



Quick Start Guide

Brighter People. Brighter Business.

Quick Start Guide

Welcome to FlareHR!

This manual has been designed as a quick 'How To' guide to get you up and running using Flare. There are many features and functions that are available in Flare that we have not mentioned in this guide.

Instead, we encourage you to take a look around and get familiar with all that Flare has to offer!

The following topics are covered in this guide

Quick Start Guide

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If you need further support, please contact your HR or Payroll Manager.

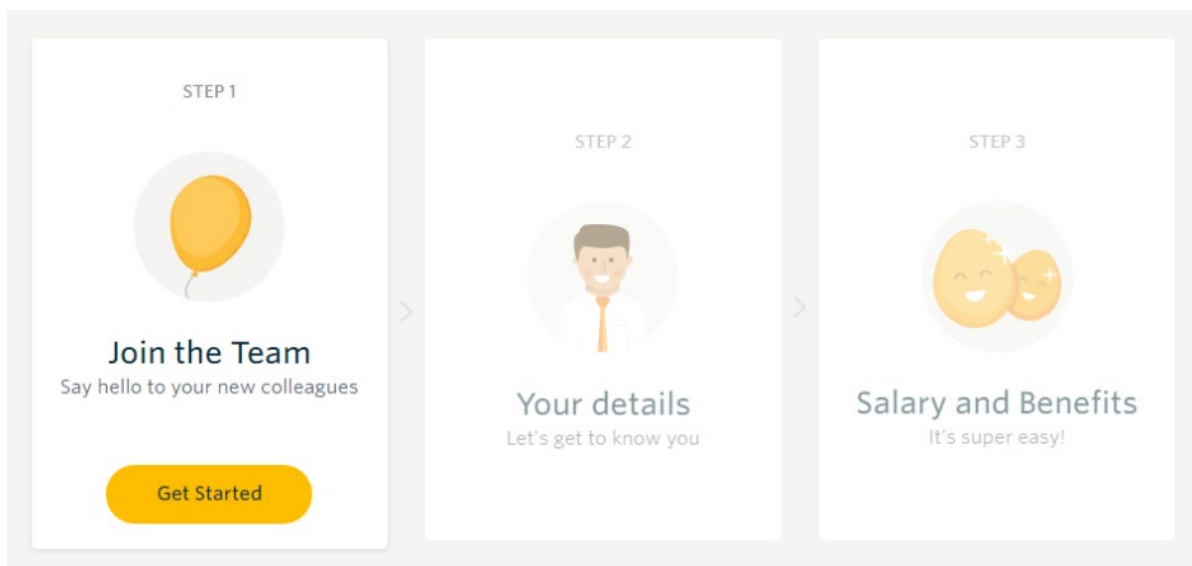
Employee Quick Start Guide

'How to' - Active your Flare Account

You will receive a Welcome Email from Flare containing your login details which will contain your Username and temporary password. When you first login you will be prompted to change your password, which should contain:

- At least 6 characters
- At least 1 number
- At least 1 lower case (a-z)
- At least 1 upper case (A-Z)
- At least 1 special character (i.e !, @, #, \$)

The first screen of the onboarding process shows you an overview of the stages you need to complete. You don't need to complete all the onboarding steps in one go - you can stop at any time and come back later and continue where you left off.



Once you start you will see a quick explanation of the onboarding process, click **Continue** to move to the next step once you have finished reading.

Introduction to onboarding

Welcome to our Company.

Flare HR is our HR and Benefits platform. Everyone likes to be paid, right? Well if you'd like to be paid, you need to ensure you complete every step below - with the right information. The onboarding process will take you between 10 to 20 minutes.

If you get stuck along the way or run out of time you can come back to complete at any stage, just login to your account and pick up where you left off.

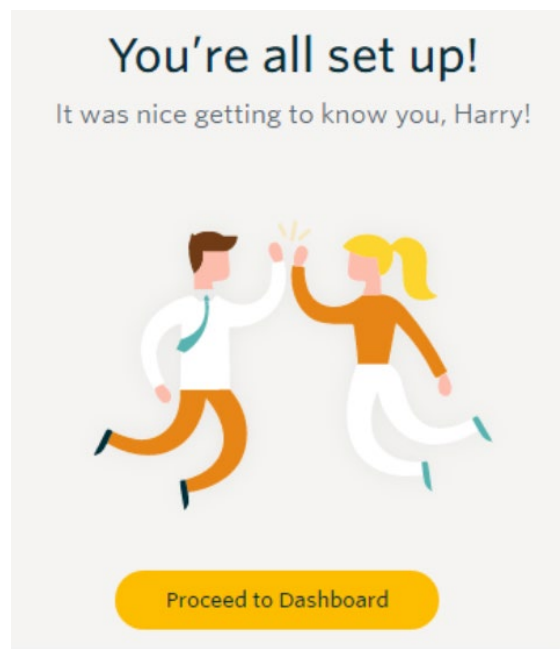
Back

✓ STEP COMPLETED

Continue

You will then be asked to simply follow the prompts to verify information such as your contact details, Tax file number (TFN), Bank account details, emergency contacts as well as reviewing the company policies and select your super fund.

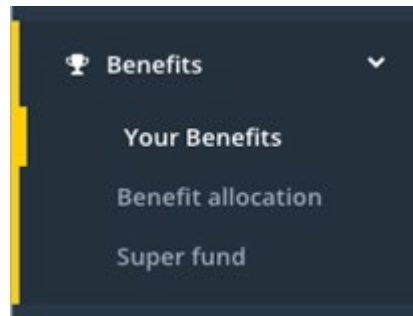
Once you've double checked everything and click **'I'm done'**, you're all done and awaiting approval. Once you're approved you will be ready to proceed to your Dashboard!



'How to' - View Employee Benefits

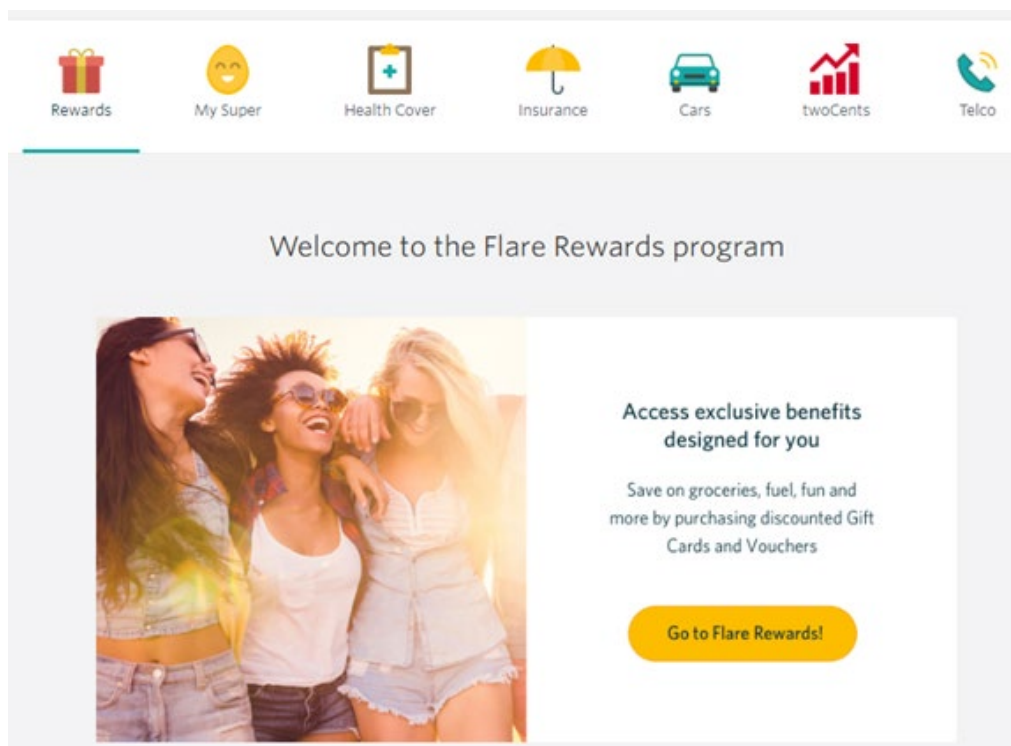
We thought you'd ask!

Head over to the Benefits menu item on the left-hand panel and select the Your Benefits option (or you simply click on the Flare logo on the top of the page for quick access).



You will be taken to the Flare Benefits page, there is more here than just discounts so take a look around.

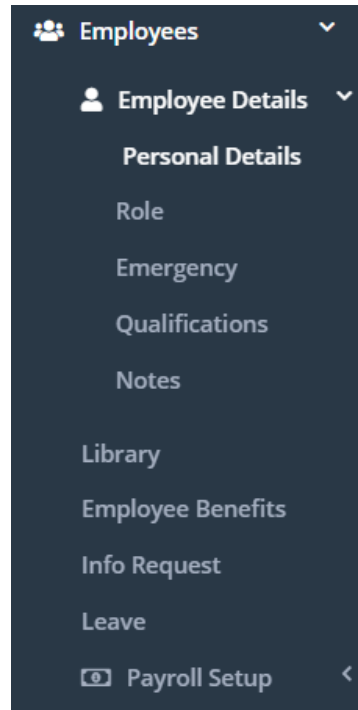
Once you are in you will have access to rewards, financial literature and much much more.



'How to' - Update your Personal Details

Keep your personal details up to date with Flare!

If your personal details such as home address, marital status or phone numbers change once you have onboarded through Flare, you are able to update these by navigating to **Employees > Employee Details > Personal Details**



Make sure that you save your details by selecting Save at the top right hand corner.