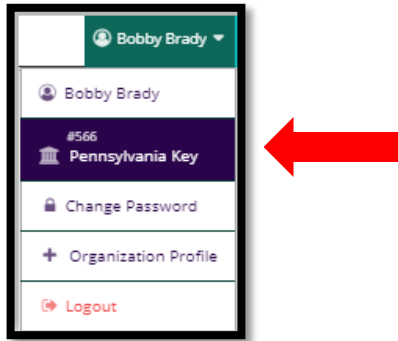
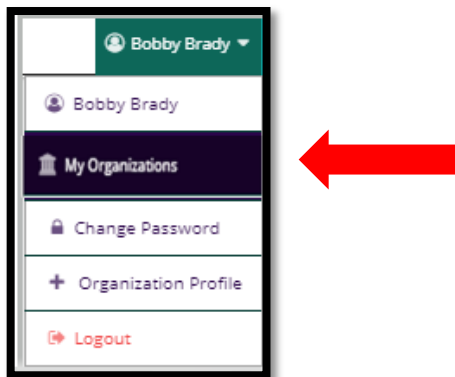


HOW TO ADD STAFF TO ORGANIZATION

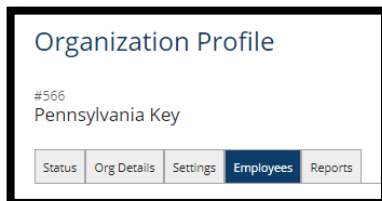
1. a. Click on the tab with the name of your organization in the drop-down menu under your name in the top right corner of the home screen.



- b. If you are the Director/Administrator of multiple organizations/programs, click on the **My Organizations** tab in the same drop-down menu as shown above and then select the appropriate organization/program.



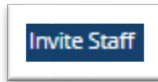
2. Click the **Employees** Tab on the Organization Profile Page.



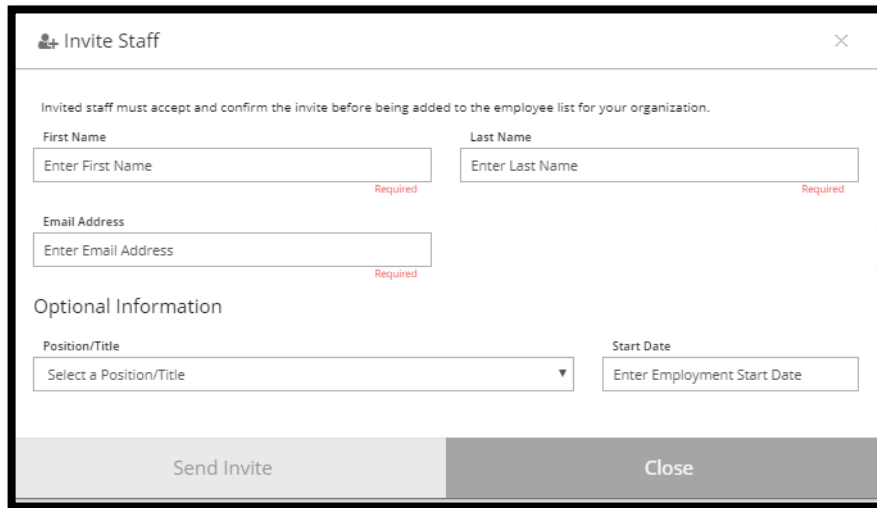
3. Click on the **Manage Invites** Tab.



4. Click the blue **Invite Staff** tab.



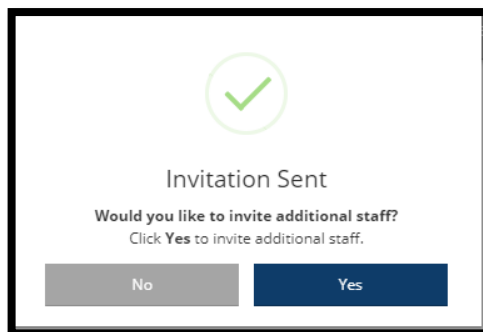
5. Complete the information on the pop-up screen and click **Send Invite**.



The "Invite Staff" pop-up form contains the following fields and options:

- Invited staff must accept and confirm the invite before being added to the employee list for your organization.
- First Name: (Required)
- Last Name: (Required)
- Email Address: (Required)
- Optional Information:
 - Position/Title: (Dropdown menu)
 - Start Date:
- Buttons: "Send Invite" and "Close"

6. The next screen will ask if you want to invite other staff. Select **Yes** or **No**.

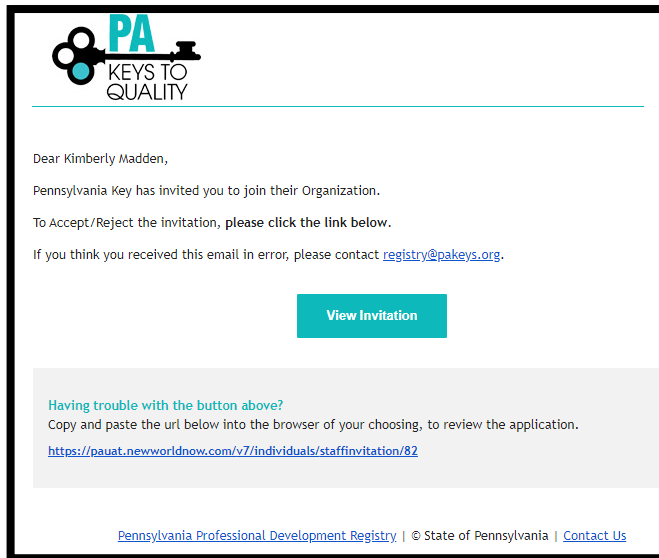


The "Invitation Sent" confirmation screen displays:

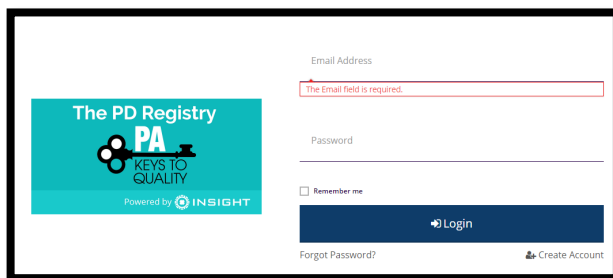
- A green checkmark icon inside a circle.
- Text: "Invitation Sent"
- Text: "Would you like to invite additional staff? Click **Yes** to invite additional staff."
- Buttons: "No" and "Yes"

Steps 7-11 are to be completed by the employee through an email link.

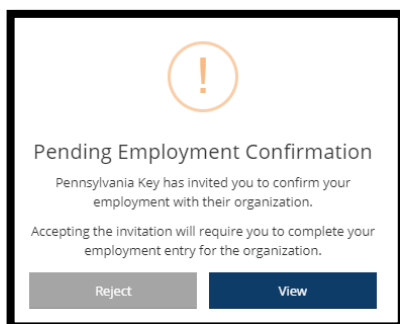
7. An email will be sent to your employee. They will need to click the teal **View Invitation** tab within the email to accept or reject the invitation.



8. They will be promoted to enter their email and password to access the PD Registry from the email link.



9. A message will appear to **Reject** or **View** the employment to the organization. Click **View** if this is the correct employer.





- The staff member will make sure information is correct and add any information that has not already been updated such as position/title, start date, hours worked per week, hours worked per year, wage, and ages of children. Once information is complete, click on **Confirm Employment**.

A screenshot of a web form titled "Confirm Employment". The form is for "Pennsylvania Key" and includes fields for "Position/Title" (Administrative Staff), "Start Date" (04/06/2020), "Hours Per Week", and "Months Per Year". It also has radio buttons for wage information and a list of "Age of Children" categories. At the bottom, there are "Confirm Employment" and "Close" buttons.

Confirm Employment

Employment Information

#566
Pennsylvania Key
Address 200 North Third Street / City Harrisburg / State PA

This is my primary employer

Position/Title: Administrative Staff Start Date: 04/06/2020

Hours Per Week: Enter Hours Months Per Year: Enter Months

It is recommended that you enter your wage information.

I receive an hourly wage
 I receive an annual salary
 I do not wish to provide this information

Hourly Wage: \$ Enter Hourly Wage Date of Last Wage Increase: Enter Date

Age of Children

Infants
 Toddlers
 Preschool
 Pre-Kindergarten
 Kindergarten
 School-Age
 Adult

Confirm Employment Close

- Confirm employment in the last step and the organization Administrator/Director will verify information entered. Click **Yes**.

A confirmation dialog box with a question mark icon. The text asks "Confirm Employment?" and states "Once confirmed, Pennsylvania Key will need to review your employment information and verify it is correct." There are "No" and "Yes" buttons at the bottom.

Confirm Employment?

Once confirmed, Pennsylvania Key will need to review your employment information and verify it is correct.

No Yes