

Let's get you prepped!

Onboarding Checklist

These are the steps you will need to take to get from the time we choose to bring you on board, to the moment you're ready for a route on your own.



First Advantage Profile

The first and most important thing to finish is your online profile with First Advantage. Once this has been submitted, we can start your onboarding!



Drug Test and Medical Card

Once your profile has been submitted and reviewed by our team, you will get an email from First Advantage for a drug test. Please wait until you also get a billing authorization for your medical card before proceeding to the testing site.



Pre-Class Safety Training

Before our classroom training and on-route practice, you need to complete your Pre-Class Safety Training. You will find this via your internet browser at GroundCloud.io.

For access, you will need a Username and Password provided by our team.



In-Class Safety Training

After you've completed your pre-class training, we will schedule you for your in-class training and final exam.

This will make you eligible to start your on-road training.



On-Road Training and Driving Test

Your driving training will consist of both practicing in an empty truck and driving with a qualified observer on a live route.

Once you've completed your live route observation, you'll be ready to go on route by yourself!

Apps and Links you will need

-Please use this form to take notes of passwords provided by our team-

FedEx ID and Password

[Mybizaccount.fedex.com](https://mybizaccount.fedex.com)

You will receive these credentials once your background check and paperwork are processed. You will be sent an email with your assigned FedEx ID and a link to setup your password.

These credentials will be used for your FedEx driver dashboard, and to log onto your scanner.

FedEx ID: _____

Password: _____

Intuit Workforce Login (Payroll)

[Workforce.intuit.com](https://workforce.intuit.com)

You will receive an email from our team during the onboarding process to set up your direct deposit, tax withholding, and personal information. This is also where you can retrieve W2's at the end of the year.

User ID: _____

Password: _____

GroundCloud

[Groundcloud.io](https://groundcloud.io)

GroundCloud credentials are used for our onboarding training, scheduling, and with the GroundCloud app we use for routing.

These credentials will be provided by a member of our team.

Username: _____

Password: _____

GroupMe

web.groupme.com/signin

We use the GroupMe app, available on both iOS and Android, for our team communication. It is important that you have access to the app or website from your personal device so that you receive important, team related updates and information.

Phone Number: _____

Password: _____

Procedures, Applications, and Links are subject to change.