1. Sign into your Workday Candidate Profile. [Click here]

2. Click on the blue cloud in the upper right-hand corner. Select “View Profile.”
3. Click on the action under “My Applications”
   - The 🔄 icon indicates that an action item requires your attention.

4. Click on “📝 Review Offer Letter” under “Your Tasks.”
5. Click “eSign by DocuSign.”

6. Select “I agree” and click “Continue.”
7. Click “Start.”

8. Click “Sign.”
9. Confirm your name, initials, and signature. Click “Adopt And Sign.”

10. After completing all applicable signatures, click “Finish.”
11. Click “Done” to complete this task.