



WAND ON-BOARDING INSTRUCTIONS

- Go to <u>https://prowand.pro-unlimited.com</u> and enter your username and password. If you have not received the emails containing your username and password, please contact your PRO representative.
- WAND will guide you through each page in the on-boarding process. To begin, read the welcome message and click Next at the bottom on the page to continue.
- 3. If at any time you need to stop the on-boarding process, click **Save & Exit** and then close your browser. When you are ready to continue, log in and navigate to your last saved page.

| WAND | | |
|------------------------|----------------------|---------|
| PLEASE LOG | IN Select Language: | English |
| Username: Password: | | |
| Forgot your Us | sername or Password? | Login |

Previous Save & Next Save & Exit Cancel Print

4. Once WAND On-Boarding has been completed, your PRO representative will be notified automatically. Please be sure to complete any additional on-boarding requirements as instructed.

| OnBoarding | | |
|--|--|--|
| General Info National ID Emergency Contact Tax Info Payment Option Confirm | | |
| # Welcome | | |
| Welcome to the PRO Unlimited WAND worker portal, our secure web based application for employee data and time- carding. To begin your assignment please complete the pre-employment electronic forms found on the following screens. For employment purposes (including tax and benefits), PRO Unlimited is required to obtain your gender, date of birth, Social Security Number or National ID number. PRO Unlimited keeps this information confidential and will only use for employment purposes. | | |
| At any time during the process, you may save your information and exit the application. Once you've completed the pre-employment on-boarding information, and at any time during your employment with PRO Unlimited, you may access the application and edit as needed. | | |
| Please note - to complete your assignment on-boarding you may be required to fill out additional client-specific documents found in your PRO Unlimited welcome email and/or on the HR Connections website. If you have any questions or need further assistance, please contact your PRO Unlimited representative. | | |
| We thank you for your cooperation and look forward to your PRO Unlimited assignment. | | |
| Use the navigation buttons at the bottom of each page to proceed through each of the on-boarding | | |
| process. | | |

Navigation Buttons

Next: Begins the on-boarding process (only appears on the welcome page)
Previous: Navigates to the previous page – information entered on the current page will not be saved
Save & Next: Saves information and continues to the next step
Save & Exit: Saves information and returns to the welcome page where you may exit your browser

Save & Exit: Saves information and returns to the welcome page where you may exit your browser **Cancel:** Returns to the welcome page without saving the current page

- Print: Launches the print dialog box so you may print the current page for your records
- Done: Completes the on-boarding process (only appears on the confirmation page)

OK: Logs you out of WAND (only appears on the confirmation page)