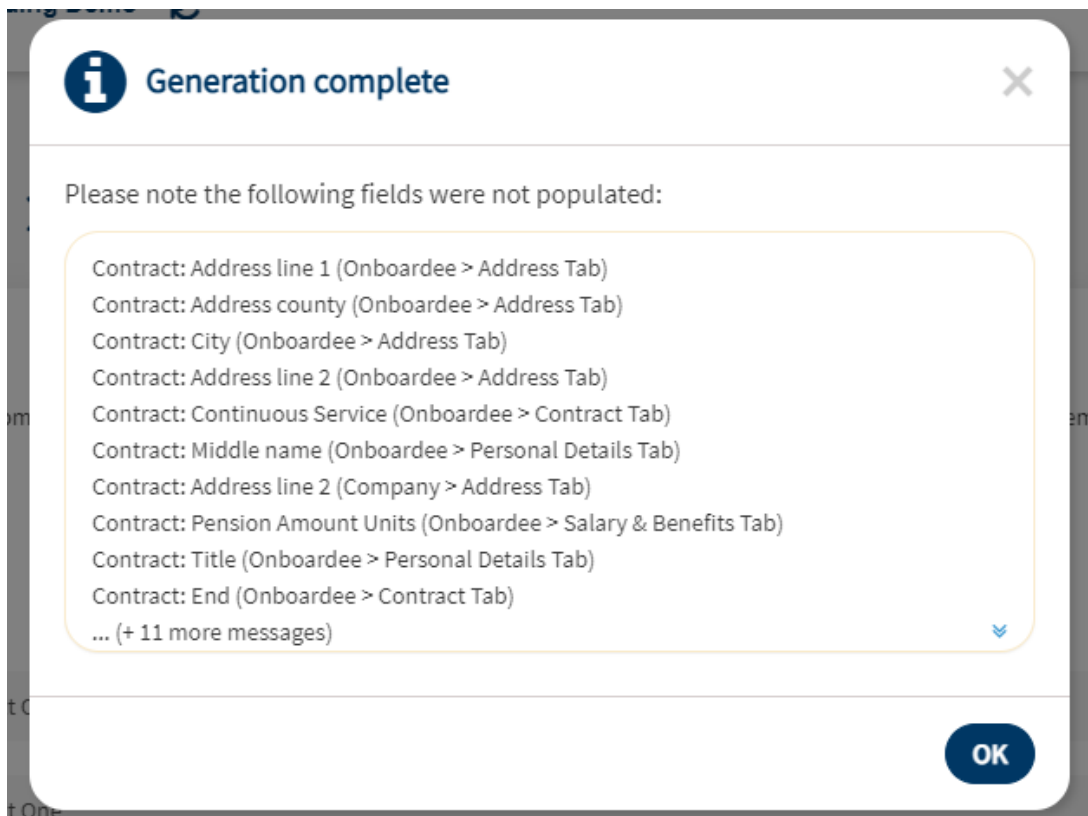


Authorising the Offer

Once completed and saved you can authorise the offer to send it out to the Onboarder. Use the Review Offer button to begin this process.



This will navigate you to the Review page and generate the documents with merge fields for the process. If any merge fields have not been populated they will be highlighted in an information box to ensure no essential fields are missed.



Any generated documents (Contracts, Offer Letters, Signed Documents) will be available to be downloaded or viewed in the system for review purposes. If there are any corrections to be made click on the Onboarder name at the top of the page to navigate back and make changes.

🏠 Onboarders > Bill London > Review Offer

Overview

When we generate the contract and offer letter they become available for you to authorise. You must download, review and authorise these before we can send them to the onboarder.

🔒 HR: Not yet authorised

Contract

Name	Contract One
File Name	Contract One
File Extension	PDF
Generated On	24/05/2022 17:28

[Download](#) [View](#)

Offer letter

Name	Basic Offer Letter - Demos
File Name	Basic Offer Letter - Demos
File Extension	PDF

If you are happy that everything is completed and you are included in the authorisation chain you can authorise the documents at the bottom of the page. Once all authorisation processes are completed the initial emails will be sent to the Onboarder.