

# DIVAS3

## ONBOARDING CHECKLIST

(Please note – all submissions should be through the cast portal. No emails please!)

- Fill out New Hire Contact Form
  - Submit short bio (50-100 words)
  - Submit Headshot (please be sure this is a high resolution copy! No screenshots)
  
- Fill out and submit onboarding paperwork for Payroll
  - (Please Note: Once this step is completed you will receive an email from the Payroll Provider to set up your online profile. Please continue to check your spam mail over the next few weeks to receive this information.)
  
- Submit Measurements Form
  
- Upload Id & Travel Documents
  - Passport
  - License (Drivers license if applicable)
  - Vaccination card (if applicable)

**(PLEASE MAKE SURE ALL DOCUMENTS ARE LABBELED PROPERLY BEFORE UPLOADING)**