

To complete the onboarding process, I kindly request that you follow these instructions:

1. Please print out the contract.
2. Handwrite and sign the required forms as needed.
3. On the third page, please place your DL or ID in the rectangular area marked "Place your ID here."
4. Use your phone's camera to take clear images of the completed and signed documents.
5. Email me the photos of the duly executed contract and label the subject line as "Signed Contract."
6. Along with the signed contract, please send an additional photo of yourself carrying your ID or DL (selfie).
7. Attach a clear photo of your utility bill.
8. If the address on your ID differs from the address where you live, please upload a photo of your lease agreement or any other document with your name and address on it. You may also take a photo with the number of your apartment building in the background.

Please note that it is crucial to print and manually complete and sign the contract.

Digitally signed documents are not acceptable.