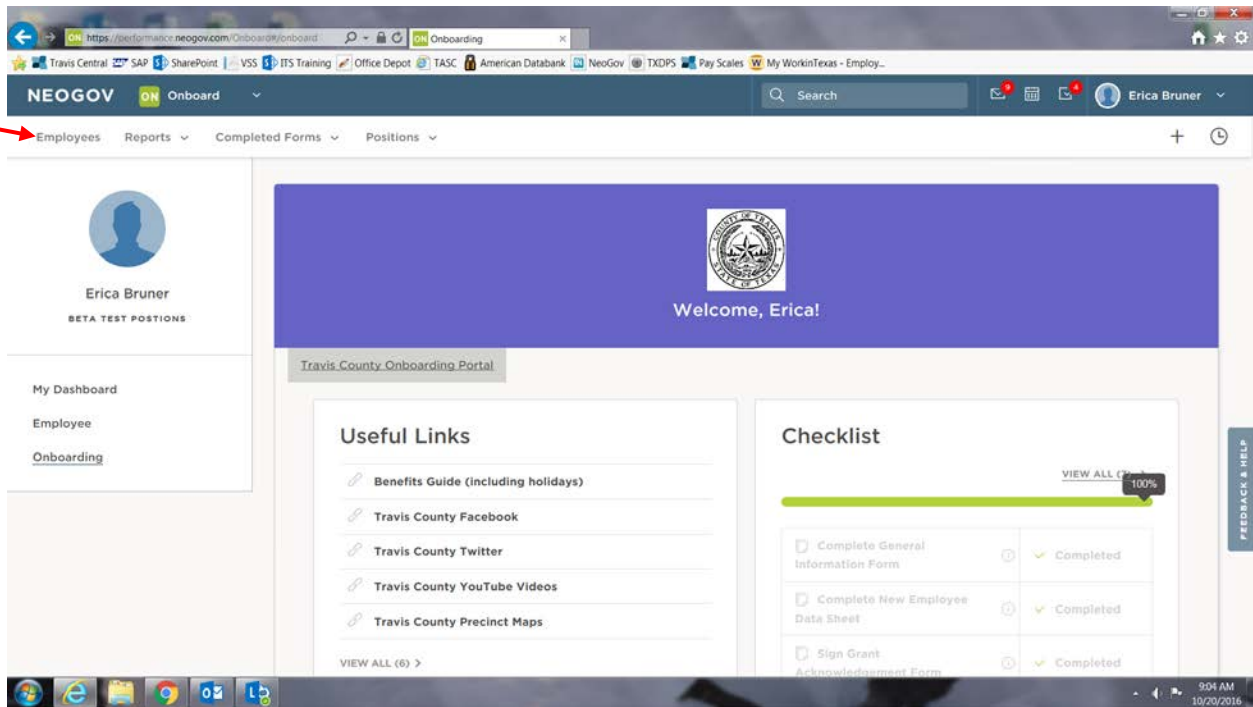
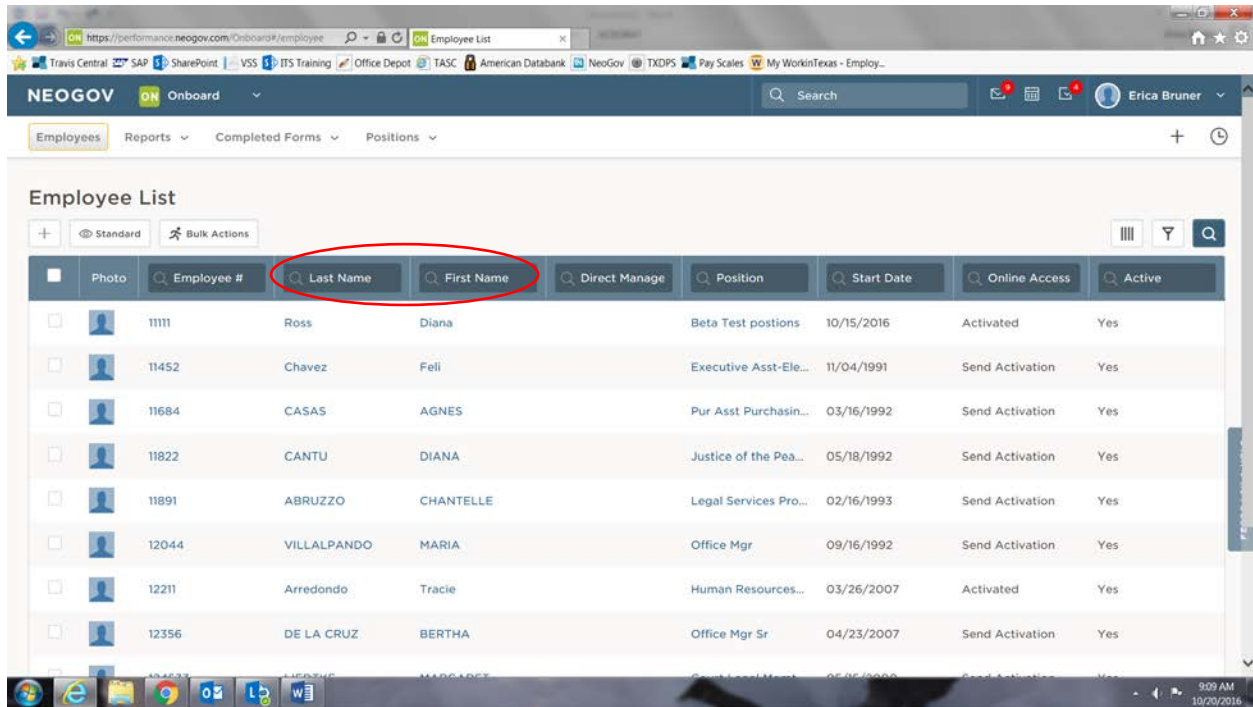


# Exporting Forms in NeoGov Onboard

Step 1: Click on Employees.



Step 2: Search new hire's name.



## Exporting Forms in NeoGov Onboard

**Step 3:** Click on new hire's name.

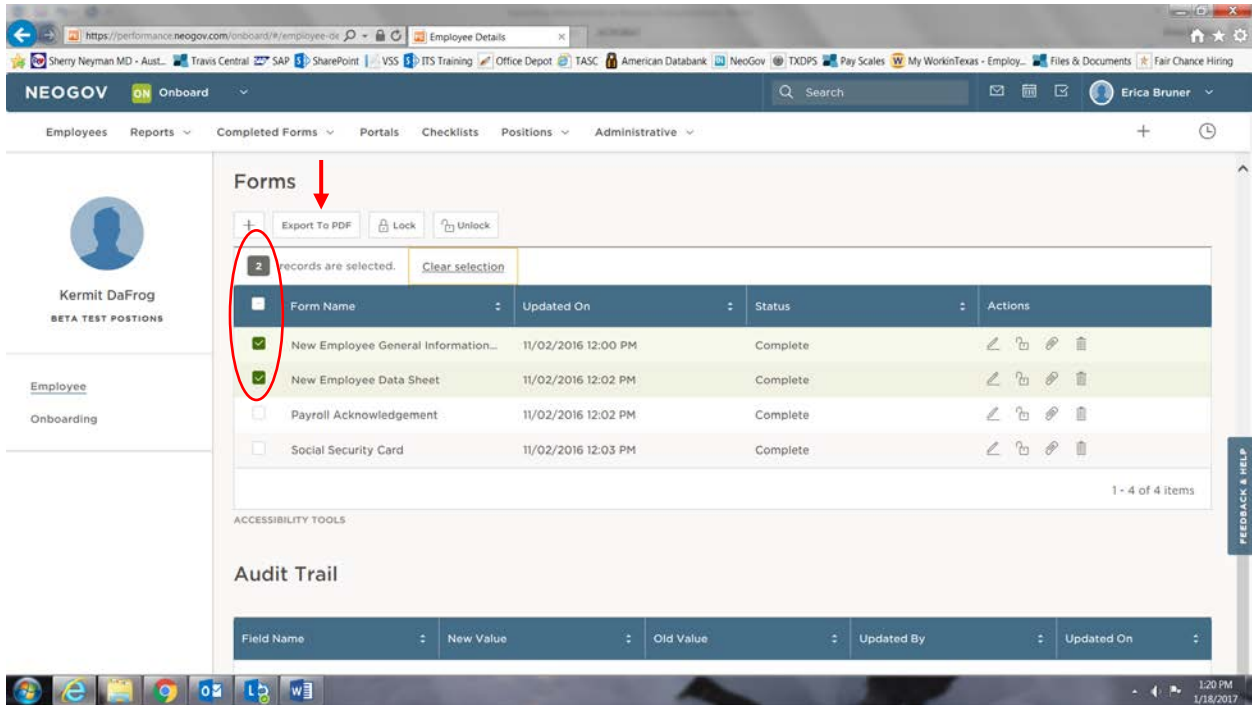
The screenshot shows the NeoGov Onboard interface. The top navigation bar includes 'Employees', 'Reports', 'Completed Forms', 'Portals', 'Checklists', 'Positions', and 'Administrative'. The main content area is titled 'Employee List' and features a table with columns for Photo, Employee #, Last Name, Kermit, Direct Manager, Position, Start Date, Online Access, and Active. A red arrow points to the name 'DaFrog' in the 'Last Name' column of the first row. The table shows one item: Employee # 0123, Last Name DaFrog, Kermit, Beta Test positions, 11/21/2016, Activated, and Yes. The bottom of the page shows the Windows taskbar with the time 1:19 PM on 1/18/2017.

**Step 4:** Scroll down to Forms.

The screenshot shows the NeoGov Onboard interface for the employee details of Kermit DaFrog. The left sidebar shows the employee's name and 'BETA TEST POSITIONS'. The main content area is titled 'Forms' and features a table with columns for Form Name, Updated On, Status, and Actions. A red arrow points to the 'Forms' section header. The table shows four items: New Employee General Information..., New Employee Data Sheet, Payroll Acknowledgement, and Social Security Card, all with a status of 'Complete'. The bottom of the page shows the Windows taskbar with the time 1:19 PM on 1/18/2017.

## Exporting Forms in NeoGov Onboard

**Step 5:** Select the forms to be exported, then click Export to PDF.



- A status bar will display across the top of the screen. A pop up at the bottom of the screen will give you the option to open or save the files.

