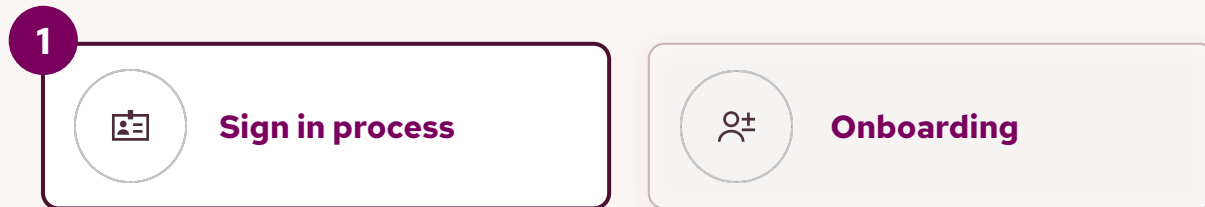


Create Your Employee Profile

Logging In & Access

What does my Onboarding look like?



You will get an email from Rippling explaining how to access your account:

Rippling <no-reply@rippling.com>

to me ▾

Hi Maria,

(Company name) is now using Rippling as its hub for information about employees and contractors. We need to get you set up in the system, and make sure we've got all your information correct. It will only take a minute, we promise!

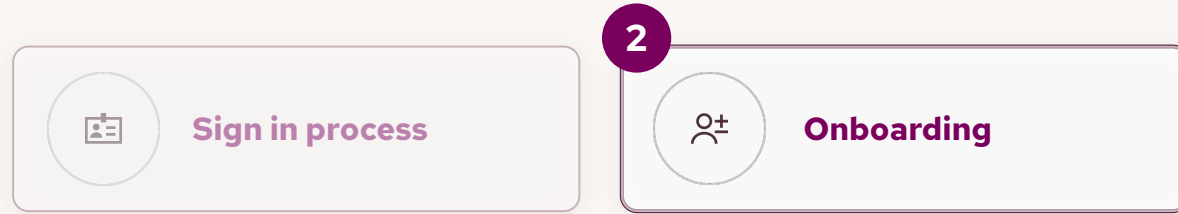
Create your Rippling account with this link (don't share the link, it's unique to you):

<https://app.rippling.com/register/w/gjzyz595r>

The Rippling Team

Logging In & Access

What does my Onboarding look like?



Before you begin, collect the following information, which you'll need to complete your onboarding

- Social Security Number
- Emergency contact name and phone number
- Direct deposit bank routing number, account number, and account type
- Tax Withholding Information
- I-9 Documentation
- A recent headshot or photo

Logging In & Access

Step 1

Sign in to Rippling

Email

Continue

By clicking "Continue", you agree to Rippling's [User Terms of Service](#) and [Privacy Notice](#).

Add your personal phone number to Rippling

Your personal phone number will be used as a backup in case you lose access to your email.

Personal phone number *

+1US

Select how you want to receive the code *

☒ Text

☐ Call

Send code

The code expires 15 minutes after you request it.

You are consenting to be contacted on the phone number selected for the purpose of receiving an authorisation code. If you continue with a text message, fees may apply from your provider.

Using your invite link:

- Use the link in your invite email to set up your account. Once you click the link, use the code to verify your email address and then create a password.
- Phone number - Enter your phone number and press Send
- Once you enter the code, you will go directly to your Rippling Dashboard

Logging In & Access

Step 2

Enter your personal information

Your personal information will become a part of your company's HR records. It will only be used for legal, administrative, and other official purposes, such as payroll.

1 Your privacy is important to us
Only you and admins who have required permissions will be able to view your information.

Legal name
Enter your full legal name as it would appear on a government document or taxes. Your full legal name should match the name recorded on your work documents, such as your driver's license, state ID, or passport.

Legal first name*
Tilly

Middle name
Enter your middle name

Legal last name*
Randall

Preferred name
Use the preferred name you'd like to be displayed on your Rippling profile and in your company's org chart. Your preferred name is the name you'd like to be called and known by. If you don't add a preferred first name, your legal first name will be displayed in Rippling.

Preferred first name
Enter your preferred first name

Preferred last name
Enter your preferred last name

Demographic information
Rippling collects this information because government agencies and other third-party systems such as insurance carriers require it.

Identified gender*

☐ Male

☒ Female

- Updating Personal & Demographic Information:
 - Verify pre-filled information provided by your employer for accuracy.
 - If there are errors, make the necessary corrections during this phase.
 - Ensure that all sections are completed to maintain a comprehensive profile.
 - Review your entries carefully to prevent future discrepancies.
 - For added security, double-check sensitive information like your social security number and contact details.

Step 2 continued

Home address

i
Provide a valid mailing address
Enter your mailing address as it's listed with the postal service. Your address will be used for tax-related purposes.

Country*

United States

Address line 1*

55 2nd Street

Address line 2 (optional)

Suite 1500

City*

San Francisco

Zip*

94105

State*

California

Address Valid

Contact details

Phone number*

+1 US

555-423-1234

Emergency contact*

Tristan Randall

Emergency contact phone number*

+1 US

555-423-2123

Address Details:

- Ensure you enter all parts of your address, including apartment or unit numbers, street name, city, state/province, and postal/ZIP code.

Emergency Contact:

- Provide their full name and phone number for emergencies

Step 3

Personal information (continued)

This information will become part of your company's HR records, and it will only be used for legal, administrative, and other official purposes, such as payroll.

Tax and Country Identifiers

Social Security Number*

555-44-1234

SSN & Profile Photo

- Confirm/Add your SSN: This is required information to ensure you get a paycheck through Rippling
- Add a photo or head shot: This will be used in the Company Directory and Org Chart. Please keep the photo professional.

Add a photo for the company directory

Put on your best smile! Your photo is required for the company directory. It will also be used in internal comms and org charts. You can update your photo anytime.

 Take a photo

 Upload from computer 

Step 4

Bank account information

Enter this information carefully. You can add multiple bank accounts and split your paycheck between them.

Add bank account

Change Payment Mode

If you do not have direct deposit, please contact your admin

Payment Mode	Direct deposit
--------------	----------------

Bank Account Information

- Add Bank account information: If this information is not entered correctly, your paycheck may not be deposited. Please be sure the information entered is accurate.
- Contact your company admins if you have questions about direct deposit or other options of getting your paycheck.

Nickname (optional)

Nickname (optional)

Beneficiary Account Name* ⓘ

Tilly Randall

Routing Number* ⓘ

021000021

JPMORGAN CHASE BANK, NA

Account Number*

021000021345

Account Type*

Checking

▼

****Note:** You will see micro deposits of a few pennies in your account. This is Rippling verifying that your account is real and is nothing to be concerned about.

Step 4 continued

Multiple Bank Account Options

- If you have multiple bank accounts you will be able to add them at this time
- You can distribute the check by % or flat amount

Paycheck distribution

Distribute your paycheck by percentage or amount across multiple accounts to meet your financial needs and goals. You can also add new accounts and drag and drop each account to determine the order in which funds will be distributed.

*****345

.....1345

100%

⌚

Edit distribution

Paycheck distribution

Distribute your paycheck by percentage or amount across multiple accounts to meet your financial needs and goals. You can also add new accounts and drag and drop each account to determine the order in which funds will be distributed.

⊕ Add account

MOVE TO NEXT STEP

1

*****345

▼

Percentage (%)

▼

0

%

🗑️

2

*****578

▼

Percentage (%)

▼

Remainder

🗑️

9

Step 5

Tax Information

- Federal & State Tax Information - Please be sure to put any dependent amounts in the correct section of the W4. The question directly below is for additional withholding

Federal tax withholding elections

We'll use this information to complete your federal W4 form and calculate your tax withholdings. You should consult the federal W4 instructions to make sure you're answering these questions correctly. The IRS released the new form W4 in 2020 - [read more](#) to know what changed in the new W4.

This is almost never the case, but are you exempt from federal income tax withholding?*

☐ Yes, I'm exempt from federal income tax withholding
 ☒ No, I'm not exempt

What's your filing status?*

☒ Single or Married filing separately
 ☐ Married filing jointly
 ☐ Head of household

Do you hold more than one job at a time, or are you married filing jointly and your spouse also works?*

☐ Yes
 ☒ No

Do you expect to claim deductions other than the standard deduction and want to reduce your withholding? (amount from line 4b)*

Do you expect to claim deductions other than the standard deduction and want to reduce your withholding? (amount from line 4b)*

\$ 0

Do you have any other income? (amount from line 4a)*

\$ 0

Would you like to claim any amount for dependents? (amount from line 3)*

\$ 0

Additional amount, if any, you'd like withheld from each paycheck (amount from line 4c)*

\$ 0

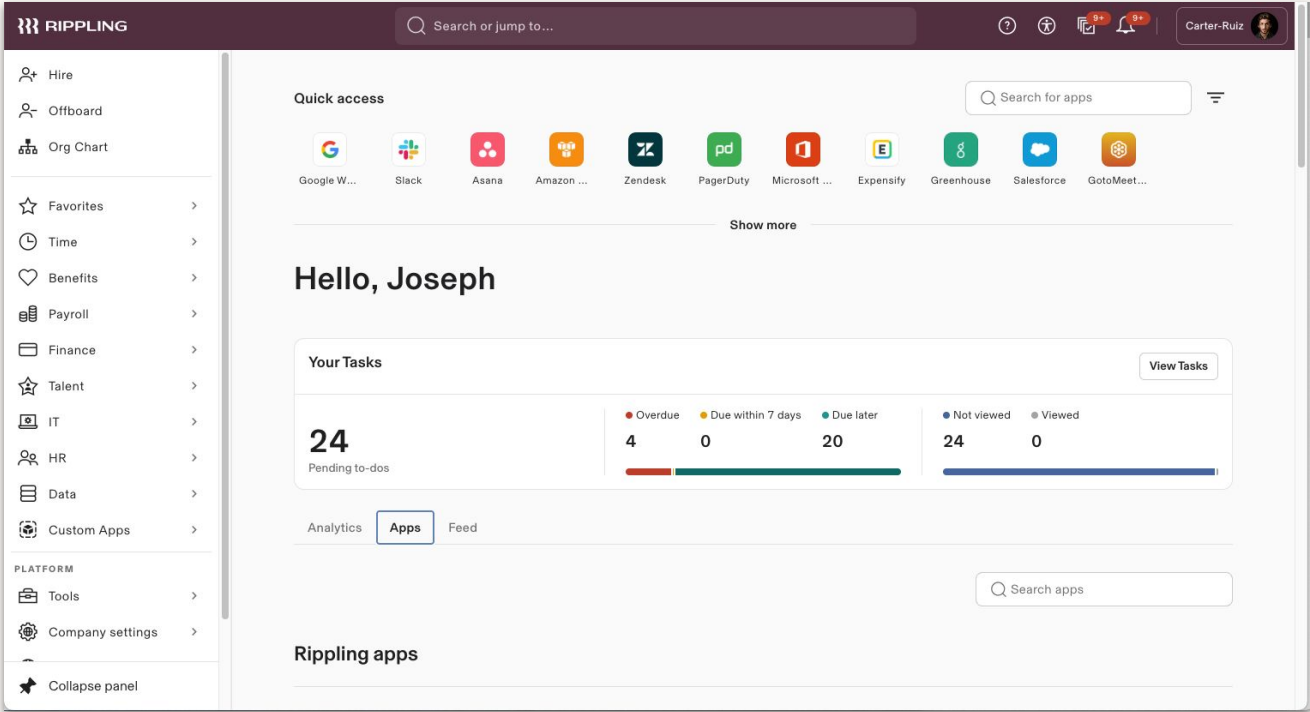
Add Non-resident Alien (NRA) under line 4c?*

☐ Yes
 ☒ No

Add your Signature*

Draw your signature

Meet the Rippling Dashboard



Account Settings

Updating Your Locale, Region, Language

- Click on your account icon in the top right corner
- Select Account settings > Select the Language & Region tab > Update Region, Language, Time Zone.

My Account Settings

Security Notifications **Language and region** Appearance

Security settings

Employment verifications settings

RPass

Security settings

Make sure you can always access your Rippling account by keeping this information up to date

Password

.....

Multi-factor authentication 🔒

Language and region settings [Edit](#)

Region ⓘ United States (English)

Date format: MM/DD/YYYY
Time format: 12-hour clock (e.g. 2:00 pm)
Number format: 0,000,000

Language ⓘ English (United States)

Time zone [Edit](#)

Time zone ⓘ PDT (UTC-7) - America/Los Angeles

Notifications

Manage Your Preferences

Adjust your notification settings in the Notification Preference Center of your Rippling account.

1. Log into your Rippling account.
2. Click your profile icon > Account Settings > Notification Preferences Center.
3. Click the pencil icon to update your preferences:
 - Select which notifications you want to receive.
 - Choose whether to receive them via email, in-app, or both.
 - Set whether you'd like to receive notifications in real-time or as part of a daily digest.
4. Click Save to update your preferences.

Can I choose to receive some notifications as a daily digest and others in real time?

Yes, you have full control over how and when you receive different notifications. You can opt to receive some alerts in real time and others in a daily digest.

Will I still receive urgent notifications by email?

Rippling will not change your access to any urgent notifications. Critical updates and urgent notifications will continue to be sent immediately, either through in-app alerts or email, depending on your preferences.

Account Frequently Asked Questions

For more information, check out the Help Center [articles](#) or ask your company administrator.

What happens if I get locked out of Rippling?

There are a few ways to regain access to your Rippling account if you're locked out or if you no longer have your MFA device. [This article](#) explains what to do in each situation.

What if I've used Rippling with a past employer?

As long as the administrators at your former employer don't delete your Rippling profile, you'll have access to Rippling forever. When you click your name you'll be able to view your information and access of both your current and previous employer.

Where can I find my signed documents?

Click your name and then select My Profile. In the Documents tab you can View or Download all your documents.