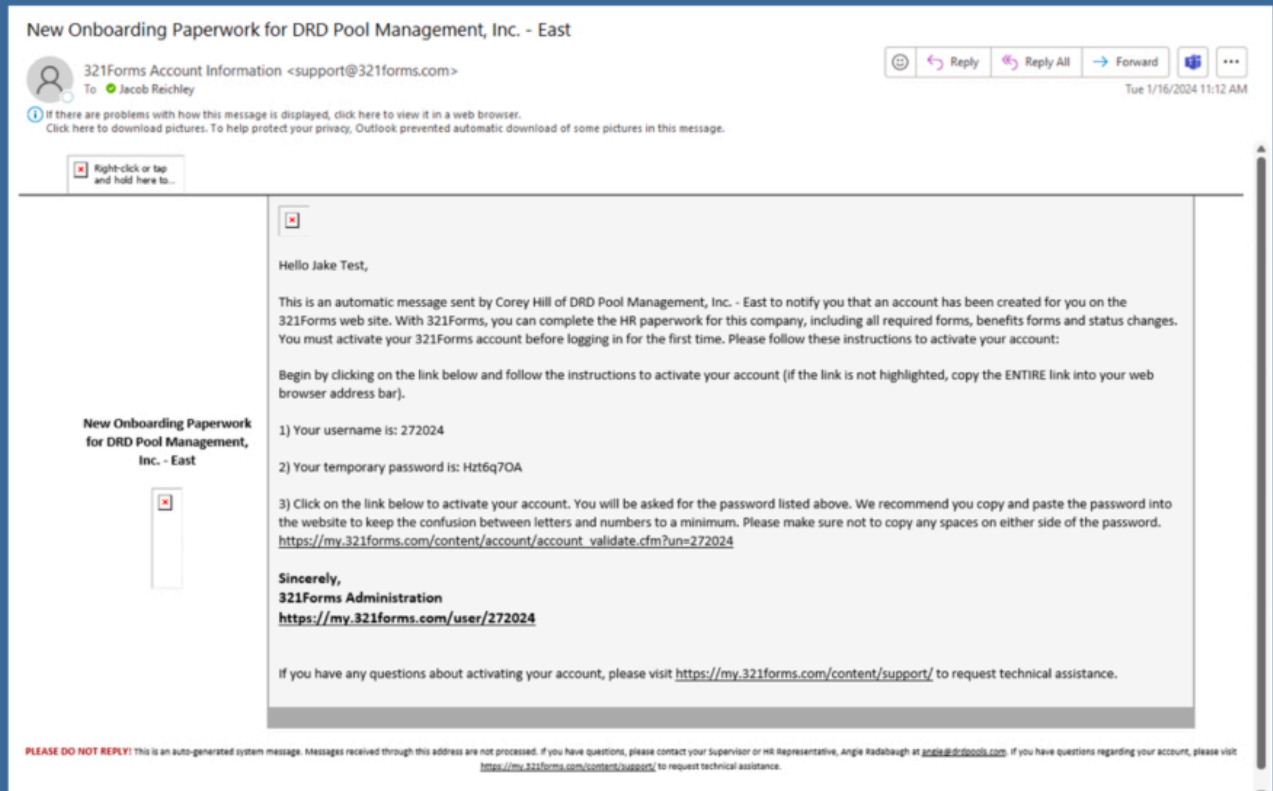
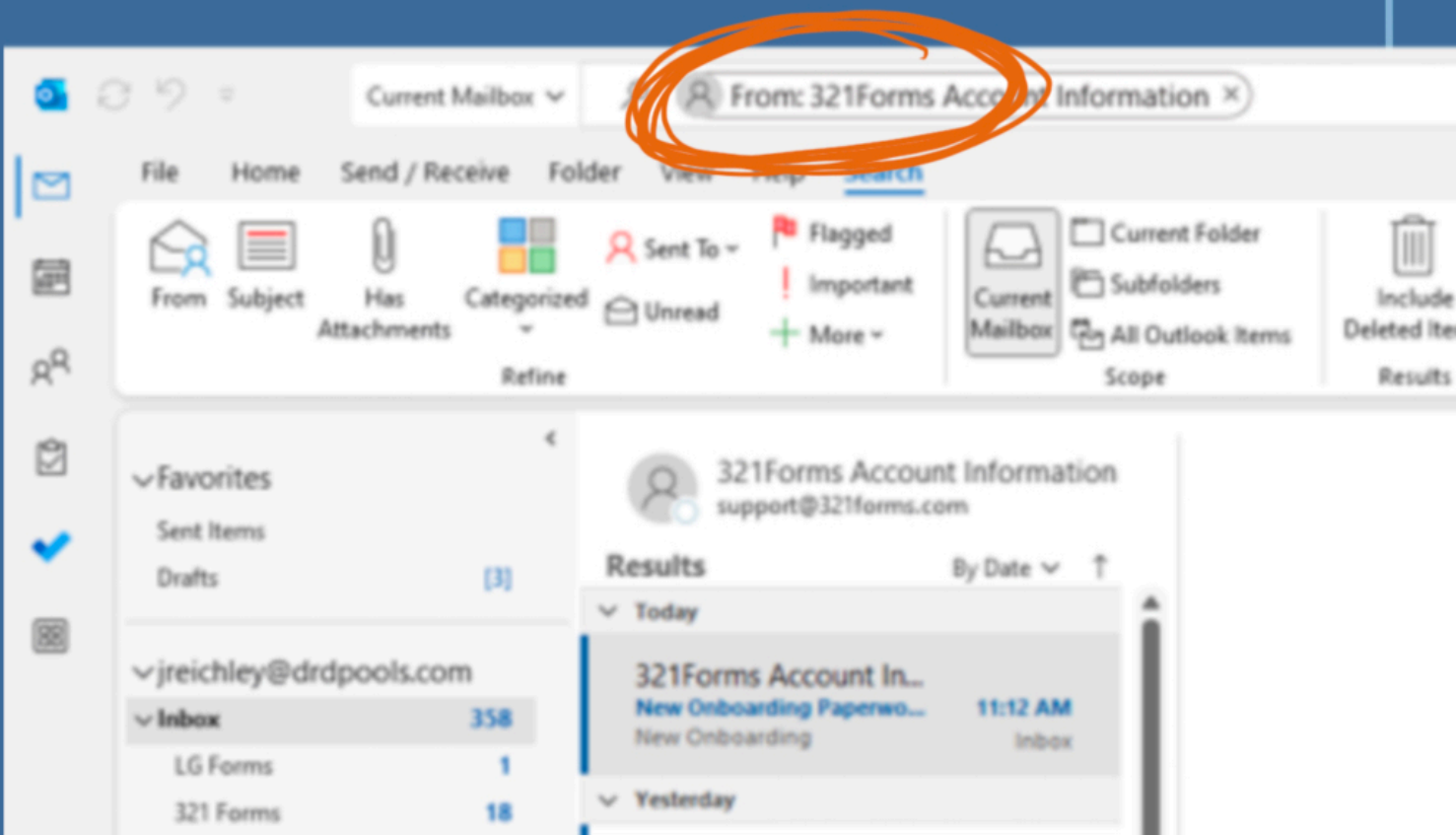
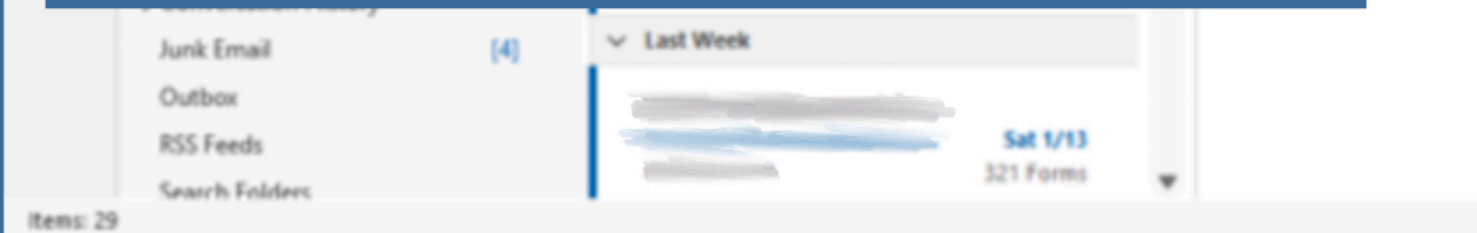


#1

search for “321Forms” in your email



↑ verify your email looks like this ↑



#2

New Onboarding Paperwork for DRD Pool Management, Inc. - East

321Forms Account Information <support@321forms.com>

To Jacob Reichley

🗨️

🔄 Reply

📧 Reply All

➡️ Forward

📧

⋮

Tue 1/16/2024 11:12 AM

🔍

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to...

🗨️

Hello Jake Test,

This is an automatic message sent by Corey Hill of DRD Pool Management, Inc. - East to notify you that an account has been created for you on the 321Forms web site. With 321Forms, you can complete the HR paperwork for this company, including all required forms, benefits forms and status changes. You must activate your 321Forms account before logging in for the first time. Please follow these instructions to activate your account:

Begin by clicking on the link below and follow the instructions to activate your account (if the link is not highlighted, copy the ENTIRE link into your web browser address bar).

1) Your username is: 272024

2) Your temporary password is: Hzt6q70A

3) Click on the link below to activate your account. You will be asked for the password listed above. We recommend you copy and paste the password into the website to keep the confusion between letters and numbers to a minimum. Please make sure not to copy any spaces on either side of the password.

https://my.321forms.com/content/account/account_validate.cfm?un=272024

Sincerely,
321Forms Administration
<https://my.321forms.com/user/272024>


If you have any questions about activating your account, please visit <https://my.321forms.com/content/support/> to request technical assistance.

New Onboarding Paperwork for DRD Pool Management, Inc. - East

🗨️

PLEASE DO NOT REPLY: This is an auto-generated system message. Messages received through this address are not processed. If you have questions, please contact your Supervisor or HR Representative, Angie Radebaugh at angie@drdpools.com. If you have questions regarding your account, please visit <https://my.321forms.com/content/support/> to request technical assistance.

and Copy & Paste the password provided in your email



Password Confirmation

Please enter the temporary password provided within your activation email

Username:

272024

Password:

Activate!

Need help logging in?

#3

You will then be prompted to create a new password and set up authentication for your account

The screenshot shows the 'Account Activation' page on the 321Forms website. The page has a header with the 321Forms logo and a 'Sign-in' link. The main content area is titled 'Account Activation' and contains two sections: 'Reset Password' and 'Secret Question'. The 'Reset Password' section has a blue box with the text 'Please change your password to activate your account.' and a red note stating 'A password must be at least 7 characters long and contain one letter and one number.' Below this are two input fields: 'New Password:' and 'Confirm New Password:'. The 'Secret Question' section has a blue box with the text 'Please select a secret question. 321Forms will ask you for the answer to this question should you forget your password.' Below this is a dropdown menu for 'Secret Question *' and an input field for 'Secret Answer *'. A 'Submit' button is located at the bottom right of the 'Secret Question' section. At the bottom of the page, there is a search bar and a 'Quick Tips' link.

Once you have created your account, you'll need to consent to electronic disclosure

The screenshot shows the 'Employee Dashboard' page on the 321Forms website. The page has a header with the DRD logo and a navigation menu with links: Messages, Tasks, Employee Dashboard, Employee Information, Fill Out Forms, Form History, Help, and Account. The main content area is titled 'CONSENT TO ELECTRONIC DISCLOSURE OF EMPLOYMENT-RELATED DOCUMENTS'. Below the title is a paragraph of text explaining the consent process. At the bottom of the page, there is a red box with the text 'BY CLICKING "I AGREE" BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE ABOVE CONSENT (FOR THE U.S. OR CANADA). FURTHERMORE, I AGREE THAT MY ELECTRONIC SIGNATURE IS THE LEGALLY BINDING EQUIVALENT TO MY HANDWRITTEN SIGNATURE. I WILL NOT AT ANY TIME IN THE FUTURE, REPUDIATE THE MEANING OF MY ELECTRONIC SIGNATURE OR CLAIM THAT MY ELECTRONIC SIGNATURE IS NOT LEGALLY BINDING.' Below this text are two buttons: 'I AGREE' and 'I DO NOT AGREE'. The 'I AGREE' button is circled in orange.

#4

You will then be prompted to fill in your Legal Name and Birth Date

Welcome to the New Employee Dashboard!

The new employee dashboard is your home for viewing and accessing everything 321Forms.

The menus listed on the top of the page are designed to display your important information and allow you to quickly navigate to the areas of 321Forms.

Before filling out forms, we need you to enter some basic information about yourself. These standard questions contain the basic identity information about you.

Please enter your name as it appears on your Social Security Card, Social Insurance Card, or a similar legal document.

* First Name:

Jake

If you have a middle initial, this field is **REQUIRED**. If no middle initial, please skip.

Middle Initial:

* Last Name (without suffix):

Test

* Birth Date: (Example: 10/21/1990)

mm/dd/yyyy

Save

*Make sure everything is spelled correctly as this information will auto populate on all your forms

#5

You are now ready to begin filling out your paperwork.
321Forms simplifies the paperwork process for you by asking you a series of questions. Your answers will be used to fill in several forms at once saving you time and eliminating duplicates.

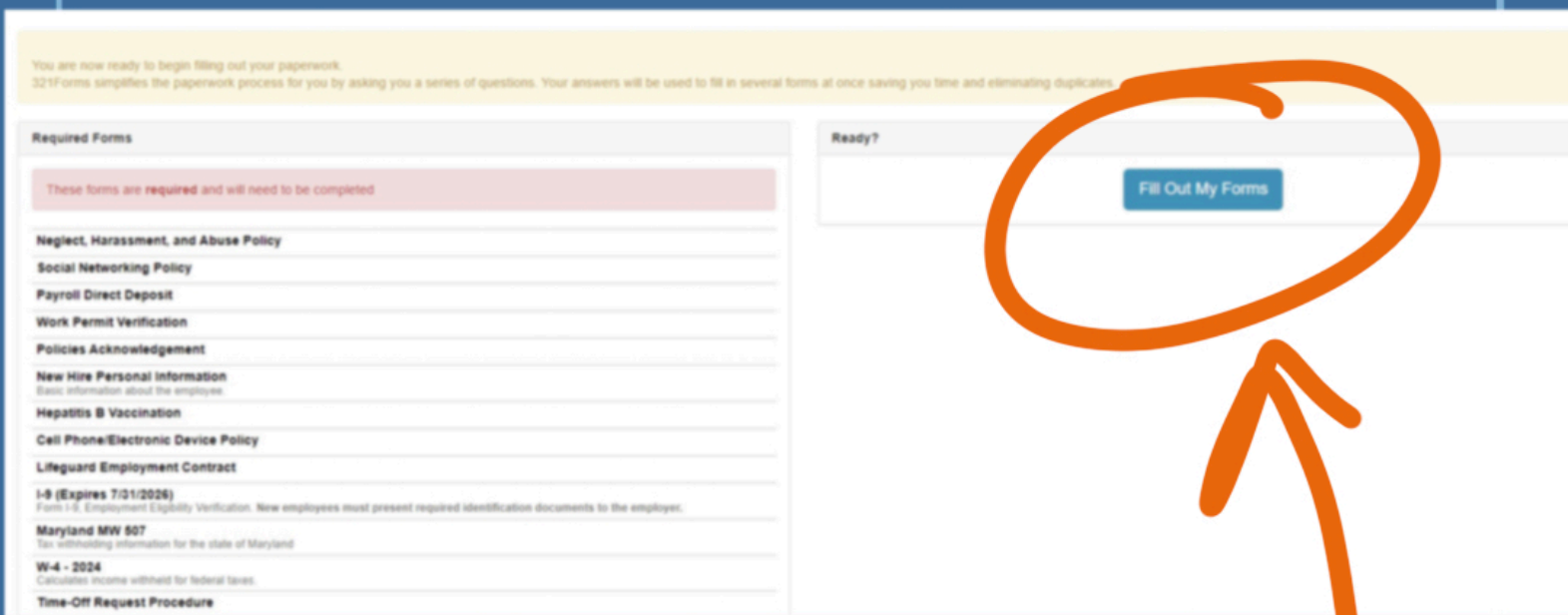
Required Forms

These forms are required and will need to be completed

- Neglect, Harassment, and Abuse Policy
- Social Networking Policy
- Payroll Direct Deposit
- Work Permit Verification
- Policies Acknowledgement
- New Hire Personal Information
Basic information about the employee
- Hepatitis B Vaccination
- Cell Phone/Electronic Device Policy
- Lifeguard Employment Contract
- I-9 (Expires 7/31/2026)
Form I-9, Employment Eligibility Verification. New employees must present required identification documents to the employer.
- Maryland MW 507
Tax withholding information for the state of Maryland
- W-4 - 2024
Calculates income withheld for federal taxes.
- Time-Off Request Procedure

Ready?

[Fill Out My Forms](#)



Click on
“Fill Out My Forms”
to begin

#6

Steps 6 thru 15 will require you to enter more information that will automatically populate on forms for you to review later

The screenshot shows a web browser window with the URL my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm. The page header includes the DRD Pool Management logo and a navigation menu with links: Messages, Tasks, Employee Dashboard, Employee Information, Fill Out Forms, Form History, Help, and Account. Below the header, a progress bar indicates 'You have completed 0% of the questions.' The main content area is titled 'Household Address Information' and includes a note: 'NOTE: P.O. Boxes will not be accepted as a home address per instructions on the I-9.' The form fields are: Household Street Address, Apartment Number, City, County Name (with an example: Davis (please exclude the word 'County' from your answer)), and State abbreviation. At the bottom, there is a search bar and a 'Quick Tips: FAQ' link.

Enter in your current household address including apartment number if applicable

#7

Basic Information

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qj=10

DRD
Pool Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help

Home / Form Questions

You have completed 0% of the questions.

Return to Previous Page of Questions

Please answer the following general questions:

Basic Information

Legal Sex:
☐ Female
☐ Male
☐ Other

Name You Prefer to be called:

* Social security number: (Example: 111223333)

* Please Re-Enter To Confirm
Re-Enter SSN/SIN

Preferred Pronoun(s):
- Select -

Search GO Quick Tip: FAQ

★ It is very important to enter your social security number correctly - please double check that your ssn is correct ★

You will also enter your Legal Sex, Preferred Name, and Pronouns at this time

#8

Work Permit

If you are under 18, you are required to have a work permit

The screenshot shows a web browser window with the URL my.321forms.com/content/employee/index-bootstrap.cfm?question.cfm?pi=1&q=14. The page is titled "DRD Pool Management" and has a navigation bar with links: Messages, Tasks, Employee Dashboard, Employee Information, Fill Out Forms, Form History, Help, and Account. The main content area is titled "Form Questions" and shows a progress bar indicating "You have completed 12% of the questions." Below the progress bar, there is a section titled "Basic Information Continued" with a red background. The first question is "Do you have a valid work permit to work at DRD Pool Management?" with radio button options "Yes" and "No (please see further instructions)". A "Clear my answer" link is next to the "No" option. Below this, there is a section with a red background that says "If you have already received a Control Number, enter it in the box below." and "If you have not, please click on the link to obtain one. You will enter **Type of Business** as: Arts, Entertainment & Recreation". A link is provided: <https://www.dlr.state.md.us/ChildWorkPermit/web/content/Home.aspx>. Below the link, there is a text input field labeled "Control Number:". At the bottom of the form, there is a "Save and Continue" button.

If you brought a Work Permit to your interview, select “Yes”

If not, select “No” and follow the link to create a Work Permit

The employee and a parent/guardian must sign the Work Permit

Be sure to save the signed document once completed; you will need to upload it at the end

#9

I-9 Information

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&q=16

DRD
Pest Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Select Language

Return to Previous Page of Questions You have completed 14% of the questions.

Please answer the following general questions:

I-9 (Employment Eligibility Verification) Information

The next questions are needed to determine your eligibility for employment. If you cannot or choose not to answer a question, please type N/A (not applicable) instead of leaving a box blank.

You can view a copy of the I-9 and List of Acceptable Documents by [clicking here](#)

You can view a copy of the instructions for Form I-9 by [clicking here](#) ★

Please enter all other LAST names used, including maiden name. Please do **NOT** list your current last name:

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status: ?

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States
- ☐ 3. A lawful permanent resident

Search GO Quick Tip: [FAQ](#)

This information is used to verify your identity and legal authorization to work in the United States

★ Please note: 321Forms has included instructions to help with this step

#10

W-4 Tax Information

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qj=64

DRD
Pest Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Return to Previous Page of Questions

You have completed 50% of the questions.

Please answer the following general questions:

W-4 Tax Information (Federal Tax)

Your answers to these questions will determine the amount of federal tax that will be taken out of your paycheck.

You may view a list of [FAQs for the recently revised version of the W-4](#), including explanations of and instructions for the new changes to the form, by [clicking here](#)

You may [view and/or print](#) a copy of the entire W-4 form, including the Deductions Worksheet and the Multiple Jobs Worksheet, which will assist you in determining your answers, by [clicking here](#)

If you would like to perform the calculations yourself, you may do so by [clicking here](#) (Answers will not carry over to the form)

If "Yes," you are a Nonresident Alien, please carefully review [Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens](#) before completing this form. Many fields must be filled out differently if you fall in this category.

Are you a Non-Resident Alien (NRA)?

☐ Yes

☐ No

[Clear my answer](#)

Search GO Quick Tips: [FAQ](#)

This information lets your employer know how much money to withhold from your check for **FEDERAL** taxes

★ 321Forms has ★
included 3 resources
to help with this step

#11

MW507 Information

The screenshot shows the 321Forms website interface. At the top, there's a navigation bar with links like Messages, Tasks, Employee Dashboard, Employee Information, Fill Out Forms, Form History, Help, and Account. Below this, a progress bar indicates that 100% of the questions have been completed. The main section is titled "Maryland Withholding Information" and includes a link to view a copy of the MW 507 Withholding form. Below this, there are radio button options for "Withholding Rate": Single, Married (surviving spouse or unmarried head of household) Rate, and Married, but withheld at Single Rate. A red "STOP" banner with a warning message is visible, followed by a text input field for "Line 1 - Total number of exemptions you are claiming not to exceed the 1 in Personal Exemption Worksheet on page 2 : Exemptions". At the bottom, there's a search bar and a "GO" button.

This information lets your employer know how much money to withhold from your check for STATE taxes

★ 321Forms has included the option to view a blank form to assist you

#12

Emergency Contact

my.321forms.com/content/employee/index-bootstrap.cfm?question.cfm?pi=1&q=91

DRD Pool Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Return to Previous Page of Questions

You have completed 82% of the questions.

Please answer the following general questions:

Emergency Contact Information

Please enter the information of a friend or relative that can be reached in case of an emergency.

Name of Emergency Contact:

Relationship:

Primary Phone Number: (Example: 801-555-1234)

Save and Continue

Search GO Quick Tip: FAQ

Please provide a point
of contact for DRD in
case of emergencies

#13

Payment

New Tab x 321Forms - Form Questions x I:\WPDOCS\Employee Hire Do: x +

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&qj=94

DRD
Pool Management

Messages Tasks Employee Dashboard Employee Information Fill Out

Home / Form Questions

You have completed 60% of the questions.

Return to Previous Page of Questions

Please answer the following general questions:

Company - Payment Options

The following questions will assist you in determining your preferred method of payment.

* How would you like to receive your paycheck?

☐ Direct Deposit

☐ Printed Check (NOTE: Direct Deposit is recommended by DRD Pool Management. If you select Printed Check, you acknowledge that the printed check will be subject to USPS delivery and be received after pay day.)

Save and Continue

refero Search GO Quick Tips: FAQ

“Pay Day” is on every other Friday (bi-weekly)

Printed checks will be mailed out on “pay-day”

#14

Payment: Direct Deposit

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=1&q=106

DRD
Pool Management

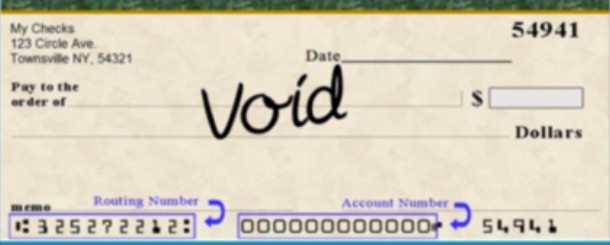
Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

me / Form Questions

Please answer the following general questions:

Company - Direct Deposit

The following questions will allow you to allocate your payroll into your bank account.
If directed to do so by your employer, please remember to bring a voided check or savings deposit slip with you to your first day at work. You may find information such as the account number and routing number in the following locations on your check:



memo Routing Number Account Number
3 2527222 000000000000 54944

Type of Account:
☐ Checking
☐ Savings

Clear my answer

Routing/Transit Number:

Account Number:

Search GO Quick Tip: FAQ

Be sure to enter your
correct banking
information to get paid


If you selected "Printed
Check" you will skip this step

#15

Hepatitis B Vaccine

New Tab x 321Forms - Form Questions x IOWPOCS/Employee Hire Do x +

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=18&qi=106

 Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

Form Questions

Select Language

You have completed 90% of the questions.

Return to Previous Page of Questions

Please answer the following general questions:

DRD Pool Management - Hepatitis B Vaccination

The following question will assist you in completing a Hepatitis B Vaccination form.

Instructions:
Complete the Employee Information below. Determine whether or not you wish to receive the vaccine at no charge. Information on the vaccination is provided on the website of Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/hepatitis/hbv/>. Then, check either the "Acceptance" or "Declination" section below and submit.

Hepatitis B Vaccination Acceptance - I understand that due to my occupational exposure to blood or other potentially infectious material (OPIM), I may be at risk of acquiring hepatitis B virus (HBV) infection. I acknowledge that I have been provided information on the hepatitis B vaccine (link is found above), including information on its effectiveness, safety, method of administration, and the benefits of being vaccinated. I have been given the opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself. I understand that I am responsible for scheduling an appointment at any Patient First medical facility (<https://www.patientfirst.com/>) and keeping my appointments to receive the hepatitis B vaccine in accordance with the recommended series (three vaccination series: second vaccine one month after first vaccine, and third vaccine within five months of second vaccine).

Hepatitis B Vaccination Declination - I understand that due to my occupational exposure to blood or other potentially infectious material (OPIM), I may be at risk of acquiring hepatitis B virus (HBV) infection. I acknowledge that I have been provided information on the hepatitis B vaccine (link is found above), including information on its effectiveness, safety, method of administration, and the benefits of being vaccinated. I have been given the opportunity to be vaccinated with the hepatitis B vaccine at no charge to myself. However, I decline the hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B. If in the future I continue to have occupational exposure to blood or OPIM and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

* Please select one of the following options:

☐ I Accept the Hepatitis B Vaccination

☐ I Decline the Hepatitis B Vaccination

Clear my answer

Save and Continue

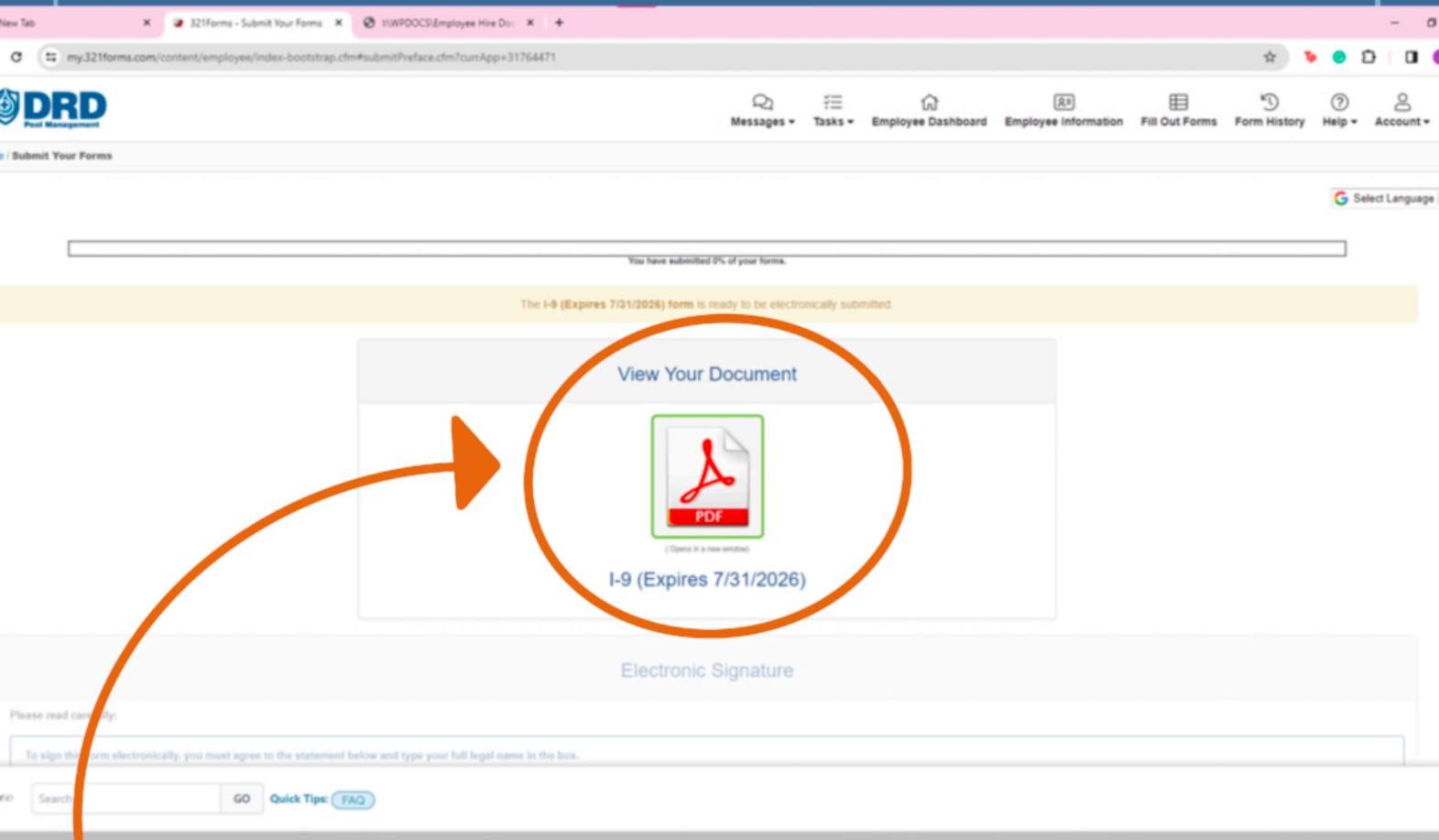
Search GO Quick Tips: FAQ

Read over all information
in the red box and
select your choice

#16

Review and Sign

Now that you have entered all
your information, you must
review and electronically sign
all 14 documents



Click here to view
the document

#17

After you review each form,
you'll need to sign them

Click "Submit" when done

Then confirm if everything looks good;
if not, you can redo that information later

#18

Repeat steps
16 and 17 for
all 14 forms

#19

If you skipped any forms, you will be prompted to redo them

my.321forms.com/content/employee/index-bootstrap.cfm#submitPreface.cfm

DRD
Pool Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History Help Account

home / Submit Your Forms

Select Language

You have successfully submitted or viewed your forms!

Skipped Forms

Below is a list of forms that you chose not to submit. Please select all of the forms to which you would like to make adjustments.

New Hire Personal Information
Basic information about the employee.

REQUIRED

Continue

You will then need to review and sign them

my.321forms.com/content/employee/index-bootstrap.cfm#question.cfm?pi=2&qi=1

DRD
Pool Management

Messages Tasks Employee Dashboard Employee Information Fill Out Forms Form History

home / Form Questions

You have completed 100% of the questions.
Return to Previous Page

Almost Finished!
The final step is for you to view, sign and submit your paperwork. Click on the "View & Sign Documents" button below to sign each document.

New Hire Personal Information

View & Sign Documents

#20

This page means you are
done filling out your forms!

The screenshot shows the DRD Pool Management website interface. At the top, there's a navigation bar with the DRD logo and various menu items like Messages, Tasks, Employee Dashboard, Employee Information, Fill Out Forms, Form History, Help, and Account. Below the navigation bar, a green banner indicates "You have successfully submitted or viewed your forms!". The main content area is divided into two sections: "Uploads" and "Company Flyers". The "Uploads" section has a table with columns "Name" and "Action". It lists several items for upload, each with an "add file" button. The "Company Flyers" section has a table with columns "Name (click name for details)" and "Description". It lists two flyers: "01 - Lifeguard Reference Manual" and "02 - Lifeguard Referral Bonus Program 2024". To the right of the "Uploads" section is a "Past Forms" table with columns "Name (click name for details)", "Submitted", and "Status". It lists various forms submitted on Tuesday, January 16, 2024, with their submission times and statuses (Approved, Received).

Name	Submitted	Status
Tuesday, January 16, 2024		
Neglect, Harassment, and Abuse Policy	1:21:00 PM EST	Approved
Social Networking Policy	1:21:00 PM EST	Approved
Payroll Direct Deposit	1:20:00 PM EST	Approved
Work Permit Verification	1:20:00 PM EST	Received
Policies Acknowledgement	1:24:00 PM EST	Approved
Hepatitis B Vaccination	1:25:00 PM EST	Approved
Cell Phone/Electronic Device Policy	1:21:00 PM EST	Approved
Lifeguard Employment Contract	1:25:00 PM EST	Approved
I-9 (Expires 7/31/2026)	1:18:00 PM EST	Received
Maryland MW 507	1:19:00 PM EST	Received
W-4 - 2024	1:19:00 PM EST	Received
Time-Off Request Procedure	1:22:00 PM EST	Approved
Time Clock Information	1:25:00 PM EST	Approved
New Hire Personal Information	1:28:00 PM EST	Approved

If the DRD Office needs any updated documentation, you can upload them here

******Make sure all documents are current (unexpired)

If you created a Work Permit on step #8
you need to upload a signed copy here

Still need help?

Call the DRD Office
at

(410) 785-7665