HELP GUIDE

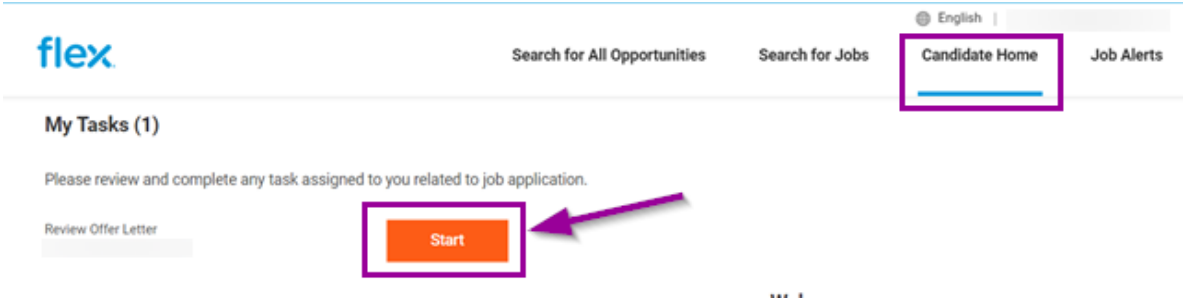
Accessing Offer Letters in Workday for EXTERNAL candidates

*For internal candidates, please log in to Workday and click on your inbox located at the top right corner.

To access your offer letter, you will either need to **Sign In**, if you already have an account or to **create a new account**. More information can be found below.

Once you have logged in, click on Candidate Home.

1. Click on **Start** to review the offer



2. Complete as per either OPTION 1 or OPTION 2 displayed below:

OPTION 1

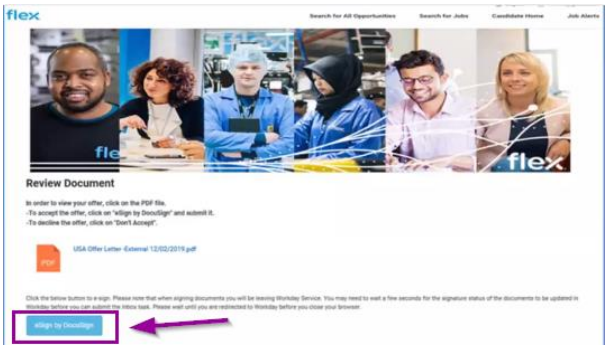
Select one of the following option:

To Accept:

- Click **eSign by DocuSign**
- Follow the steps to provide your signature
- Click on **Finish**.

To Decline:

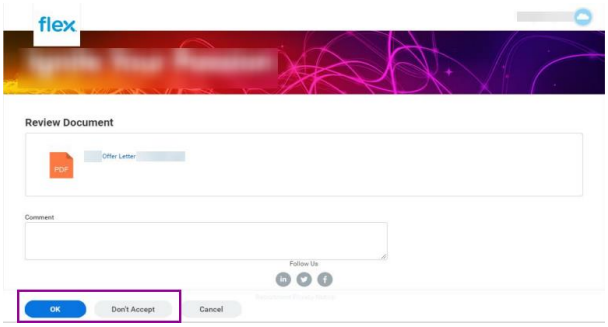
- Click **Don't Accept** and provide comments



OPTION 2

Select one of the following options:

- Click **Ok** - Accept
- Click **Don't Accept** - Decline and provide comments
- Click **Cancel** - Save for later



Note: You can save your offer letter as a **PDF** by clicking on the Offer PDF document.

Still having trouble accessing your offer? Follow the steps below.

<u>Scenario 1</u>

I am able to log in, but I can´t see any Offer Letter awaiting review within my Candidate Home.

OR

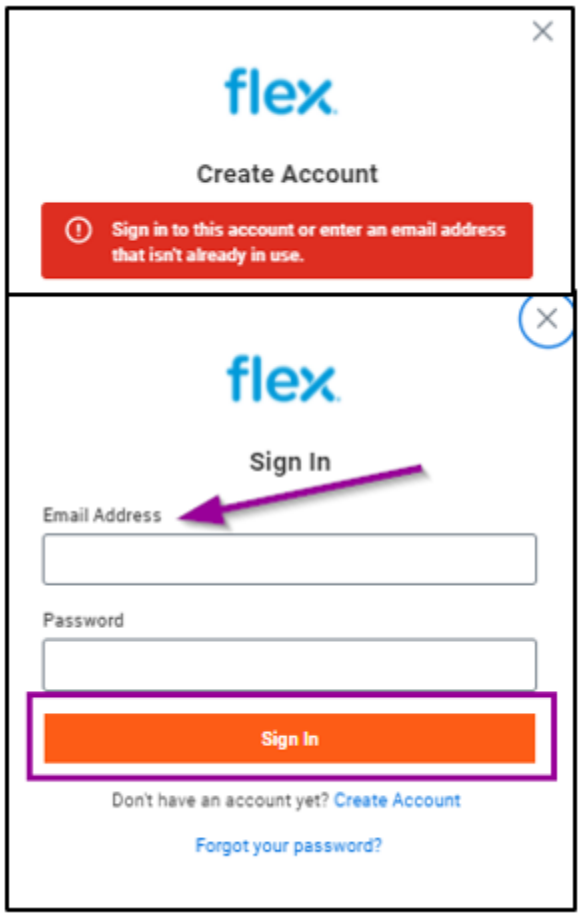
It says to enter an email <u>that is not already in use</u> when I click on Create Account.

1. Sign Out from the current session.

2. Click on the URL mentioned within this automated email "Congratulations on your Offer."

3. Enter the same email address used when you applied and password.

4. Click on **Sign In.**



<u>Scenario 2</u>

I am not able to log in through the hyperlink within this automated email "Congratulations on your Offer."

OR

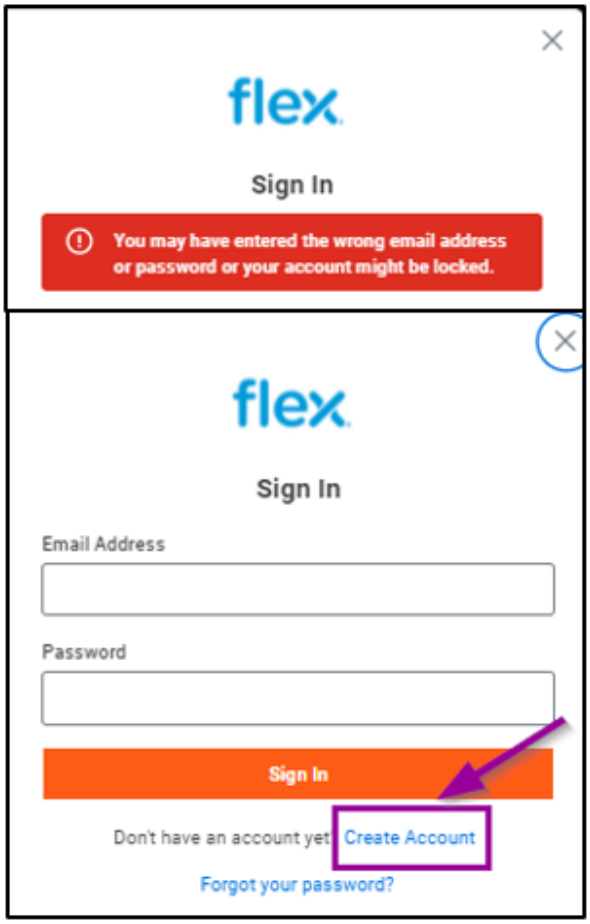
It says my email address <u>does not exist.</u>

1. Click on the URL within this automated email "Congratulations on your Offer."

2. Click on **Create Account.**

3. Enter the same email address used when you applied and choose a new password.

4. Submit.



Scenario 3

I am a Prior Worker and I cannot review my Offer Letter within Workday Candidate Home Account.

1. Contact your recruiter so they can provide a solution.

Scenario 4

I am not sure about the email address that I have used while applying.

1. Contact your recruiter and ask for your email address to be changed.

Scenario 5

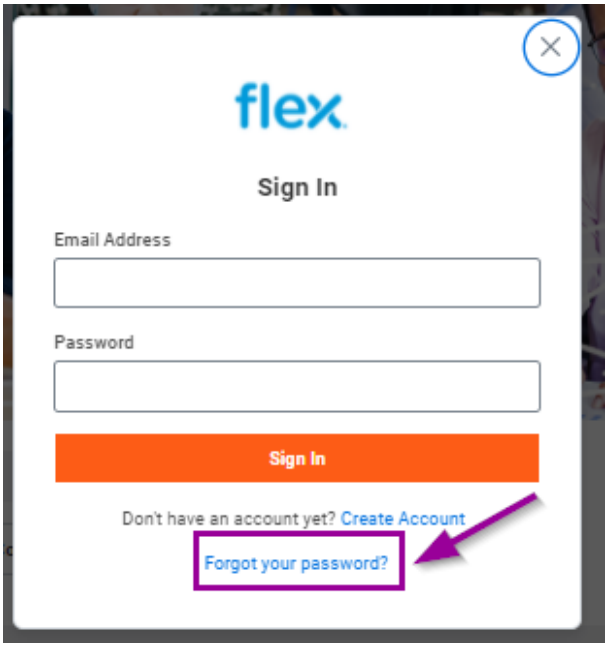
I forgot my password.

1. Click on the URL within this automated email "Congratulations on your Offer."

2. Click on "**Forgot your password?"**

3. Access your email address and follow directives to reset your password.

4. Follow steps from Scenario 1.



Note: If you have already created your Candidate Home Account and an offer letter is awaiting your review, please login here to access the details of your offer.

Learn more about our extraordinary employees and workplace culture by visiting our Life at Flex stories blog.