



Welcome!

We are excited to have you join our team and look forward to the difference you will make.

Below are instructions to assist you with:

- Uploading your offer letter
- Updating your personal information
- Uploading your direct deposit information
- Completing your tax forms (optional)

If you have any questions, please reach out to your key contact within the hiring team.

1. Click on the link to access the **Candidate Portal** and sign into your profile. **Please note** that **you will need an active Candidate Profile** to submit your documents. If you don't have a profile yet, please advise your key contact within the hiring team.

The screenshot shows the 'Sign In' page of the intact system. At the top left is the intact logo. Below it, the text 'Sign In' is displayed. A message states 'You must sign in to continue.' There are two input fields: '*User Name' and '*Password'. To the right of each field is a link: 'Forgot User Name' and 'Forgot Password'. A blue 'Sign In' button is centered below the fields. Below the button are two links: 'Don't have a User Name or Password?' and 'Register Now'. At the bottom left, there is a note: '* Required Information'.

2. Click on *Please add your additional personal information* under **My Activities**.

The screenshot shows the 'My Activities' page of the intact system. At the top left is the intact logo. Below it, the text 'My Activities' is displayed. To the right, there is a notification: 'Pending Activities 1 | My Account Information'. Below this is a table with the following structure:

Activities	Status	Received	Delete
Please add your additional personal information	New	11/01/2017 2:38PM	

At the bottom of the page, there is another notification: 'Pending Activities 1 | My Account Information'.

3. **Additional Personal Information** form will be displayed for you fill out.



Important Tips:

- 1.** When uploading a document to the Employment Data section, please use only the following **resume formats**:
 - Adobe Acrobat Document (.pdf)
 - Microsoft Word Document (.doc / .docx)
- 2.** You can submit your **resume in one file** only. Please make sure that all scanned pages are combined into a single document before submission.
- 3.** **Tax forms upload is optional** (*TD1 Personal Tax Credits Return form & TP1015 Source Deductions Return*). You will only need to submit them if you require modifications to your federal or provincial tax deductions. You can also submit the forms directly to our payroll team after your first day at Intact.
- 4.** Your **access to the portal will expire in 7 days**. You can request an extension by reaching out to your key contact within the hiring team.
- 5.** Once you click "**Submit**" you can no longer modify the information you provided.