



Hello, Luis!

Before you begin working for Evergreen Contract Resources there is some important paperwork to be filled out. We use an online "Onboarding Portal" to streamline this process for everyone. An account has been created for you. The web address and your log-in credentials are below:

Web Address: <https://www.hralliance.net/Portal/?evergreen7>

Your User Name: **lpacheco**

Initial Password: ***xqh*n**

Please sign in to the Onboarding Portal and follow the instructions there to complete the process. Please have everything finished within the next three days or before your first day of work, whichever comes sooner.

If you have any questions or problems with the site please contact your Operations Coordinator at Evergreen Contract Resources.

We look forward to having you as part of the Evergreen team!

- *Your Human Resources Department*