

## Navigating your clearance



### My Dashboard

When you first log into PwC's pre-hire clearance system, you will be brought to the **My Dashboard** page. This is the starting point for your clearance process.

*Click on your name to begin your clearance process with My Checklist.*

**RequestorC131 US**

Employee ID: 0001234567  
Job Profile Description: Associate Risk Mgmt LoS Ethics  
Chain of Command: No  
Independence Required: IR

Scheduled Start Date: 10/19/2015  
Email: navigator.saf.2015+xxxxx131@gmail.com  
Rank: Staff  
Chain of Command Type:

Status: In Progress  
Line of Service (LOS): Assurance  
Work Location: NY 300  
Phone Number:

**Onboarding Clearance**  
Compliance Event: Onboarding  
Status: In Progress

**My Dashboard**

Full Name	File ID	Type	Status	Status Reason	Due Date
RequestorC131 US	85932	CLEARANCE	Active	No Forms Received	10/19/2015

### Sections

Once you click on your name, you'll see the **Getting Started** section. To complete your clearance process, you need to review, respond to and mark each of the sections of the **My Checklist** complete.

**My Checklist**

- 1. Getting Started
- 2. At Work
- 3. At Home
- 4. My Relationships

**Getting Started**

**Navigating your Clearance**

**Key Points**

- Start your clearance as soon as possible - take time to answer your questions accurately and completely.
- Your clearance is tailored to your role, meaning you'll only be asked questions relevant to your situation. And your responses to questions will determine any subsequent questions you receive.
- Your clearance will automatically save as a draft if you can't complete it all at once. Select "Logout" in the upper right hand corner to exit the application.
- Upon returning, click on "My Checklist" to navigate to the remaining sections. Your clearance will not be submitted until you select "Submit" on the final

Each section has multiple pages. You'll only see those sections applicable to your level and role in the firm.

*To move between sub-sections, use the forward and backward arrows. Click Complete to go to next section or use menu on left side of Checklist.*

Complete? (Click when finished)

Upload Documents

### Questions or additional resources

From the top right of the screen, you can click on:

- 1 **Ask a question:** for help and support information
- 2 **My Resources:** for additional guidance and definitions

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### Completing your Checklist

As you complete each section of your Checklist, some of your responses may prompt you to include additional information.

1 Click on the **Add** button when prompted.

2 Type in the information requested in the pop-up screen.

3 Click on **Save**.

Use the **Edit** and **Delete** buttons to modify your responses or delete them.


### Upload documents

If you are prompted to upload documents, click on the **Add** button and follow the instructions to locate, upload, and **Save** your documents.

### Saving your responses

Save your responses throughout the clearance process. If you cannot complete your Checklist in one sitting, the system will automatically save your responses.

### Marking sections complete

 **As you finish each section, mark it as complete using the “Section Complete” button (at the bottom of each section). You must mark each Section complete in order to submit your Checklist for review.**

### Candidate status

To return to where you left off or to view your status in the Checklist completion process, click on **My Checklist** and then look at the **Candidate Status** column.

In the **Candidate Status** column:



Green check mark = Complete



Red x mark = Follow-up needed

• Blank = Incomplete

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### Submit your Checklist

Once you have responded to all of the questions in each Section and marked each of the Sections complete, you can submit your Checklist using the **Submit** button.

**My Next Steps**

**Thank you for taking the time to complete your clearance.**

While you have completed this part of the clearance, it is important to remember to notify us regarding any changes to your immediate family relationships or if applicable, changes to your role such as CPA license or eligibility, or changes to personal independence securities and other financial arrangements you or immediate family members may own. If there are any changes, you should contact the Compliance Resource Center at (877-PwC-Help), option 5 [inside US only] or 813-353-6491 [outside US only] immediately.

(Optional) As your clearance is reviewed, if you believe there is anything additional we should know about anything covered in the clearance, you may include the information in the comment box below.

To submit your clearance, you must respond to all sections and questions. If there are any incomplete sections, you will be unable to submit your clearance. Click on "My Checklist" to review any sections without a green checkmark. Once you submit your clearance, you will not be able to edit your responses. When you are ready to submit your clearance, check the statement and click "Submit Clearance".

Is there anything you feel we should know about your responses regarding personal independence or other compliance areas?

☒ The information I have provided herein is complete and accurate to the best of my knowledge.

Upload Documents

**Submit**

Once you click **Submit**, you will be asked to click **OK** if you are ready to submit it or **Cancel** if you need to make changes.

**Confirmation**

Are you ready to submit the checklist? Click 'OK' to submit or click 'Cancel' to return to the Checklist.

**OK** **Cancel**

### After you have submitted your Checklist

1

**Look for emails** from PwC's Independence Clearance team requesting additional information.

Emails are sent from: [pwc.pre-hire.independence.assessment@us.pwc.com](mailto:pwc.pre-hire.independence.assessment@us.pwc.com).

2

**Open the emails and follow the links to My Checklist.** From the **My Checklist** section, you'll see your **Action Items** in the **Action Items** column.

### Action Items

After you submit your clearance, the Clearance team may have follow-up questions for you. The team will communicate with you via **Action Items**.

- To view and respond to your Action Items, click on **Action Items** on the left side of the screen. Click into each item and respond to the Clearance teams requests. Click **Submit** when done.

**Action Items**

Action	Associated Subknowledge	Created Date	Created By	Assigned To	Status	Proposed Date	Last Responded Date	Action
Other	International Independence of Stock Actuarial	11/27/2023 10:21 AM	Steven Davis	Candidate	HR Candidate	11/27/2023 10:28 AM		<b>Submit</b>

Upload Documents

**Complete Click when Done**

### Guidance

At the conclusion of the clearance process, you will receive an email confirming that your clearance is completed. It will also contain important guidance for you based on your submissions. It is important that you save this email as a PDF for future reference. You can also see this guidance in the **Guidance** link at bottom left of the screen.

**Alerts**

**Review**

**Manage File**

**Guidance**