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**Master: SOP- Team Member Onboarding & Offboarding- Systems Vault**

**PREREQUISITES**

[SOP- Team Member Offboarding- Systems Vault](https://docs.google.com/document/d/1AKClmMrwIUanJSdlaB5IoDWB4U9y4SxHrrh-O6eTyJg/edit?usp=sharing)

[SOP- Team Member Onboarding- Systems Vault](https://docs.google.com/document/d/1MdXskPiWmZgjGFVjUmPW5DfYeqyMuW9UyrgDGae3ltg/edit?usp=sharing)

[SOP- Password Sharing- Systems Vault](https://docs.google.com/document/u/0/d/1tEfj5QxLYcticR1H0C5vVt6V7qugElYMgfhypYgCucc/edit)

**PURPOSE**

To ensure new team members & independent contractors are onboarded swiftly and warmly.

**POLICY**

This process should take place every time a new team member or independent contractor is approved for onboarding.

**PARTY**Online Business Manager

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Onboard Team Members

Part 2: Offboard Team Members

**PROCEDURE**

**Part 1: Onboard Team Members**

See: [SOP- Team Member Onboarding- Systems Vault](https://docs.google.com/document/d/1MdXskPiWmZgjGFVjUmPW5DfYeqyMuW9UyrgDGae3ltg/edit?usp=sharing)

**Part 2: Offboard Team Members**

See: [SOP- Team Member Offboarding- Systems Vault](https://docs.google.com/document/d/1AKClmMrwIUanJSdlaB5IoDWB4U9y4SxHrrh-O6eTyJg/edit?usp=sharing)

**Part 3: Password Sharing**

[SOP- Password Sharing- Systems Vault](https://docs.google.com/document/u/0/d/1tEfj5QxLYcticR1H0C5vVt6V7qugElYMgfhypYgCucc/edit)

**Created by:**

**Department:** Growth

**Date:**

**Revised:**

**Revised by:**