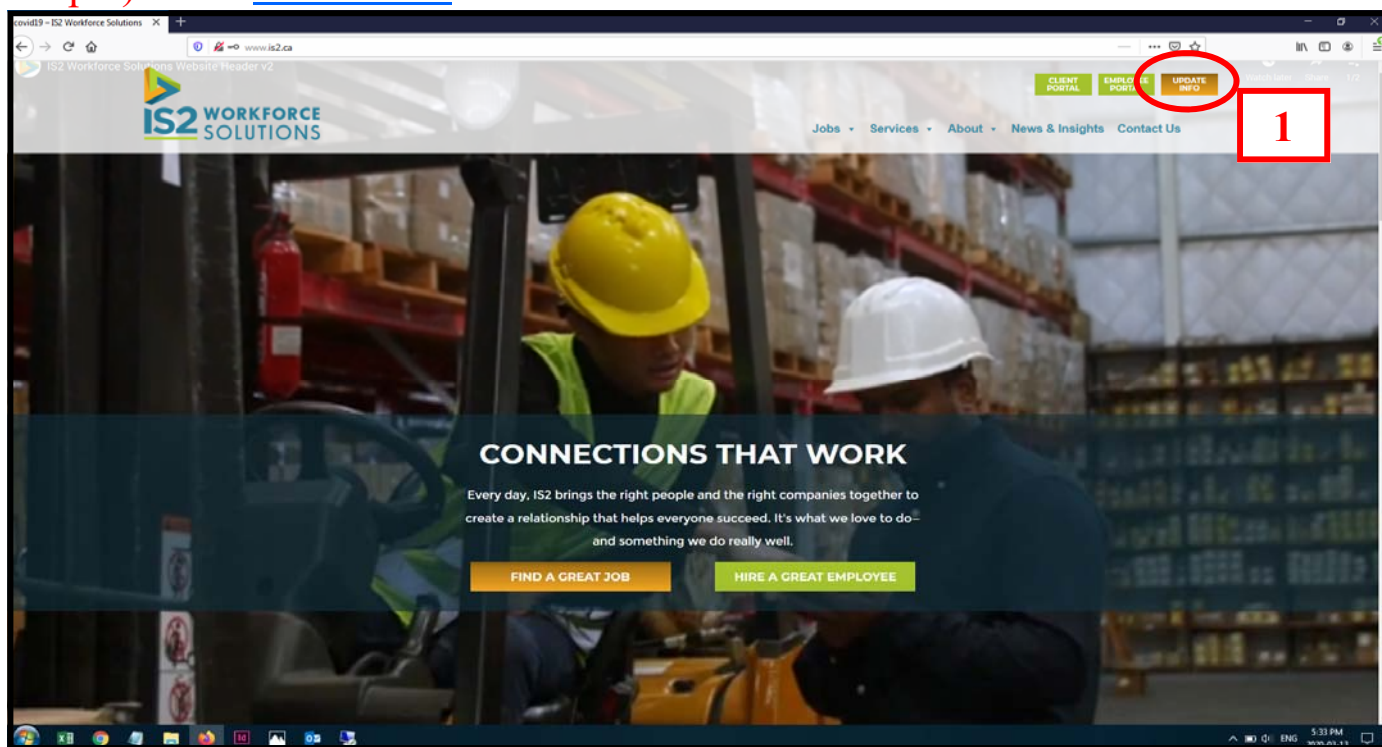


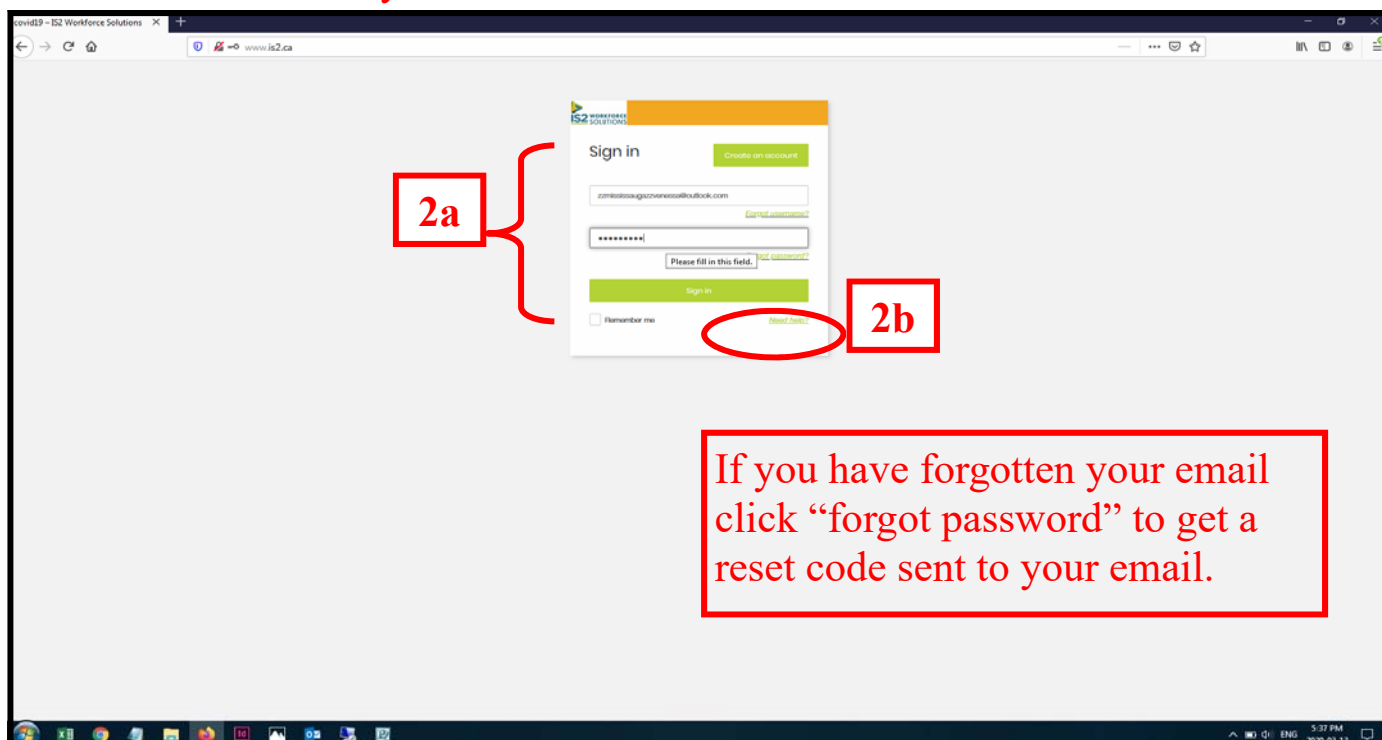
IS2 Guide for Signing eDocs using the IS2 Portal

Note: The first 2 steps of this tutorial show how to sign in to the portal. If you've just finished the application process—you are already in the portal, so don't sign out and go to page 2 of this tutorial (or step 3). If you're signed out of the portal start at step 1.

Step 1) Go to www.is2.ca and click UPDATE INFO



Step 2a) Login to the Employee Update Portal. Usually, your username is your email.
Step 2b) If you have forgotten your username, click “forgot password” to get a reset code sent to your email.

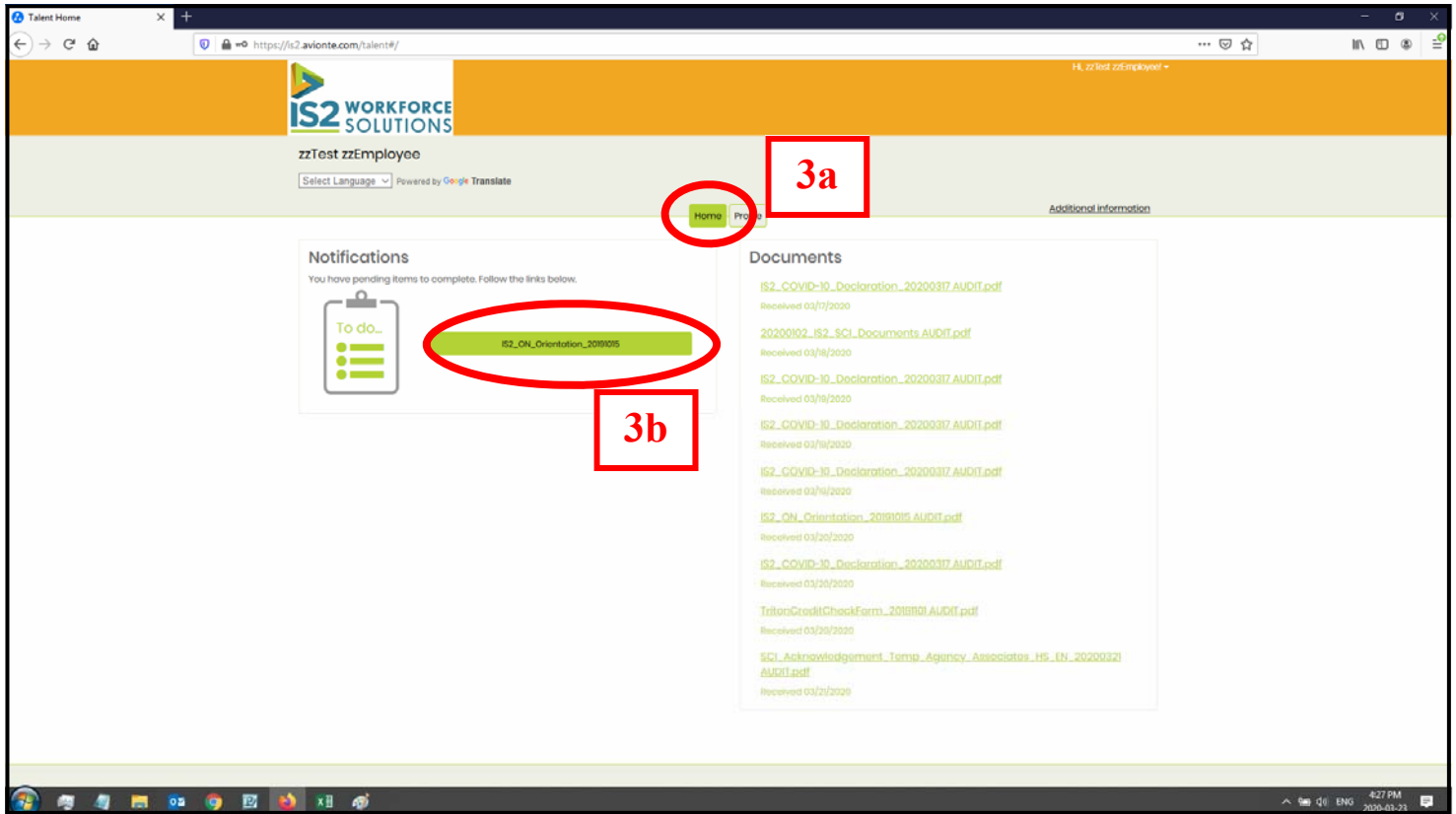


If you have forgotten your email click “forgot password” to get a reset code sent to your email.

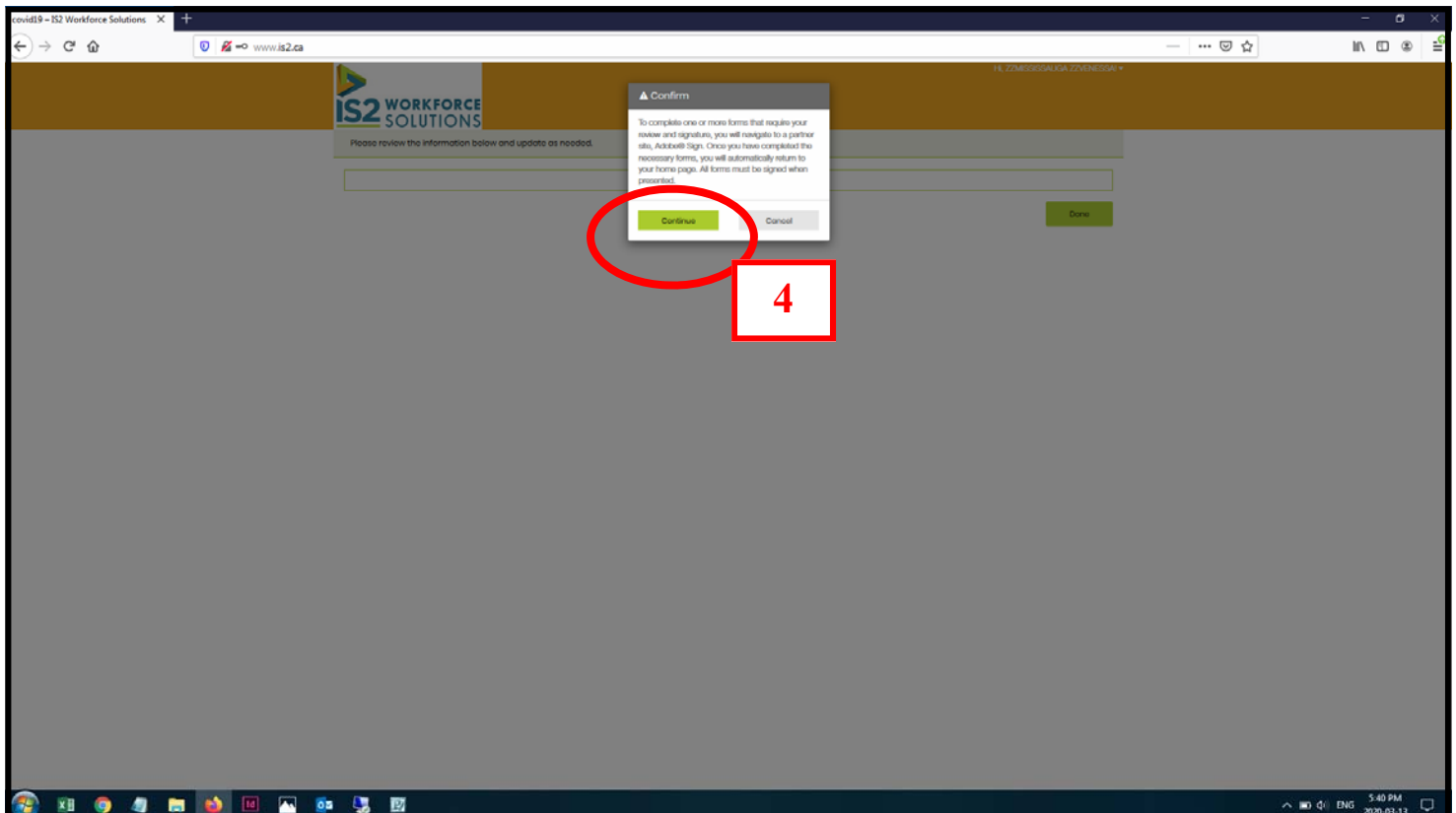
Step 2c) If you cannot remember/access your username, contact your IS2 Representative to request that your account is reset.

Step 3a) Click the 'Green Home' button.

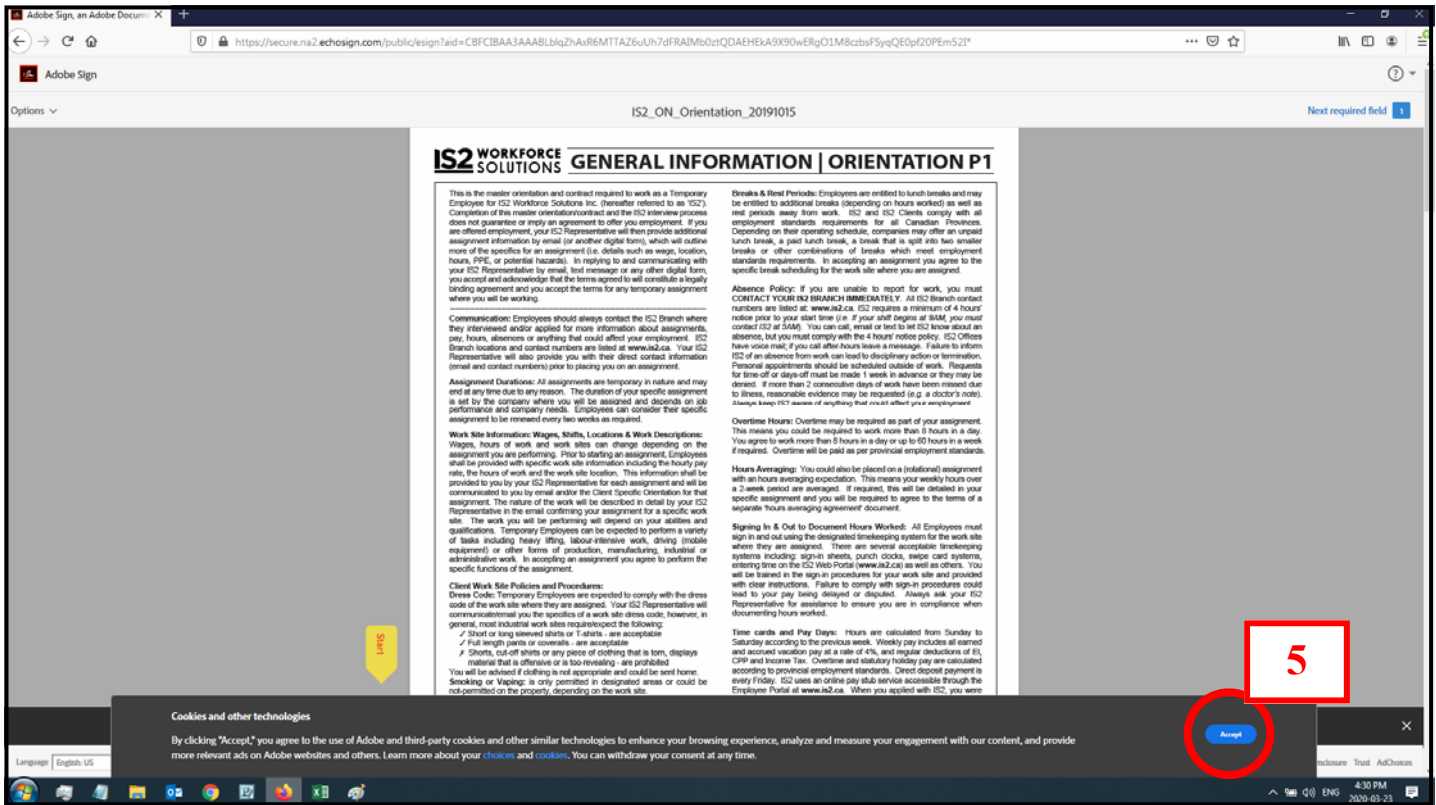
Step 3b) Click the 'Green eDoc IS2_Orientation_YYYYMMDD' Button.



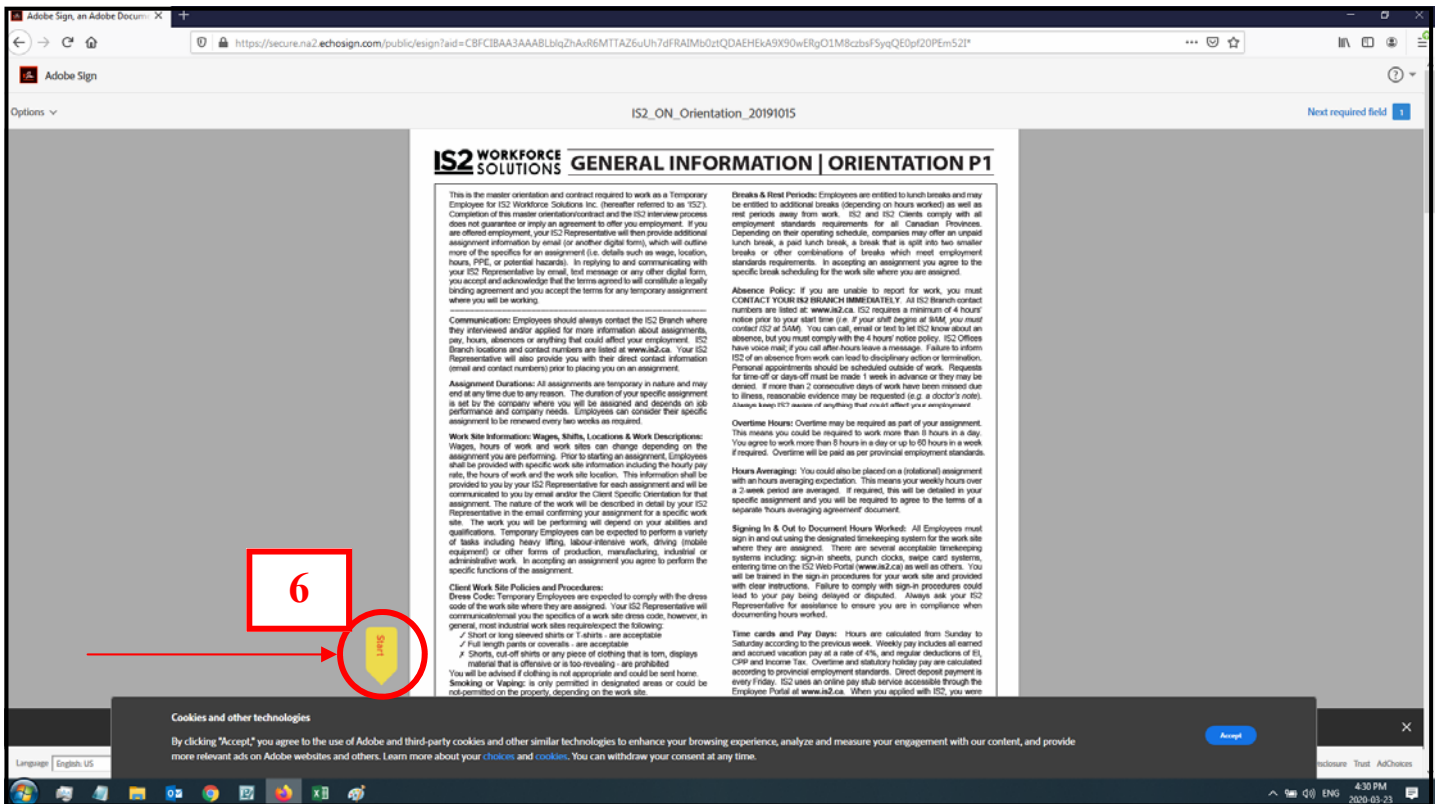
Step 4) Click the 'Green, Continue' button (if/when prompted).



Step 5) Accept the Cookies. (Before you can sign eDocs, Adobe may require you to Accept Cookies - especially if it's your first time. Click the 'Blue Accept' button at the bottom of the screen.



Step 6) Read the eDocument in full, then, click the 'Yellow Flag Icon' to sign. Remember, eDocs are legally binding; you must read all information.



Step 7) Click in the space at the end of the eDoc to sign the final page.

Adobe Sign, an Adobe Document Cloud Service

https://secure.na2.echosign.com/public/esign?id=C8FCBAA3AAABliqZhaR6MTTz26uU7dFRAMb0ztQDAHEKAS9X0wErG01M8czbfSyeQ0p20Pm521*

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IS2 WORKFORCE SOLUTIONS CONTRACT ACCEPTANCE/AGREEMENT OF TERMS

IS2 ORIENTATION/CONTRACT SIGNED ACCEPTANCE OF TERMS AND AGREEMENT TO COMPLY

AGREEMENT/ACCEPTANCE OF TERMS OF IS2 GENERAL INFORMATION | ORIENTATION P1

I, the undersigned:

- Understand that I am expected to be punctual, reliable, work safely and to have an excellent work ethic.
- Understand that I am expected to comply with all IS2 policies and procedures as well as the policies and procedures for the any specific work site where I will be assigned.
- Understand and accept that additional information about the specific work site where I will be assigned shall be sent to me by email through a Client Specific Orientation.
- Understand that if I am unclear about any requirements or have any additional questions about my assignment, I can always contact my IS2 Representative and/or my local IS2 Branch.
- Understand and agree to all the terms and requirements listed in this orientation and employee contract including working excess daily and weekly hours (if required) as well as having vacation pay paid on each paycheck.
- Have 11 been made aware of, 2) understand 3) fully accept and 4) agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 1st page of this orientation/contract "IS2 GENERAL INFORMATION | ORIENTATION P1".

AGREEMENT/ACCEPTANCE OF TERMS OF IS2 SAFETY INFORMATION | ORIENTATION P2

I, the undersigned:


- Acknowledge that I have been made aware of and understand my responsibilities with respect to health and safety policies at work. I agree to comply with all of IS2's policies and requirements including:
 - IS2 Health and Safety Policy
 - Return to Work Program (in branch or client site)
 - Workplace Violence & Harassment Policies
 - WHMIS with GHS Awareness
 - IS2 Safety Training
 - IS2 Injury and Illness Prevention Program
 - IS2 Safety Information | ORIENTATION P2
- Understand that I have been made aware of and understand my responsibilities with respect to health and safety policies at work. I agree to comply with all of IS2's policies and requirements including:
 - IS2 Health and Safety Policy
 - Return to Work Program (in branch or client site)
 - Workplace Violence & Harassment Policies
 - WHMIS with GHS Awareness
 - IS2 Safety Training
 - IS2 Injury and Illness Prevention Program
 - IS2 Safety Information | ORIENTATION P2
- Understand that I am expected to be punctual, reliable, work safely and to have an excellent work ethic.
- Understand that I am expected to comply with all IS2 policies and procedures as well as the policies and procedures for the any specific work site where I will be assigned.
- Understand and accept that additional information about the specific work site where I will be assigned shall be sent to me by email through a Client Specific Orientation.
- Understand that if I am unclear about any requirements or have any additional questions about my assignment, I can always contact my IS2 Representative and/or my local IS2 Branch.
- Understand and agree to all the terms and requirements listed in this orientation and employee contract including working excess daily and weekly hours (if required) as well as having vacation pay paid on each paycheck.
- Have 11 been made aware of, 2) understand 3) fully accept and 4) agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 1st page of this orientation/contract "IS2 GENERAL INFORMATION | ORIENTATION P1".

AGREEMENT/ACCEPTANCE OF TERMS OF ONTARIO ESA, AODA & OHS | ORIENTATION P3

I, the undersigned:

- Understand that I am entitled to specific work site information prior to starting work.
- Have reviewed the content in the ESA, AODA, and OHS, and should I wish to review this information, I have the ability to access www.is2.ca/esa.
- Have been made aware of IS2's AODA Accessibility and Discrimination Policies.
- Have received Basic OHS/A Awareness Training and have been made aware of my rights and responsibilities under the law.
- Have 11 been made aware of, 2) understand 3) fully accept and 4) agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 1st page of this orientation/contract "ONTARIO ESA, AODA & OHS | ORIENTATION P3".

Agreement between IS2 Workforce Solutions Inc.

IS2 Rep Name & eSignature:  Mar 23, 2020

Date: Mar 23, 2020

And, IS2 Employee

Employee Name & eSignature: [Click here to sign](#)

Next

Language: English US

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5:15 PM 2020-03-23

Step 8) Draw or type your signature. Then click the 'Blue Apply' apply button.

Adobe Sign, an Adobe Document Cloud Service

https://secure.na2.echosign.com/public/esign?id=C8FCBAA3AAABliqZhaR6MTTz26uU7dFRAMb0ztQDAHEKAS9X0wErG01M8czbfSyeQ0p20Pm521*

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IS2 WORKFORCE SOLUTIONS CONTRACT ACCEPTANCE/AGREEMENT OF TERMS

IS2 ORIENTATION/CONTRACT SIGNED ACCEPTANCE OF TERMS AND AGREEMENT TO COMPLY

AGREEMENT/ACCEPTANCE OF TERMS OF IS2 GENERAL INFORMATION | ORIENTATION P1

I, the undersigned:

- Understand that I am expected to be punctual, reliable, work safely and to have an excellent work ethic.
- Understand that I am expected to comply with all IS2 policies and procedures as well as the policies and procedures for the any specific work site where I will be assigned.
- Understand and accept that additional information about the specific work site where I will be assigned shall be sent to me by email through a Client Specific Orientation.
- Understand that if I am unclear about any requirements or have any additional questions about my assignment, I can always contact my IS2 Representative and/or my local IS2 Branch.
- Understand and agree to all the terms and requirements listed in this orientation and employee contract including working excess daily and weekly hours (if required) as well as having vacation pay paid on each paycheck.
- Have 11 been made aware of, 2) understand 3) fully accept and 4) agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 1st page of this orientation/contract "IS2 GENERAL INFORMATION | ORIENTATION P1".

AGREEMENT/ACCEPTANCE OF TERMS OF IS2 SAFETY INFORMATION | ORIENTATION P2

I, the undersigned:


- Acknowledge that I have been made aware of and understand my responsibilities with respect to health and safety policies at work. I agree to comply with all of IS2's policies and requirements including:
 - IS2 Health and Safety Policy
 - Return to Work Program (in branch or client site)
 - Workplace Violence & Harassment Policies
 - WHMIS with GHS Awareness
 - IS2 Safety Training
 - IS2 Injury and Illness Prevention Program
 - IS2 Safety Information | ORIENTATION P2
- Understand that I have been made aware of and understand my responsibilities with respect to health and safety policies at work. I agree to comply with all of IS2's policies and requirements including:
 - IS2 Health and Safety Policy
 - Return to Work Program (in branch or client site)
 - Workplace Violence & Harassment Policies
 - WHMIS with GHS Awareness
 - IS2 Safety Training
 - IS2 Injury and Illness Prevention Program
 - IS2 Safety Information | ORIENTATION P2
- Understand that I am expected to be punctual, reliable, work safely and to have an excellent work ethic.
- Understand that I am expected to comply with all IS2 policies and procedures as well as the policies and procedures for the any specific work site where I will be assigned.
- Understand and accept that additional information about the specific work site where I will be assigned shall be sent to me by email through a Client Specific Orientation.
- Understand that if I am unclear about any requirements or have any additional questions about my assignment, I can always contact my IS2 Representative and/or my local IS2 Branch.
- Understand and agree to all the terms and requirements listed in this orientation and employee contract including working excess daily and weekly hours (if required) as well as having vacation pay paid on each paycheck.
- Have 11 been made aware of, 2) understand 3) fully accept and 4) agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 1st page of this orientation/contract "IS2 GENERAL INFORMATION | ORIENTATION P1".

AGREEMENT/ACCEPTANCE OF TERMS OF ONTARIO ESA, AODA & OHS | ORIENTATION P3

I, the undersigned:

- Understand that I am entitled to specific work site information prior to starting work.
- Have reviewed the content in the ESA, AODA, and OHS, and should I wish to review this information, I have the ability to access www.is2.ca/esa.
- Have been made aware of IS2's AODA Accessibility and Discrimination Policies.
- Have received Basic OHS/A Awareness Training and have been made aware of my rights and responsibilities under the law.
- Have 11 been made aware of, 2) understand 3) fully accept and 4) agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 1st page of this orientation/contract "ONTARIO ESA, AODA & OHS | ORIENTATION P3".

Agreement between IS2 Workforce Solutions Inc.

IS2 Rep Name & eSignature:  Mar 23, 2020

Date: Mar 23, 2020

And, IS2 Employee

Employee Name & eSignature: [Click here to sign](#)

Next

Language: English US

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5:18 PM 2020-03-23

Step 9) Final Step! Click the 'Blue Click to Sign' button to sign the eDocument at the bottom of the page and accept all terms of the agreement.

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https://secure.na2.echosign.com/public/esign?id=C8FCIBAA3AAAB1bqZhAu6MTTAZ6uUh7dFRAMb0ztQDAEHkA9X90wERgO1M8cbtFsyqQ0p20PEm52t*

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Completed

IS2 WORKFORCE SOLUTIONS CONTRACT ACCEPTANCE/AGREEMENT OF TERMS

IS2 ORIENTATION/CONTRACT SIGNED ACCEPTANCE OF TERMS AND AGREEMENT TO COMPLY

AGREEMENT/ACCEPTANCE OF TERMS OF IS2 GENERAL INFORMATION | ORIENTATION P1

As an IS2 Employee, I the undersigned:

- Understand that I am expected to be punctual, reliable, work safely and to have an excellent work ethic.
- Understand that I am expected to comply with all IS2 policies and procedures as well as the policies and procedures for the any specific work site where I will be assigned.
- Understand and accept that additional information about the specific work site where I will be assigned shall be sent to me by email through a Client Specific Orientation.
- Understand that if I am unclear about any requirements or have any additional questions about my assignment, I can always contact my IS2 Representative within my local IS2 Branch.
- Understand and agree to all the terms and requirements listed in this orientation and employee contract including working income daily and weekly hours (if required) as well as having vacation pay paid on each paycheck.
- Have been made aware of, I understand I fully accept and I agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 1st page of this orientation/contract "IS2 GENERAL INFORMATION | ORIENTATION P1".

AGREEMENT/ACCEPTANCE OF TERMS OF IS2 SAFETY INFORMATION | ORIENTATION P2

I, the undersigned:

- Acknowledge that I have been made aware of and understand my responsibilities with respect to health and safety policies at work. I agree to comply with all of IS2's policies and requirements including:
 - IS2 Health and Safety Policy
 - Emergency Evacuation & Code of Conduct
 - Legislative Rights and Responsibilities
 - Incident and Injury Reporting
 - Return to Work Program (in branch or client site)
 - Workplace Violence & Harassment Policies
 - IS2's Safety & Health Program
 - IS2's Safety & Health Program
 - IS2's Safety & Health Program
- Have received Basic CHSA Awareness Training and have been made aware of my rights and responsibilities under the law.
- Have been made aware of, I understand I fully accept and I agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 2nd page of this orientation/contract "IS2 SAFETY INFORMATION | ORIENTATION P2".

AGREEMENT/ACCEPTANCE OF TERMS OF ONTARIO ESA, AODA & OHSA | ORIENTATION P3

I, the undersigned:

- Understand that I am entitled to specific work site information prior to starting work.
- Have reviewed the content in the ESA, AODA and OHSA and, should I wish to review this information, I have the ability to access www.is2.ca/esa.
- Have been made aware of IS2's AODA Accessibility and Discrimination Policies.
- Have received Basic CHSA Awareness Training and have been made aware of my rights and responsibilities under the law.
- Have been made aware of, I understand I fully accept and I agree to comply with all the terms and conditions with respect to employment with IS2 Workforce Solutions Inc. as outlined in the 3rd page of this orientation/contract "ONTARIO ESA, AODA & OHSA | ORIENTATION P3".

Agreement between IS2 Workforce Solutions Inc.

IS2 Rep Name & Signature: [Signature] Date: Mar 23, 2020 Click to change

And, IS2 Employee: [Signature] Employee Name & Signature: [Signature]

This document last modified October 10, 2019.

Click to Sign

9

That's it. You're done. Now go back to the main screen of the portal and check if there are any more eDocuments for you to sign.

If you logged out, and you need to sign back in to sign more eDocs, you can start at the beginning of this tutorial.