

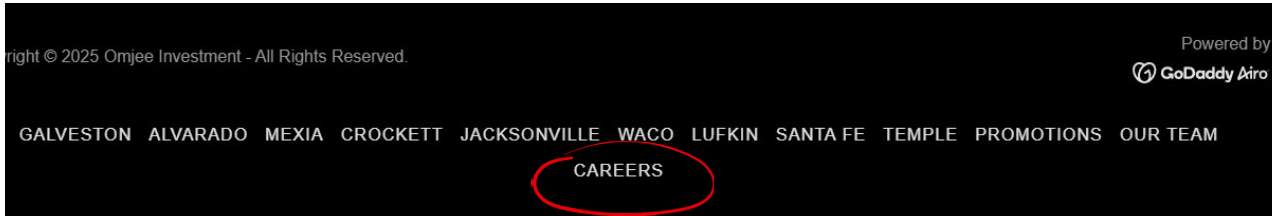
How to Submit Documents

Step 1:

Go to: <https://omjeeinvestment.com/>

Step 2:

Scroll all the way down to the bottom of the page and click "careers"



Step 3:

Click on "employee handbook"

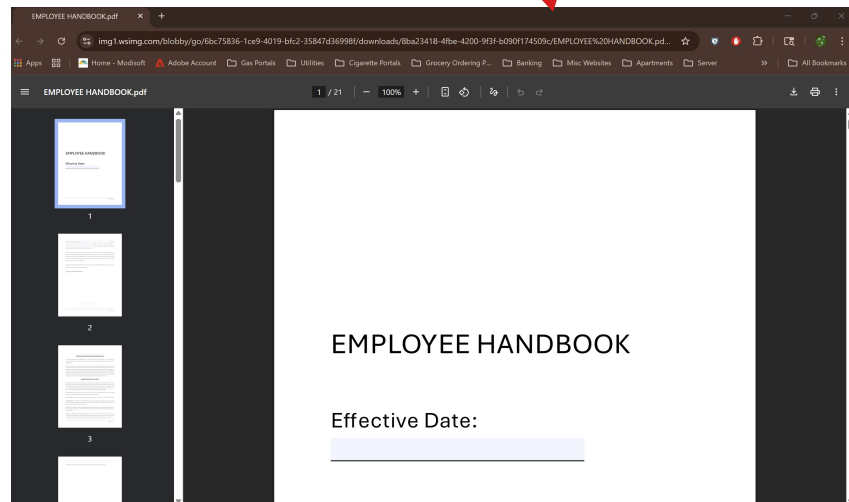
This will open another tab where you can fill out this form.

EMPLOYEE DOCUMENTS

Download employee handbook here. Type in the blank spaces and initial the bottom of every page.

EMPLOYEE HANDBOOK (pdf)

Download



Step 4:

Type in the grey boxes to fill in information.

Congratulations and welcome to Ocean, located at 12345 which is owned and operated by Ocean. You have joined a company that takes pride in its employees. We are glad to have you on our team.

Type your initials at the bottom of every page that has the grey box

INITIAL

Step 5:
To sign the very last page, type your name in the grey box. Have the store manager do the same.

21 / 21 | 100% | [Icons]

to me either in the Employee Handbook or elsewhere. I understand I must follow all Company's policies and procedures as well as those prescribed by the TABC and other state and federal laws governing my employment activities. I have read and understand the Company's Responsible Alcohol Beverage Service Policy."

"I understand that my signature below indicates that I have received a copy of the COMPANY'S Employee Handbook and that I have read and understood its contents."

Employee's Printed Name	Position
Employee	
Employee's Signature	Date
Employee	
Manager's Printed Name	Position
Manager	
Manager's Signature	Date
Manager	

21 | Page

Step 6:
Download the finished form by clicking the arrow at the top right corner.

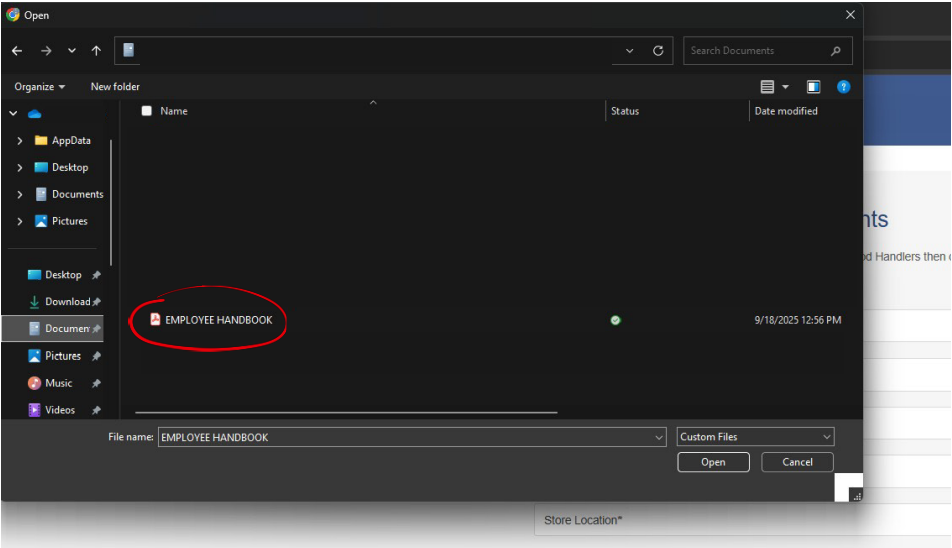


Step 7:
Go back to the website under the "submit documents" section. Fill your information in the boxes then click "attach documents"

Store Location*
Store name

Attach Document(s)

A window will pop up where you can select your document and click "open"



Repeat this step for each document needed: TABC, Foodhandlers, Employee handbook, then click "submit"