

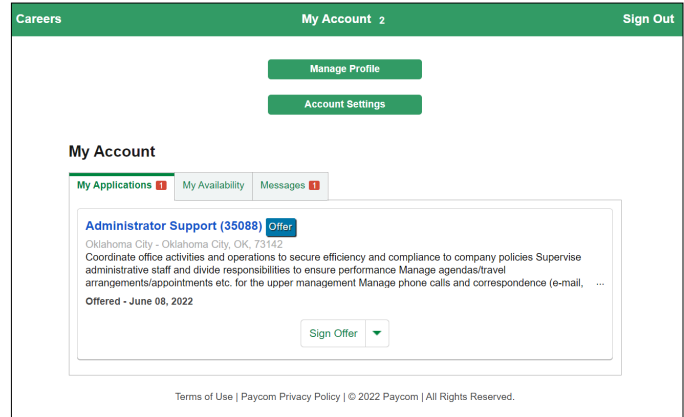
Show Me How

to Sign and View an Offer Letter

APPLICANT TRACKING

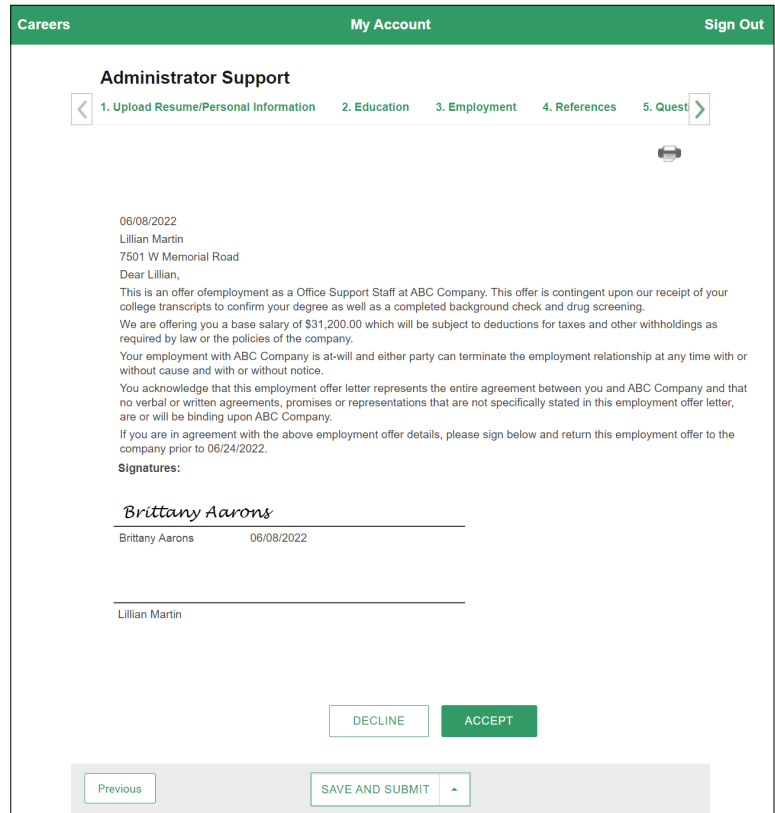
STEP 1

After being notified of your offer, log into the company's career website. Navigate to My Account and click the My Applications tab. Click "Sign Offer" to view and sign the offer letter.



STEP 2

To sign your offer letter, click "Accept."



CANDIDATES

Visit the Help Menu for the most up-to-date version of this guide.

Show Me How

to Sign and View an Offer Letter

APPLICANT TRACKING

STEP 3

In the pop-up window, you can choose to sign the offer with a handwritten signature or with a typed in signature. Click on "Sign and Submit" to submit the signed offer letter.



Accept Offer

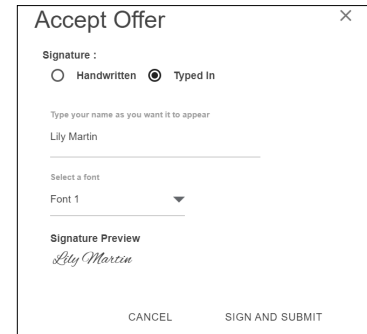
Signature :

Handwritten Typed In

Use the mouse (or finger if on a touch device) to create your signature in the box.

Lily Martin

CANCEL SIGN AND SUBMIT



Accept Offer

Signature :

Handwritten Typed In

Type your name as you want it to appear

Lily Martin

Select a font

Font 1

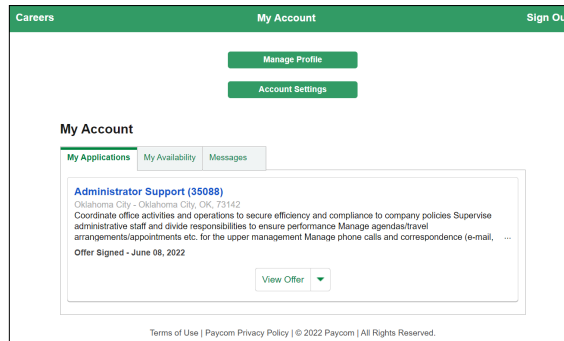
Signature Preview

Lily Martin

CANCEL SIGN AND SUBMIT

STEP 4

After signing the offer letter, click "View Offer" to see it in your account.



Careers My Account Sign Out

Manage Profile

Account Settings

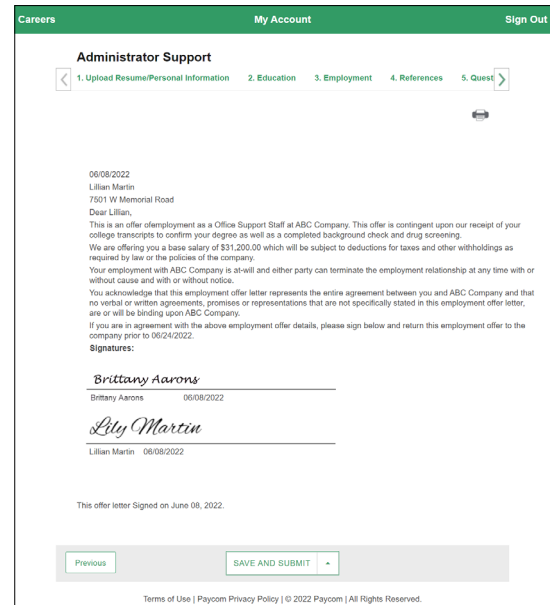
My Account

My Applications My Availability Messages

Administrator Support (35088)
Oklahoma City - Oklahoma City, OK, 73142
Coordinate office activities and operations to secure efficiency and compliance to company policies Supervise administrative staff and divide responsibilities to ensure performance Manage agenda/travel arrangements/appointments etc. for the upper management Manage phone calls and correspondence (e-mail, ...
Offer Signed - June 08, 2022

View Offer

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Careers My Account Sign Out

Administrator Support

1. Upload Resume/Personal Information 2. Education 3. Employment 4. References 5. Quest

06/08/2022
Lillian Martin
7501 W Memorial Road
Dear Lillian,
This is an offer of employment as an Office Support Staff at ABC Company. This offer is contingent upon our receipt of your college transcripts to confirm your degree as well as a completed background check and drug screening.
We are offering you a base salary of \$31,200.00 which will be subject to deductions for taxes and other withholdings as required by law or the policies of the company.
Your employment with ABC Company is at-will and either party can terminate the employment relationship at any time with or without cause and with or without notice.
You acknowledge that this employment offer letter represents the entire agreement between you and ABC Company and that no verbal or written agreements, promises or representations that are not specifically stated in this employment offer letter, are or will be binding upon ABC Company.
If you are in agreement with the above employment offer details, please sign below and return this employment offer to the company prior to 06/24/2022.
Signatures:

Brittany Aarons
Brittany Aarons 06/08/2022

Lily Martin
Lillian Martin 06/08/2022

This offer letter Signed on June 08, 2022.

Previous SAVE AND SUBMIT

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HELPFUL TIPS

To reset your password, click "Forgot Password?" when signing into the company's career site. The password reset request will be sent to the email you used to register on the site.

CANDIDATES

Visit the Help Menu for the most up-to-date version of this guide.