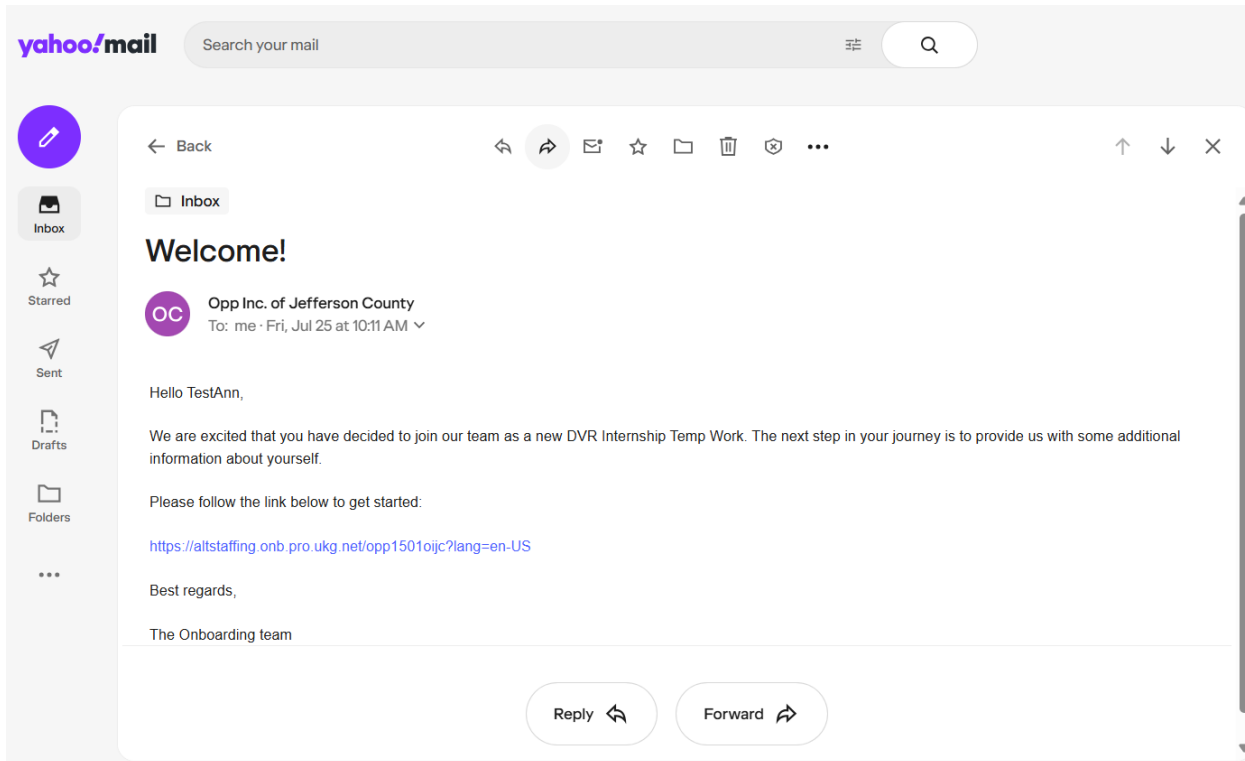


## **Step 2 ONBOARD!**

### **Welcome to your DVR Work Experience – Steps to Complete before your First Day!**

You will receive an email that looks like this:

1. Click the link in the body of the email.



Scroll to Page 2

V

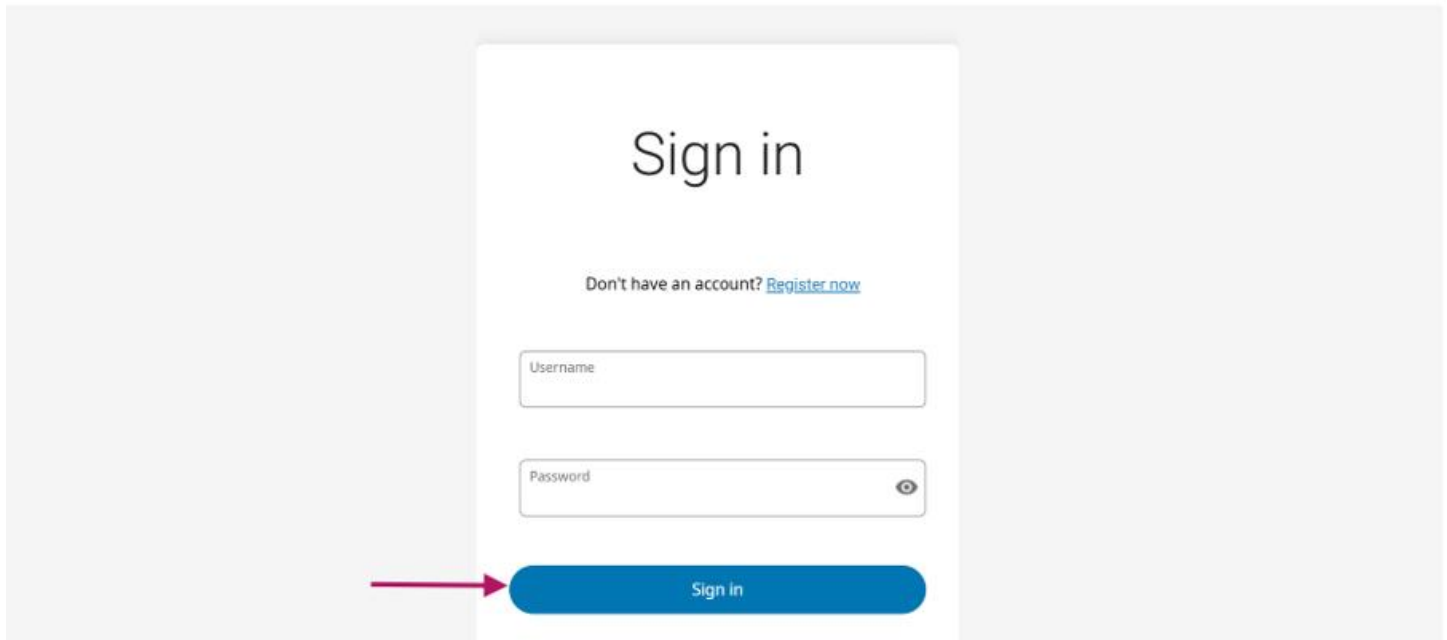
V

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## 2. Sign in

You will use the same email address/username and password you used in the Registration Step

Tip: click on the eyeball icon in the password field to see the password you are entering.



The image shows a 'Sign in' form centered on a light gray background. The form has a white background and a subtle drop shadow. At the top, the text 'Sign in' is displayed in a large, dark font. Below this, there is a link that says 'Don't have an account? [Register now](#)'. The form contains two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon on its right side, which is used to toggle password visibility. At the bottom of the form is a blue button with the text 'Sign in'. A red arrow points from the left towards this button.


Scroll to Page 3

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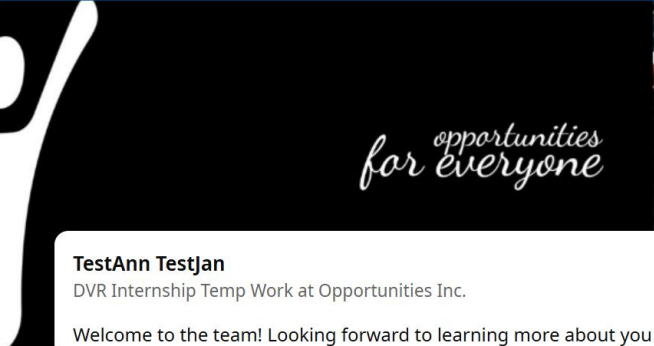

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3. Welcome aboard page > press the Get started button



English (USA) ▾  
TestAnn TestJan ▾

Welcome aboard!






**TestAnn TestJan**  
DVR Internship Temp Work at Opportunities Inc.

Welcome to the team! Looking forward to learning more about you and watching you grow.

-Ann Janquart

**Get to know us**


JoAnn Wilson  
CustomerCarePayroll  
Spec

**Before your first day**  Due 06/19/2025

We need some information to get everything ready for your first day. These steps should take less than 30 minutes to complete.

1

Personal Information



**Get started**

2

Employment Eligibility

3


Pay & Taxes

4

Policies & documents


5

Review & Submit




**Helpful Information**

**Welcome to Opportunities, Inc.!**




**Upcoming**

Your first day  
06/26/2025

22 hours ago

4. Enter your information in all \*Required fields > press Save & Continue button at the bottom of each page to move you to the next section

 **Onboarding**

1 Personal Information

**Contact Information**

Emergency Contact

Private Information

Veteran Status

Disability Status

2 Employment Eligibility

Assistance

Form I-9

Review & Sign

3 Pay & Taxes

Direct Deposit

Federal W-4

Wisconsin WT-4

Review & Sign

4 Policies & documents

Sign & Acknowledge

Uploaded Documents

5 Review & Submit

Review & Submit

### Contact Information

#### Name

Prefix

\* First Name  Middle Name  \* Last Name

Former Last Name

Suffix

Preferred First Name

---

#### Address

Country

\* Address Line 1

Address Line 2

\* City  \* State / Province

\* Zip / Postal Code

**Other Address Info**

County

☒ Use same address for mailing address.

**Email**

Email Address

**Phone**

Primary Phone

Secondary Phone



**Save & Continue**

[Go Back](#)

Scroll to Page 6

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V

## 5.Complete Employment Eligibility (Form I9)

Please note if you will be completing Section 1 yourself or if you require someone to help you > press Save & Continue button

If the Consumer selects Yes – I require assistance, a field will show for the Preparer/Translator to complete.

✕ Onboarding

1 Personal Information

Contact Information

Emergency Contact

Private Information

Veteran Status

Disability Status

2 Employment Eligibility

Assistance

Form I-9

**Form I-9 Assistance**

You must complete Section 1 of Form I-9 in order to document your identity and employment authorization in the United States.

A Preparer or Translator may assist you with this form if:

- You need the instructions or responses translated from U.S. English
- Someone other than you (such as a parent or legal guardian) fills out Section 1
- You need additional assistance because of a disability

Do you require assistance?

☒ NO - I will complete Section 1 myself.

☐ YES - I require assistance and my Preparer(s) and/or Translator(s) are present and available at this time.

Save & Continue

Go Back

Complete all \*Required fields > press Save & Continue button

✕ Onboarding

1 Personal Information

Contact Information

Emergency Contact

Private Information

Veteran Status

Disability Status

2 Employment Eligibility

Assistance

Form I-9

Review & Sign

3 Pay & Taxes

Direct Deposit

**Employment Eligibility Verification**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 07/31/2026

**Start Here**

Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and [the Instructions](#).

**Anti-discrimination Notice**

All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**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

☐ N/A

Scroll to continue screen shot

4

5

Federal W-4  
Wisconsin WT-4  
Review & Sign  
Policies & documents  
Sign & Acknowledge  
Uploaded Documents  
Review & Submit  
Review & Submit

Other Last Names Used *(if any)*

☐ N/A

\* Address *(Street Number and Name)*

Apt. Number

☐ N/A

\* City or Town

\* State

Choose...

\* Zip Code

\* Date of Birth *(mm/dd/yyyy)*

\* U.S. Social Security Number ?

- -

☐ I don't have a Social Security Number

E-mail Address *(for E-Verify Notifications)* ?

☐ N/A

Telephone Number

☐ 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:

☐ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States *(See [instructions](#))*

☐ 3. A lawful permanent resident

☐ A-Number

☐ USCIS Number

☐ 4. A noncitizen authorized to work

Expiration date, if applicable

☐ N/A *(See [instructions](#))*

For noncitizens authorized to work, provide your:

☐ A-Number/USCIS Number

☐ A-Number

☐ USCIS Number

OR

7

○ Form I-94 Admission Number

OR

○ Foreign Passport Number

Country of Issuance

Choose...

You will have an opportunity to sign this document after reviewing the information you entered.

**Save & Continue** [Go Back](#)

Based on your status selected above, you will need to provide identification documentation. The system recognizes the requirements of USCIS [Form I-9 Acceptable Documents | USCIS](#)



#### × Onboarding

1 Personal Information

2 Contact Information

3 Emergency Contact

4 Private Information

5 Veteran Status

6 Disability Status

7 Employment Eligibility

8 Assistance

9 Form I-9

Review & Sign

Pay & Taxes

### Upload documents

File types supported: PDF, JPG, JPEG, PNG, GIF, BMP, TXT, RTF, DOC, DOCX, ODT, ODS, PPT, PPTX, XLS, XLSX, XLT, XLTX, ZIP, XML. Maximum file size is 10MB. Documents will open in a new window.

**Upload Social Security Card or Birth Certificate**

File

Upload a File...

**Upload I9 List B Photo ID**

Driver's license or ID card issued by a State, School ID card with a photograph, U.S. Military card, Military dep's ID card or Native American tribal document

Note: Your work is saved as you upload documents.

**Continue** [Go Back](#)

If you are unable to upload these forms on a personal device, please contact your DVR Payroll Specialist at Opportunities and schedule a Teams call to show the form(s) to one of our DVR Payroll members to help you complete the onboarding process.

If you choose to show your document(s) via Teams, you will still be required to Upload a File in each document you selected to submit. You can upload a copy of your PO and TWA again to process.



In the Pay & Taxes section, check each declaration box > press the Sign buttons > Save & Continue button

**Onboarding**

- 1 Personal Information
- Contact Information
- Emergency Contact
- Private Information
- Veteran Status
- Disability Status
- 2 Employment Eligibility
- Assistance
- Form I-9
- Review & Sign
- 3 Pay & Taxes
- Direct Deposit

### Review & Sign

**Federal Tax Form W-4** [Preview](#) | [Make changes](#)  
☐ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.  
Your First and Last Name

**Wisconsin Tax Form WT-4** [Preview](#) | [Make changes](#)  
☐ I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming complete exemption from withholding, I certify that I incurred no liability for Wisconsin income tax for last year and that I anticipate that I will incur no liability for Wisconsin income tax for this year.  
Your First and Last Name

[Go Back](#)

In the Sign & Acknowledge section > press the Download & Sign button > press Save & Continue button

**Onboarding**

- 1 Personal Information
- Contact Information
- Emergency Contact
- Private Information
- Veteran Status
- Disability Status
- 2 Employment Eligibility
- Assistance
- Form I-9

### Sign & Acknowledge documents

View each document and return here to sign or acknowledge. Documents will open in a new window.

**Work Experience Waive of Benefits**  
Required disclosure acknowledgement for benefits.  
[Download](#) 57k

You signed on 06/28/2025 ✓

Note: Your work is saved as you view, sign, and acknowledge documents.

[Go Back](#)

Scroll to Page 6

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In the final section, review all your information > press Submit All button

The screenshot shows the 'Welcome aboard!' dashboard for TestAnn TestJann, a DVR Internship Temp Worker at Opportunities Inc. The dashboard includes a 'Before your first day' section with a 'View summary' link, an 'Upcoming' section for 'Your first day' on 06/28/2025, a 'Get to know us' section for JoAnn Wilson, and a 'Helpful Information' section with a video titled 'Welcome to Opportunities, Inc.'.

If you don't complete all of the information at first, you will get a reminder email with a link to return where you left off

The email is from Opp Inc. of Jefferson County, dated Fri, Jun 27 at 4:35 AM. It addresses TestAnn TestJann and requests that they complete their remaining forms to begin their work experience with DVR in the Onboarding process. A red arrow points to the 'Welcome Link' provided in the email.

Scroll to Page 11

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Once all of your employment documents are completed, your DVR Payroll Team will process. You will not be able to start your TWE until you get the approval email that looks like this:

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**From:** Connie Wanke <[cwanke@oppinc.com](mailto:cwanke@oppinc.com)> **On Behalf Of** DVRPayroll  
**Sent:** Thursday, July 31, 2025 6:33 PM  
**To:** Aidan Kennedy <[akennedy@oppinc.com](mailto:akennedy@oppinc.com)>; Lisa Norman <[lnorman@oppinc.com](mailto:lnorman@oppinc.com)>  
**Cc:** [stephanieA.Thompson@dwd.wisconsin.gov](mailto:stephanieA.Thompson@dwd.wisconsin.gov); [branden.metzler@dwd.wisconsin.gov](mailto:branden.metzler@dwd.wisconsin.gov)  
**Subject:** J. Linden

Hello,

The paperwork for this I/TWE has been accepted.

Opportunities Inc. provides Worker's Compensation insurance for DVR Temporary Work Experiences. Please ensure that all parties are aware that we need to be informed immediately if a workplace injury occurs.

Thank you for your time and attention to this!

Connie Wanke  
Opportunities, Inc.  
Admin Support  
920.563.2437 xt 4608

On or after your TWE start date, please review the STEP 3 LOGIN to your Employee Portal instruction sheet to log into your Employee Portal. This is where you will

- ENTER YOUR TIME
- VIEW OR PRINT YOUR PAYCHECK STUBS
- UPDATE YOUR PERSONAL INFORMATION and more!

Thank you for working with us and good luck in your Internship/Temporary Work Experience!

You DVR Payroll Team

END OF Step 2

06.29.2025, 07.25.2025, 08.01.2025 aj