



OnboardNow Information and General FAQs for Candidates New to Hitachi Vantara

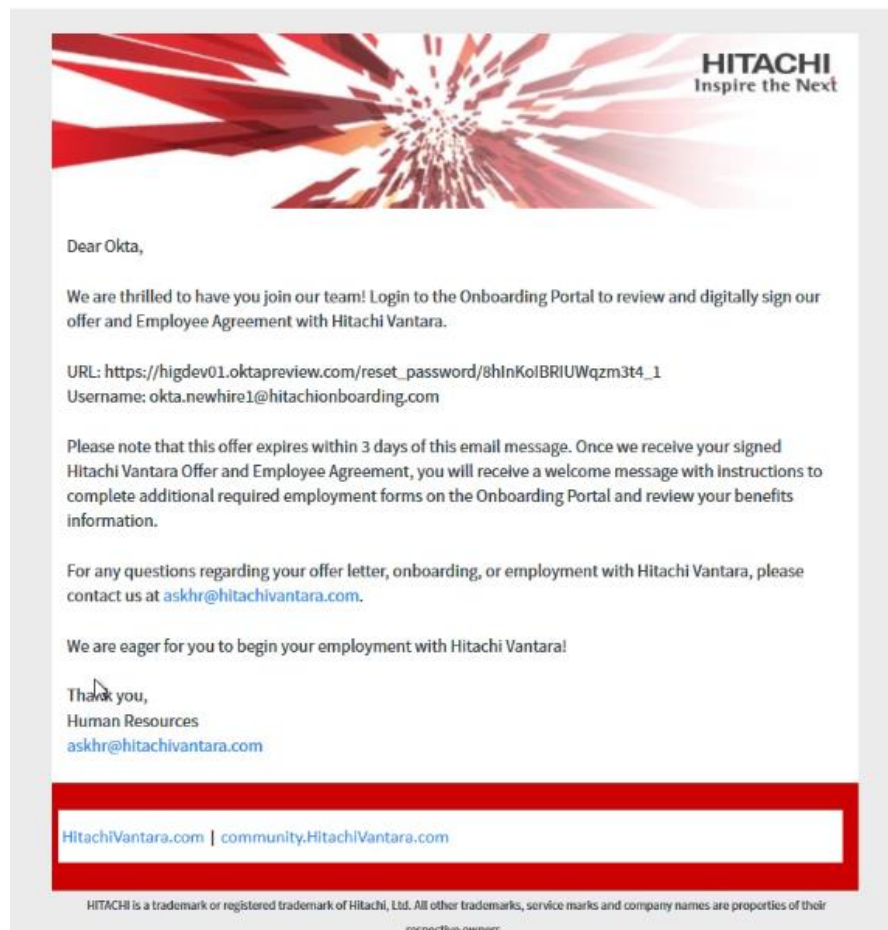
What is OnboardNow?

OnboardNow is Hitachi Vantara's automated onboarding system. You will use OnboardNow to complete most of the required documents to begin your Hitachi Vantara career. Additionally, you will be able to ask questions and communicate with your recruiter and our AskHR team using the chat function.

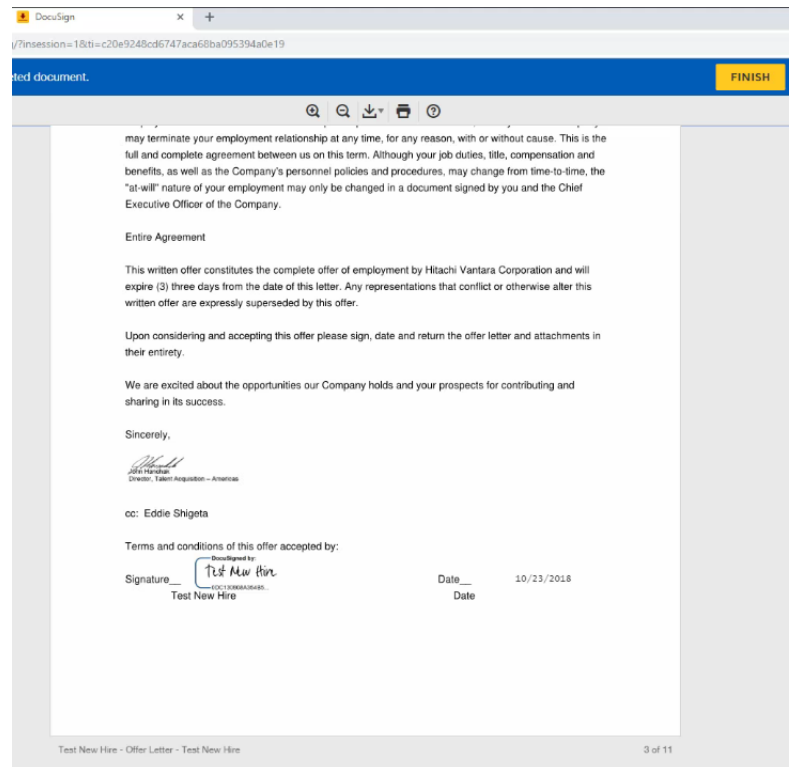
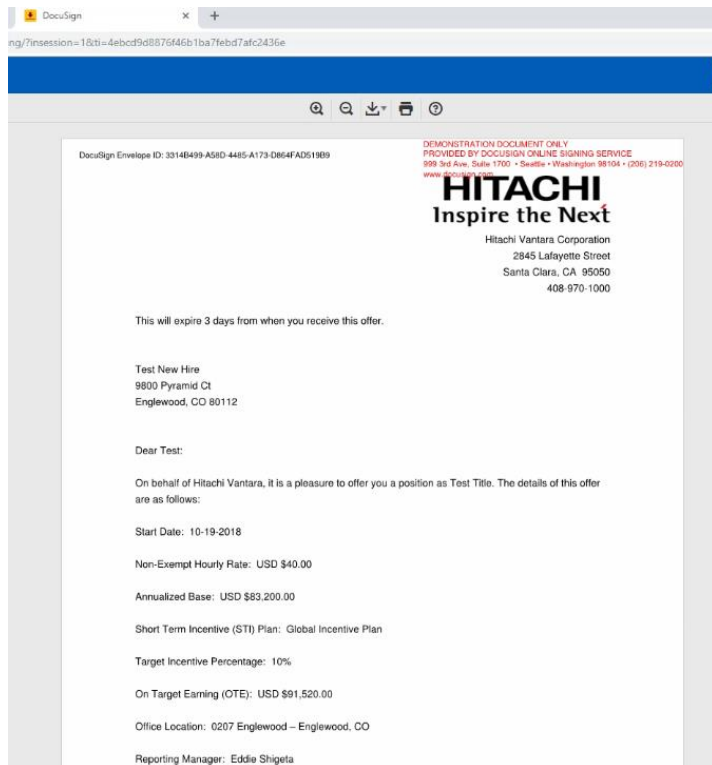
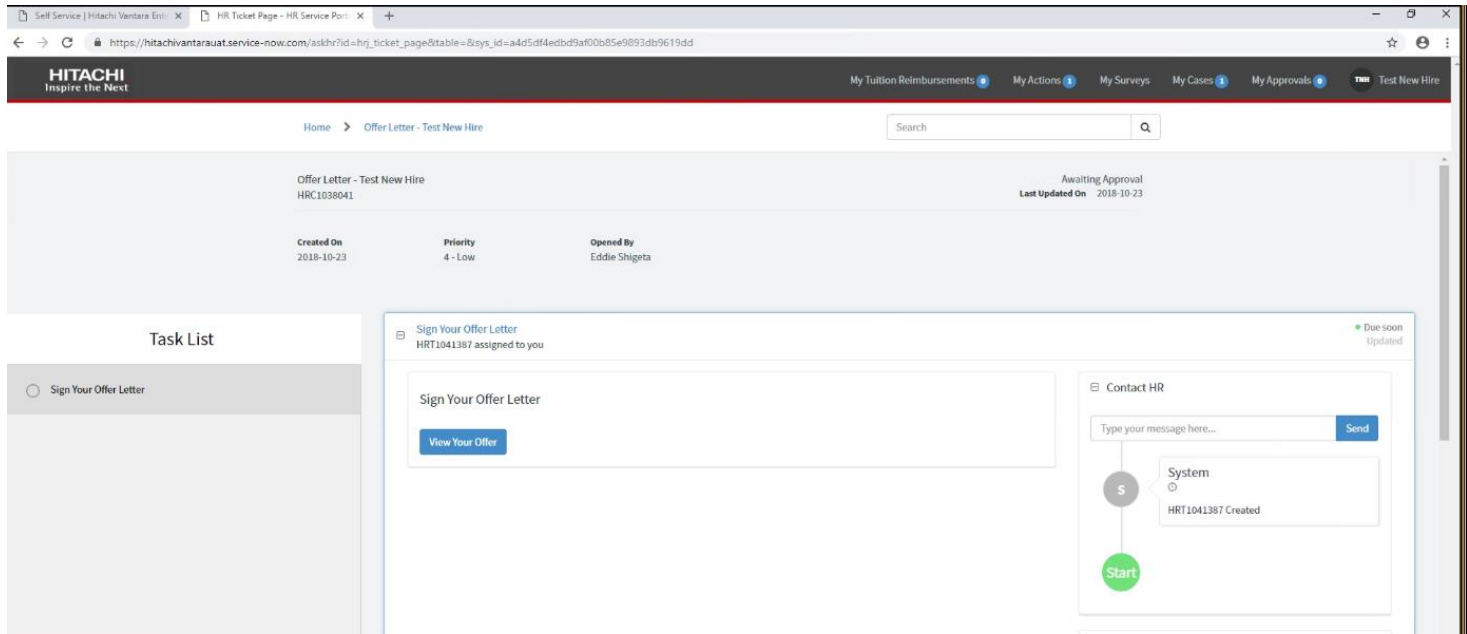
As a potential new hire, when do I begin using the OnboardNow portal?

You will receive an email from OnboardNow notifying you that your offer letter is ready to review and sign. Please note that your offer letter will **expire three days after the date you receive this notice**. Navigate to the link in the email to access the OnboardNow portal and sign your offer letter via electronic signature provided by DocuSign. You will be prompted to set your OnboardNow password the first time you click the link in the email. The system will notify you of where to sign your offer documents. See the screenshots below of the email as well as where to locate and e-sign your offer documents.

Email with URL to OnboardNOW. Please note: you will be asked to create a password when you access the link provided in this initial email.



Initial page once logged into portal to sign your offer letter. Please note: Clicking on "View your Offer" will open the document in a DocuSign window where you will electronically sign your offer. There are five locations that require an electronic signature. Once you've completed this step, click "Finish."



After I have signed my offer letter, what is next?

After the recruiter receives your signed offer, the system will generate a “Welcome to Hitachi Vantara” page followed by a request to enter your personal information. Complete this form and verify that any pre-populated information is accurate. Click “Submit” to proceed to your onboarding tasks.

In the Onboarding Tasks module, you will see a list of actions to complete including emergency notification information, voluntary self-identification forms and a reasonable accommodations form. Please click on each of these tasks on the task bar and complete them. As you complete each onboarding task, a green checkmark will appear. You may chat with our AskHR team via the activity chat bar on the right-hand side of this screen. **Please note, this is not a live chat box and responses may take up to two days.**

See screenshots of the personal information page and the initial onboarding tasks module below. **The Onboarding Tasks module will only populate additional tasks once the personal information form has been completed and submitted.**

This screenshot shows the Hitachi Vantara onboarding interface. At the top, the navigation bar includes 'Home > Request Onboarding - Test New Hire'. Below this, a ribbon of task steps is visible: 'Offer', 'Welcome to Hitachi!', 'Personal Information', 'Onboarding Tasks', 'Additional Onboarding Tasks', 'Start Date Reminder (6 Day)', 'Clear to Start', 'Day 1 Onboarding Activities', and 'Day 3 Onboarding Activities'. The 'Personal Information' step is currently active. A 'Task List' on the left shows 'Welcome!' and 'Offer Letter' as completed. The main content area displays the 'Personal Information Form' with fields for Legal First Name, Legal Last Name, Middle Name, Preferred Name, and Address. A 'Contact HR' chat bar on the right shows a message from 'Test New Hire'.

This screenshot shows the 'Additional Onboarding Tasks' module. The task ribbon now includes 'Reasonable Accommodations task', 'Emergency Notification System (ENS)', 'Voluntary Self Identification Veteran Status Sign-Task', 'Voluntary Self Identification Veteran', 'Please sign the Voluntary Self-Identification of Disability Form', 'Voluntary Self-Identification of Disability', and 'Voluntary Self Identification (EEO)'. The 'Reasonable Accommodations task' is highlighted in the 'Task List' on the left. The main content area shows a 'Case created for Reasonable Accommodations' with a 'Completed' status. A 'Contact HR' chat bar on the right shows a message from 'test user26'.

Please Note: Once you complete all initial tasks, an HR profile will be created for you and you will progress to the “Additional Onboarding Tasks” module. This module may or may not immediately open for you, depending on the status of your HR profile. If the “Additional Onboarding Tasks” module does not open when you click on the link in the tasks ribbon, please send a note by clicking on the “Contact HR” chat bar. A team member will respond within one day.

What additional tasks should I complete?

Once your hiring manager initiates specific actions, you will be assigned additional tasks. The new tasks will include completing several forms including: Direct Deposit, W-4 tax form, state tax forms if applicable and your 401K elective deferral. You will need to upload a headshot for your badge as well as any additional information needed for your badging. For your badge photo, please sure to upload a clear headshot with a white background without any obstructing items on your face such as sunglasses. Depending on your office location and your country of citizenship, you may have additional forms and tasks to complete.

Please see the screenshot of the “Additional Onboarding Tasks” module. Be sure to click on each task on the list to complete each task, upload any attachments as requested and click “Submit” or “Complete” as you complete each task. Verify that green arrows have appeared by all completed onboarding tasks.

The screenshot displays the Hitachi Vantara ServiceNow onboarding portal. At the top, the header shows the Hitachi logo and the text "Inspire the Next". Below the header, a navigation bar contains several tabs: "Personal Information", "Onboarding Tasks", "Additional Onboarding Tasks", "Start Date Reminder (6 Day)", "Clear to Start", "Day 1 Onboarding Activities", and "Day 3 Onboarding Activities". The "Additional Onboarding Tasks" tab is currently selected, and a red arrow points to it from the "Task List" section on the left.

The "Task List" section on the left contains a list of tasks with radio buttons for selection:

- ☐ Complete the 401k Elective Deferral form
- ☐ Upload State Tax Form
- ☐ Complete the federal tax form
- ☐ New Hire Badge Request and Photo Upload
- ☐ Direct Deposit Information

Below these tasks, there are two completed tasks marked with green checkmarks:

- ☒ Reasonable Accommodations task
- ☒ Emergency Notification System (ENS)

The main content area displays the "Direct Deposit Information" form, which is titled "Direct Deposit Form". It includes a section for "Direct Deposit Payroll and Expense Reimbursements Authorization Agreement". The form contains several input fields: "Bank Name", "Type of account" (with radio buttons for "Checking" and "Savings"), "Account Number", and "Routing Number (9 digits)". A red arrow points to the "Attachments" section at the bottom of the form, which has a "Drop files here" label.

On the right side of the form, there is a "Contact HR" section with a "Send" button. Below this, a chat window is visible with the name "Gopi Yarlagadda" and the text "HRT1040920 Created". A green "Start" button is located at the bottom of the chat window. A red arrow points to the "Attachments" section from the "Contact HR" section.

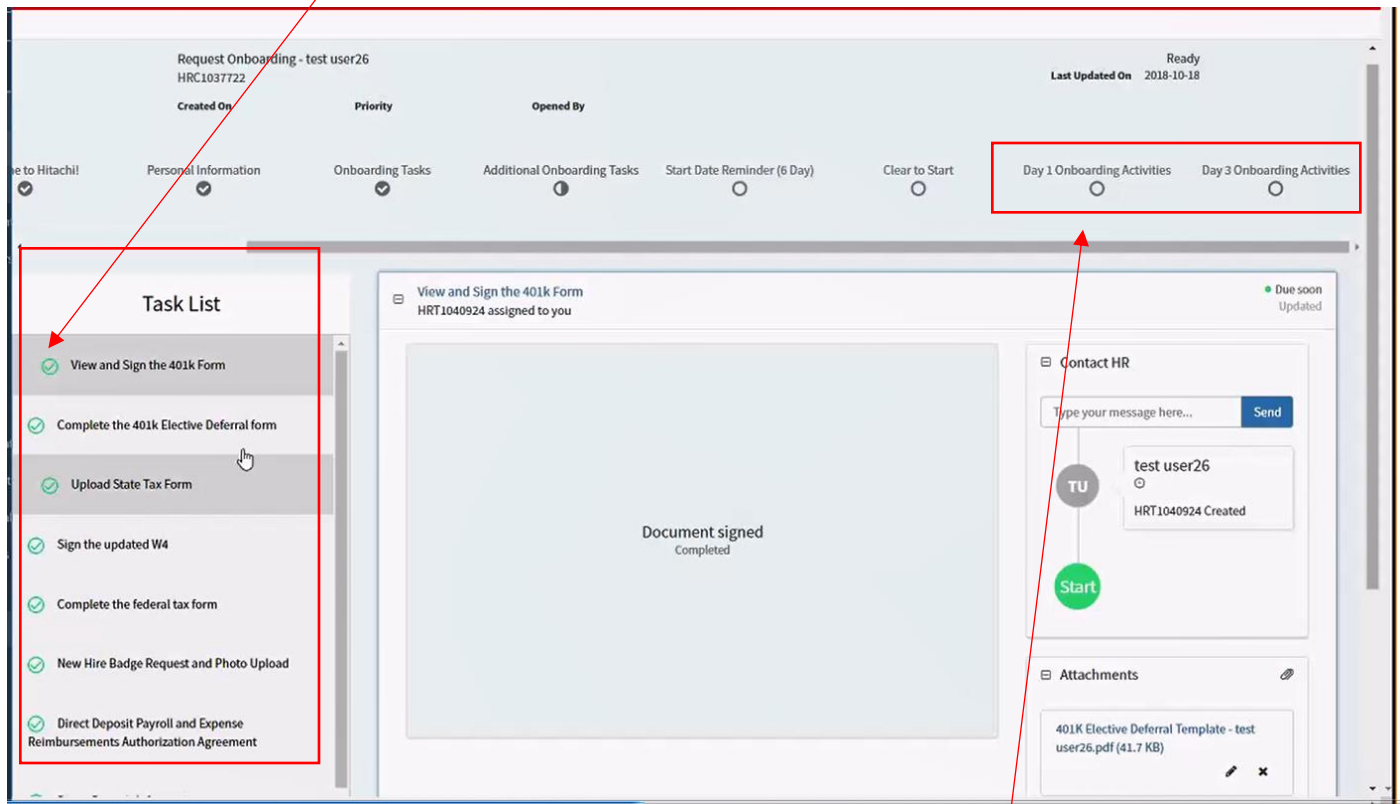
I have a question regarding my onboarding tasks. How do I contact HR?

You may reach out to the AskHR Team, recruiters, or your hiring manager via the Activity chat bar on the right-hand side of the OnboardNow home page.

Please Note: These chats are not live. Please allow up to two days for a response.

How do I verify I have completed all my onboarding tasks?

Once you have completed and signed all forms on your task list, all items should have a green check mark next to them. See the screenshot below.



I have completed all my onboarding tasks. What's next?

The system will notify you of your start date six days prior to that date. Log into the system on days one and three for additional tasks to complete. These tasks will appear under the Day One and Day Three "Onboarding Activities" modules at the top of the page.

I am still having trouble completing tasks. Can I chat with the AskHR team or other stakeholders?

As a reminder, you may reach out to the AskHR Team, recruiters, or your hiring manager at any time during this process via the Activity chat bar on the right-hand side of the OnboardNOW home page.

Please Note: These chats are not live. Please allow up to two days for a response.

