FORGE

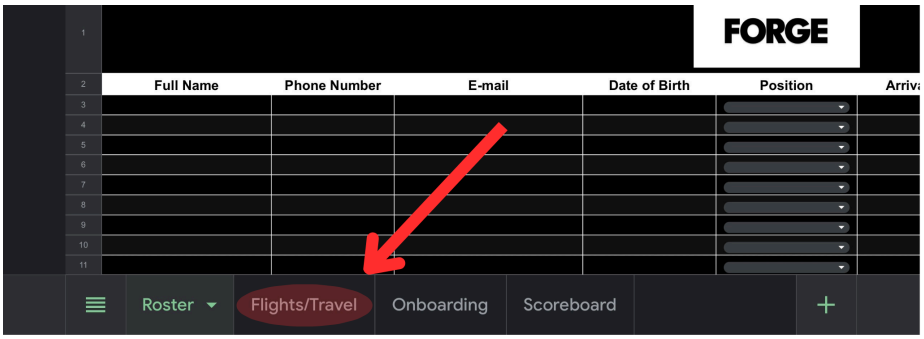
NEW REP ONBOARDING – CHECKLIST : FRONTIER

1. Fill Out Roster tab of Blitz Sheet

- The blitz sheet link will have been sent to you directly
- Use your ***full* legal name**
- Make sure to fill out ALL info on the Roster tab
    - i. Blitz manager - The one person running the blitz
    - ii. Vet - An experienced salesman with 100+ installed deals
    - iii. Rookie - A salesman with less than 100 installed deals
- Direct manager - Your direct recruiter

2. Fill Out Flights/Travel tab

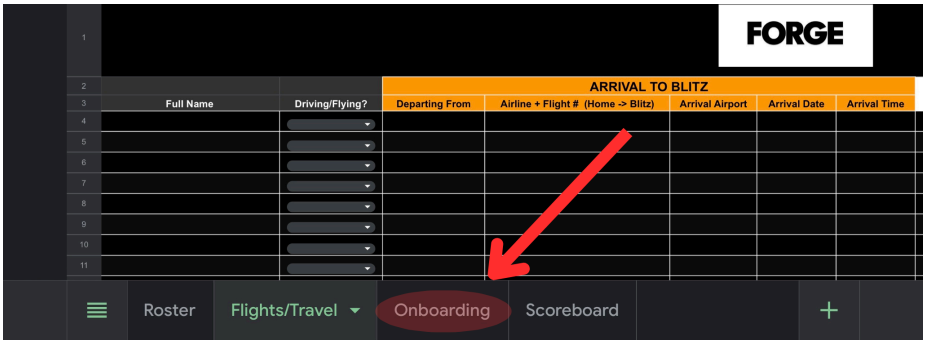
- Go to the **FLIGHTS/TRAVEL** tab at the bottom of the Google Sheets page



- Put in *all* info for the flight you purchased for the blitz
    - i. If you are driving, fill everything out but you can *ignore* columns D, E, I, and J

3. Fill Out Forge Onboarding Form

- Go to the **ONBOARDING** tab at the bottom of the Google Sheets page



Link *here* and hyper-linked in the column named *'Forge Onboarding Form Completed'* (click the blue text at the top of the column)

- Use your **legal name** and fill out the form
- **Check off the "Forge Onboarding Form Completed" box on your blitz sheet!**

4. Join Company Slack Channels

- Install the ***Slack*** app
- Link *here* and hyper-linked in the column named *'Slack Accessed'* (click the blue text at the top of the column)
- You will automatically be added to the company-wide communication channels. Your direct manager will add you to your assigned blitz channels
- Make sure notifications are **ON**
- **Check off the "Slack Accessed" box on your blitz sheet!**

5. Fill Out Frontier Partner Onboarding Form

- The form is hyper-linked in the column named *'Frontier Onboarding Form Completed'* (click the blue text at the top of the column)
- Include **your headshot**
- Double-check your information and submit (if you do not have a driver's license use a passport)
- **Check off the "Frontier Onboarding Form Completed" box off on your blitz sheet!**

6. Sign Background Check Agreement

- This will be sent to you in an email soon after you fill out the *BS Onboarding Form*
- Once signed…
- **Check off the "Background Check Completed" box on your blitz sheet!**

7. Log Into Frontier Partner Portal

- Within 24-48 hours of filling out the background check agreement, you will receive another email from *Frontier Communications* with a temporary login password.

- Once you receive this, log-in using your email as the userID and the temporary password.
- **Check the “Frontier Portal Log-in” box off on your roster sheet!**

8. Log Into SalesRabbit

- Download the ***SalesRabbit*** app
- You should have received an email from *SalesRabbit* with a login link.
- Click the link and create your own password.
- **Check the “SalesRabbit Log-in” box off on your roster sheet!**

9. Notify your Direct Manager

- After all the above steps are completed, notify your direct manager that they are done
- **Your direct manager will review your onboarding and check off “Cleared to knock” once approved!**

CONGRATULATIONS

Once all of this is done, you are fully onboarded and ready to go.