

Onboarding Checklist

Brazil

This checklist contains tasks to be completed during your onboarding period. Check the instructions of each stage in our [Onboarding Site](#) to ensure a smooth onboarding experience!

Pre-Onboarding Tasks - Checklist you must complete before your Start Date

- Complete your Workday onboarding tasks up to 24 hours after receiving it.
(See the "Workday Onboarding" tab for more details)
- Fill out the Benefits Forms (sent by DocuSign).
(See the "Workday Onboarding" tab for more details)
- Attend the Hiring Medical Exam Appointment (will be sent in your personal email, soon.)

1st Day Onboarding Tasks - Checklist you must complete on your First Day

- Log into your laptop on your start date – Do not attempt to log in before
(See the *Equipment Setup Instructions* for more details)
- Attend New Hire Orientation (NHO) on your first day
(See the *"Day One at WEX" tab for more Instructions*)

Contact gtaonboarding@wexinc.com if you have any questions!