

E-Verify

Coach starts document from Coach webpage on Candelen website



Document is emailed to participant to sign and verify status
Triggered by coach and site emails are not empty
Email Subject: E-Verify
Email Body: Your Quality First Coach is requesting that you complete the E-Verify Form as a part of your Quality First enrollment. Once you have completed the document, a copy will be sent to you for your records.

Participant completes form and uploads a copy of their Company Confirmation Page



A copy of the documents are emailed to participant and coach
Triggered by all required fields are not empty
Email Attachment: Company Confirmation and PDF E-Verify Form
Email Subject: E-Verify Form Submitted
Email Body: An E-Verify Form has been completed by {fields.577FBEFA-DE00-0000-000021F6:Site_Name}. A copy of the completed document and company confirmation page is attached to this email.



Additional Bots

Pre-fill coach drop down from OneDrive "Coaching Roster"

Assign name to attachment "YYYYMMDD Site ID Company Confirmation"

Assign name to Slate "YYYYMMDD Site# E Verify"