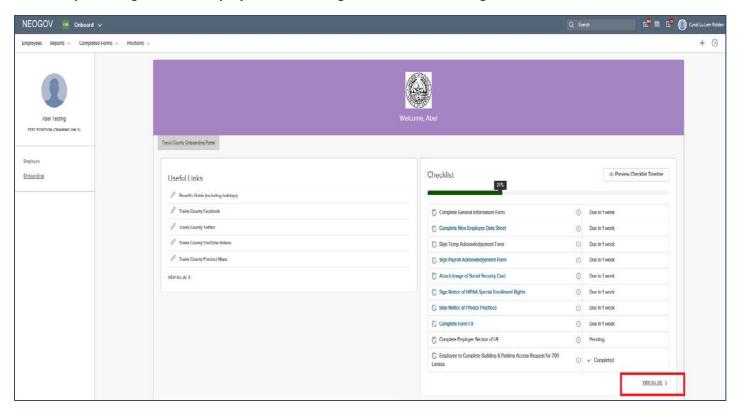
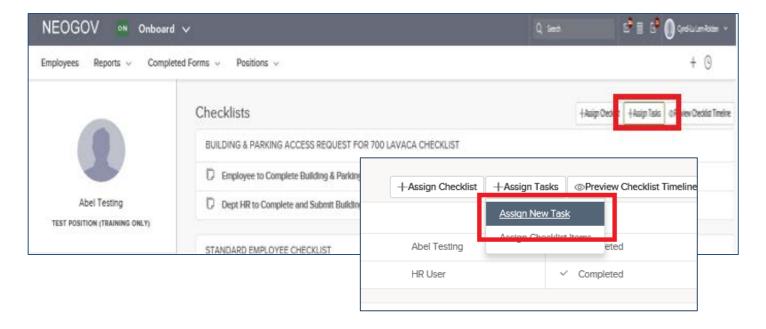
Adding Additional Forms in NEOGOV Onboard

Step 1: Navigate to the employee's Onboarding Portal > Checklist Widget > View All.



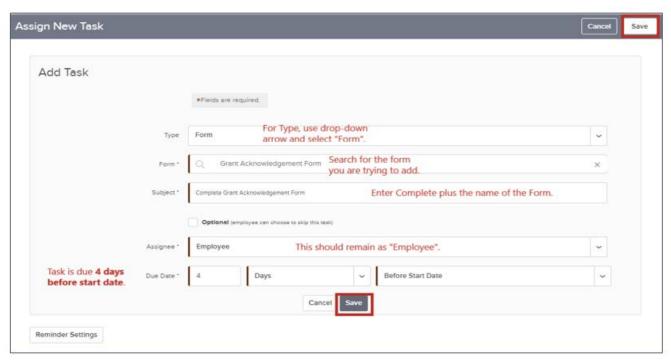
Step 2: Select +Assign Tasks , then Assign New Task



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Adding Additional Forms in NeoGov Onboard

Step 3: Fill in the required fields in Assign New Task (see below). Click "Save".



A confirmation status bar will appear across the top of the screen.



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