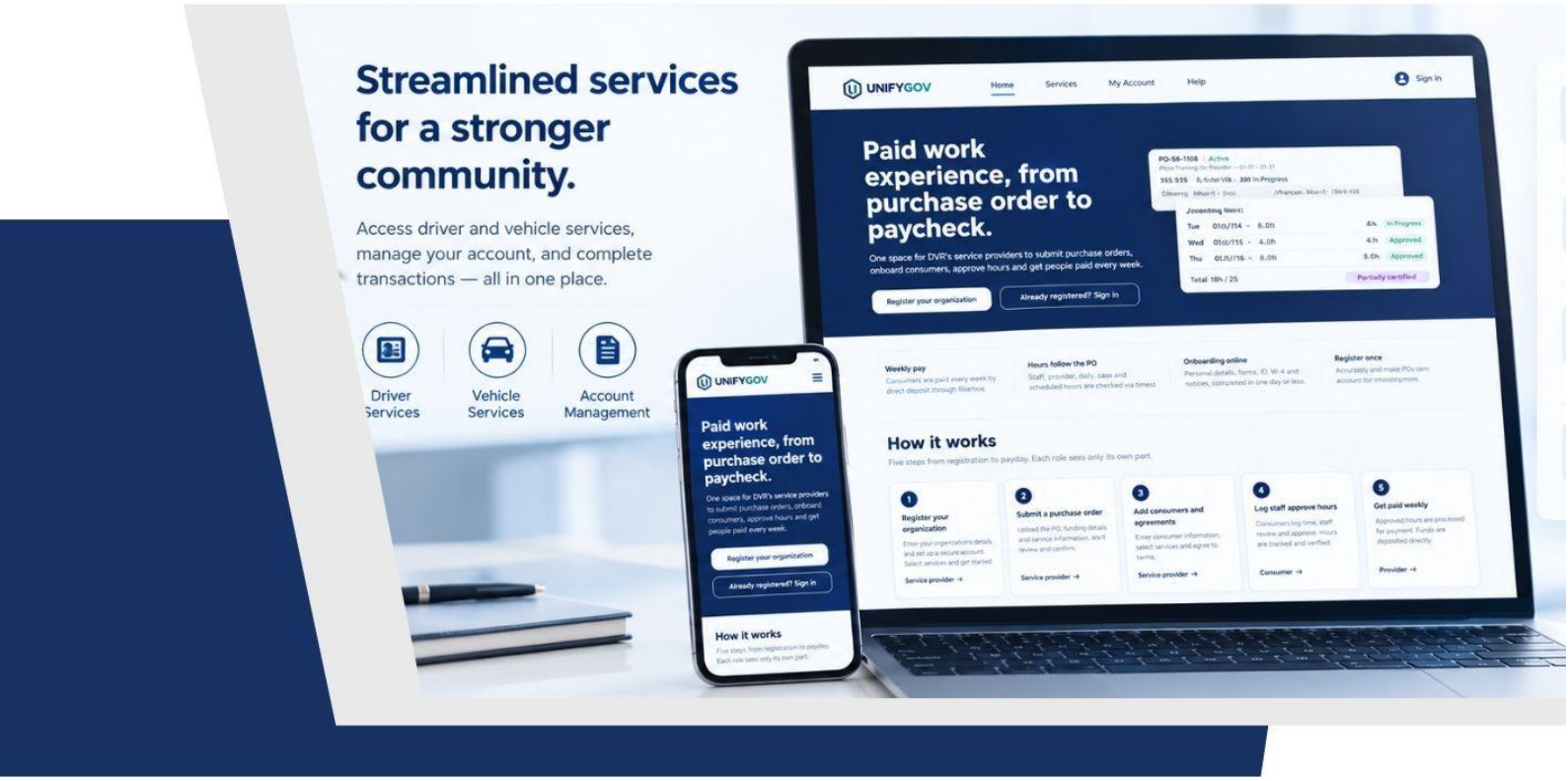


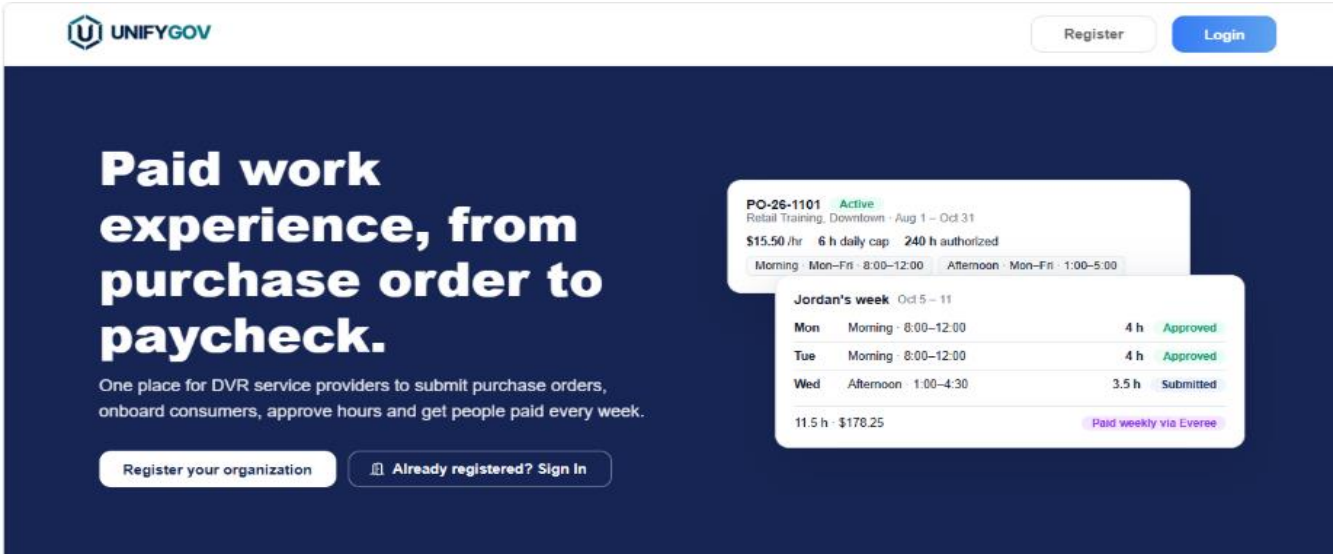
UNIFYGOV PORTAL

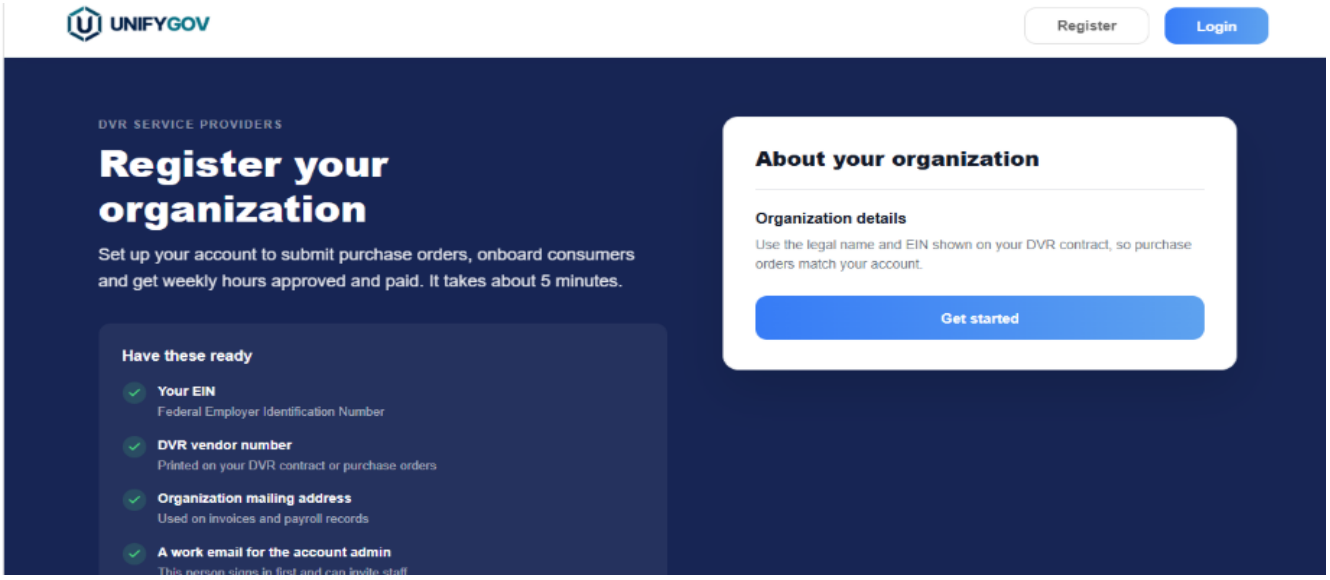
User Guide: Employees Onboarding Workflows and Module Overview

Prepared By: InfoStride, Inc.

Portal Landing Page and User Access

Step 1: Access the UnifyGov Portal

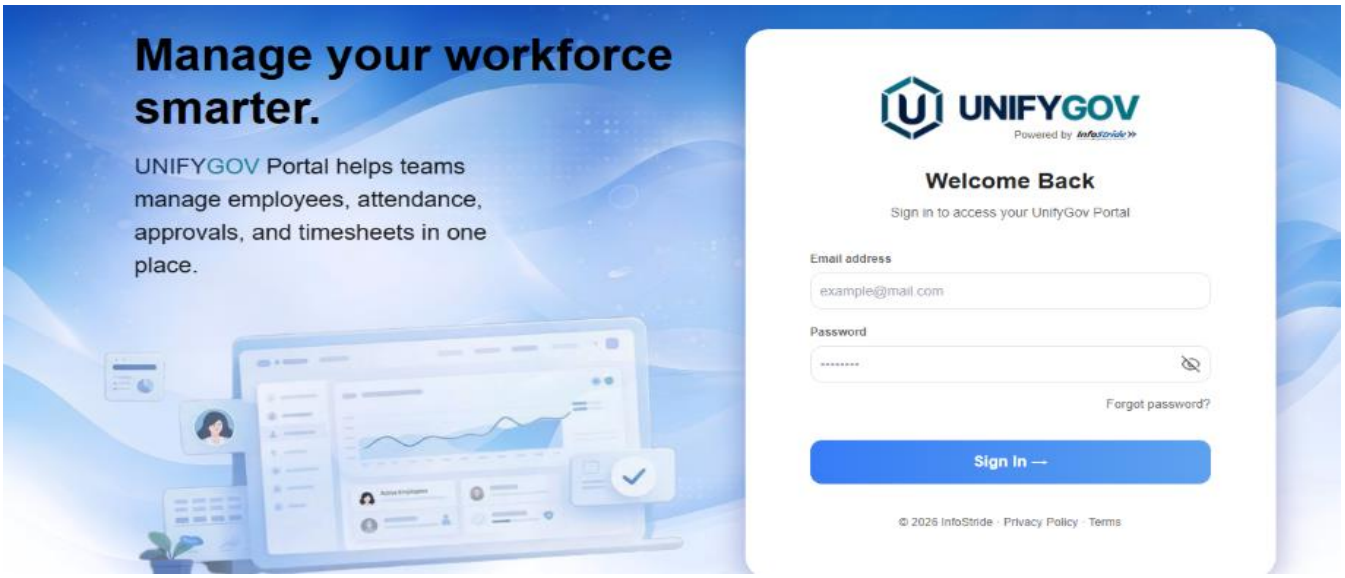




Steps:

- Open the UnifyGov Portal URL https://dvrportal.unifygov.com/ in your browser.
- Employees will be directed to the same landing page.
- Existing users can click “Login” to access the dashboard

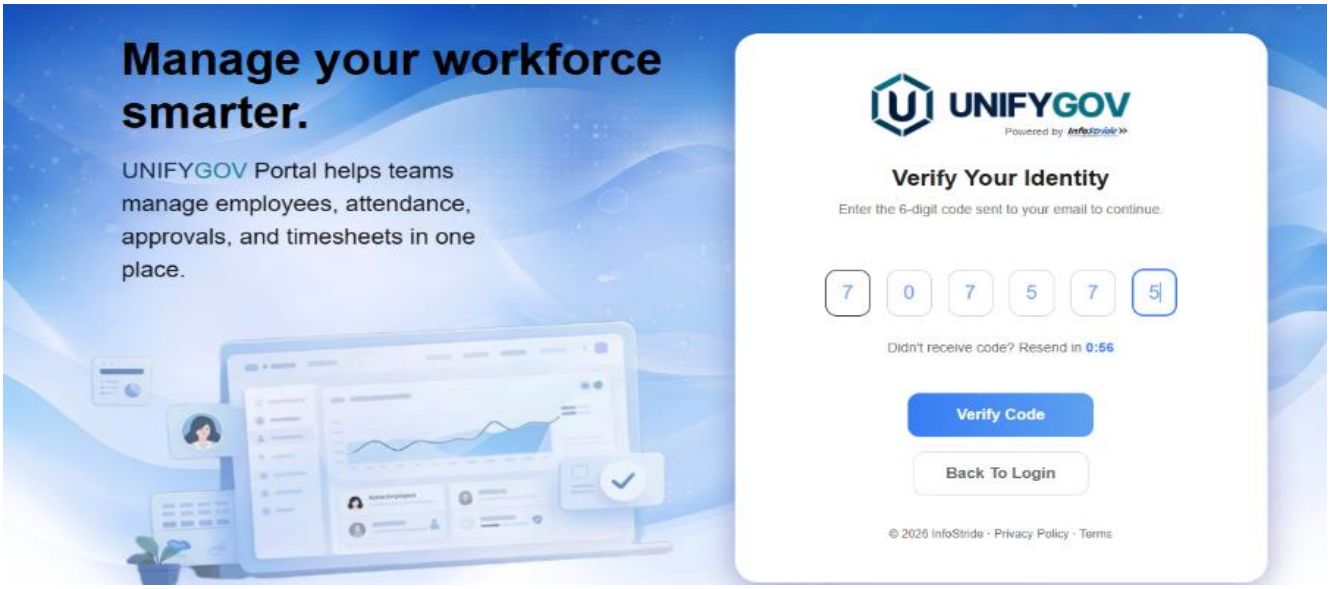
Step 2: Log in to the UnifyGov Portal



Steps:

- Click “Login” on the landing page to open the sign-in screen.
- This login page is the same for all users including Providers, Approvers and Employees.
- Check your registered email for the login credentials received from the UnifyGov Portal.
- Enter your registered email address and password.
- Click “Sign In” to access the UnifyGov Portal.
- If you have forgotten your password click “Forgot password?” to reset it.

Step 3: Verify Your Identity

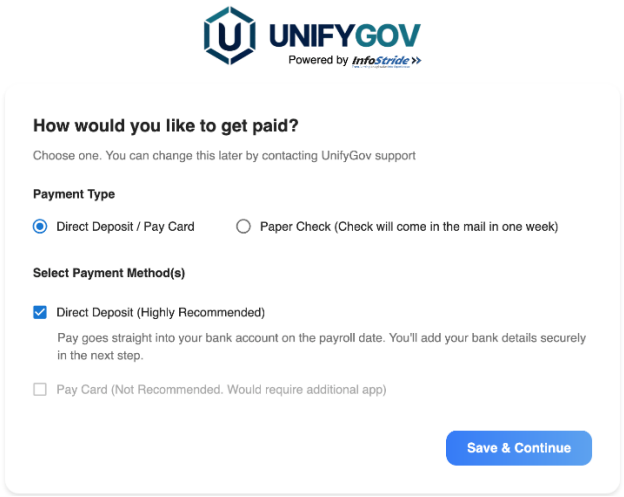


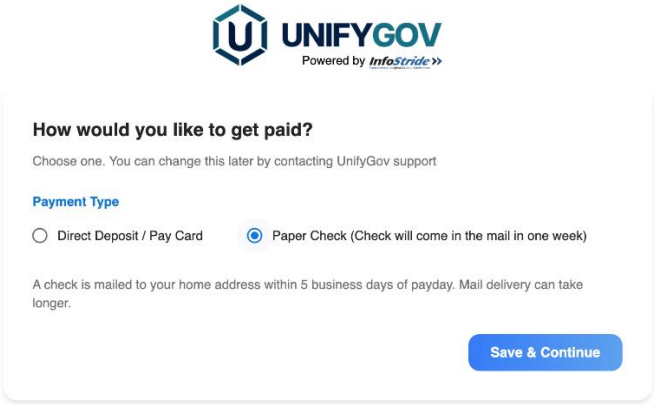
Steps:

- After signing in the Verify Your Identity page appears.
- Check your registered email for the 6-digit verification code.
- Enter the code in the verification fields.
- Click “Verify Code” to complete identity verification.
- If you do not receive the code click “Resend” once the countdown ends.
- Click “Back to Login” to return to the login page.

Employee Onboarding

Step 1: Select Payment Preference During First-Time Login





Steps:

- When an Employee logs in to the UnifyGov Portal for the first time they are directed to the onboarding process to complete the required setup steps.
- The first screen asks “How would you like to get paid?” where the Employee needs to select a preferred payment method:
  - **Direct Deposit / Pay Card:** Allows payments to be received electronically. Direct Deposit is highly recommended while Pay Card requires an additional application.
  - **Paper Check:** Allows the Employee to receive a physical check by mail at their home address.
- Select the preferred payment option. The screen will display the relevant information based on the selection.
- Click “Save & Continue” to save the payment preference and proceed to the next onboarding step.

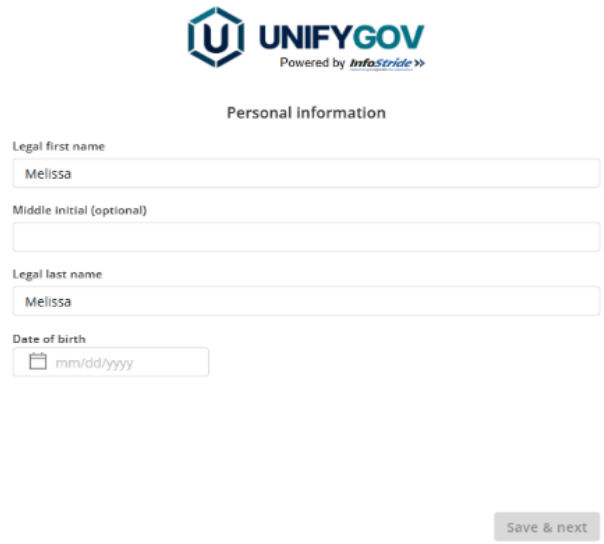
Step 2: Verify Employee Information



Steps:

- The Verify Your Information page appears.
- Enter the required Social Security Number (SSN) details in the provided fields.
- Review the entered information for accuracy.
- Select the checkbox to acknowledge the applicable terms and conditions.
- Click “Verify Information” to proceed.

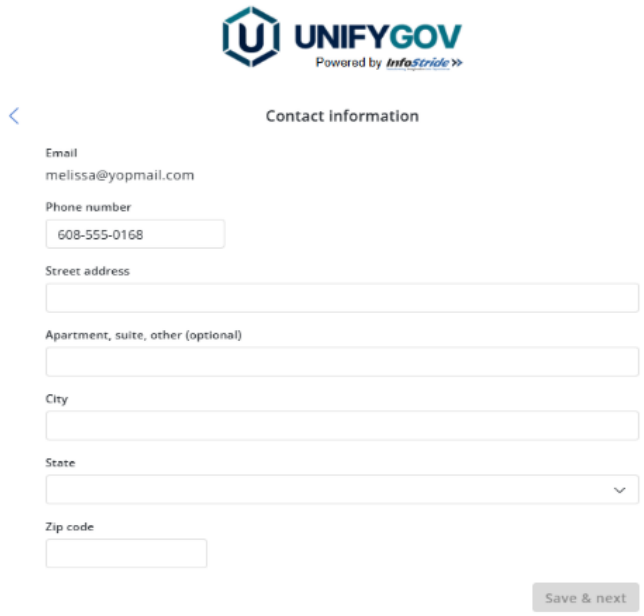
Step 3: Enter Personal Information



Steps:

- After completing identity verification, the Personal Information page opens.
- Enter the employee’s personal details in the provided fields:
  - Legal First Name
  - Middle Name (if applicable)
  - Legal Last Name
  - Date of Birth
- Verify that the information matches the employee’s official records.
- Click “Save & Next” to continue to the next section.

Step 4: Enter Contact Information



Steps:

- After completing the Personal Information section, the Contact Information page appears.
- Enter the employee's contact details in the available fields:
  - Email Address
  - Phone Number
  - Address
  - City
  - State
  - ZIP Code
- Review the entered details to ensure that the contact information is correct.
- Click "Save & Next" to proceed.

Step 5: Complete Federal Tax Withholding Information

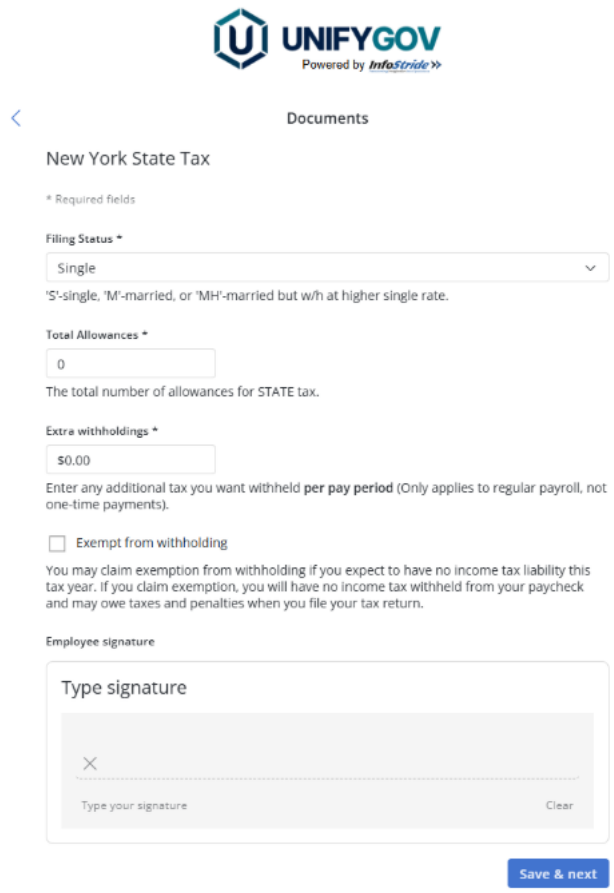


Steps:

- After entering the contact information the Federal Tax Withholding section opens.
- Review the instructions and information displayed on the page.
- Select the applicable filing status from the available options.
- Enter the required tax withholding details in the provided fields.
- Complete any applicable deductions or additional withholding information.
- Review the entered information carefully.

- Click “Save & Next” to proceed to the State Tax section.

Step 6: Complete State Tax Information



Steps:

- After completing the Federal Tax Withholding section the State Tax page appears.
- Select the applicable filing status from the available options.
- Review the state tax withholding instructions displayed on the page.
- Enter the required information in the available fields.
- Complete the applicable withholding selections if required.
- Review the entered details for accuracy.
- Click “Save & Next” to continue.

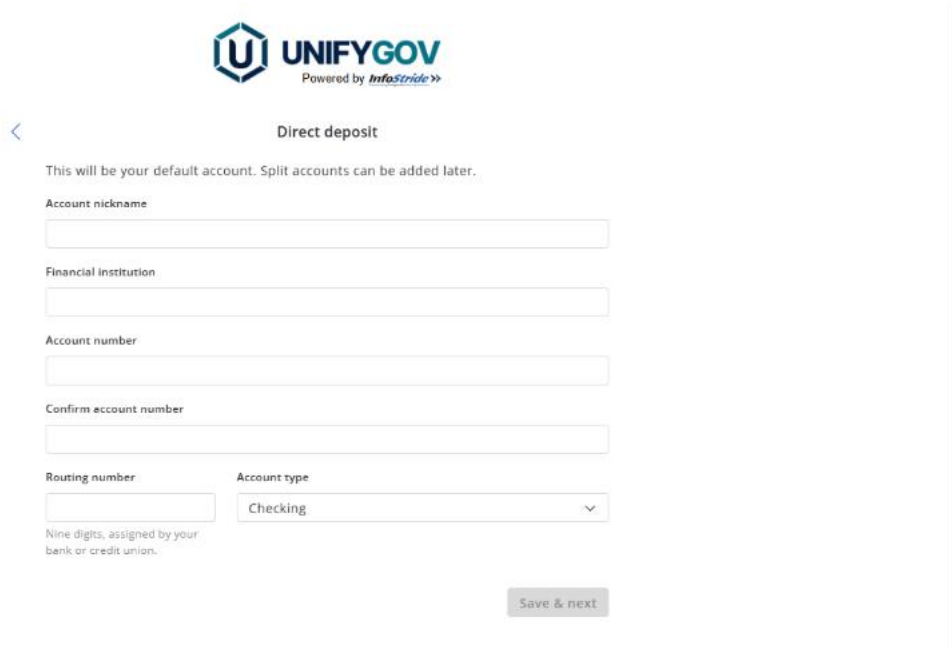
Step 7: Review Employee Onboarding Information



Steps:

- After completing the tax information sections the review page appears.
- Review the instructions and employee information displayed on the page.
- Go through the listed onboarding sections and verify the information entered in each section.
- Check the details carefully for missing or incorrect information.
- Enter a signature in the “Type Signature” field.
- Click “Save & Next” to proceed to the Direct Deposit section.

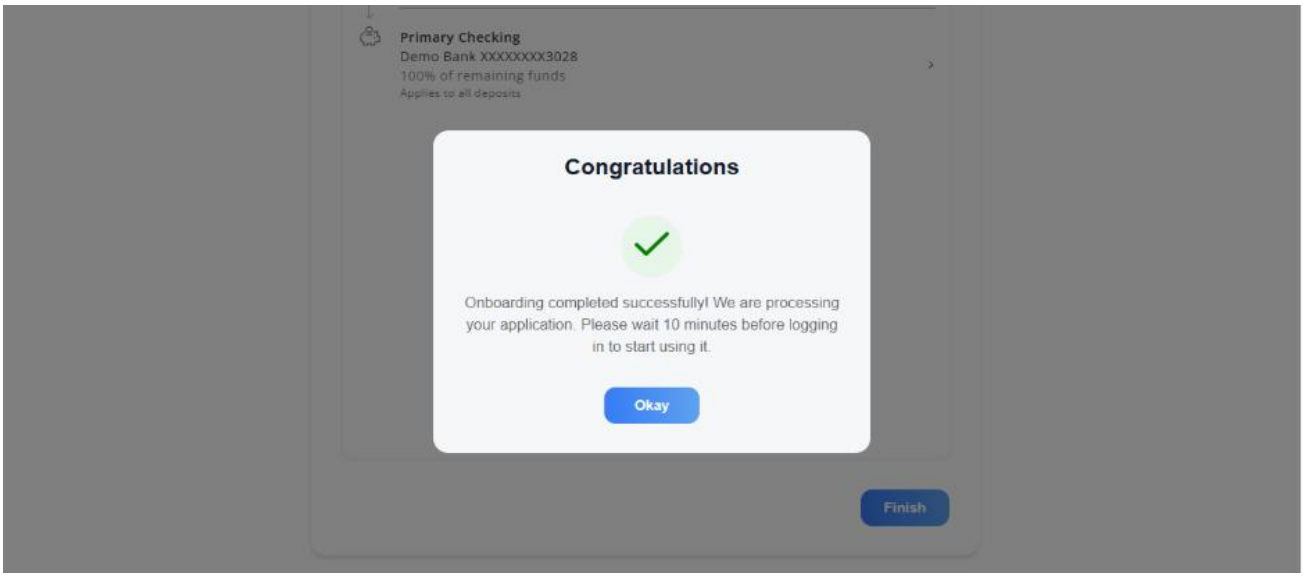
Step 8: Enter Direct Deposit Information



Steps:

- After completing the review section the Direct Deposit page opens.
- Enter the required banking information in the provided fields:
  - Account Holder Name
  - Financial Institution
  - Account Number
  - Confirm Account Number
  - Routing Number
  - Account Type
- Select the applicable account type from the available options.
- Verify that the banking details are correct.
- Click “Save & Next” to continue.

Step 9: Confirm Employee Onboarding Completion



Steps:

- After clicking “Finish” on the Direct Deposit page, the Congratulations confirmation window appears.
- A success message confirms that the employee onboarding process has been completed successfully.
- The application is now being processed.
- Wait for 10 minutes before logging in to start using the UnifyGov Portal.
- Click “Okay” to close the confirmation window.