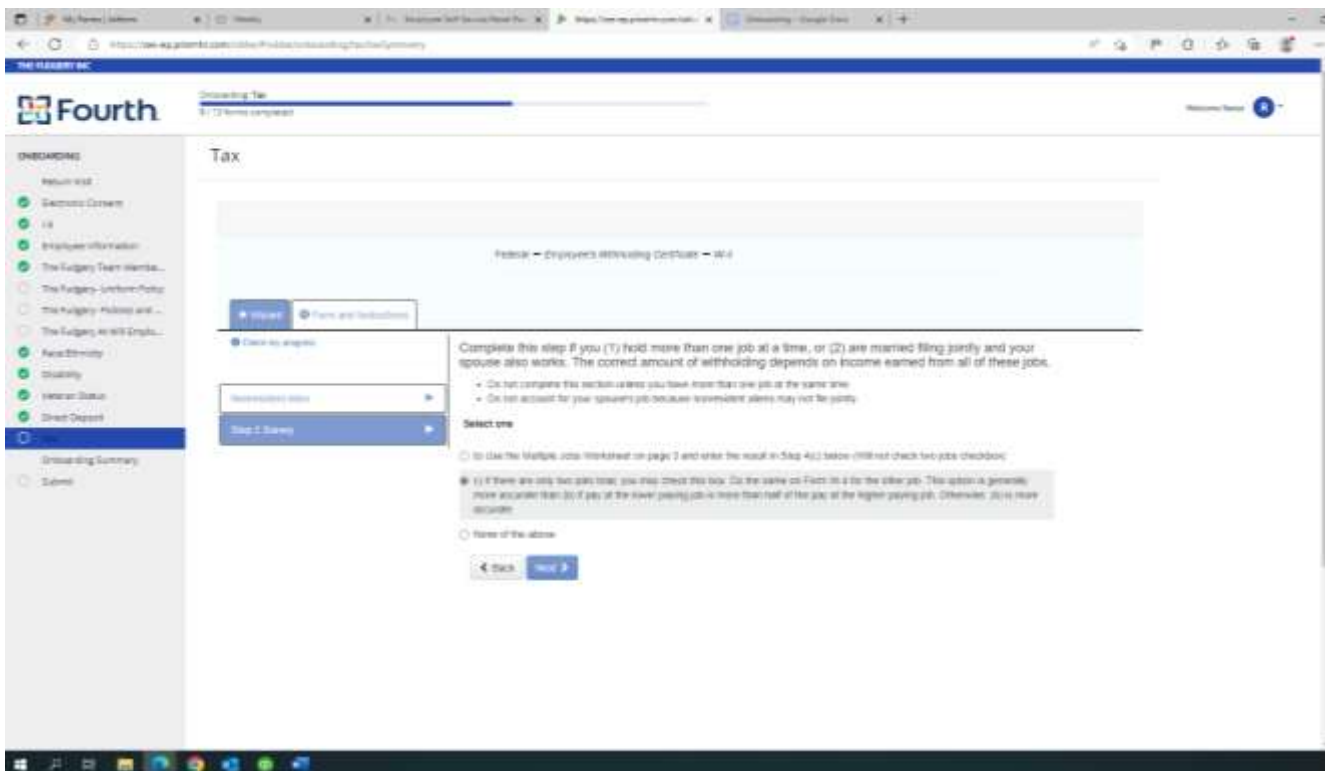
Tax – On this screen you should choose start for the Federal W-4.



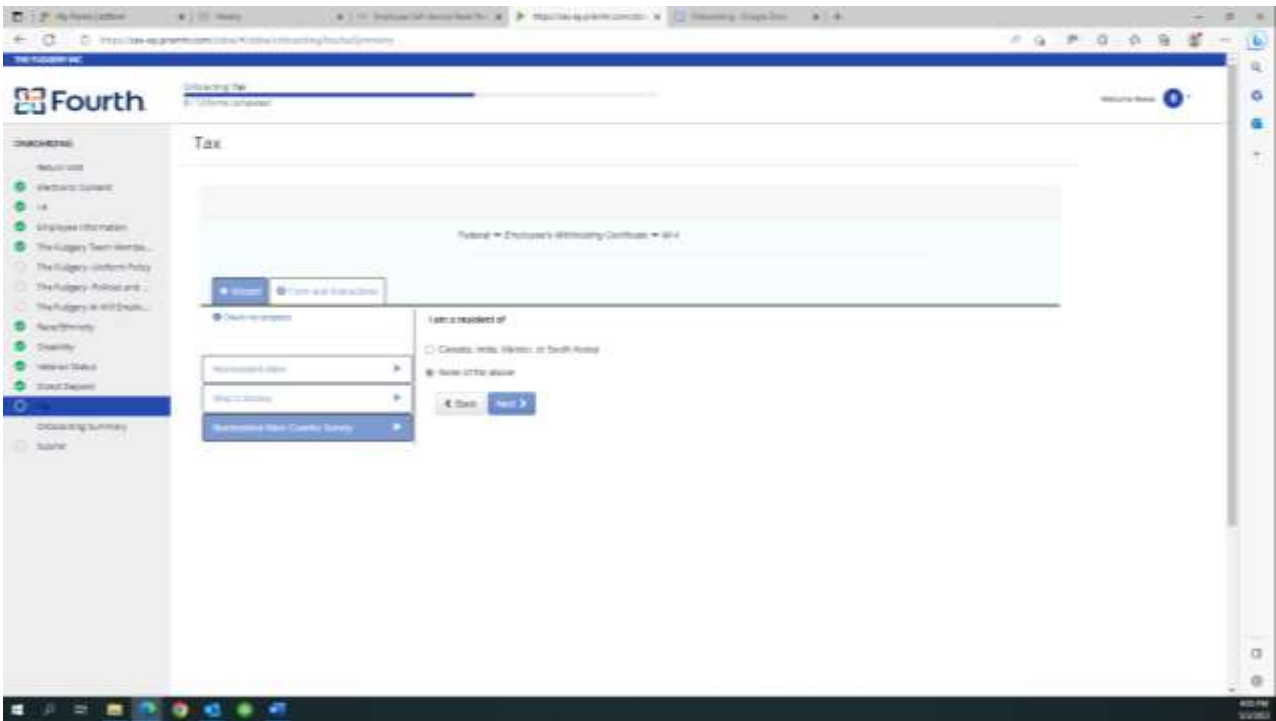
Tax – On this screen you should choose yes you are a nonresident alien.



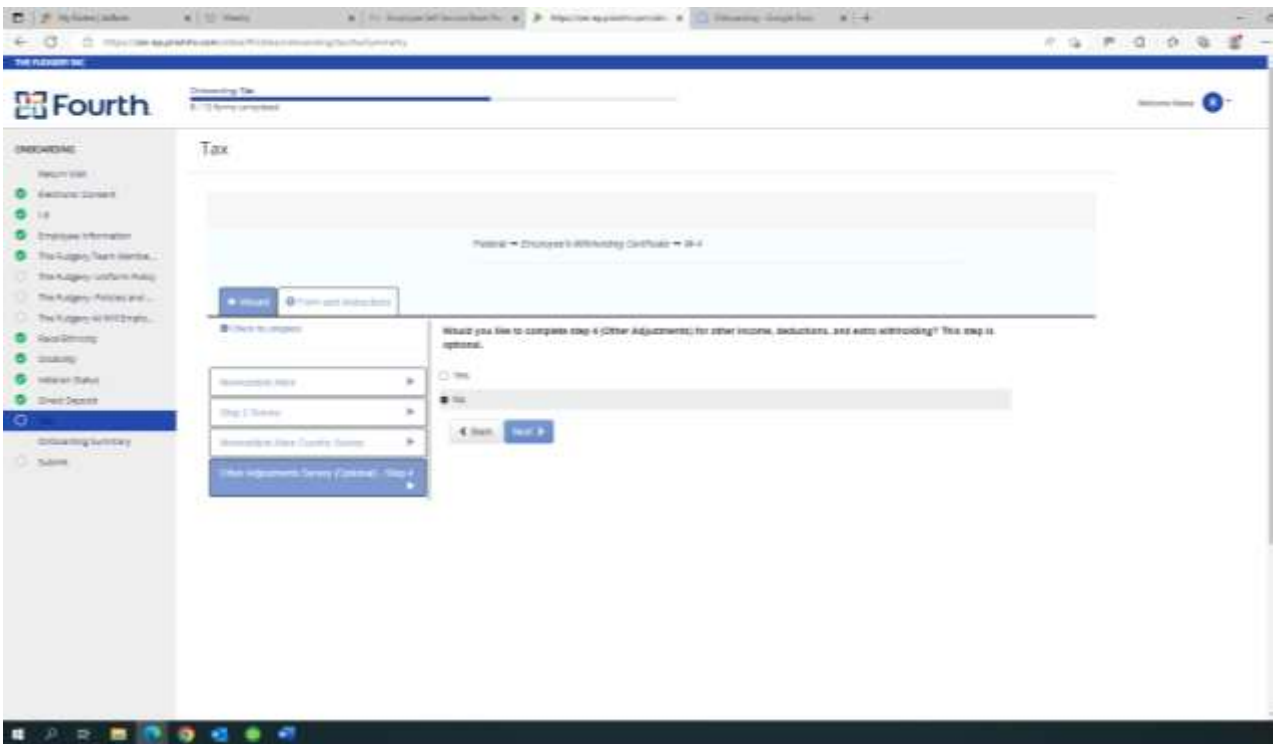
Tax – On this screen you should choose option C because most students get a second job. This will result in less taxes being taken out.



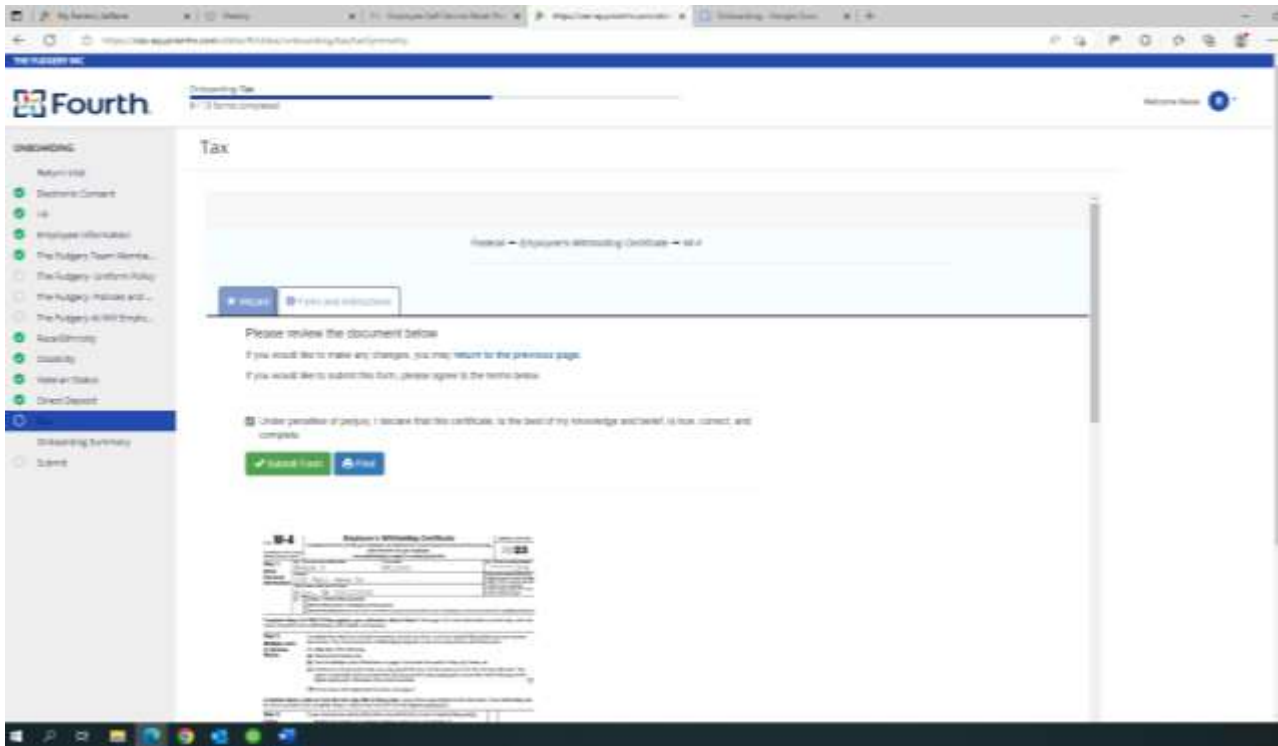
Tax – On this screen you should choose the one that applies to you.



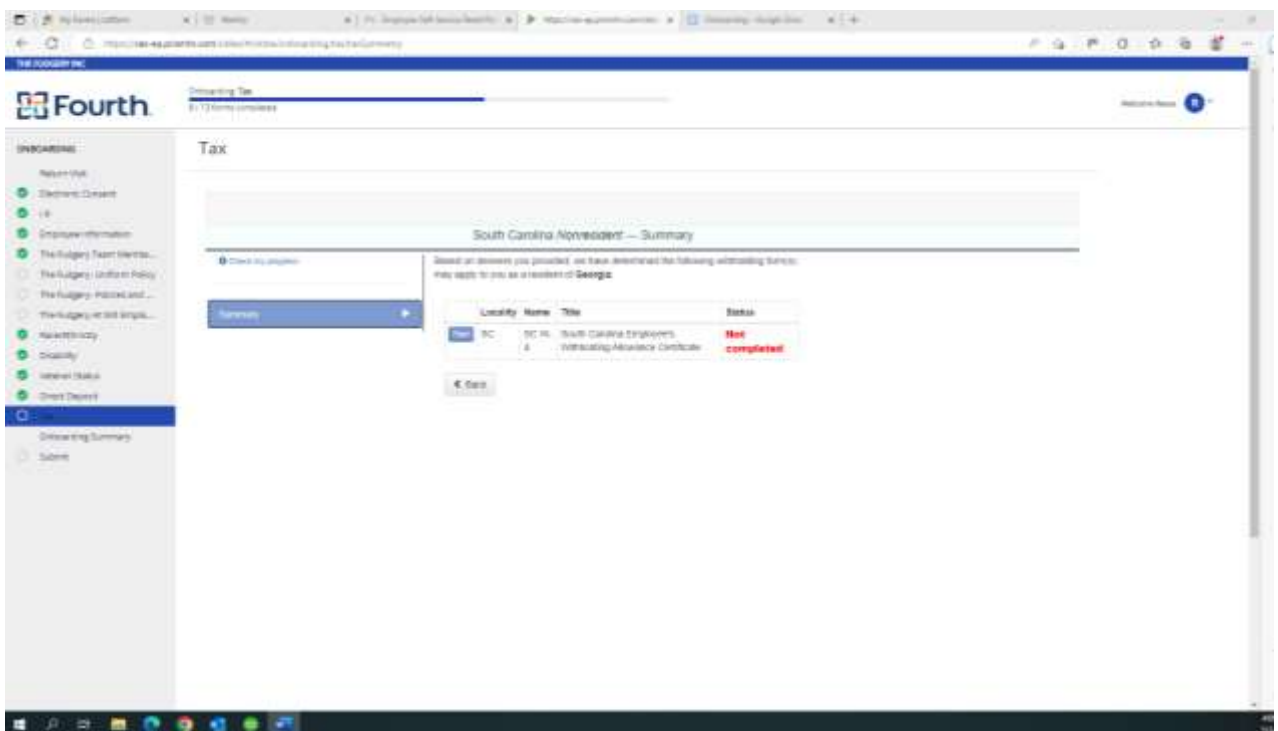
Tax – On this screen you should choose no.



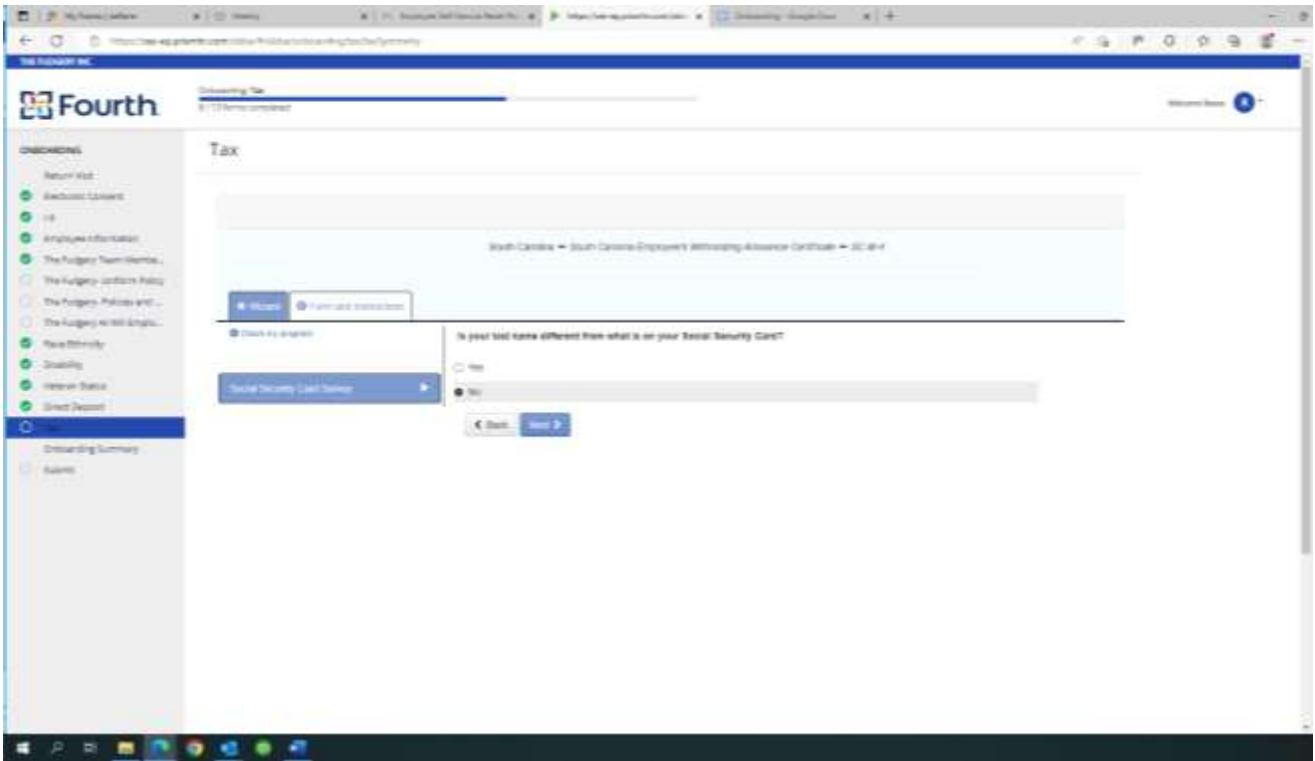
Tax — On this screen put a check in the box and submit form.



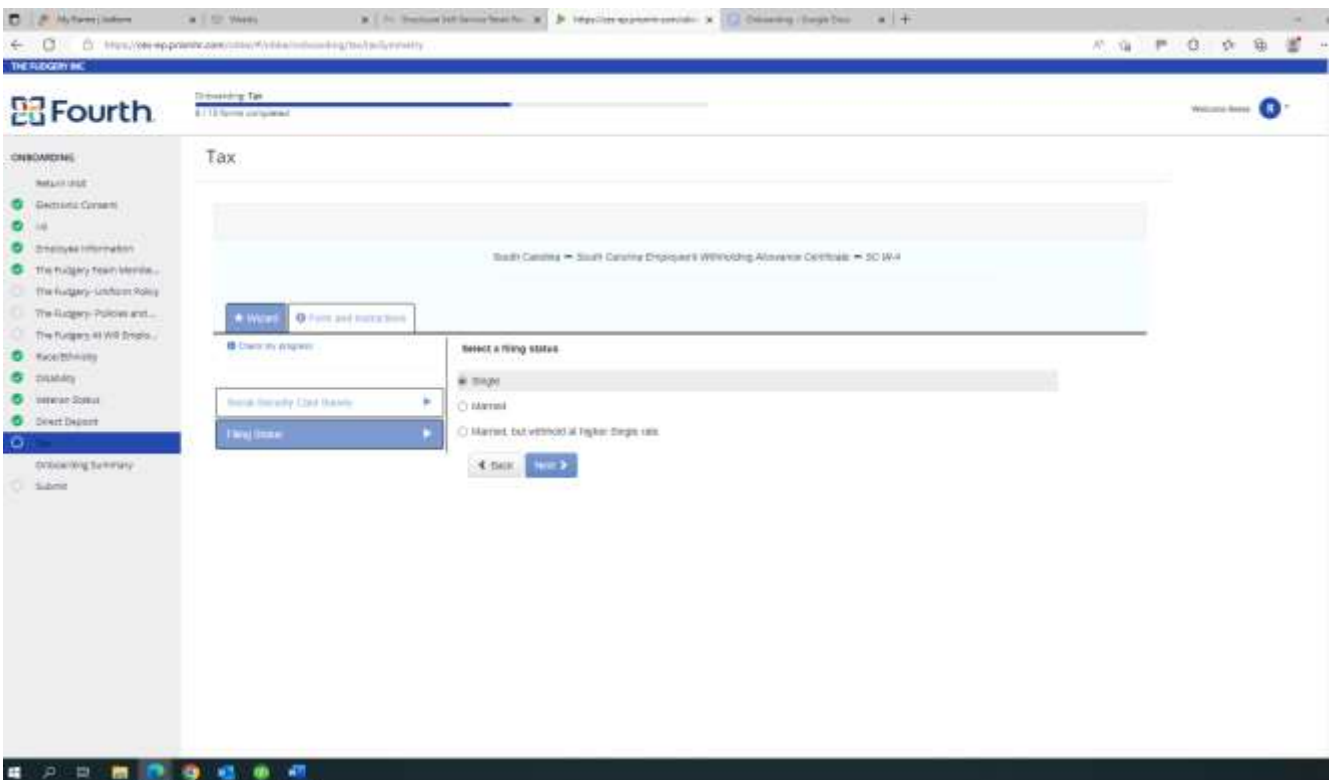
Tax — You must complete this section for the state where you will be working. Please note that Florida and Tennessee do not have state taxes so you will not have to complete this form if you are working in those states. This section might be a little different for each state but the questions are very similar.



Tax – Choose no because it will match when you get a social security card.



Tax – Choose single



Tax – Choose No – I want to file this form. You are NOT exempt from withholding taxes.

South Carolina - South Carolina Employer's Withholding Allowance Certificate - SC 94-A

Are you exempt from South Carolina withholding?

Yes - For the year 2022, I had a right to a refund of all South Carolina income Tax withheld because I had no tax liability, and for the year 2023, I expect a refund of all South Carolina income Tax withheld because I expect to have no tax liability.

Yes - I claim exemption from withholding for 2023. I elect to use the same state of residence for tax purposes as my military assignment location. I have provided my employer with a copy of my current military ID card and a copy of my spouse's Valid Leave and Earning Statement (VLES).

No - I want to file this form.

Tax – Choose No.

South Carolina - South Carolina Employer's Withholding Allowance Certificate - SC 94-A

Would you like to complete the South Carolina Personal Allowance Worksheet?

Yes

No

Tax — Enter 1 under total number of allowances you are claiming because you are one person.

South Carolina — South Carolina Employee's Withholding Allowance Certificate — SC 944

Withholding summary of completed

Total Allowances (Recommendation from the Personal Allowance Worksheet)

Total number of allowances you are claiming

Additional amount, if any, to withhold from each paycheck

Additional amount, if any, to withhold from each paycheck

Back Next

Tax — check and submit this form.

South Carolina — South Carolina Employee's Withholding Allowance Certificate — SC 944

Please review the document below

Print

Check to print if you are certain the information is correct, true, and complete to the best of your knowledge

Print

Onboarding Summary – Make sure everything on the list is completed and click continue!

Onboarding Summary

Keep going! You still have forms to complete.
To complete the next form, click "Continue"

[Continue >](#)

Form	Due Date	Status	Completion Date	Action
Electronic Consent	05/03/2023	Completed	05/03/2023	View
I-9	05/04/2023	Selected	05/03/2023	View
Employee Information	05/04/2023	Completed	05/03/2023	View
The Fulgery Team Member Handbook	05/07/2023	Completed	05/03/2023	View
The Fulgery Uniform Policy	05/07/2023	Completed	05/03/2023	View
The Fulgery Policies and Procedures	05/07/2023	Completed	05/03/2023	View
The Fulgery At Will Employment	05/07/2023	Completed	05/03/2023	View
Race Sensitivity	05/07/2023	Completed	05/03/2023	View
Disability	05/07/2023	Completed	05/03/2023	View
Wetnet Status	05/07/2023	Completed	05/03/2023	View

4 days remaining to complete Onboarding

Submit – You're done! Great Job!

Submit

Onboarding Completed
Thank you for completing the onboarding process.