Welcome

beyond
commission

nations
lending

Welcome to Nations Lending! We are thrilled to have you join our team and embark on this exciting journey together. At Nations Lending, we believe in fostering a culture of collaboration, growth, and success. Your arrival brings a new dynamic to our team, and we are eager to see the positive impact your skills and expertise will have on our collective goals. Together, we are poised to achieve great things and make a lasting impact in the industry.

As we welcome you to Nations Lending, we are not just focused on the transactions or commissions but on building a relationship that goes beyond the numbers. We are committed to providing you with support, resources, and opportunities for personal and professional growth. Your success is our success, and we are dedicated to helping you thrive in your role and reach your full potential within our organization. We can't wait to work with you and begin providing you with value that extends far beyond just financial rewards. Welcome aboard, and let's create something extraordinary together at Nations Lending!

nations lending

Hiring Overview

Welcome to the Team!

As part of your onboarding process, you will receive several important communications via email. Please ensure you regularly check your inbox, including your junk/spam folders, for these emails. Here's a breakdown of what to expect:

Page 1: A guide on how to search for onboarding emails, including the sender's address and key subject lines to look out for.

Page 2: A roadmap outlining each step you need to complete during the onboarding process.

Page 3: A checklist to help you track your progress and ensure you have completed all necessary steps.

Make sure to use the subject lines provided to easily find the relevant emails in your inbox. We're here to support you every step of the way!

TOTAL NUMBER OF EMAILS FROM:

Step 1:
Offer Letter Sent/Signed

1 email from Docusign - **From: DocuSign System**
Subject line : Complete with Docusign: Nations Lending (your name) - Offer Letter

1 Email From DocuSign

Step 2:
Workday & Background Check

1 email from HR - **From: HR@nationslending.com**
Subject Line: Nations Lending/Workday Sign Up/ Background Check

1 background check email with link from Credential Check - **From: info@credentialcheck.com**
Subject Line : Details to Complete Your Background Check

1 Email From nations lending

1 Email From CREDENTIALCHECK

Step 3:
Workday

2 emails from Workday - **From: nationslending@myworkday.com**
Subject Line: Your Workday account

2 Emails From workday

Step 4:
Employment agreement

1 email from Docusign - **From: Docusign System**
Subject line (agreement): Complete with Docusign: EmpAgr_[date]_ [your name]

1 Email From DocuSign

Step 5:
Email Setup & I-9

2 emails from IT (email inbox credentials) - **From: ITSupport@nationslending.com**

Email 1 **Subject Line: Nations Lending Corp. Protected Message Instructions**

Email 2 **Subject Line: Secure: Welcome to Nations Lending Corp!**

1 email from **BecomHR@nationslending.com for I-9 appointment - Email 1 Subject Line: Welcome to Nations**

3 Email From nations lending

Step 6:
Commission Launch Day

2 emails from Internal Communications - **From: Thomas.Misson@nationslending.com**

Email 1 **Subject Line: Welcome Agent new hires to Nations Lending! - Virtual Commission Launch Day**

Email 2 **Subject Line: Commission Launch Day**

2 Email From nations lending

Effortless Onboarding:
Your Path to Beyond Commission

Roadmap

2 Min.

Step 1: Offer Letter sent/received/signed

- Offer letter sent via DocuSign (Mobile-friendly but recommend use of computer for legibility)
- Complete within 48 hours of receipt
- Receive confirmation and a copy from DocuSign once complete

5 Min.

Step 2: Workday Sign-up Link/Background Check Email sent

- Welcome email from member of the HR Team with instructions for background check and Workday sign-up
- Separate email from Credential Check with link for the background check

25 Min.

Step 3: Ready to Hire Document

- Receive 2 emails: Workday welcome email includes, username, and temporary password
- Complete all steps in Workday using a computer
- Reminder email from Onboarding / HR Team with Workday sign-in link and temporary password

2 Min.

Step 4: Final Employee Agreement Sent

- Agreement sent via DocuSign
- Receive confirmation and copy from DocuSign once completed

2 Min.

Step 5: I-9 Verification & Email Set Up

- Email to schedule I-9 completion (Provide 1 or 2 forms of acceptable ID)
- Complete within 72 hours of your start date to avoid automatic system termination
- Receive 2 emails from IT to your personal email (a few days prior to your start date) to set up your Nations Lending email inbox and Teams access on your computer.
- Receive instructions on accessing secure emails.

Step 6:
Attend Commission Launch Day

Here's a recap of all email communications to expect:

2 emails from HR / 2 emails from Workday / 2 DocuSigns emails (Offer and Agreement), 1 background check email with link from Credential Check / 2 emails from IT (email inbox credentials), 1 welcome email from internal communications, 1 Teams calendar invitation via email to Commission Launch Day, GO!

Checklist to complete

Here's a checklist to keep you on track.

All the below steps must be completed before your scheduled start date.

- Offer letter signed
- Workday sign-up completed
  - Workday welcome email includes username and temporary password
- Workday tasks
  - Review / complete Personal and Contact information
  - Edit Government ID
  - Review / complete Additional Data
  - NMLS account (if applicable)
  - Add Emergency Contacts
  - Review / complete Veteran Status Identification
  - Review / complete Self-identification of Disability
  - Complete Form I-9
  - Complete State and Local Withholding Elections
  - Manage Payment Elections
  - Work Opportunity Tax Credit (WOTC) Questionnaire
  - Review / complete Compliance document
  - Upload photo
- Background check initiated / completed
- Employment Agreement signed
- I-9 Completed

CompenSafe / Compensation

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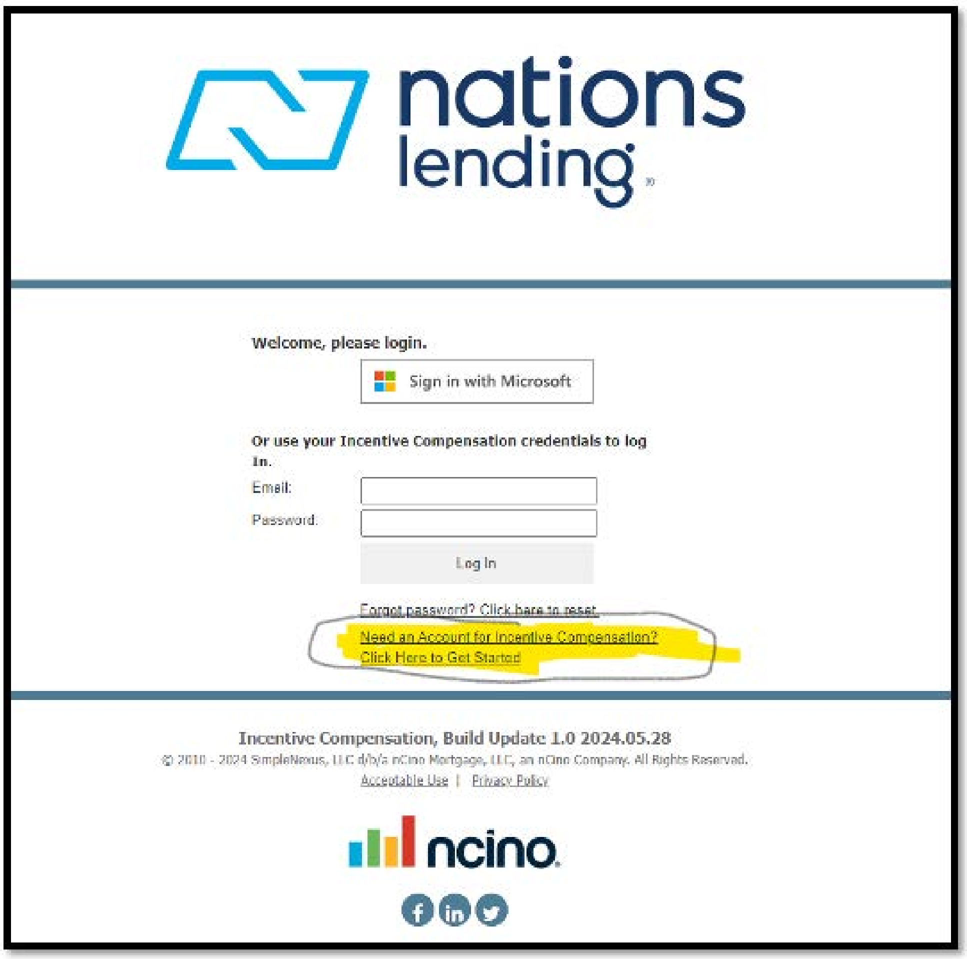
Logging into CompenSafe:

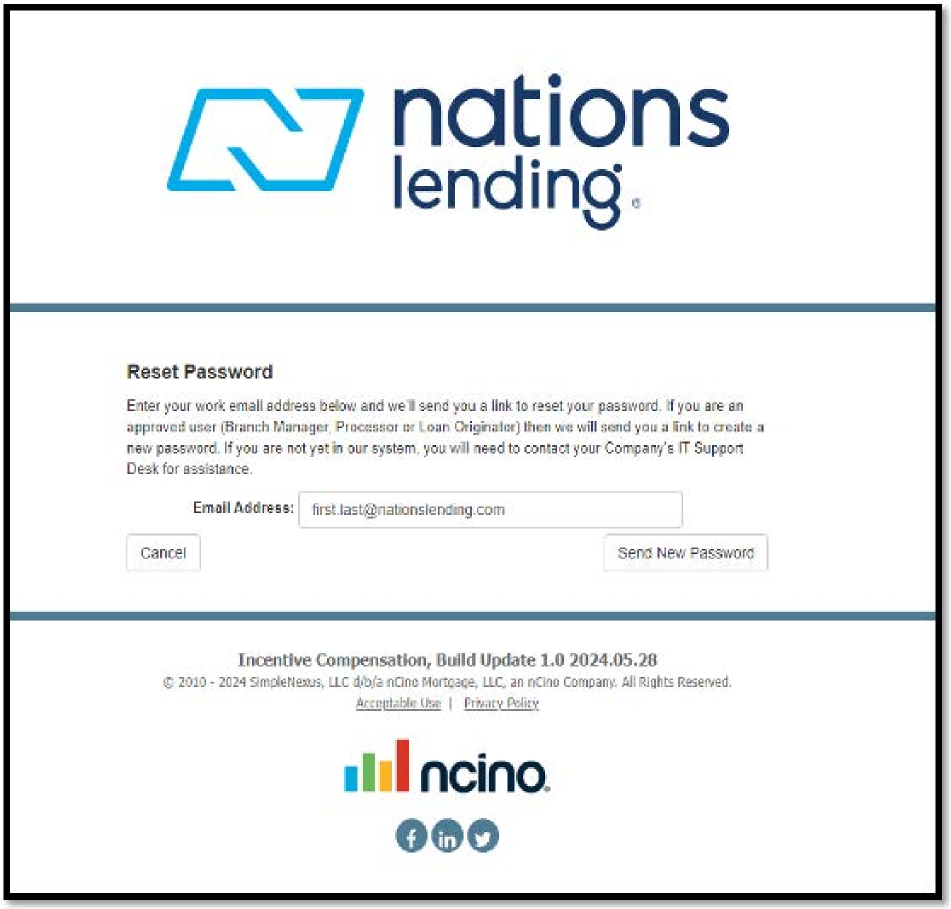
URL to use-
https://nationslendingcorp.compensafe.com/Initial/Login.aspx?ReturnUrl=%2f

Create Username and password by clicking “need an account for incentive compensation? Click Here to get started”



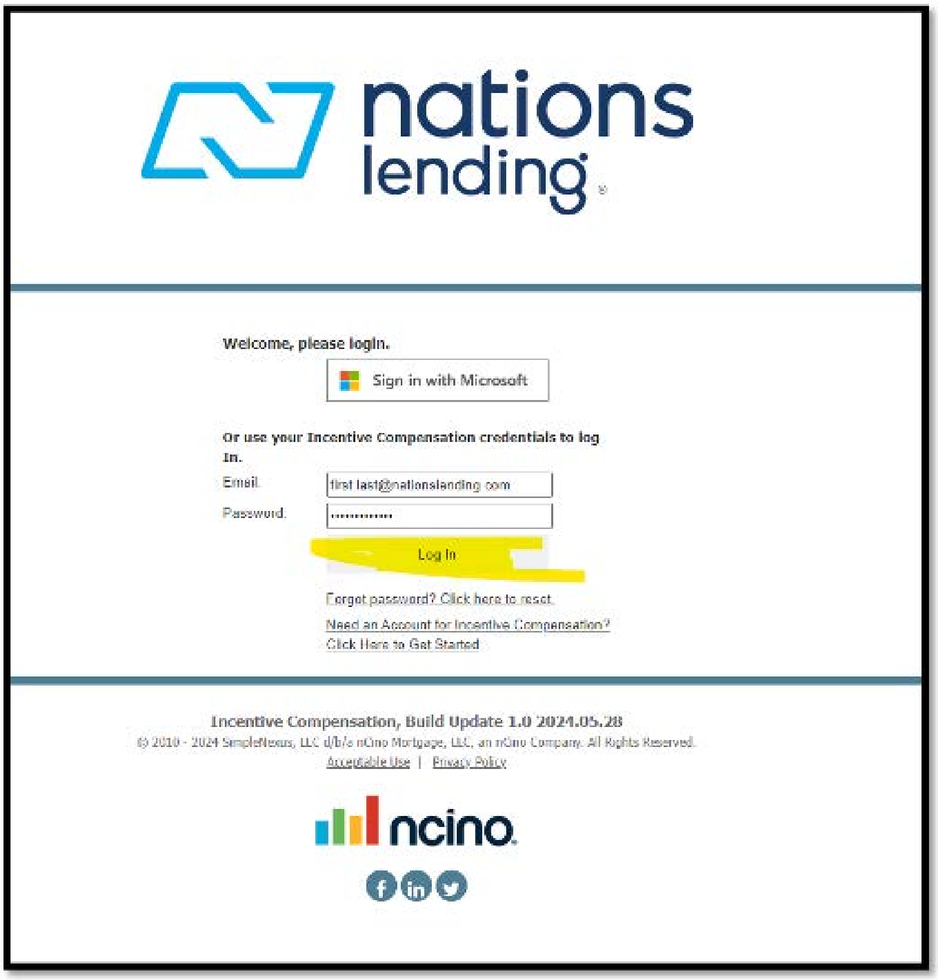
Creating a password for CompenSafe:

1. In the “Email Address” box: Enter your Nations Lending email.
2. This will be your FirstName.LastName@nationslending.com.
3. Click “Send New Password” button.
4. Check your Nations Lending email.
5. Create your password from there.



Logging BACK into CompenSafe after creating your password:

Go back to login page and put in your username and password then Log In.



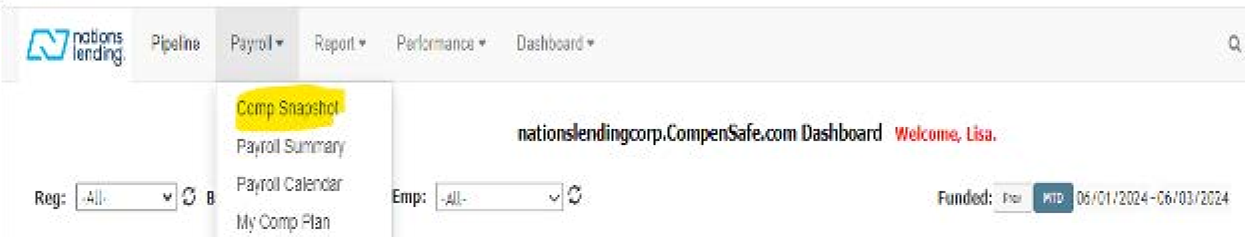
Checking your Comp Plan:

1. Go to payroll drop down and click “My Comp Plan”

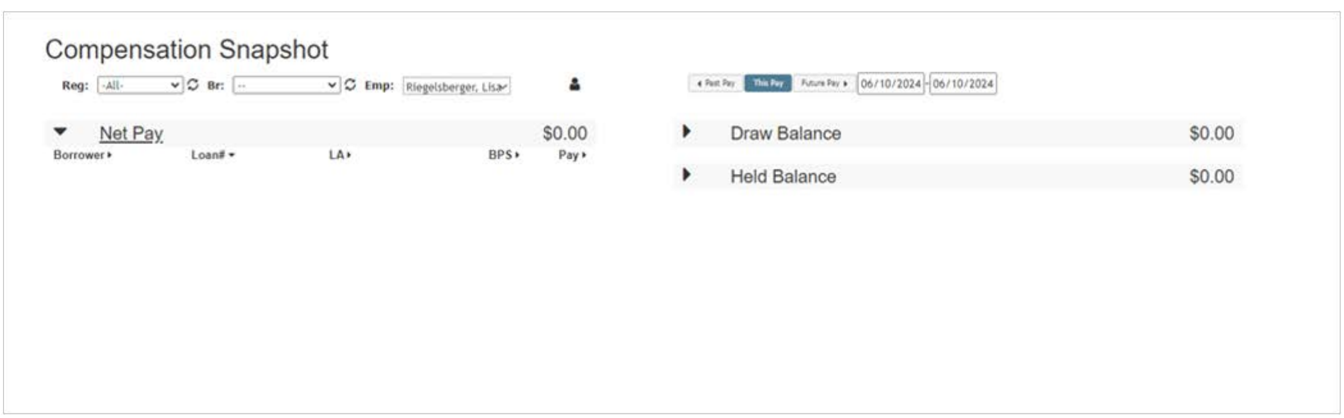
2. You can then view your incentive plan and ensure it matches the agreement you signed at hire.

View Comp Snapshot for payments on loans:

1. Click payroll drop down and then Comp Snapshot.



2. The loans would be listed under Net Pay with the Borrowers name, Loan #, Loan amount, BPS you will receive, and payment.



Workday

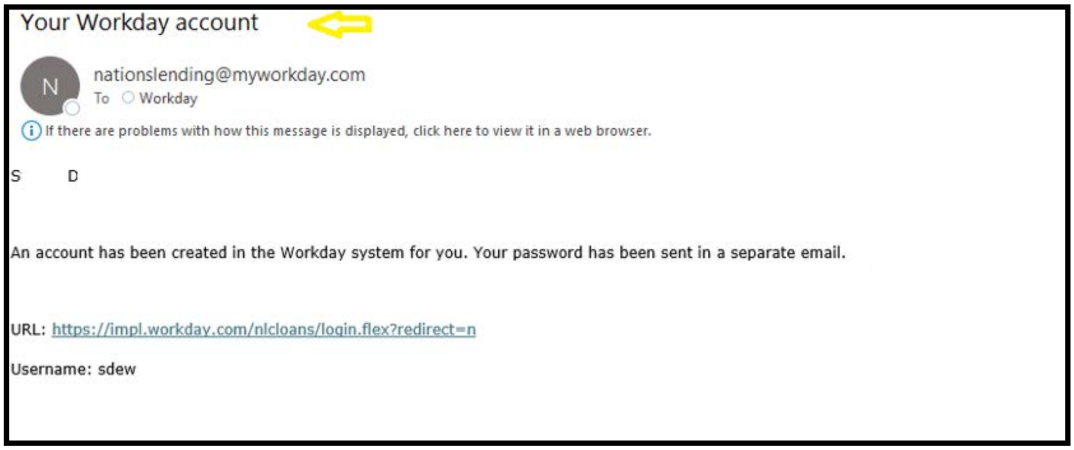
nations lending

beyond commission

Step 1: Retrieve Your Workday Credentials.

Starting on a computer (preferably), retrieve both your username and password. These separate emails were sent to your personal email.

Please save this on your computer.



Your Workday account

nationslending@myworkday.com
To Workday

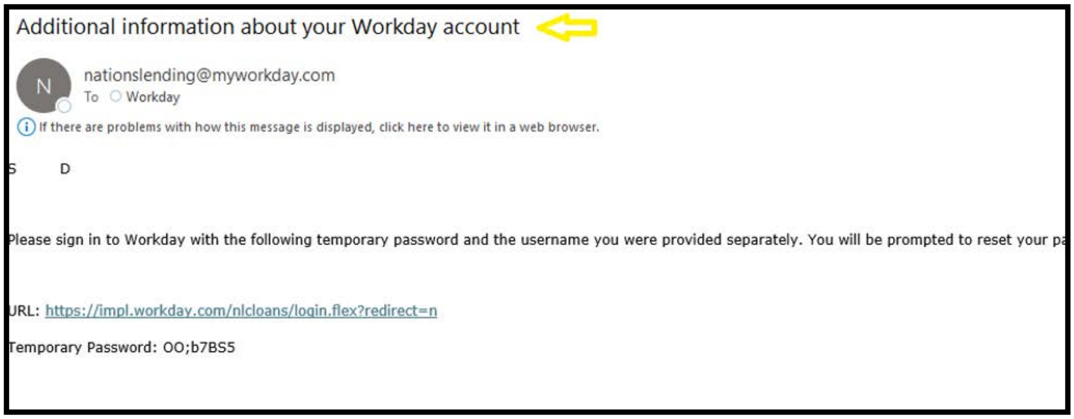
If there are problems with how this message is displayed, click here to view it in a web browser.

S D

An account has been created in the Workday system for you. Your password has been sent in a separate email.

URL: https://impl.workday.com/nlcloans/login.flex?redirect=n

Username: sdew



Additional information about your Workday account

nationslending@myworkday.com
To Workday

If there are problems with how this message is displayed, click here to view it in a web browser.

S D

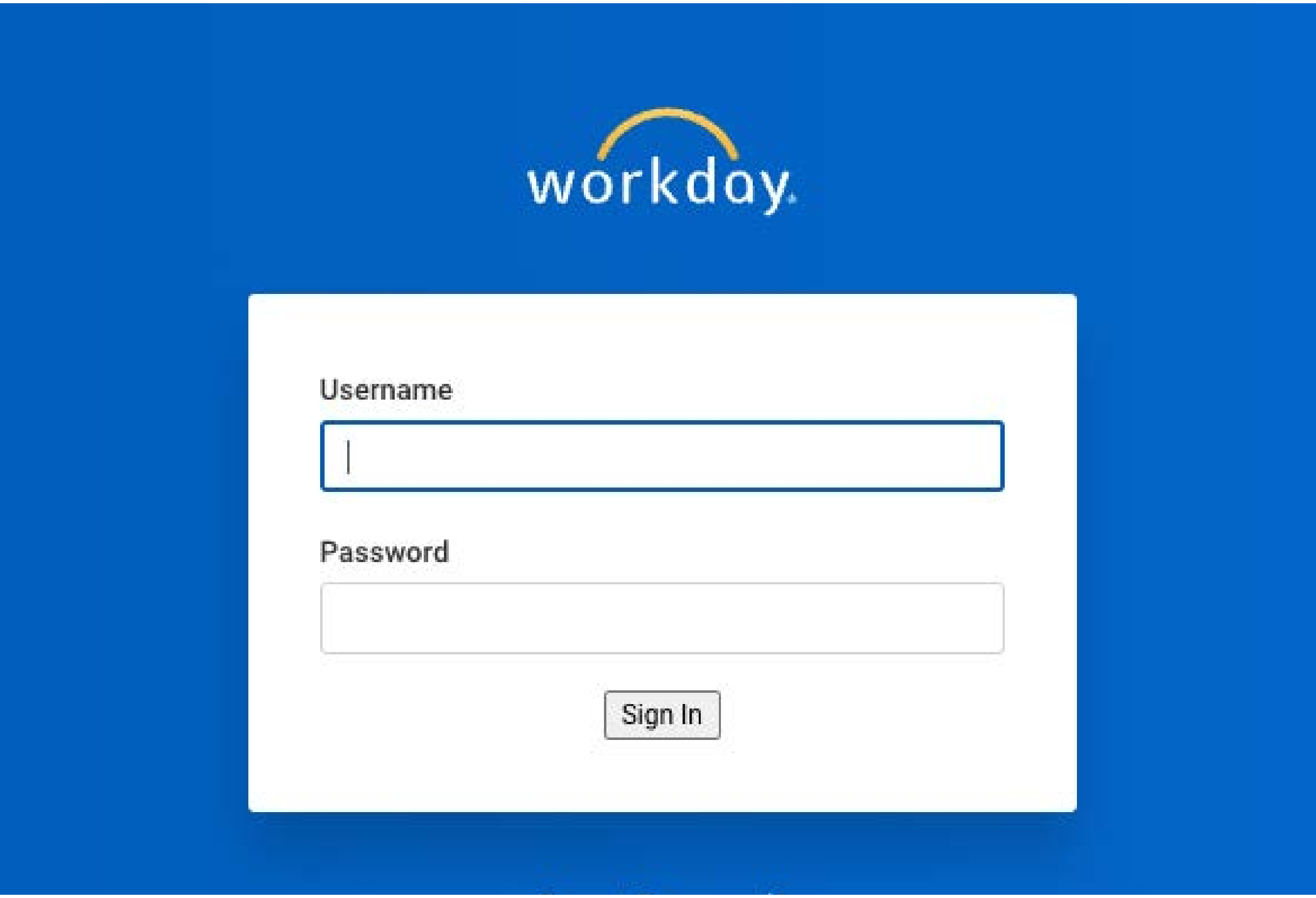
Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your pa

URL: https://impl.workday.com/nlcloans/login.flex?redirect=n

Temporary Password: OO;b7BS5

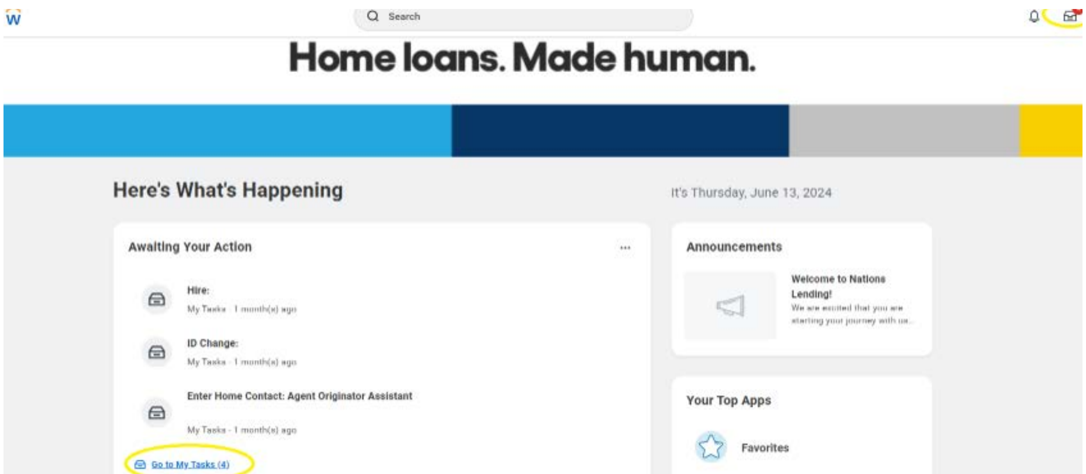
Step 2: Workday Login

On a computer go to the link **www.beyond-commission.com** and insert your login info.



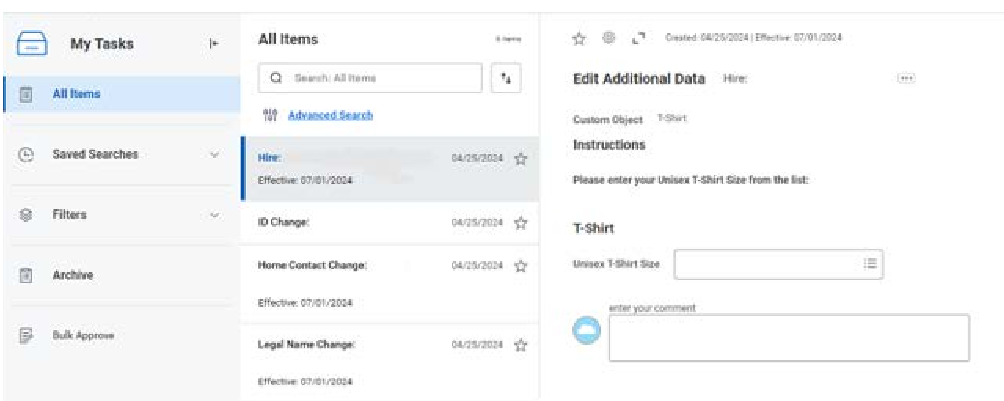
Step 3: Accessing Tasks

Once you have logged in, you will see a tab on the lower left-hand side saying “Go to My Tasks” to complete your outstanding tasks related to your onboarding. Please click this tab.



Step 4: View All Items

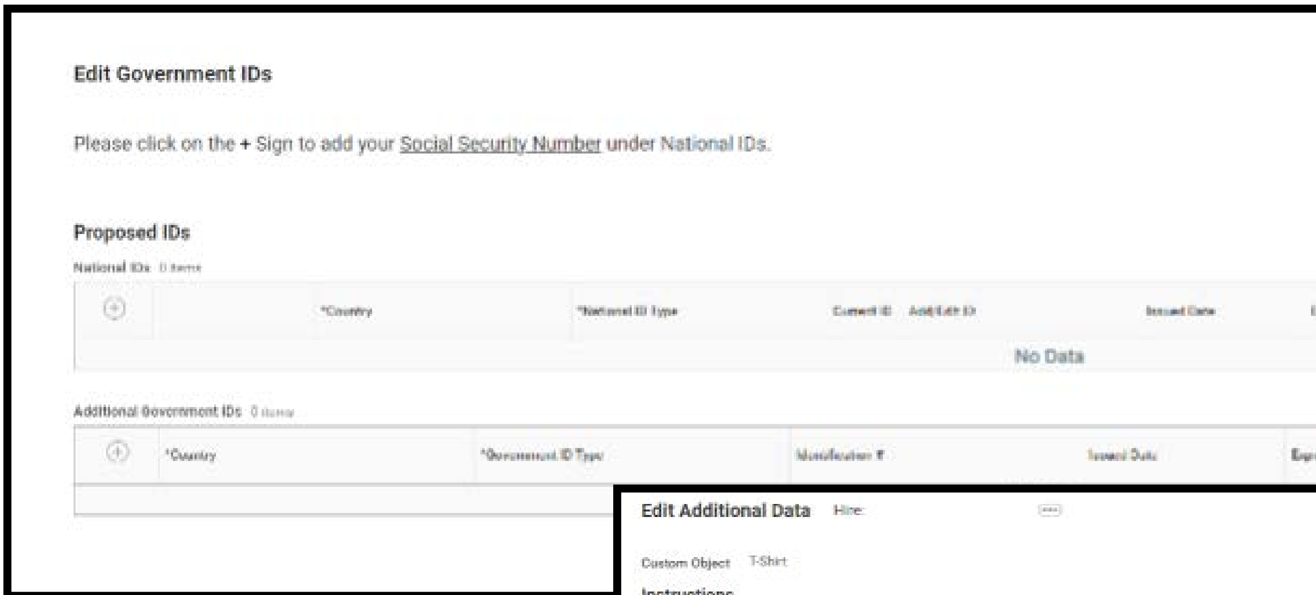
Under the “All Items” tab, you will see your outstanding tasks.



Step 5: ID Change

Click on “ID Change,” then click the plus sign and input the necessary information.

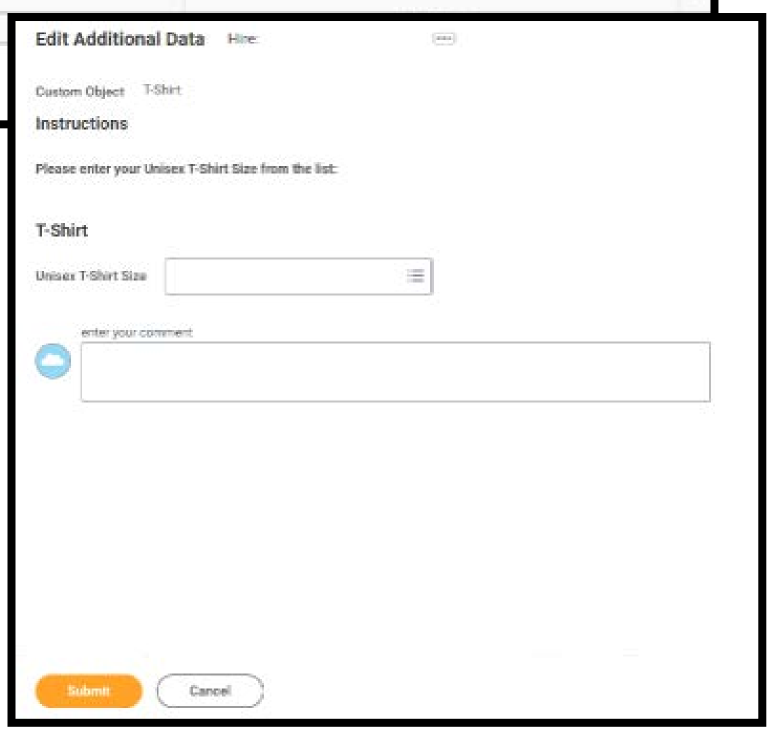
When done, please click “Submit.”



Step 6: T-Shirt Size - Optional

You have the option to provide your T-shirt size. Please select the tab “Hire” and choose your T-shirt size.

When done, please select “Submit.”

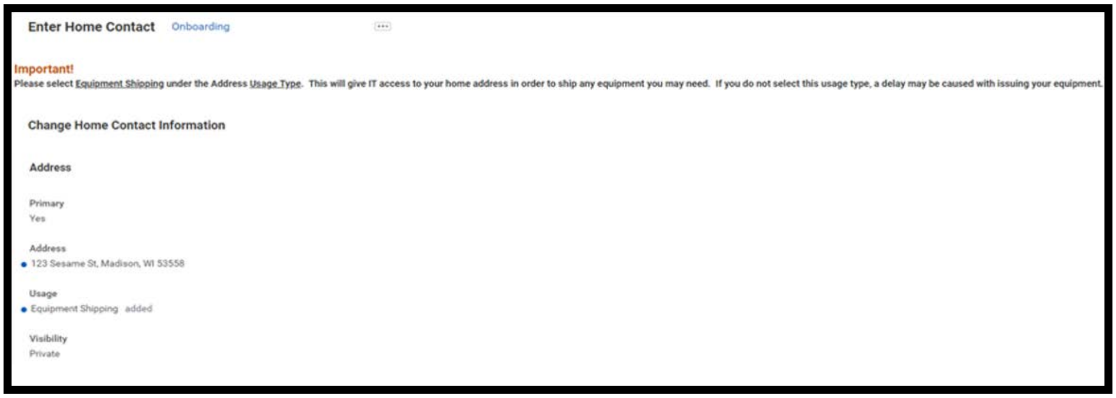


Step 7: Enter Home Contact

Please select the tab “Home Contact Change,” then select and input each of the following lines:

- Enter your address
- Select if this is your primary residence
- Select if this is an address we can use for shipping equipment
- Add your phone number
- Add your email

When done, please click “Submit.”

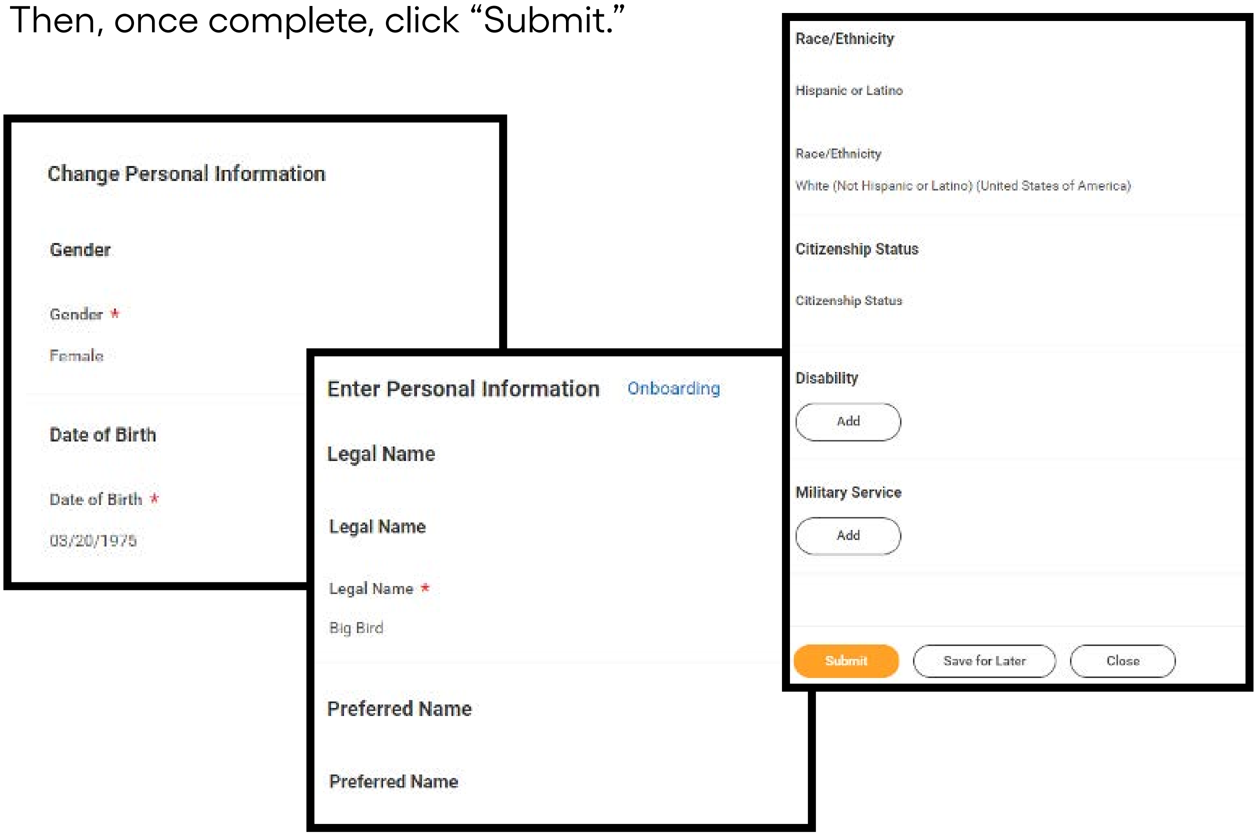


Step 8: Enter Personal Information

Please select the tab “Enter Personal Information” and add each of the below pieces of information:

- Gender
- Date of Birth
- Marital Status
- Legal Name
- Preferred Name
- Race/Ethnicity
- Citizenship Status
- Disability
- Military Status

Then, once complete, click “Submit.”

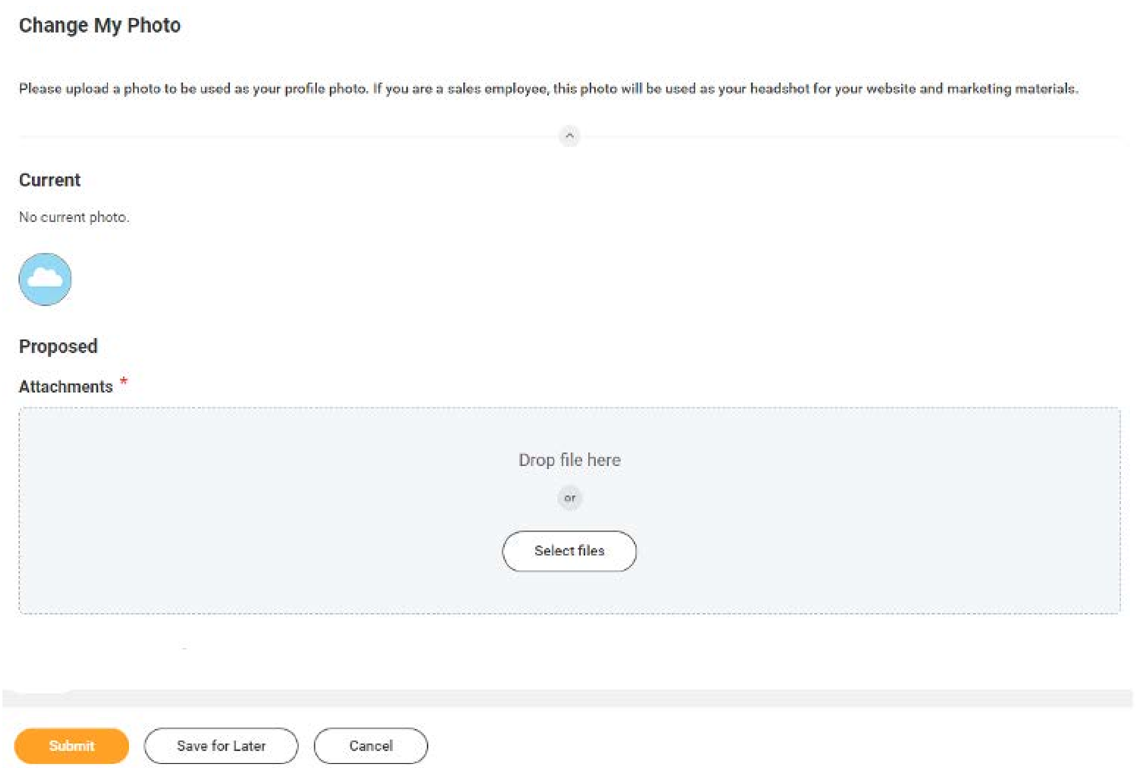


Step 9: Photo Upload / Change
(Optional)

You have the option to upload a headshot if you wish. Please click the tab “Change My Photo,” then click the “Select files” button and upload a PNG or JPEG of your headshot.

(Note: You have the option to save this for later.)

When done, please select “Submit.”



Step 10: Onboarding (Review Documents)

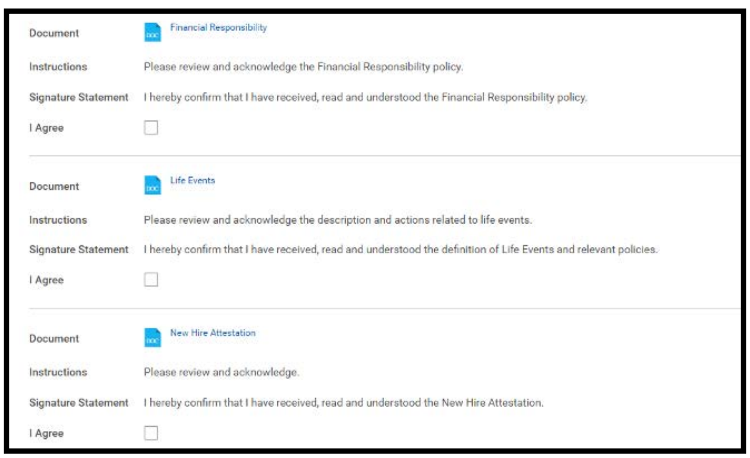
Important: At this point, please refresh your screen. Workday will pre-populate your information in additional fields to save you time as you go forward.

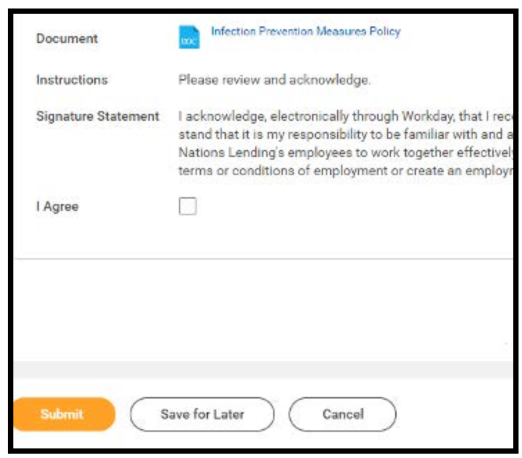
Please click the tab “Onboarding Review Documents.” Review each of the documents linked to our employment policy.

Note: These include policy documents for all employees, so certain items may not apply to you.

Tick the “I agree” box for each item.

When done, please select “Submit.”





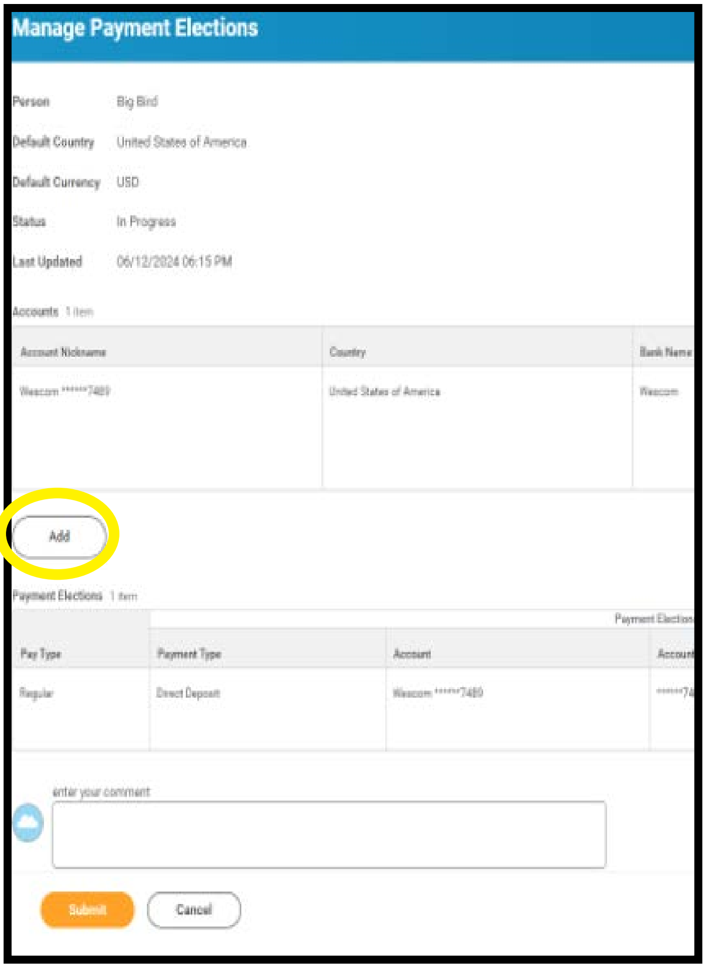
Step 11: Payment Elections

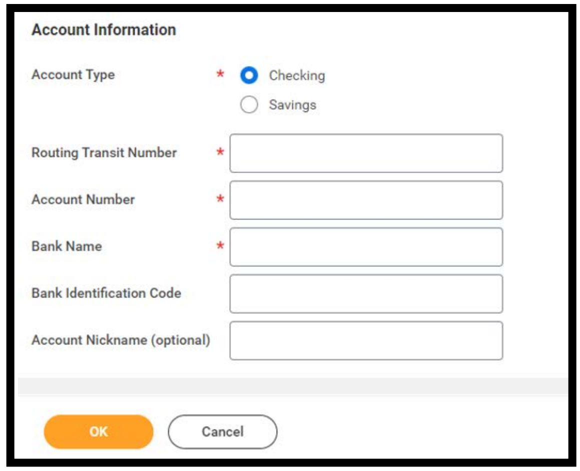
Please click the “Payment Elections” tab.

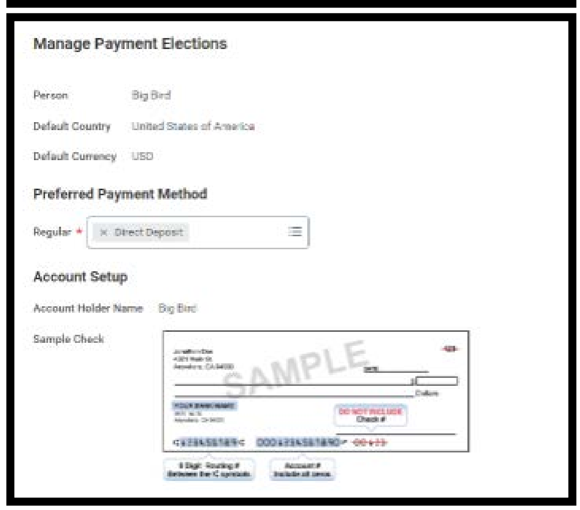
Click the “Add” button to receive additional pop-up windows. In these additional pop-up windows, please select how you would like to be paid.

For Direct Deposit, please input the Checking Account and Routing numbers.

When done, please select “Submit.”



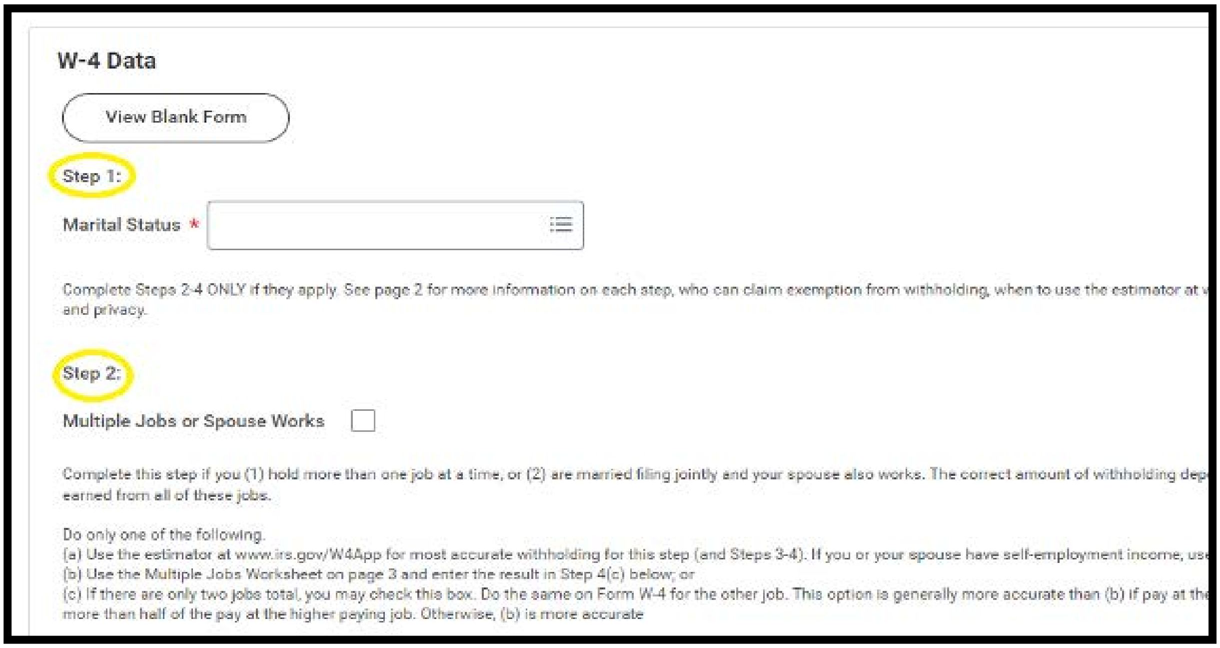




Step 12: Federal Tax Elections

Please select the tab “Federal Tax Elections” and input your details/ preferences for your federal taxes.

When done, please select “Submit.”



W-4 Data

View Blank Form

Step 1:

Marital Status *

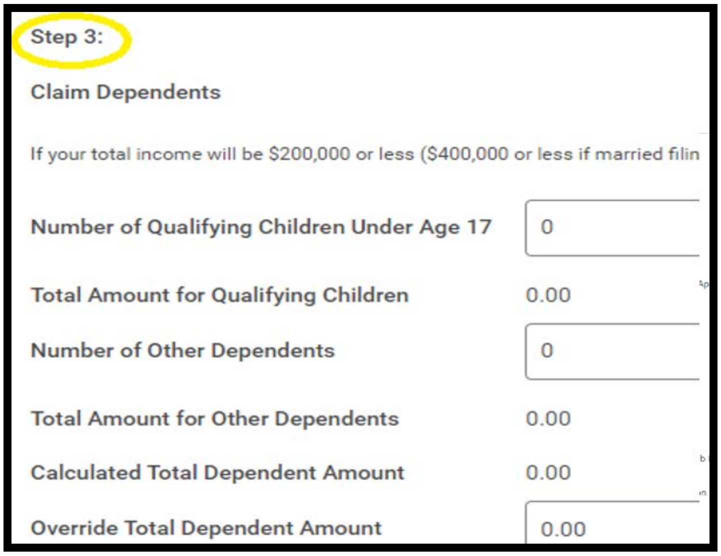
Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at w
and privacy.

Step 2:

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding dep
earned from all of these jobs.

Do only one of the following.
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the
more than half of the pay at the higher paying job. Otherwise, (b) is more accurate



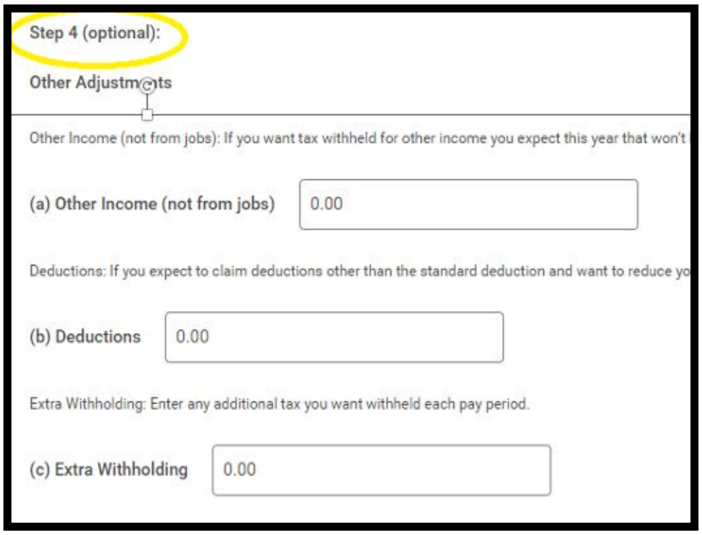
Step 3:

Claim Dependents

If your total income will be $200,000 or less ($400,000 or less if married filin

Number of Qualifying Children Under Age 17	0
Total Amount for Qualifying Children	0.00
Number of Other Dependents	0
Total Amount for Other Dependents	0.00
Calculated Total Dependent Amount	0.00
Override Total Dependent Amount	0.00

Federal Tax Elections
- continued


Step 4 (optional):

Other Adjustments

Other Income (not from jobs): If you want tax withheld for other income you expect this year that won't

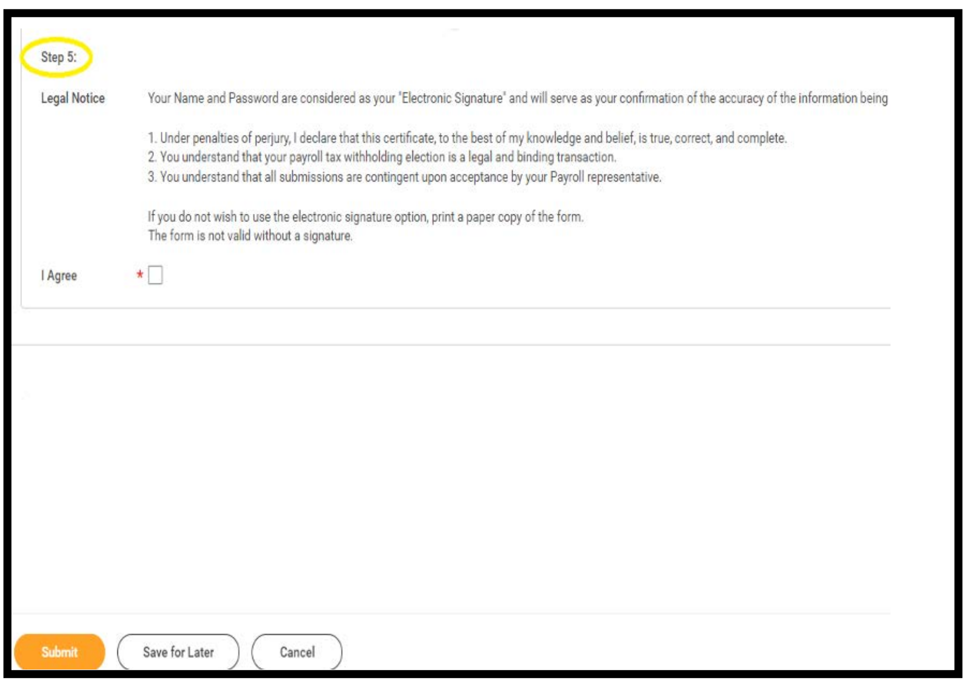
(a) Other Income (not from jobs) 0.00

Deductions: If you expect to claim deductions other than the standard deduction and want to reduce yo

(b) Deductions 0.00

Extra Withholding: Enter any additional tax you want withheld each pay period.

(c) Extra Withholding 0.00


Step 5:

Legal Notice — Your Name and Password are considered as your 'Electronic Signature' and will serve as your confirmation of the accuracy of the information being

1. Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, print a paper copy of the form.
The form is not valid without a signature.

I Agree *

Submit | Save for Later | Cancel

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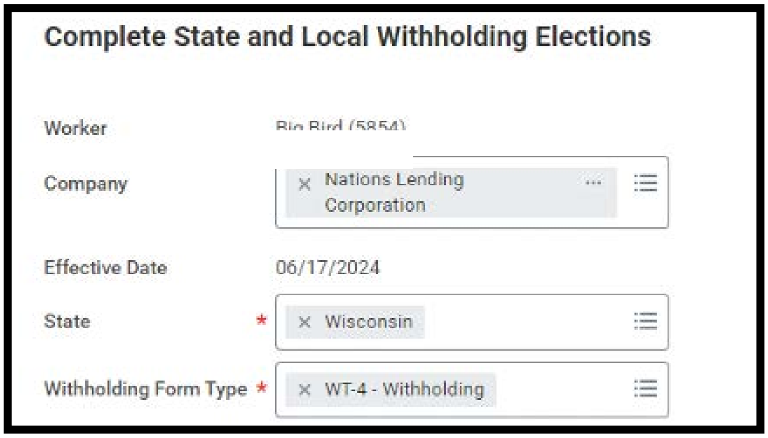
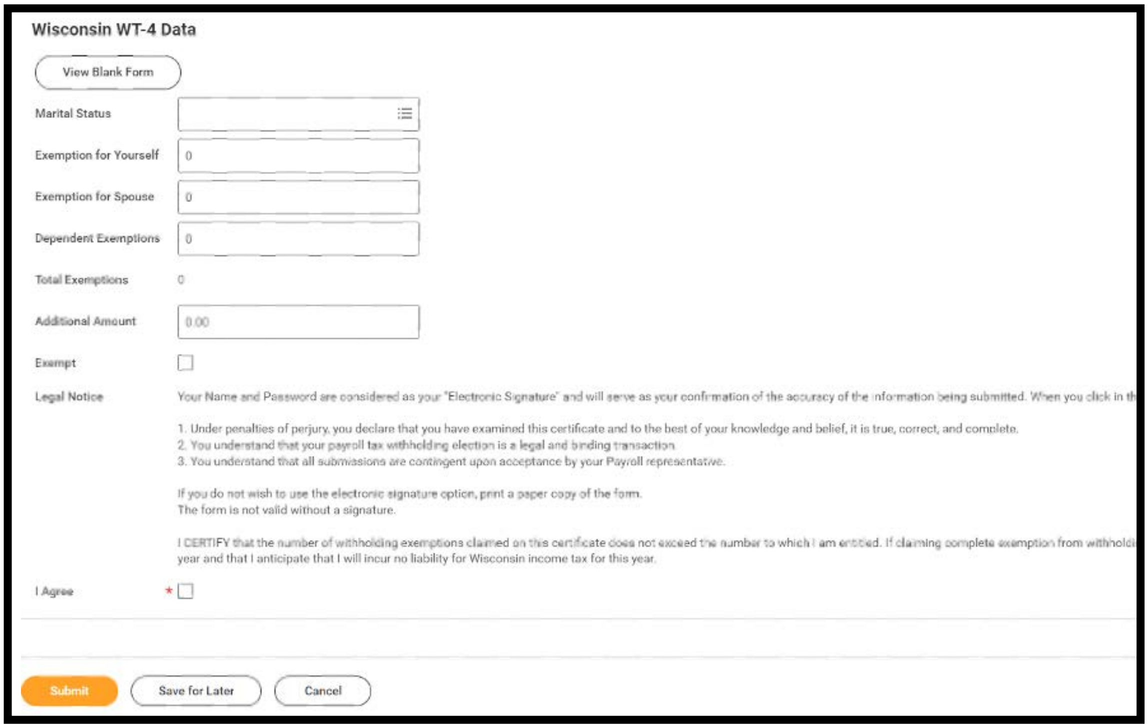
Step 13: State Tax Elections

Please select the tab “State Tax Elections” and input your details/ preferences for your state taxes.

When done, please select “Submit.”





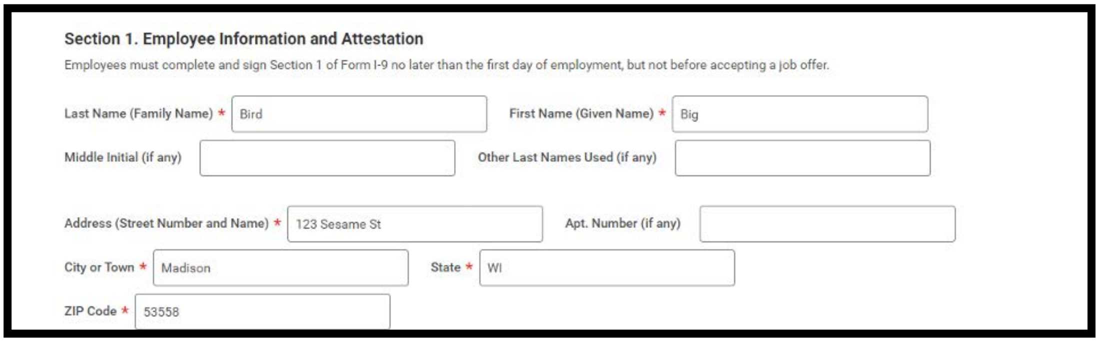
Step 14: Complete Form I-9

Please select the tab “Complete I-9.”

Important: Please review and verify that all this information is correct and input any additional information.

Note: This should reflect your legal name that matches your ID, not nicknames, etc.

Please click the checkbox next to “I Agree” and hit “Submit” once done.


Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) * Bird

First Name (Given Name) * Big

Middle Initial (if any)

Other Last Names Used (if any)

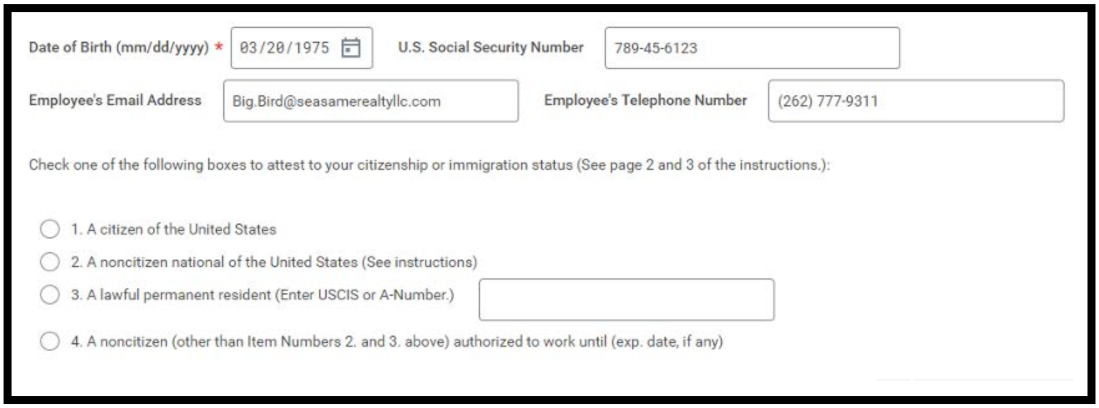
Address (Street Number and Name) * 123 Sesame St

Apt. Number (if any)

City or Town * Madison

State * WI

ZIP Code * 53558


Date of Birth (mm/dd/yyyy) * 03/20/1975

U.S. Social Security Number 789-45-6123

Employee's Email Address Big.Bird@seasamerealtyllc.com

Employee's Telephone Number (262) 777-9311

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

1. A citizen of the United States
2. A noncitizen national of the United States (See instructions)
3. A lawful permanent resident (Enter USCIS or A-Number.)
4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

Complete Form I-9
- continued

USCIS A-Number

OR

Form I-94 Admission Number

OR

Foreign Passport Number and Country of Issuance

Country of Issuance: (empty)

Signature of Employee

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

By checking the I Agree check box, I acknowledge that I have read the attestation statement above and am electronically signing this Form I-9.

I Agree * ☐

Supplement A. Preparer and/or Translator Certification for Section 1

◯ I did not use a preparer or translator.

◯ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How Many? 0

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Empl must retain completed supplement sheets with the employee's completed Form I-9.

Signature of Preparer or Translator

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correc

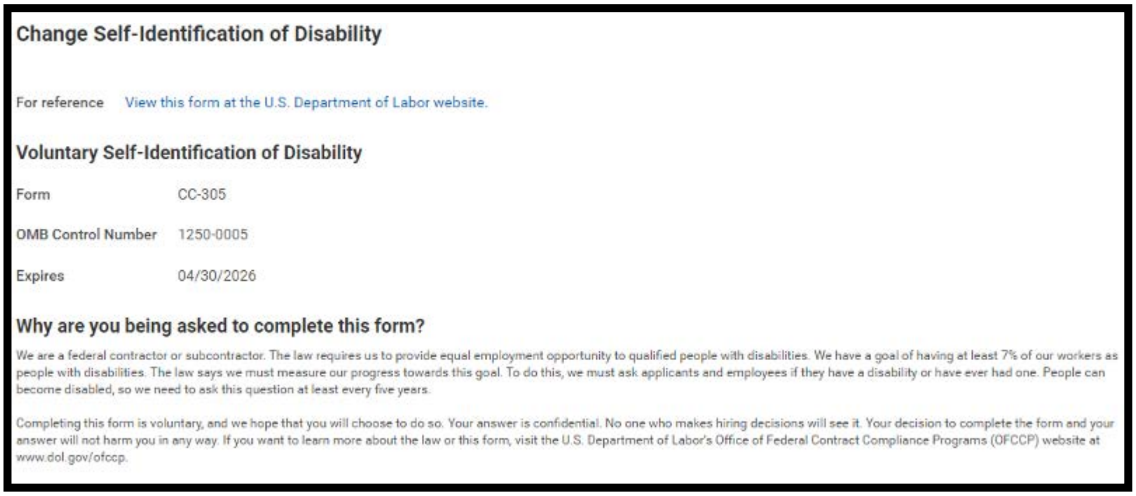
I Agree ☐

Step 15: Disability Self-Identification

Please select the tab "Disability Self-Identification."

Please select all that apply to you.

When done, please select "Submit."



Change Self-Identification of Disability

For reference View this form at the U.S. Department of Labor website.

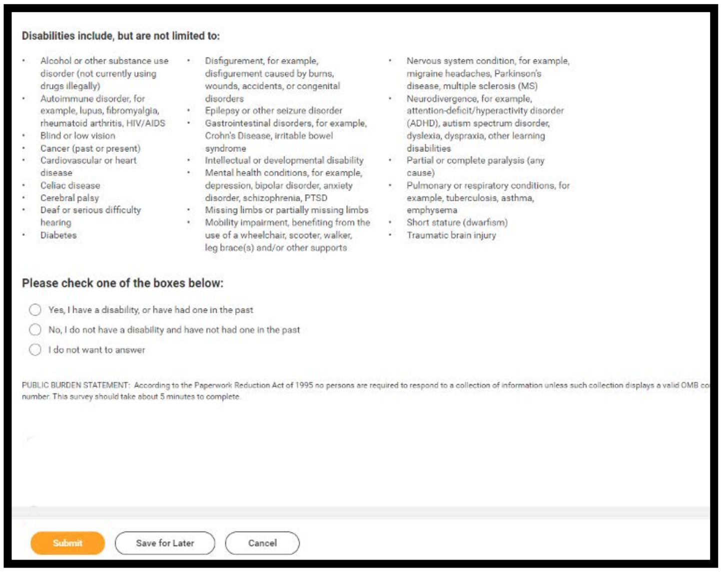
Voluntary Self-Identification of Disability

Form	CC-305
OMB Control Number	1250-0005
Expires	04/30/2026

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.



Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

- Yes, I have a disability, or have had one in the past
- No, I do not have a disability and have not had one in the past
- I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB co number. This survey should take about 5 minutes to complete.

Submit Save for Later Cancel

Step 16: Veteran Status Identification

Please click the tab “Veteran Status Identification.”

Please input any relevant veteran status and hit “Submit” when done.

Change Veteran Status Identification

We are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires us to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows and are hereafter referred to all together as "protected veterans":

A Disabled Veteran is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

A Recently Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with VEVRAA as amended. We are an equal opportunity employer. We do not discriminate in hiring or employment against any individual on the basis of race, color, gender, national origin, ancestry, religion, physical or mental disability, age, veteran status, sexual orientation, gender identity, marital status, pregnancy, citizenship, or any other factor protected by anti-discrimination laws.

Select a veteran status

Veteran Status *

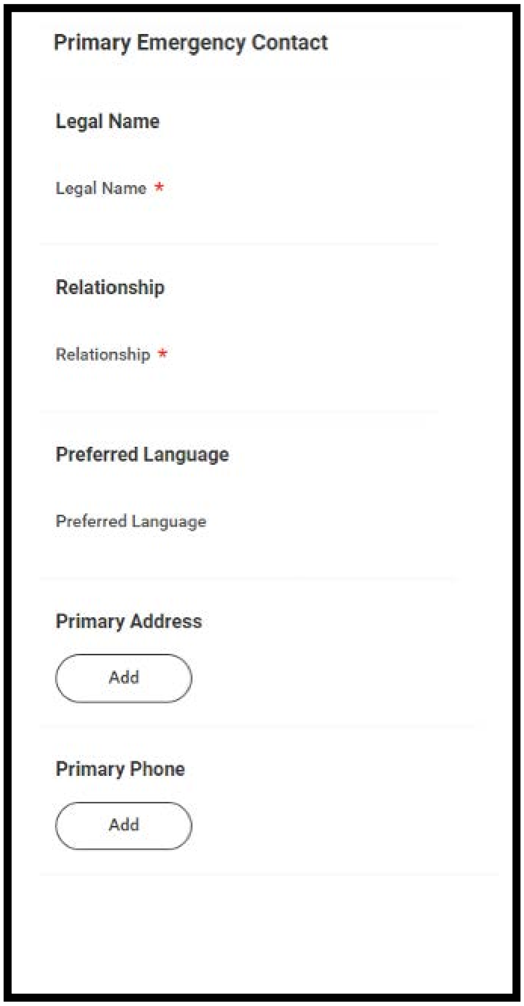
Submit | Save for Later | Cancel

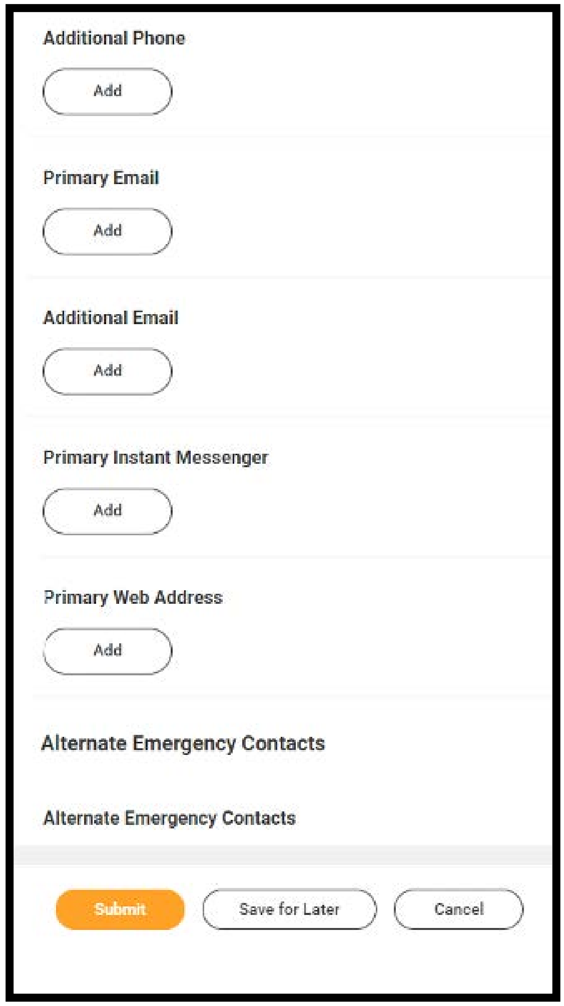
Step 17: Add Emergency Contacts

Please select the tab “Emergency Contacts.”

Please input a minimum of the name, relationship to you, and phone number for your emergency contact.

When done, please select “Submit.”





We are excited to have you onboard!

Now let's get you all set up.

As part of your onboarding process, you will receive a welcome email from our IT department a few days before your start date. This email will contain your new email address and password.

Attached below are the instructions on how to set up your email and Microsoft Teams account. Please follow these steps once you receive the email from IT.

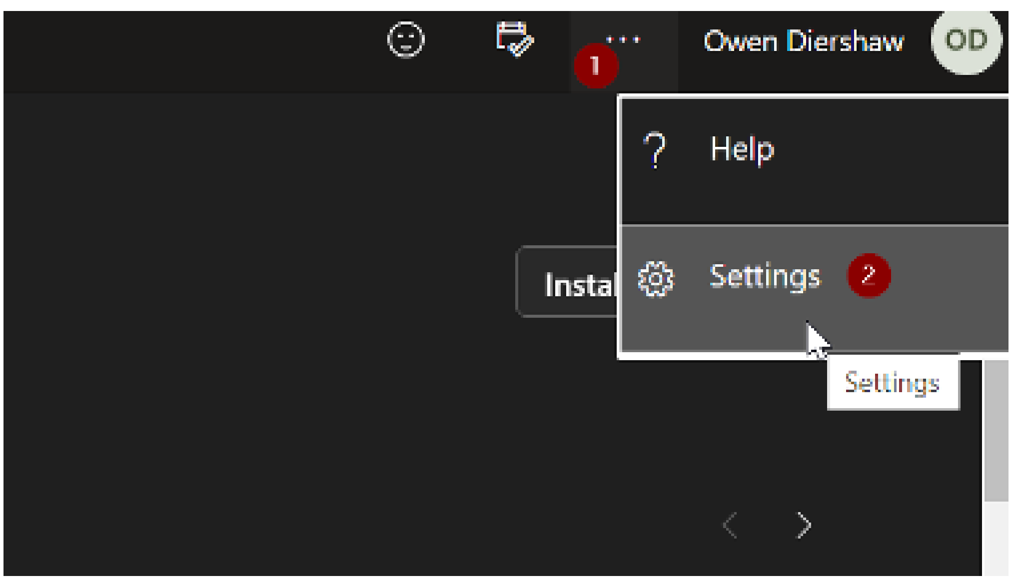
If you have any questions or need assistance, feel free to reach out to itsupport@nationslending.com. We look forward to working with you!

How to set up your Microsoft/Email:

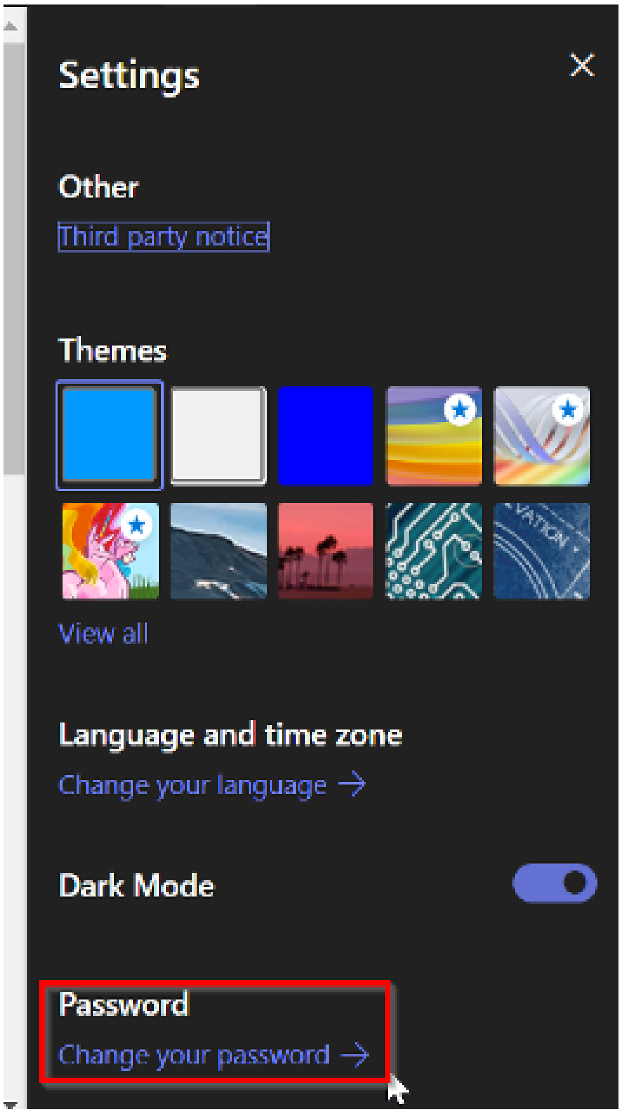
1. Receive an email from IT with your Microsoft/email password (sent a few days prior to start date).

2. Please visit portal.office.com from a computer web browser and sign in with the provided email and password. You may receive a message stating, “We need more information”, and you will be asked to fill out Password Recovery and Multi-Factor Authentication details. This will occur only once.

3. Once signed in, click on the “...” and then the GEAR icon in the top right near your name.



4. In the middle of the menu that pops out from the right side, click on "Change Your Password"



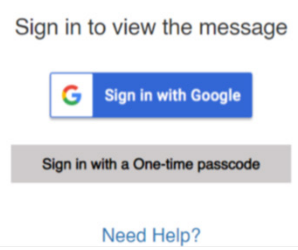
5. Enter your current password, then input a new password, and confirm it. The password conditions are as follows:
   - Minimum of 8 characters
   - Minimum of 1 Uppercase
   - Minimum of 1 lowercase
   - Minimum of 1 special character (! @ # etc…)

How to view a protected message:

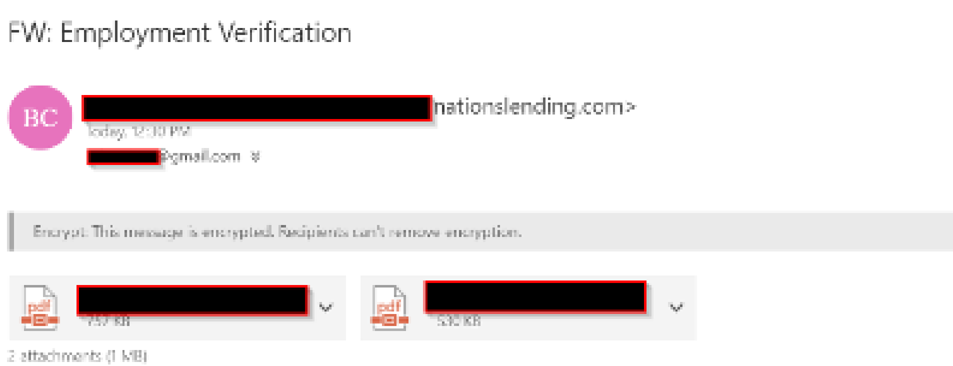
1. When you send an email with certain attachments or type “Secure:” in the subject line, Outlook will send the email as protected.

2. To view these messages, you will have to click “Read The Message” which will take you to a login prompt.

3. You will need to sign into the email account that received the message. Here is an example with Gmail:



4. After you have signed in you will be able to view the message and receive any attachments;



Getting started with Partner+ and your Custom Referral Landing Page!

Landing Page

With Beyond Commission, you will receive your own personal landing page which you can share with your clients to begin the process. We will create your landing page and provide the link via email upon completion. This will take several business days for our team to complete.

Partner+ CRM

As a valued partner, you will receive a free Partner+ (powered by Total Expert) marketing CRM account! With this platform, you can manage your contacts, send out targeted email campaigns to your clients, generate listing materials, and more!

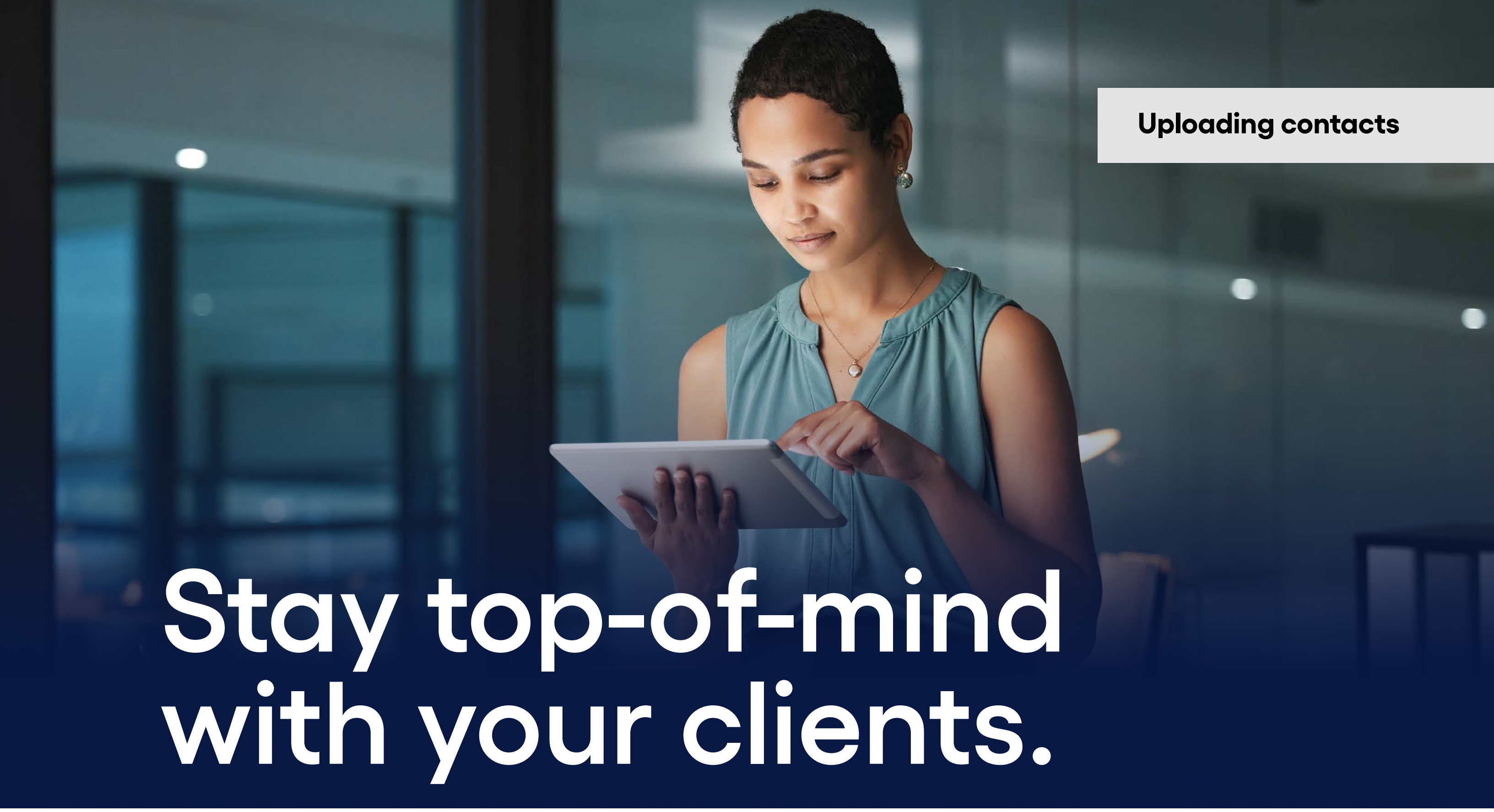
Next Steps:

1. Please fill out the form on the opt-in landing page.
2. The Nations Marketing Team will create your account.
3. You will receive an email from the system. You must then verify your account information and create your password.

Start here:

Scan the QR code or visit the link below.

https://nationsgo.com/beyond-commission-opt-in/



Stay top-of-mind with your clients.

Our aim is to help you stay top-of-mind with your past clients. When they are ready to buy, sell, or refinance, you will be their go-to guru. Sending out co-branded marketing emails to your client database nurtures these connections for the future. This proactive strategy ensures that when the market is ripe, you will be well-positioned to continue serving your clients effectively.

To put this proactive strategy into action we require your client list to be added into Partner+. Simply, add your contacts to the template spreadsheet provided (see below), email to: marketing@nationslending.com, or your Branch Manager, and our team will take it from there by uploading your contacts into your account for you.

Please note that we will not solicit your clients without your permission, or without you being branded on the marketing materials.

Please don't hesitate to let us know if you have any questions!

Note: Your client list must be added to the spreadsheet template provided here: https://bit.ly/3XqGp0n to be uploaded to Partner+

Important contacts:

hr@nationslending.com

payroll@nationslending.com

compensation@nationslending.com

communications@nationslending.com

NLCU@nationslending.com

Marketing@nationslending.com

ITSupport@nationslending.com