NEOGOV Onboard Portal
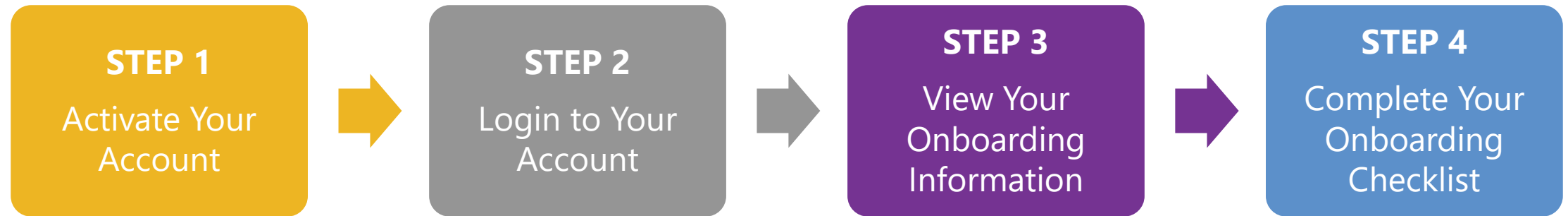## New Employee Instruction Guide

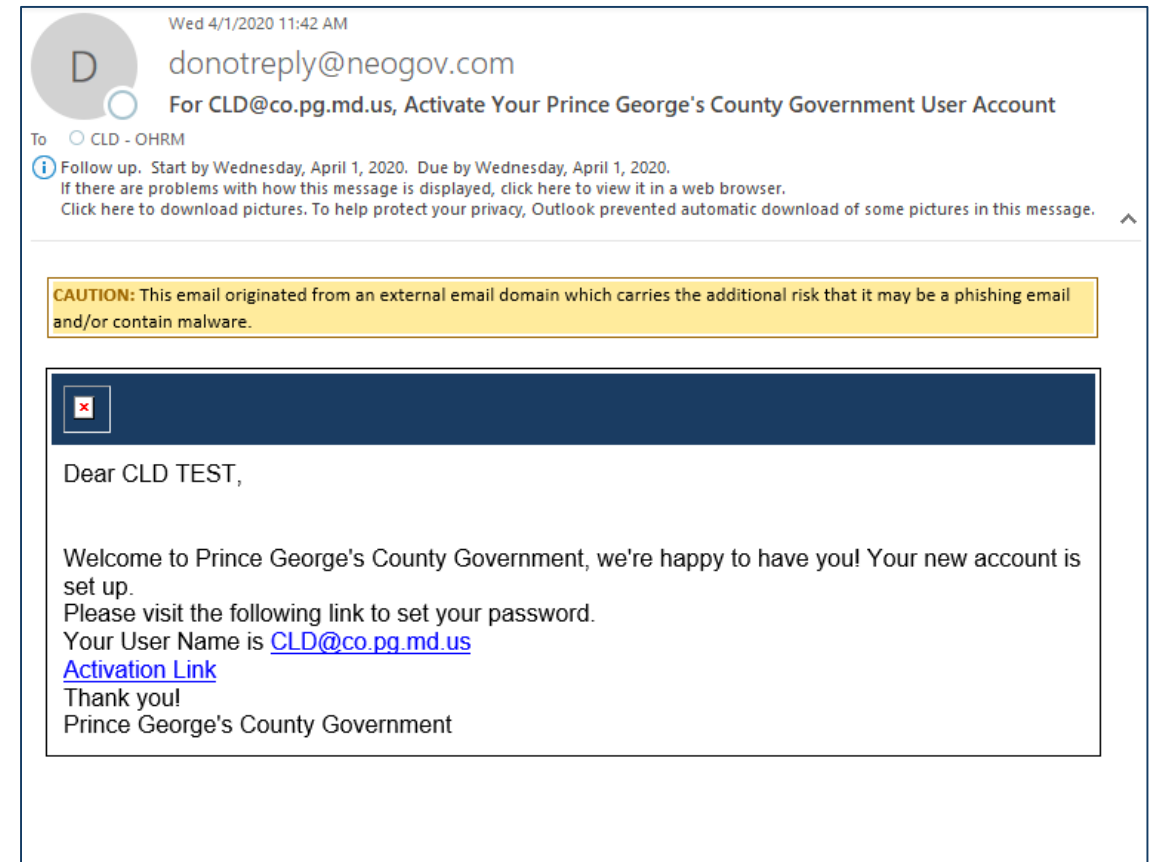FY 2020

NEOGOV Onboard Portal

- System that Prince George's County Government uses to collect information from new employees.

- NEOGOV Onboard provides useful information about virtual orientation session, orientation resources, a checklist of forms to complete, and helpful links and contact information for you to reference.

- New employees receive NEOGOV access two (2) working days before orientation

Using Your NEOGOV Account

STEP 1
Activate Your Account

STEP 2
Login to Your Account

STEP 3
View Your Onboarding Information

STEP 4
Complete Your Onboarding Checklist

STEP 1 | Activate Your Account

- New employees will receive an activation email from **donotreply@neogov.com** to setup their NEOGOV Onboard account

- The email will be sent the employee's personal email address

- The employee must click activation link to set their password

- After setting a password, the employee can access their NEOGOV account

Wed 4/1/2020 11:42 AM

donotreply@neogov.com

For CLD@co.pg.md.us, Activate Your Prince George's County Government User Account

To   ◯ CLD - OHRM

ⓘ Follow up. Start by Wednesday, April 1, 2020. Due by Wednesday, April 1, 2020.
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.

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Dear CLD TEST,

Welcome to Prince George's County Government, we're happy to have you! Your new account is set up.
Please visit the following link to set your password.
Your User Name is CLD@co.pg.md.us
Activation Link
Thank you!
Prince George's County Government

STEP 2 | Login To Your Account

- The NEOGOV Onboard Portal can be accessed online at https://login.neogov.com

- Use the email address and password you set for your account to login
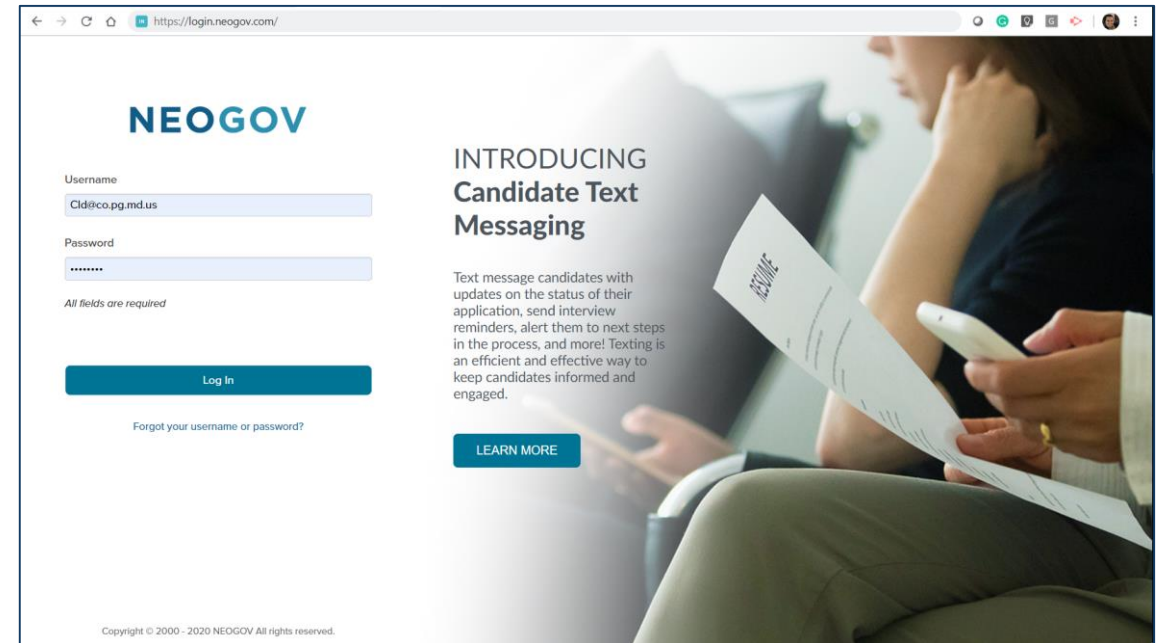
STEP 3 | View Your Onboarding Information

Onboarding Portal Widgets provide information about:

- Orientation
- Prince George's County Government
- Health Benefits
- Deferred Compensation Retirement Benefits
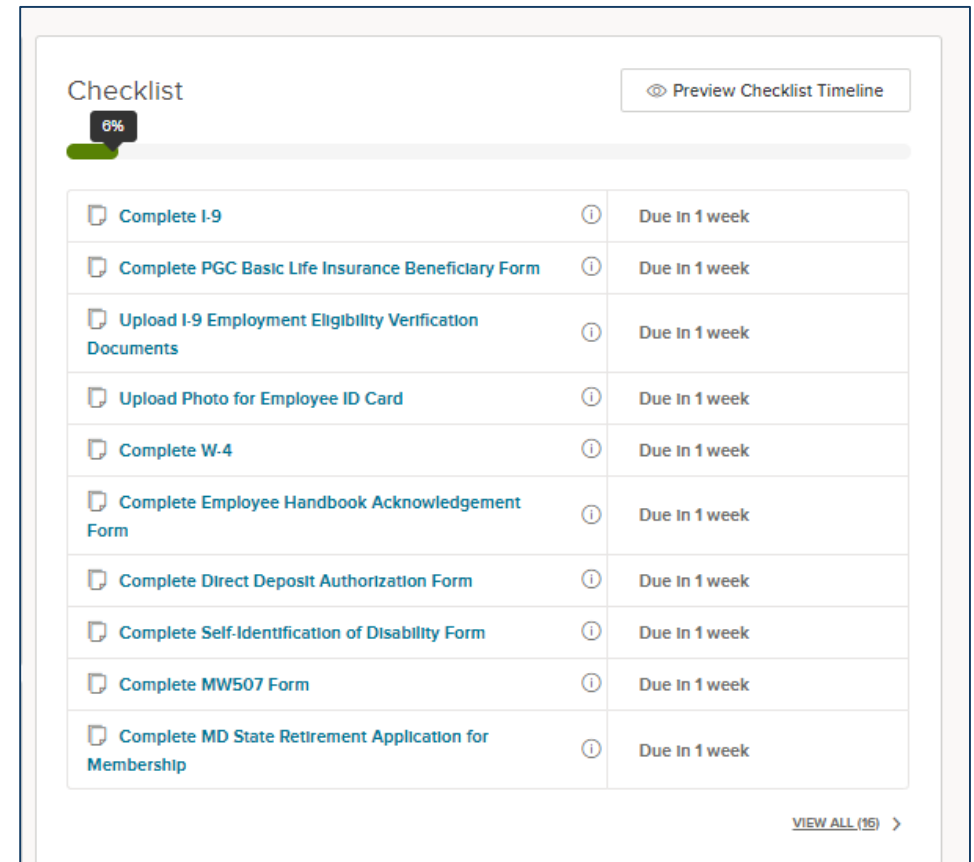- Pension Benefits
- Contact Information

STEP 4 | Complete Your Onboarding Checklist

- Checklist is an interactive function on employee onboarding portal for new hires to provide required and optional onboarding information through the portal

- **Online Forms:** Includes required forms (tax forms, direct deposit, etc.)

- **Document Upload:** Employees can also upload I-9 documents and photos for County Employee ID Cards

- Click on form link in the checklist to submit information

- Required forms must be completed within two (2) days of start date

Checklist   6%   👁 Preview Checklist Timeline

📄 Complete I-9	ⓘ	Due in 1 week
📄 Complete PGC Basic Life Insurance Beneficiary Form	ⓘ	Due in 1 week
📄 Upload I-9 Employment Eligibility Verification Documents	ⓘ	Due in 1 week
📄 Upload Photo for Employee ID Card	ⓘ	Due in 1 week
📄 Complete W-4	ⓘ	Due in 1 week
📄 Complete Employee Handbook Acknowledgement Form	ⓘ	Due in 1 week
📄 Complete Direct Deposit Authorization Form	ⓘ	Due in 1 week
📄 Complete Self-Identification of Disability Form	ⓘ	Due in 1 week
📄 Complete MW507 Form	ⓘ	Due in 1 week
📄 Complete MD State Retirement Application for Membership	ⓘ	Due in 1 week

VIEW ALL (16) ›

Questions?

Please contact the OHRM Center for Learning and Development team. The CLD team will respond within 48 business hours.

Email
CLD@co.pg.md.us