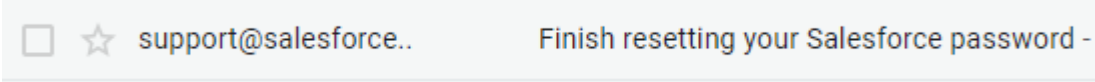


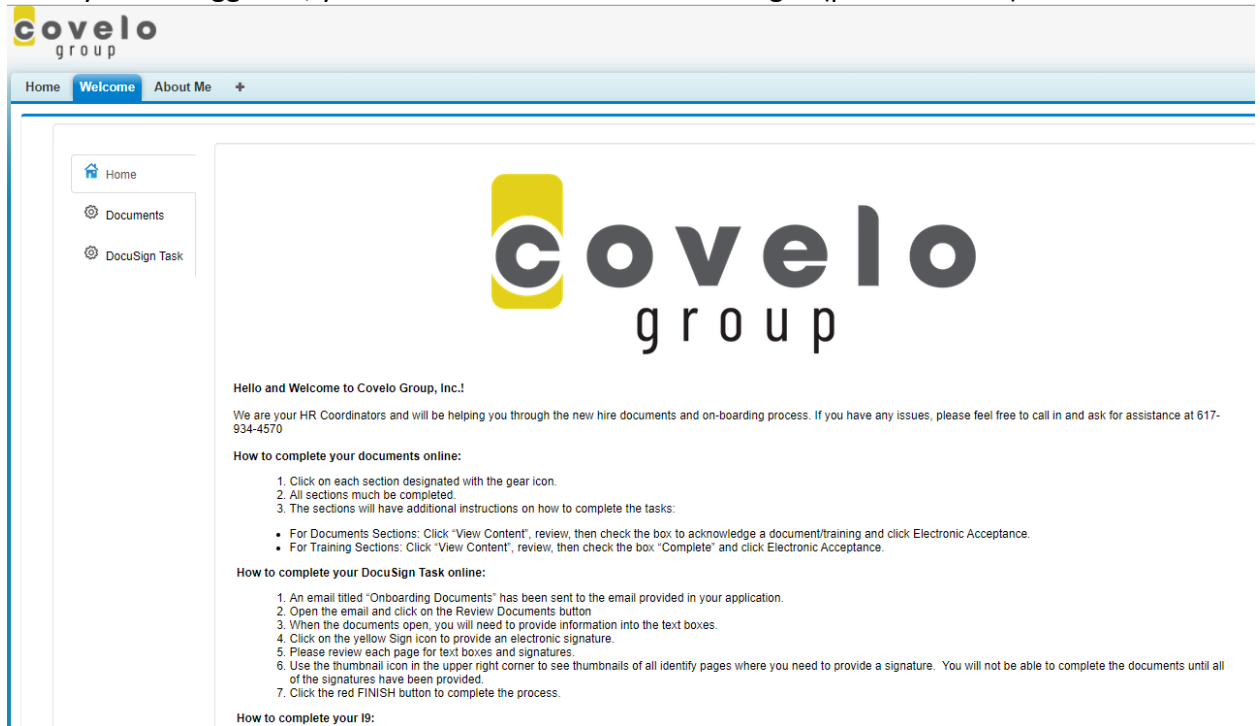


SALESFORCE INSTRUCTIONS

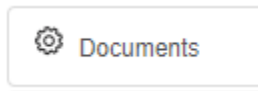
1. Log in to your email that you applied with and open the message from Support@Salesforce.com (picture below)



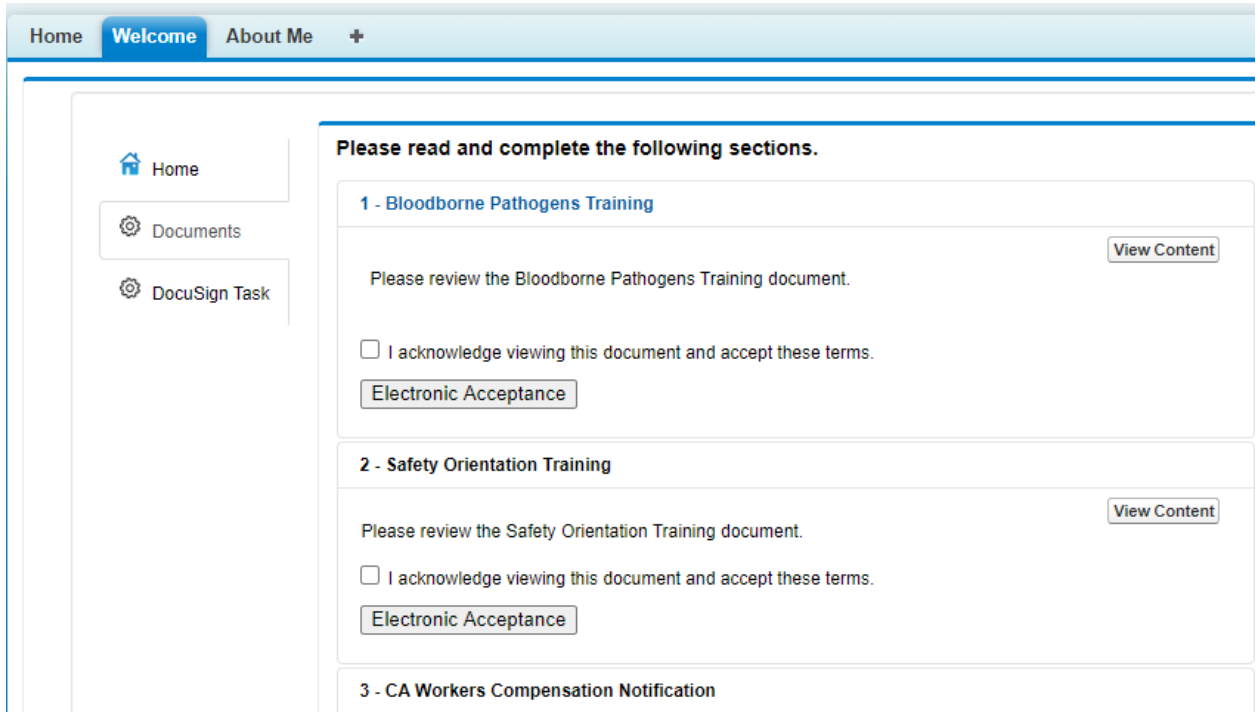
2. Select the link in the body of the email
3. You will be prompted to create a new password
4. Once you are logged in, you will come to the “Welcome Page” (picture below).



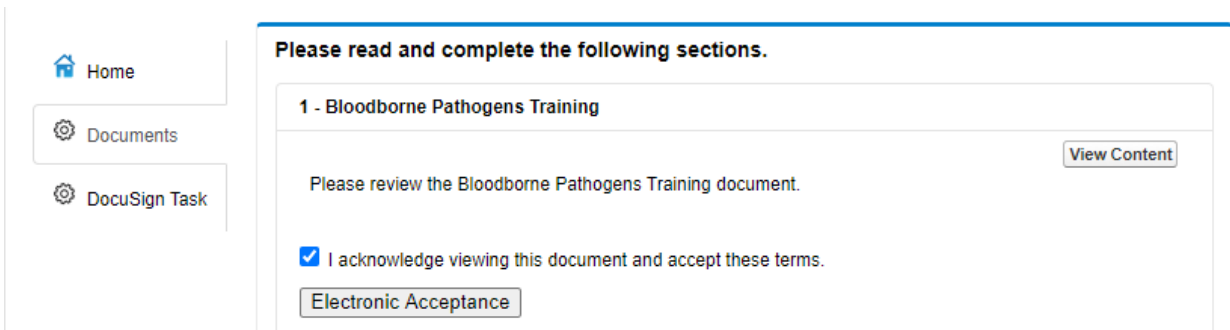
5. Next, please select the Documents gear to get to the needed Salesforce trainings



6. The needed trainings will be listed on this page and will look similar to the picture below.

A screenshot of a web application interface. At the top, there is a navigation bar with 'Home', 'Welcome', and 'About Me' tabs. On the left, a sidebar contains 'Home', 'Documents', and 'DocuSign Task' options. The main content area is titled 'Please read and complete the following sections.' and contains three sections: '1 - Bloodborne Pathogens Training', '2 - Safety Orientation Training', and '3 - CA Workers Compensation Notification'. Each section includes a 'View Content' button, a prompt to review the document, and an unchecked checkbox for acknowledging terms, with an 'Electronic Acceptance' button below it.

7. Please review each document by selecting “View Content” on the right side of the page.
8. After doing so, please acknowledge viewing and accepting the document by checking the box.

A screenshot of the same web application interface as above, but with the first section, '1 - Bloodborne Pathogens Training', selected. The 'View Content' button has been clicked, and the checkbox for acknowledging terms is now checked. The 'Electronic Acceptance' button is still present.

9. Hit “Electronic Acceptance” to confirm.
10. Repeat for all needed trainings in the “Documents” section.