

# Implementation Guide

Follow this guide to complete your recruiting system implementation over the next 2 weeks.

## Implementation Checklist

- ☐ Attend the Training Webinar(s)
- ☐ Send Setup Information
- ☐ Login to ClearCompany
- ☐ Practice
- ☐ Start Using the System!

## Attend Training Webinar

- Click [here](#) to register for the Training Webinar(s) for the modules your organization has purchased.
- Attend the 30-minute Training Webinar and ask the Online Trainer questions via the Q&A Chat.

## Send Setup Information

Email the following information to [setup@clearcompany.com](mailto:setup@clearcompany.com):  
**Logo**

- Recommended Size: 250x250
- File Type: JPG or PNG

## Performance Management System

- Performance Review Templates
- Performance Review Workflows

## Login

Your account is being created! You'll be able to log in via Single-Sign-On from your PrismHR Portal shortly. Please reach out to your PEO Contact if you have any issues with your ClearCompany login.

## Practice

Take time to familiarize yourself with ClearCompany:

- Review ClearCompany's pre-built content
- Test the content

For guidance, use the **Resource Center** in ClearCompany. There, you will find In-App Tutorials, Help Articles, Learning Courses, Support Chat, and Announcements.

## Start Using ClearCompany!

For additional guidance, leverage the **Resource Center** in ClearCompany.

We look forward to seeing your organization thrive with our solutions!

