
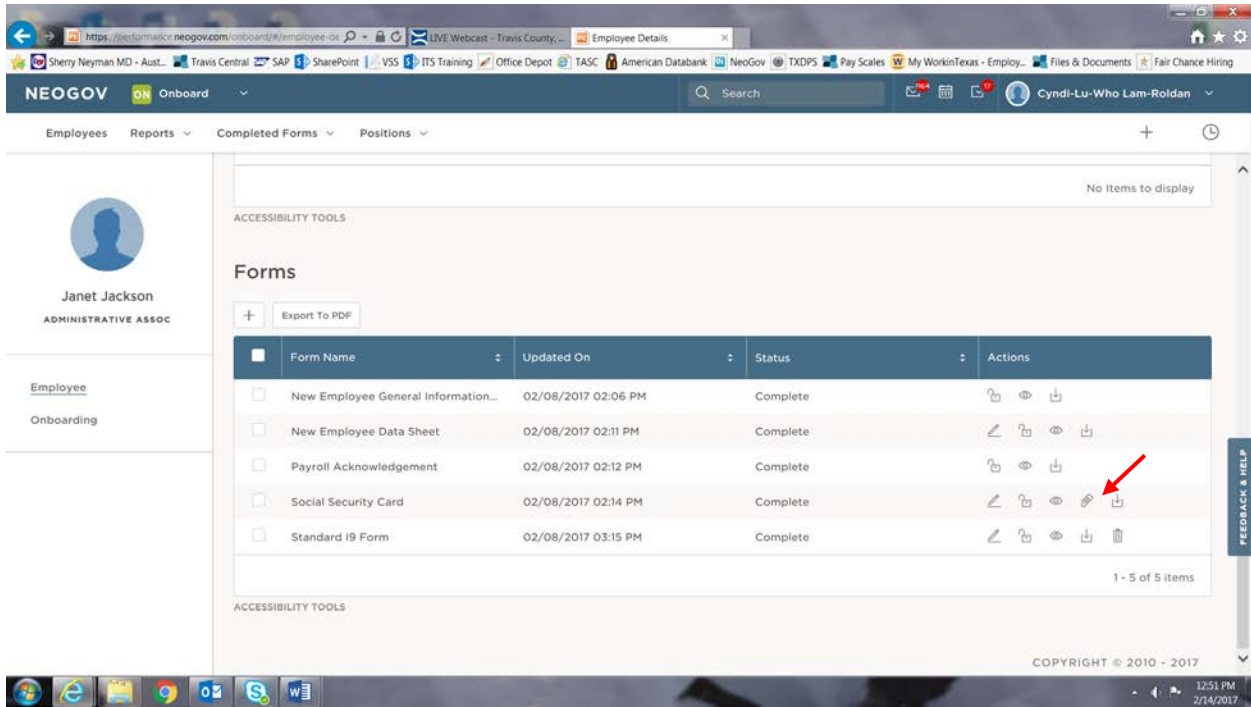


Viewing Social Security Card in NeoGov Onboard

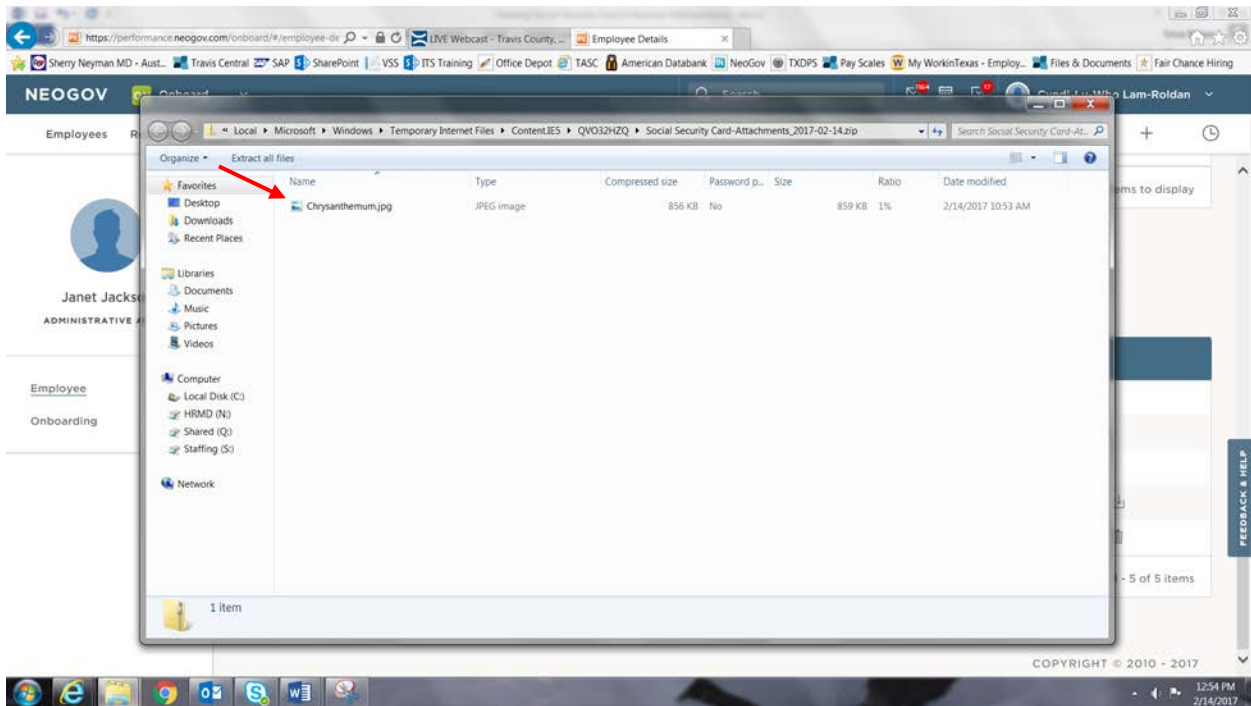
Step 1: Scroll down to the Forms section of the applicable employee and click on the download attachments,  , icon.



The screenshot shows the NeoGov Onboard interface for Janet Jackson, an Administrative Assoc. The 'Forms' section is active, displaying a table of completed forms. A red arrow points to the download icon in the 'Actions' column for the 'Social Security Card' form.

Form Name	Updated On	Status	Actions
New Employee General Information...	02/08/2017 02:06 PM	Complete	[Icons]
New Employee Data Sheet	02/08/2017 02:11 PM	Complete	[Icons]
Payroll Acknowledgement	02/08/2017 02:12 PM	Complete	[Icons]
Social Security Card	02/08/2017 02:14 PM	Complete	[Icons]
Standard I9 Form	02/08/2017 03:15 PM	Complete	[Icons]

➤ A pop-up window will display, allowing you to open the file.



The screenshot shows the NeoGov Onboard interface with a Windows File Explorer window open. The File Explorer window displays the path 'Local > Microsoft > Windows > Temporary Internet Files > Content.IE5 > QV032HQZ > Social Security Card-Attachments_2017-02-14.zip' and a file named 'Chrysanthemum.jpg'.