

VirgilHR – Member Portal– User Guide Version V1.2

Version	Description of Change	Author	Date
V1.0	Initialize the document	Duong Phan	11/14/2023
V1.1	Complete document with current features	Huong Tran	11/20/2023
V1.2	Refine document with new features	Huong Tran	09/30/2024

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# I. INTRODUCTION

## 1.Purpose

This document will provide the guideline for client user how you could use the portal for features:

- Account Access
- My Account Management
- Homepage
- Chatbot
- Task
- Legal FAQs
- Resources
- Law Comparison
- Product Support

## 2. Assumptions and Constraints

Assumption N/A

Constraints

N/A

# **II.WORKFLOWS**

## 1.Login

Login

- 1. Access URL https://member.virgilhr.com/
- 2. Provide the Username and Password. **HR** Compliance Made Simple. VirgilHR is an easy-to-use interactive technology that lets you ask your important HR compliance questions in real time. virgil Determine legal requirements for your day-to-day HR tasks with our Chatbot. Quickly and affordably create a compliant Employee Handbook for your organization. duong.testprod.1@yopmail.com ..... • Easily compare laws in different jurisdictions with a side-by-side state comparison chart. Sign In  $\rightarrow$ Get guidance on any HR topic area from an expert. ⑦ Forgot password Stay compliant with a comprehensive federal & state library, notifications about legal changes, FAQs, and policy & form templates. 5 & Create an account 66 I am loving the system so far! I have used the chatbot a few times for a termination and leave request that I was handling for a client and the time I was able to save was priceless! < Branden Nelson — Chief HR, BN THE HR GUY

*Note*: Password must follow the rule to have at least 8 characters including at least 1 special character, 1 uppercase letter, 1 lowercase letter and 1 numeric.

3. Click "Sign In" button to access the portal

Made Simple.		
VirgilHR is an easy-to-use interactive technology that lets you ask your important HR compliance questions in real time.	• vi	rail
Determine legal requirements for your day-to-day HR tasks with our Chatbot.		SHR
Quickly and affordably create a compliant Employee Handbook for your organization.	duong.testprod.1@yopr	nail.com
Easily compare laws in different jurisdictions with a side- by-side state comparison chart.		•
Get guidance on any HR topic area from an expert.	Sign Ir	i →
Stay compliant with a comprehensive federal & state	⑦ Forgot p	assword
library, notifications about legal changes, FAQs, and policy & form templates.	a. Create a	n account
the second s		
Home BigIn #2 3 members © 6 of 6 chat(s) used © from 04/22/2024 Progress Progress	Click here or Don't show this again	press CTRL + K Q + Talk to Virgi) A & & & & & & & & & & & & & & & & & &
Home BigIn #3 members © 6 of 6 chat(s) used © from 04/22/2024 Progress test 1	Click here or Don't show this again 🔹	press CTRL + K Q + Talk to Virgi) A & & & & & & & & & & & & & & & & & &
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Home BigIn 28 3 members © 6 of 6 chat(s) used © from 04/22/2024 Pere's how to make the most of VirgilHR Progress I Contact an Expert Chats/License/Month	Click here or Don't show this again + Cpt In Today	press CTRL + K
Home Bigln A 3 members C 6 of 6 chat(s) used from 04/22/2024 Here's how to make the most of VirgilHR Progress Lest 1 test 1 T Contact an Expert Chats/License/Month	Don't show this again 🔹 Copt In Today IFAQs Resources Handbooks	press CTRL + K
Home BigIn A 3 members © 6 of 6 chat(s) used © from 04/22/2024 Perev's how to make the most of VirgilHR Progress There's how to make the most of VirgilHR Progress Recent Actions Cruss Legal Laws - Leave A You	Click here or Don't show this again Copt In Today	press CTRL + K
Home Bigln 2 3 members © 6 of 6 chat(s) used © from 04/22/2024 Progress Progress T Contact an Expert Chats / Licensed Month © Recent Actions Chats Legal 2 You a	Click here or Don't show this again (* Opt In Today) In FAQs Resources Handbooks #00006	press CTRL + K

## Forgot password

1. Access URL <u>https://member.virgilhr.com/</u>

2. Click "Forgot password" button to go to Forgot password page

	Made Simple.		
VirgilHR i yo	s an easy-to-use interactive technology that lets you ask ir important HR compliance questions in real time.	Virgil	
	Determine legal requirements for your day-to-day HR tasks with our Chatbot.	V'' SHR	
	Quickly and affordably create a compliant Employee Handbook for your organization.	Email	
مآه	Easily compare laws in different jurisdictions with a side- by-side state comparison chart.	Password •	
<u>0</u>	Get guidance on any HR topic area from an expert.	Sign In →	
_	Stay compliant with a comprehensive federal & state	⑦ Forgot password	
Q_1	library, notifications about legal changes, FAQs, and policy & form templates.	දි. Create an account	
6	I am loving the system so far! I have used the chatbot a few times for a termination and leave request that I was		

3. Input email address to get a Reset Password email

	Forgot password
	Enter registered email below to continue
	duong.testprod.1@yopmail.com
	Continue →
	← Back to log in
We are not a law firm. Terms of Use an	, or a substitute for an attorney or a law firm. Use of our website and its f id Privacy Policy . Use of our products and services is governed by our 1

4. Click "Reset Password" button in the email to go to Reset password page



\*Note: This is an auto-generated email. Please do not reply to this

5. Input new password to complete reset password and access to the portal

	Virgil HR	
	Reset Password	
	•	
	****	
	Enter your new password	
	Set new password $\rightarrow$	
We are not a law firm, or a Terms of Use and Pr	a substitute for an attorney or a law firm. Use of our website and its fe rivacy Policy . Use of our products and services is governed by our Te	atures is governed by our rms and Conditions.
	Virgil HR	
	Completed safely!	
	° <sup>*</sup> *₀ **₀₽*	
	It's good to have you back safe and secure!	
	Go to Dashboard →	
	Go to Dashboard →	

Create an account

1. Access URL <u>https://member.virgilhr.com/</u>

2. Click "Create an account button" to go to Registration page

VirgilHR	is an easy-to-use interactive technology that lets you ask			
ус	ur important HR compliance questions in real time.	Vir	ail	
	Determine legal requirements for your day-to-day HR tasks with our Chatbot.	VII	SHR	
	Quickly and affordably create a compliant Employee Handbook for your organization.	Email		
Ţ	Easily compare laws in different jurisdictions with a side- by-side state comparison chart.	Password	•	
0	Get guidance on any HR topic area from an expert.	Sign In -	<b>&gt;</b>	
	Stay compliant with a comprehensive federal & state	⑦ Forgot pas	sword	
Q	library, notifications about legal changes, FAQs, and policy & form templates.	₽. Create an a	ccount	
	🗶 I am loving the system so far! I have used the chatbot a few			
<	times for a termination and leave request that I was handling for a client and the time I was able to save was priceless!			
<	handling for a client and the time I was able to save was priceless!			

3. After filling all required fields to create an account, click the button Sign Up

HR Compliance Made Simple.	
VirgilHR is an easy-to-use interactive technology that lets you ask your important HR compliance questions in real time.           Determine legal requirements for your day-to-day HR tasks with our Chatbot.	Virgil Let's get started
Quickly and affordably create a compliant Employee         Handbook for your organization.         Easily compare laws in different jurisdictions with a side- by-side state comparison chart.	D P duong.testprod.2@yopmail.com
Get guidance on any HR topic area from an expert.           Image: Stay compliant with a comprehensive federal & state library, notifications about legal changes, FAQs, and policy & form templates.	Create Account Now → Already have an account? Sign In
I am loving the system so far! I have used the chatbot a few times for a termination and leave request that I was handling for a client and the time I was able to save was priceless! Branden Nelson — Chief HR, BN THE HR GUY	

Made Simple.	
VirgilHR is an easy-to-use interactive technology that le your important HR compliance questions in real t	ets you ask lime.
Determine legal requirements for your day-to-day tasks with our Chatbot.	HR More information
Quickly and affordably create a compliant Employed Handbook for your organization.	ee BA
Easily compare laws in different jurisdictions with a by-side state comparison chart.	a side- 1-99 members
Get guidance on any HR topic area from an expert	By clicking "Sign Up", you agree to Virgil+R's Terms and Conditions and Physicy Policy
brary configurations about legal changes, FAQs, an & form templates.	ld policy Sign Up
	← Back
C Inits application is an excellent one-stop-stop tool for a multi-state employers. Debrah M — Senior Renefits Section: Suthheirt Consult	any >
иссления селения органия, остаровки сольски	ng
HR Compliance	
Made Simple.	
VirgiliR is an easy-to-use interactive technology that lets you ask your important HR compliance questions in real time.	
Determine legal requirements for your day-to-day HR tasks with our Chattoot.	Create account
Guidely and alfordably create a compliant Employee Handbook for your organization.	
Easily compare taxks in different jurisdictions with a side- by-side state comparison chart.	
Get guidance on any HR topic area from an expert.	A confirmation enail has been sent to duong testprod.2gyopenail.com. If you do not see the email in a few minutes,
Stay compliant with a comprehensive federal & state inverse, notifications about legal changes, FAQs, and policy & form templates.	please check you? "junk mail" folder or "spam" folder.

4. Confirm the email to access the subscription plan selection page

		•	0			
VirgilHR (Forward YOPmail) <no-reply_virgilhr.com@bounces.yopmail.com to duong testprod.2 +</no-reply_virgilhr.com@bounces.yopmail.com 	b	_		8:18 AM (0 minutes ago)	☆	¢
	🕶 virgil					
	Dear D P,					
	You have created a new account on the VirgilHR portal with this email address <u>duong.testprod.2@yopmail.com</u>					
	Please help us to verify your ownership of this email by clicking the on the following button within the next <b>24 hours</b> :					
	Confirm email					
	Don't recognize this email?					
	It's likely that someone has unintentionally entered your email instead of their own. In this case, please kindly ignore this email and do not click on the button above.					
	*Note: This is an auto-generated email. Please do not reply to this email.					



You can select a plan they want to start their journey with us.

a. After you select Buy now and process the payment successfully, you will be taken to the Dashboard and shown a Welcome modal that includes your benefits and a way for you to take a walkthrough tour to understand our system.

	Home	C	Click here or press	GTRL + K Q + Talk to Vegel	
â	BigIn #3.1 member 🛱 Unlimited Ch	H.		Compliance Calendar     This month +      O All states +	
	Here's how to make the most o	Welcome HuongT! VirgilHR is your smart guide to employment and labor law empowering your HR team to make easy and compliant employment decisions.	is again 🔶	Search för a tegat update Mar 30, 2024 Test © National Add test	Q
•	Create Account     Start your first consult with the VirgilitR chatb	What's included in this plan	Completed	Mar 22, 2024	
	Create a handbook	<ul> <li>✓ Unlimited Chatbot Chats</li> <li>✓ Unlimited Contact a HR Expert</li> </ul>	w me how")	© National Add task	
	Compare laws	Start a quick tour Skip the tour	w me how	Mar 19, 2024	
	We are not a tax. Terms of Use		our Terms and Conditions	17.0H	9

b. After you select to redeem a promotion code with plan, you will be displayed the redeem a promotion code modal to input the code to redeem. If you input a promo code and redeem successfully, then you will be taken to the Dashboard and shown a Welcome modal that includes your benefits and a way for you to take a walkthrough



## 2. Dashboard

#### View Interactive Walkthrough

You can click to start a quick tour when you firstly log in to Portal or you can review and follow the interactive walkthrough in the Home page

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Navigate to Home page and click the icon button Expand
- 3. Navigate to the feature you want to view the interactive walkthrough
- 4. Click on "Show me how"



**Note**: You can click Don't show this again to hide the interactive walkthrough section from the Home page. You can reopen by clicking on the like-roadmap icon on the top right of screen

	Home Click here or press CTRL + K	Q + Talk to Virgil
<u>ه</u>	BI P Business 卷 1/1 members ♀ 15/70 available chat(s) ☐ from 11/10/2023	Compliance Calendar This month  O All states  Search for a legal update
æ	Depart Actions     Char, Level 20, Because Hardwale	Nov 20, 2023
9 <u>=</u>	New chat #00014	<ul> <li>National</li> <li>Add task</li> </ul>
	4 Onboarding - Background Checks そ You	
Ø	New chat #00013 Onboarding #Ven: #	Latest News See all C
	New chat #00012	RAND
Ģ	Chobearding 28, You	Effective Date of Joint Employer Rule Pushed Back

#### Search for a legal update

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Navigate to Home page
- 3. Then you type the keyword of legal update you want to search for
- 4. Click on icon "Search"

	Home	Click here or press CTRL + K	Q 🕂 Talk to Virgil 🔮 🋕 🍰
0 s	BigIn P Business 卷 1/1 members □ 15/70 □ from 11/10/2023	) available chat(s)	Compliance Calendar
۵	③ Recent Actions	Chats Legal FAQs Resources Handbooks	Nov 20, 2023 QC and BA testing
)= (i)	New chat           Onboarding • Background Checks           rg, You	#00014	Add task
Ø	New chat	#00013	Latest News See all C
<u>A</u>	78 You		FRANCHISE
÷	Are         New chat           Onboarding         مع           بع         You	#00012	Effective Date of Joint Employer Rule Pushed Back

Filter for a legal update

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Navigate to Home page
- 3. The System allows user to quickly search for a legal update by timeline:
  - a. This month
  - b. Last month
  - c. Next month
  - d. This year
  - e. Custom (If you select customer, then you should input the start date and the end date to apply for legal update)

	Home		Click here or press CTRL + K	Q + Talk to Virgil 🔐 🗘 🐍
â		Effective within	D. Paset	Compliance Calendar
ç		Lifective within	U headt	Search for a legal update
~		This month		
1	Recent Actions	C Last month	landbooks	QC and BA testing
92	New chat	Next month     This year	#00014	
Θ		Custom		
Θ	New chat	Apply	#00013	🖾 Latest News See all 🖸
(I)		Cancel		
Ţ	New chat Onboarding 18, You		#00012	Effective Date of Joint Employer Rule Pushed Back
G				Activate Windows med b Go to Settings to activate Windows

- 4. Click Apply to apply the filter to return the expected legal updates
- 5. If "Cancel" button is clicked, all changes will be reverted
- 6. The System allows users to quickly search for a legal update by location including National and other states of US

	Home		Click here or press CTRL + K	Q + Talk to Virgil 🔓 🗘 🍰
â				Compliance Calendar This month  All states
ę		Filter bu		Search for a legal update
Ø		Filter by	O Reset	Nov 20, 2023
		States	andbooks	
0=	New chat	All states	#00014	Add task
		Apply		
Ø	New chat	Cancel	#00013	Latest News See all 🕑
				FRANCISS W
_	New chat			
Ţ				Effective Date of Joint Employer Rule Pushed Back
G				Activate Windows

- 7. Click Apply to apply the filter to return the expected legal updates
- 8. If "Cancel" button is clicked, all changes will be reverted

## 3.My Account Settings

Update States to receive News & Alerts

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Navigate to general information section
- 4. Click "Select" to select states to receive News & Alerts



#### Update general information

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Navigate to general information section
- 4. Click Edit to open the edit modal

	Му Ассо	unt			Click here or press CTRL + K	Q + Talk	to Virgil	<b>4</b>
	Account settin	ngs Organization Subscriptions & pa	ayment					
ଜ		Edit Personal Information	n			D Restore		
ç		First name	Last name		Date of birth			
R		Huong	Tran		Choose your birthday		1	
Ŭ		Job title		Company name			5	
92	•	ВА		BigIn			-	
e		Country		State				
	Date of hirt	Select your country	*	Select your	state	•		
$\odot$	—	Phone number		Time zone				
cta	Country	₩ - 32324424254		Select your	time zone	•		
	—				Cancel	Save	sword	:
ç								

5. Input the information you want to update

Note: You can click on Restore to revert information changes

6. Click "Save" to save the updates

#### Update password

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Navigate to security information section
- 4. Click button "Change Password"
- 5. Enter the current password
- 6. Enter the new password
- 7. Click on Change Password

	My Accoun	t			Q + Talk to Virgil 🋕 🍰
	Account settings				
					-
ç		Liver DA Test	Change password		$\sim$
		En ba at BigIn	Current password	۲	
9=		Phone num (+1) 341	New password	<ul> <li>Account em</li> </ul>	
		State	⑦ Forgot password	huong.tra	n1111@yopmail.com
			Change password		Change password :
	Notificatio	ons	Cancel		Email
÷					
G					Activate Windows 6 to Settings to activate Windows 15

#### Turn on/off the system notification

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Navigate to Notifications section
- 4. Look for the notification you want to update
- 5. Turn on/off the toggle to manage sent notifications from system

	Account settings Subscriptions & payment	Click here or press CTRL + K C + Talk to Virgil 🗘 🕹
;::	Notifications	Email 💽
	Team Invitation	
9 <b>=</b>	Favorite Legal FAQs Update	
Ē	Favorite Policy Update	
0	Announcement	
۲	Discussion update	
A	Chatbot update	
E	Share feature	
ç	Team Update	

#### Deactivate Account

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Navigate to section Security Information section
- 4. Click Deactivate account
- 5. Type "deactivate my account" and click Deactivate

	My Account Account settings Organization Subscription	Deactivate account	press CTRL + K Q + Talk to Virgit 2 Q &
		Are you sure? You can use VirgilHR until     11/10/2024.	Security information
Ģ	1	What's included:	
		🖧 🕼 膭 Team Unlimited Manage	
92		collaboration chats Organization	A
		or change to free plan nere	
	Huong Tran	Confirm to deactivate account, type "deactivate my account" below	
	Date of birth Phone num		
	Country State	Close	huong.tran@bigin.vn
G	We are not a law	Deactivate	Change backword Activate Windows

## 4. Manage Organization

#### Update Organization Information

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Organization between tab Account Settings and tab Subscriptions & payment
- 4. Click on button "Edit Information"

My Account		Click here or press CTRL + K	Q + Talk to Virgil	2 ¢ &
Account settings Organization Subscription	E Constant Edit Information Organization name BigIn Contact email	S Restore 92122123926		C ,
BigIn				
Contact email Contact number	Contact number			
	😿 👻 Example: (340) 642-1	234		
Current Plan Amount of licenses Business 1 members Invoice Email	Invoice Email			
-	Save			
년 Edit Information	Cancel			

- 5. Input the information to the modal
- 6. Click Save

#### Invite Team Member

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Organization
- 4. Navigate to section "Manage your team"
- 5. Click on button "Invite More"

				Q + Talk to Virgil
Invite member				×
invite member				~
<ol> <li>Invite your team me</li> </ol>	mbers by entering their basic inform	ation and clicking send invite.		
Email	First name	Last name	Phone number	Job title
Enter email	Enter first name	Enter last name	States also a	

- 6. Input the member information
- 7. Click "Send Invite"

#### Remove Team Member

- 1. Access URL <a href="https://member.virgilhr.com/">https://member.virgilhr.com/</a> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Organization
- 4. Navigate to section "Manage your team"
- 5. Look for the user you want to remove and click on icon "Remove"

Account settings Organization Subscriptions &	a payment	Click here or pre	ess CTRL + K	+ Talk to Virgil	¥ 4	å
	Manage your team			8	Invite more	
	1	Last active	Activated licenses	Actions		
	ng.tran@bigin.vn	11 minutes ago	Activated	Owner	/	
	nuong212212392@yopm	_		User - Q.		
	•				3	
BigIn						

6. Click Confirm

## Update Team Member Role

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Organization
- 4. Navigate to section "Manage your team"
- 5. Click on user roles list dropdown and select the role you want to update for user

ly Account				Click here or pro	ess CTRL + K	Q + Talk to Virgil 2	ε Φ.
Account settings Or	rganization	Subscriptions & payn	nent				
	À		Manage your team			å Ir	wite more
		<b>b</b> .	I.	Last active	Activated licenses	Actions	
	X		ng.tran@bigin.vn	1 minute ago	Activated	Owner	
je -			ngtest@yopmail.com	_		User -	
		H Ŋ	4		_	a Owner	Þ
	ిం					ය. Admin	
						은 User-Restricted	
	BigIn						
Contact email	Contact	number					

#### Activate/Deactivate Team Member

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Organization
- 4. Navigate to section "Manage your team" and column field Activated licenses
- 5. Turn on the toggle to activate the user account/turn off the toggle to deactivate the user account

My Account		Click here or pres	s CTRL + K	Q + Talk to Virgil	¢-	β°
Account settings Organization Subscriptions & paym	ient					
	Manage your team			ه ۱	nvite more	
	l.	Last active	Activated licenses	Actions		
	ng.tran@bigin.vn	1 minute ago	Activated	Owner		
	ngtest@yopmail.com	-		User 👻 😋		
	•			& Owner	•	
				& Admin		
BigIn			1			
Contact email Contact number						

# 5.Subscription & Payment

#### Cancel Plan

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Subscription & payment
- 4. Navigate to the Payment Method section
- 5. Click three dots button on the top right corner of section
- 6. Click on "Cancel Plan"

	My Account			Click here or press CTRL + H	a + 1	Talk to Virgil	2	¢ å₀
	Account settings Organi	zation Subscriptions & p	ayment					
ଜ	Subscription pla	n					K	•
;;;	Current Plan Business ①	Valid From Nov 10, 2023	Valid Until Nov 10, 2024	<b>VISA</b> ***** **** 4242	2		0 C	ancel plan
9 	Invoice Email huong.tran@bigin.vn	Billing Amount \$0.00	Next Payment Date Dec 10, 2023	<b>VISA</b> **** **** 5556	3	Make Prefe	rred	Ū
	Change email Extra chat(s)	Extra queries	Monthly	+ Ad	d payment method			
Ø	+ Purchase Extra Chat	+ Purchase Extra Que						
60								

7. Click on "Cancel Subscription"

My Account		Click h	ere or press CTRL + K	+ Talk to Virgil	) (4) (
	ization Subscriptio	Cancel Subscription			
Subscription pla	n	Are you sure? You won't be able to converse with VirgilHR and use the resources after Dec 10, 2023.			(1)
	Valid From Nov 10, 2023	If you would like to proceed with canceling your	** **** 4242		
	Billing Amount \$0.00	subscription, please select "Cancel Subscription" below.	* **** 5556		
		Would you mind letting us know why? (Optional)			
	Extra queries	Let us know what's on your mind	+ Add payment metho		
+ Purchase Extra Chat	+ Purchase Extra C				
		Close			
Add-ons		Cancel subscription			
			A -+		

## Add Payment Method

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Subscription & payment
- 4. Navigate to the Payment Method section
- 5. Click on button "Add payment method"
- 6. Input the required information and click Save

	G	Pay	
1	Hoặc nhập thô	ng tiin thanh to	aán
Email	huong.tra	n@bigin.vn	Đăng nhập
Lưu thông ti Thông tin thể	n thẻ		
1234 1234	1234 1234	v	4 🍋 🎫 🏥
MM / YY		CVC	
Tên chủ thể			
Họ và tên			
Địa chỉ thanh to	bán		
Singapore			~
Địa chi			

**Note**: You can make the payment method preferred by clicking on button "Make Preferred". Then, click on button "Change Card"

My Account	Putanaistiana		Click here or press CTRL + K	+ Talk to Virgil	ф &
Account settings organi		a payment			
Subscription pla	n				
Current Plan Business O	Valid From Nov 10, 2023	Change card preferred	** **** 4242		
Invoice Email huong.tran@bigin.vn	Billing Amount \$0.00	Are you sure you want to change your payment method from **** **** 42- to **** **** **** 5556?	42 ***** 5556		
Change email Extra chat(s)	Extra queries	Change card			
+ Purchase Extra Chat	+ Purchase Extra C	Close	+ Add payment met		

#### Remove Payment Method

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Subscription & payment
- 4. Navigate to the Payment Method section
- 5. Click on the "Trash" icon next to the button "Make Preferred" of card

My Account			Click here or press CTRL + K Q + Talk to V	îrgil 🔒	۵	°å
Account settings Organi	ization Subscriptions & p	ayment				
Subscription pla	in				:	
Current Plan Business @	Valid From Nov 10, 2023	Valid Until Nov 10, 2024	<b>V/SA</b> **** **** 5556		~	
Invoice Email huong.tran@bigin.vn	Billing Amount \$0.00	Next Payment Date Dec 10, 2023	V/SA **** 4242 Mai	e Preferred	Ū	
🖾 Change email		Monthly		1	7	
Extra chat(s)	Extra queries		+ Add payment method	/		
+ Purchase Extra Chat	+ Purchase Extra Que					

#### Purchase Extra Chat

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Subscription & payment
- 4. Navigate to Subscription plan section
- 5. Click button "Purchase Extra Chat"

My Account	Click here or press CTRL + K Q + Talk to Virgil	¢ å
Account settings Organization Subscriptions & payment		
Subscription plan		:
Current Plan Valid From Valid Un Business () Nov 10, 2023 Nov 10	N, 2024 VISA ***** 5556	~
Invoice Email Billing Amount Next Pay huong.tran@bigin.vn \$0.00 Dec 10	VISA         ••••••••••••••••••••••••••••••••••••	Ū
Change email Extra chat(s) Extra queries Extra queries Extra queries Extra queries	+ Add payment method	
+ Purchase Extra Chat + Purchase Extra Que		

6. Input the number of expected chat(s) and review the payment information7. Click on button "Purchase extra chats"

My Account		_		r press CTRL + K Q + T	alk to Virgil	↓ å
	zation Subscriptio	Purchase extra	chats			
Subscription pla	n	Continue empowering your HR te and compliant employmen	am to make easy t decisions			
		Expected chat(s	)			
	Valid From Nov 10, 2023	- 1	+	* **** 5556		~
	Billing Amount \$0.00	Payment details		** **** 4242		Ū
		Expected chat(s)	1			
	Extra queries	Price	\$29.00	+ Add payment method		
+ Purchase Extra Chat	+ Purchase Extra C	Total To be charged immediately	<b>\$29.00</b> + Sales tax			
Add-ons		Purchase extra cl	nats			
	We are not a law	Cancel		Activa d its features is governed by Gorto Security		Vindows.

8. Review payment information and click on button "Pay"

Thanh toán cho Bigin		Email	huong.tran@bigin.vn	
30,86 US\$		Thanh toán	VISA •••• 5556 123 Texas 87 TX, TX 77650	Thay đổ
Extra Chats	29,00 US\$			
Tổng phụ	29,00 US\$		Thanh toán	8
Sales Tax 🛈	1,86 US\$			
Tổng tiền đến hạn	30,86 US\$			

9. You will view a successful modal displayed to inform your payment

My Account			Click here or press CTRL + K	Q + Talk to Virgil	ê (4)	ege
Account settings Organi		s & payment				
Subscription pla	n					
Current Plan Business ①	Valid From Nov 10, 2023		* **** 5556			
Invoice Email huong.tran@bigin.vn	Billing Amount \$0.00		* **** 4242			
🕑 Change email						
Extra chat(s)	Extra queries		+ Add payme			
0/1	0/1	Your purchase was success	sful!			
+ Purchase Extra Chat	+ Purchase Extra C	Thank you for your payment! Your team can additional chats with VirgilHR.	start			
Add-ons		Close				

## Purchase Extra Queries

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Subscription & payment
- 4. Navigate to Subscription plan section
- 5. Click button "Purchase Extra Queries"

My Account Account settings Organ	nization Subscriptions	& payment	Click here or press CTRL + K Q + Talk to Virgil 🔮	r A	°Å
Subscription pla	an				
Current Plan Business Ø	Valid From Nov 10, 2023	Valid Until Nov 10, 2024	<b>VISA</b> ***** 5556	~	
Invoice Email huong.tran@bigin.vn	Billing Amount \$0.00	Next Payment Date Dec 10, 2023	VISA **** 4242 Make Preferred	Ū	
🖾 Change email		Monthly			
Extra chat(s)	Extra queries		+ Add payment method		
+ Purchase Extra Chat	+ Purchase Extra Que	-			

- 6. Input the number of expected chat(s) and review the payment information
- 7. Click on button "Proceed Payment"



8. Review payment information and click on button "Pay"

Bigin TEST MODE		Thanh toár	Thanh toán bằng thẻ		
hanh toán cho Bigin		Email	huong.tran@bigin.vn		
30,86 US\$		Thanh toán	VISA •••• 5556 123 Texas 87 TX, TX 77650	Thay đổi	
ntact Expert Query tact Expert Query	29,00 US\$				
ổng phụ	29,00 US\$		Thanh toán	8	
s Tax (j)	1,86 US\$				
ổng tiền đến hạn	30,86 US\$				

9. You will view a successful modal displayed to inform your payment



#### Transfer Ownership

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Subscription & payment
- 4. Navigate to the section Manage your team
- 5. Click on the Role dropdown from the Actions column and select "Owner"

My Accour	nt				Click here or press CTRL + K	C + Talk to Virg	ı) ¢
Account settings	Custom Branding	Organization	Subscriptions & paym	ent			
			Manage your t	eam		å, In	vite more
		•		Last active	Activated licenses	Actions	
			iconsultant@yop	about 9 hour	s ago Activated	Owner	
ř			0212@yopmail.com	3 months age	, <b>(</b>	User - Q-	1
		13	4			a Owner	)
	ے م					& Admin	
	BA					& Supervisor	
	We are not a l Terms of	aw firm, or a substi Use and Privacy P	tute for an attorney or a law t olicy . Use of our products a	firm. Use of our v nd services is go	vebsite and its features is gov verned by our Terms and Co	verned by our nditions.	

6. Enter your current password and click Confirm



You will be logged out and displayed the screen:

	Account deactivated Your account has been deactivated. You can contact your team's admin/owner to get it reactivated Back to log in	
We are not a law firm, o Terms of Use and I	r a substitute for an attorney or a law firm. Use of our website and its fe Privacy Policy . Use of our products and services is governed by our Tr	atures is governed by our erms and Conditions.

## Purchase Custom Branding

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click icon Profile in the top right corner of screen
- 3. Click on tab Custom Branding and click on "Start Customizing"



4. Upload the logo, add content and pick background color for your organization legal updates header/footer and click "Proceed"

	My Account Cit	ick here or press CTRL + K Q + Talk to Virgil 🇯 🐍
	Account settings Custom Branding Organization Subscriptions & payment	Draft Saved at 10/01/2024 - 11:03
ଜ		Virgil
ç	Header	
۲	Logo Background color	This is how the Weekly Legal Update
9 <b>=</b>	TAU 3	emails look today. Change the logo & the color to see how the look will change.
		Heading
Ø	Type here for the header	Body paragraph
Ģ	(i) Press 'Proceed' to confirm your changes! Save as draft Proceed -	
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our web Terms of Use and Privacy Policy . Use of our products and services is gover	bsite and its features is governed by our red by our Terms and Conditions.

5. Review the feature pricing and click on button "Purchase Custom Branding"



- 6. Review payment information and click on button "Subscribe"
- 7. You will be redirected to Member portal and displayed successful modal displayed to inform your payment. Now you can adjust unlimitedly your custom branding during the subscription.



# 6.Chatbot

Search for Chatbot

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Click icon button "Search"



4. You can select the chat status to quickly search for the chat

Chatbot	Click here or press CTRL + K	Q + Talk to Virgil 🛓 🋱 🍰
All Open Completed Closed	Select a chat © * Select a chat	Details Discussions
Q Cance		
0 result(s) 🗣 All		
	Ţ	···
(i)	No chats found. Let's start a new chat.	No chats found. Let's start a new chat.
No result matched.		

5. Type in the "keyword" to find the matched chat names

Chatbot	Click here or press CTRL + K	Q	+ Talk to Virgil	2.	Å	20
Charbot	onextrere of press of the . It	~	i iune to virgin	2-	-	50

All Open Completed Closed	Test & • Onboarding	No Add label HU & :	Details Discussions
test 😵 Q Cancel	independent contractors. Different govern many states consider different sets of fact context in which a worker is being classifie	ment agencies and tors depending on the ed.	Notes
1 result(s) All Test #00001 & Onboarding • Worke	In which of the following contexts are you worker? Wage and hour	classifying this	
t음 You	G	eneral worker status	
No more		Tax withholdings	+ Create a note
	Wo	orkers' compensation	
	Un	employment benefits	Legal FAQs
		Discrimination laws	

## Talk to VirgilHR

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Click button "Talk to Virgil"
- 4. Select scenario you want to chat

Chatbot		Click here or press CTRL + K	Q + Talk to Virgli 💁 🇘 🍰
My Team Q	New chat ③ • Unidentified chat	🛇 Add label 🔫 🍰 🚦	Details Discussions
15/71 available chat(s) All + Talk to Virgil	Hello Huong Tran, I am here to a	HR assist you with	
New chat     #       Unidentified chat     #       New     #00014       Chat     Onboarding • Back       A: You     You	Ind -To-End Onboarding  Background Checks  EEO/Reasonable Accommodations  Employee Agreements Employee Classification		No chats found. Let's start a new chat.
New #00013 Chebanding	i-9 & E-Verify In-Role - Breaks, Overtime, and Payroll Frequence Leave Mandatory Training	зу	

5. Start by typing the name you want to title the chat

Chatbot		Click here or press CTRL + K	+ Talk to Virgil
My Team Q	New chat & • Onboarding	S Add label HU &	Details Discussions
16/71 available chat(s) • All + Talk to Virgil	Hello Huong Tran, let's begin our journey. How would you like to title this chat (e.g., MA P	aternity Leave.	Notes
New #00015 chat Onboarding + Back /g You	DC Termination)?		
New #00014 chat Onboarding + Back			+ Create a note
New #00013	Enter the chat title	۵	Legal FAQs

6. Continue to answer questions asked by chatbot

Chatbot		Click here or press CTRL + K	오 + Talk to Virgil 알 수 ය
My Team Q	Test & ● Onboarding	🛇 Add label 🔫 🍰 🚼	Details Discussions
16/71 available chat(s) All + Talk to Virgil	How would you like to title this chat (e.g., MA Par DC Termination)?	ternity Leave, Test	Notes
िर्भ Test #00015 Onboarding • Back २ <u>२</u> You	Where does this employee work?	Alabama	
et and the seck به من		Alaska Arizona	+ Create a note
New #00013		Arkansas California Colorado	Legal FAQs

Talk With Onboarding Workflow

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen

- 3. Click button "Talk to Virgil"
- 4. Click on the chatbot workflow named "End-To End Onboarding Compliance" to go through all steps relating to Employee Onboarding



5. After selecting, you will start the workflow with available steps. You are able to answer or skip answering to the question

	Chatbot		Click here or press CTRL + K Q + Taik to Virgil 🗘 🛔
\$ 0	My Team Q Treal 3 char(s) + Taik to Virgil	BA © And Later © &	E Datalia Discussions
	BA #00003 Chosening By Two 2 #00002 Chosening - New Hite Documentation L A, Two	takert acquisition process under foderal and/or state law. Takett acquisition is affected by many different legs requirements and considerations, including equal opportunity laws, pay equity laws, and other laws regarding screening and selecting candidates. Let's legit our journey with EEO laws, which prohibit discriminating against applicants on the basis of certain protected exponse. First, the lack prohibit discrimination in Employment Act (ADEA), which prohibits unlawful first explorement Act (ADEA).	4 Casa sate
¢ E	Lasve - Lasve AS Yes	Does this employee work for a private employer with 2 or more employees on the organization's payroll in each of 20 or more calendar sets. In the current or preceding calendar year? Click here $\mathbb{C}$ for more information on the ADEA and the very uncommon exemptions to its coverage.	Legal FAQs C here →
	eer stalle	30 or more employees 19 or fewer employees	Planed messages
G		We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our Terms of Use and Privacy Policy . Use of our products and services is governed by our Terms and Conditions.	

6. After going through all steps, you will be shown the button "Mark as Complete" to mark the onboarding chatbot flow as completed

	Chatbot		Click here or press CTRL + K Q + Talk to Virgi
	My         Team         Q           Total 2 chatt(s)         • Al           + Talk to Virgit         • Al           • BA         #00003           • Cartering         #00003           • Cartering         #00002           • Cartering         #00002           • Cartering         #00002           • Cartering         #00002	BA \$ • Onloanding • • Onloanding • O Matter () • O Matter ()	E Details Discussions
E E	1 #00001 Larre - Leave 25 Your No more	Please take a moment to rate our product and give us feedback. Give feedback You can print this by pressing the buffers below or the buffers above at any time	Legal FAOs C here → C here →
ç.		Co Print      Co Print      Co Mark as Compt      Mark as Compt      Tomat of the right of a substitute for an adversary or a loss from Use of an antibility and the functional adversarial to nor. Theme and Education      Tomat of the right of the substitute of the products and support to a support to the product of the support to adversarial to nor. Theme and Education      Tomat of the right of the support of the products and support to adversarial to nor. Theme and Education      Tomat of the right of the support of the products and support to adversarial to nor. Theme and Education      Tomat of the right of the support of the products and support to adversarial to nor. Theme and Education      Tomat of the right of the support of the products and support to adversarial to nor.      Tomat of the right of the support of the product of the support of the sup	© protected classes → C Clark-Figures Equal Pay Act → (È)

## Add chat label

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Click on the chat you want to add chat label



4. Click on button "Add label" on the top right corner of chat

Chatbot		Click here or press CTRL + K	+ Talk to Virgil
My Team Q	Test & • Onboarding	S Add label HU & :	Details Discussions
16/71 available chat(s) All + Talk to Virgil	How would you like to title this chat (e.g., MA Pate DC Termination)?	ernity Leave, Test	Notes
ع Test #00015 Onboarding • Back ک You	Where does this employee work?	Alabama	
دhat #00014 Chat #00014 Onboarding - Back ری You		Alaska Arizona Arkansas	+ Create a note
New #00013		California Colorado	Legal FAQs

5. Click on button "New Label" or select the available labels to add label for the chat

Chatbot		Click here or press CTRL + K	Q + Talk to Virgli 2 4 &
My Team Q	Test ♣ • Onboarding	S Add label 🔞 🍰 🗄	
18/71 available chat(s) • All + Talk to Virgil	Labels	+ New label	Notes
Test #00015 Onboarding • Back ½ You	Archived	Test	
• New #00014	• Test	Alabama	
2 You 2 chat #00013	Bitting private employers to provide employees v	with this type of leave.	

6. Input the label name and click Create & add label

Chatbot		Click here or press CTRL + K	Q + Talk to Virgil S. Q &
My Team Q	Test & • Onboarding	⊙ Add label 🕺 🔒	
16/71 available chat(s) 🕒 All	He New label		Notes
+ Talk to Virgil	Ho Color mark		
Test #00015 Chr Onboarding - Back	Label name E.x important	Test	
Alert	() Less than 15 characters		
Achat #00014 Chat Onboarding • Back	Create & add label	Alabama	
终 You	Ba Close		
New #00013	Please revisit your prior response and try anoth	ner option.	

## Manage Chatbot assignee

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Click on the chat you want to invite collaborator(s)
- 4. Click the below icon at the top right corner of chat screen

Chatbot		Click here or press CTRL + K	+ Talk to Virgil 🐉 🎝 🐍
My Team Q	Test & • Onboarding	Add label HU & E	Details Discussions
16/71 available chat(s) • All	Hello Huong Tran, let's begin our journey.		Notes
+ Talk to Virgil	How would you like to title this chat (e.g., MA Pater DC Termination)?	rnity Leave,	
Test #00015 Onboarding • Back		Test	
e vou	Where does this employee work?		
ent we we would the sector of		Alabama	+ Create a note
怨 You	Based upon our research, it does not appear the st this employee is requesting leave has a leave law re private employees to provide employees with this t	ate in which equiring	
New #00013	private employers to provide employees with this t	ype of leave.	Legal raws
And sending	Please revisit your prior response and try another of	option.	-

5. Type the username you want to invite as collaborator to the chat and click Done

My Team     Tory        Tory <th>Chatbot</th> <th></th> <th>Click here or press CTRL + K</th> <th>Q + Talk to Virgil 💁 🛕 🍰</th>	Chatbot		Click here or press CTRL + K	Q + Talk to Virgil 💁 🛕 🍰
New chat % You     #00014 bit     Alabama       New % You     Bit     Done       Legal FAQs     Legal FAQs	My Team Q Tes 8 10/71 evailable chat(s) - All + Talk to Virgil C Test #00015 2. Onbearding + Back. 23, You Wr	Type name here Huong Tran (You)	<ul> <li>2</li> <li>3</li> <li>7</li> <li>7&lt;</li></ul>	Details Discussions Notes
New     #00013       2.     chat       P1     Cancel	New #00014 chat Orboarding - Back #3 You Ea		Alabama	
2. chat n Cancel	New #00013	Done		
	e chat	Cancel		

#### Print Chatbot

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Click three dots button on the top right corner of chat screen
- 4. Click on "Print" from the dropdown list



## Delete Chatbot

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Click three dots button on the top right corner of chat screen
- 4. Click on "Delete" from the dropdown list


#### Create a Note

1. Access URL <u>https://member.virgilhr.com/</u> and login to your account

Are you sure you want to delete this chat?
Cancel
Delete

- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Click on one chat you want to create note for
- 4. Click button "Create a note"



6. Click the icon "Mark as Done" on the top right of textbox

#### View Chat details

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Chatbot in the navigation on the left of screen
- 3. Look for and click on the chat you want to view in details
- 4. Navigate to the section on the right and scroll down to sub section called Chat details

Chatbot		Click here or press CTRL + K	Q + Talk to Virgli 💁 🋱 🖧
My Team Q	New chat & • Onboarding	⊙ Add label HU & :	Details Discussions
16/71 available chat(s) • All + Talk to Virgil	Hello Huong Tran, let's begin our journey. How would you like to title this chat (e.g., MA Pat DC Termination)?	ernity Leave,	Chat details
د New #00014 chat Onboarding • Back بع You			Topic Onboarding Sub topic Background Checks
e New #00013 chat #00013 ری You			Country State  County City 
New #00012	Enter the chat title	D	Created time 14:41 - Nov 20, 2023

# 7.My Queries

Add new query

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab My Queries in the navigation on the left of screen
- 3. Click on button "New Query" on the left corner of screen

Queries		Click here or press	CTRL + K Q +	Talk to Virgil 💁 🗘
+ New Query		Sort: Date Updated (	Newest First)	h for a query
Test Open				View
Huong Test	Created By Huong Tran	Query Type Resources	Created On Nov 15, 2023	Updated On Nov 15, 2023
Michigan Offboarding - Termination - Paid Lea	Ve Open			View
Is paid leave (e.g., vacation or sick leave) included as part of Michigan employee's final wages?	a Created By Huong Tran	Query Type Chatbot	Created On Nov 12, 2023	Updated On Nov 12, 2023

### 4. Select the feature you want to contact experts

My Queries		Click bere or press CTRL + K	a 🕂 Talk to Virgil 🤰 🎝 🖁
+ New Query	Contact VirgilHR	at First) +	Search for a query
	What kind of help are you looking for?		
Test Open Huong Test	💬 Chatbot	Created Or	
	Handbook	Nov 15, 2	
Michigan Offboarding -	ໂອ Law comparison		
Is paid leave (e.g., vacation or : Michigan employee's final wag	E Resources	Created Or Nov 12, 2	
	••• Others		
		Class	
		Close	

Search for a query

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab My Queries in the navigation on the left of screen
- 3. Navigate to the search bar on the top left of screen
- 4. Type the keyword and click Search icon to find the query containing the keyword

Queries		Click here or press	CTRL + K Q +	Talk to Virgil
+ New Query		Sort: Date Updated (	Newest First) • Searce	ch for a query
Test Open				View
Huong Test	Created By Huong Tran	Query Type Resources	Created On Nov 15, 2023	Updated On Nov 15, 2023
Michigan Offboarding - Termination - Paid L	eave Open			View
Is paid leave (e.g., vacation or sick leave) included as part Michigan employee's final wages?	of a Created By Huong Tran	Query Type Chatbot	Created On Nov 12, 2023	Updated On Nov 12, 2023

#### Update a query

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab My Queries in the navigation on the left of screen
- 3. Click on the query you want to update
- 4. Click button View and click Edit

Queries		Click here or press 0	CTRL + K Q +	Talk to Virgil 💁 🇘	8
+ New Query		Sort: Date Updated (N	lewest First) - Searc	th for a query	٩
Test Open				View	
Huong Test	Created By Huong Tran	Query Type Resources	Created On Nov 15, 2023	Updated On Nov 15, 2023	
Michigan Offboarding - Termination - Paid Leave	Open			View	
Is paid leave (e.g., vacation or sick leave) included as part of a Michigan employee's final wages?	Created By Huong Tran	Query Type Chatbot	Created On Nov 12, 2023	Updated On Nov 12, 2023	

Test Open



Close

You can update the title, the question but not the feature item you've selected.

8.Task

Add new task

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Task in the navigation on the left of screen
- 3. Click on button "New Task"

Task			Click here or press CTRL + K	2 + Talk to Virgil	Q &
+ New task	Status: All Status *	Assignee: All 🔻	Sort: Date Created (Newest First) *	Type your task keyword	٩
		~=	-		
		• —	-		
	Cre	ate a task to organiz	e your work		

4. Input the task information and click Create

Create A Task

Due Date	
Set Due Date	
Assigned To	
a. Assign	
= ≡ ⊕ ▲ ∠	💠 Expand
	Due Date Set Due Date Assigned To A Assign A Sasign A Assign A Assign

You are able to quickly search for the created task by using the filter Status and Assignee.

Task		1	Click here or press CTRL + K	٩ (+	Talk to Virgil	2	٩	°°°
+ New task	Status: Processing *	Assignee: Huong Tran 👻	Sort: Date Created (Newest First)	• Туре	) your task keywc	ard	Q	•
		P						
		Not found The task not fou	ind.					

Search for a task

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. Click on tab Task in the navigation on the left of screen
- 3. Navigate to the search bar
- 4. Type the keyword and click Search icon to quickly find the matched task name

Task			Click here or press CTRL + K	् 🕂 Talk to Virgil 🐉 🇘 🍰
+ New task	Status: Processing •	Assignee: Huong Tran *	Sort: Date Created (Newest First) +	Type your task keyword
		P.		
		Not found	nd	
		The task hot loc	1744	

### 9.Legal FAQs

- 1. Access URL <u>https://member.virgilhr.com/</u> and login to your account
- 2. After successful login, users will be taken to the Dashboard page where you can access the Legal FAQs page through the left navigation bar

G Home	s's how to make th
💬 Chatbot	
My Queries	DP 1 trial day left
9 <b>=</b> Task	P Starter  □ 0/1
Legal FAQs	View guidance written by attorneys on a variety of labor and employment law
Resources	topics
D Law Comparison	Actions
Handbook	
Product Support	
C→ Log out	

3. You can input the term and press enter or click the search button to search for Legal FAQs you want to refer to or relate to your case.

	Legal FAQs		Click here or press CTRL + K	Q + Talk to Virgil	¢ &
	Eavorites (d) Favorites (d) Favori	nent law compliance.			
ç					
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our website Terms of Use and Privacy Policy. Use of our products and services is governed	and its features is governed by our by our Terms and Conditions.			Å
	Legal FAQs		Click here or press CTRL + K	Q + Talk to Virgil	¢ å
ଜ	← Back sick	c	Favorites		Q
	Related keywords sick leave pto paid sick leave supplemental guidance confidentiality				
۵	Oregon - Sick Leave - Supplemental Guidance Remember, some organizations don't necessarily have 'Bick leave' for their employees.	Tools			
.=	sick leave sick leave law paid sick leave paid sick time sick time	Filter			
R	Arizona - <mark>Sick</mark> Leave - Use Threshold	All states			
	Arizona's law isn't as clear on this topic as other site: leave laws; in other words, Arizona's law partially leaves this decision up to an employer by providing for an upper limit on how long an employer can prohibit an employee from using their site. Iteave: "an employer may require an	Topic		む	
9	sick leave accrued earned paid sick time	All topics	No fav You can add y	vorites have been added yet our favorite Legal FAQs to th	iis list by
æ	California Sick Leave - Berkeley - Supplemental Guidance	All categories •	clicking th	he star icon next to a Legal F	AQ.
H.	Remember, some organizations don't necessarily have "ack leave" for their employees. sick leave sick leave taw paid sick leave sick leave policy unused sick leave	Tag			
	California Sink Leave - Supplemental Guidance Remember, some organizations don't necessarily have "ack leave" for their employees.	Search and select ta  Sort by: C Latest Most relevance			
					8
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our websit Terms of Use and Privacy Policy . Use of our products and services is governed	e and its features is governed by our d by our Terms and Conditions.			Å

*Note*: The search term will be highlighted so that users can know where the keywords are included in the results.

4. You can also use the Tools section to narrow to get more precise results that you want to search.



5. You can select 1 of the results to view the details of Legal FAQs

	← Legal FAQs Detail Click here or press CTRL + K Q + Talk to Virgil & Favorite © Download © Print & Share	¢ &
	Oregon - Sick Leave - Supplemental Guidance	
ନ୍ଦ ଅ	1 Some Employers Do Not Have "Sick Leave"	
۵	Remember, some organizations don't necessarily have "sick leave" for their employees. For example, an employer may choose to offer its employees Paid Time Off (PTO) instead of sick leave because it offers employees increased flexibility. Employers who take this route would be wise to ensure that any such PTO policy meets the minimum requirements of any sick leave law that applies to an employee.	1
9 <b>=</b>		3
	2 Definitions Of "Employer" And "Employee"	4
$\odot$	Man is a "Fendence"	6
A)	mo and characterized. For purposes of Oregon's sick leave law, "employee" means an individual who renders personal services at a fixed rate to an employer if the employer either pays or agrees to pay for personal services or permits the individual to perform personal services.	7 8
£	"Employee" includes, but is not limited to: <ul> <li>An individual who is paid on a piece-rate basis of the number of operations accomplished or quantity produced or handled;</li> <li>Individuals paid on a hour, safary or commission basis;</li> <li>Individuals for whom withholding is required under ORE 316.0221.02;</li> <li>Home care workers as defined in ORE 410.600.02;</li> </ul>	9 10 
ç	"Employee" does <u>not</u> include: • An employee who receives paid sick time under federal law;	
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our Terms of Use and PrivacyPolicy. Use of our products and services is governed by our Terms and Conditions.	Ø

#### 10.Resources

View, Search and Download Resources

1. Access URL <u>https://member.virgilhr.com/</u> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar

virgil HR	
Home	s how to make the
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Legal FAQs	e with your team members to i
Resources	View template policies, forms, and agreements to use in your organization
Law Comparison	Actions
Handbook	
Product Support	
🕒 Log out	

3. Each tab of the Resources page will include content that belongs to the policy type admin set up in the admin portal. You can click any policy to view its details. You are able to download, share the policy.



To share the policy, you can click button Share and enter the username (portal users) or email (non-user). Then click share to share the policy link to your colleagues.



You can quickly find what you need through the search bar at the top right corner of the right section of Resources page.

	Resources	Click here or press CTRL + K	Q + Talk to Virgil 🋕 🍰
ଜ	Policies Forms Agreements State: All •	Policies +	٩
ŝ	National	_	
9	Employee Handbook		
	Reasonable Accommodation Policy for Pregnant Workers	A	
Ø	Religious Accommodation Policy	C D	む
	Disability Accommodation Policy - National	F No fa G You can add	vorites have been added yet. your favorite Resources to this list by the star icon pert to a Resource
Ŀ	Employment At-Will	H	
	Return of Company Property		
	Holidays		
÷	Family and Medical Leave		
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our Terms of Use and Privacy Policy. Use of our products and services is governed by our Terms and Conditions.		ă.

After you input the search term and press enter/click the search button to narrow down the results to quickly find what you need, you can also filter to get more precise results.



#### Create Resource

1. Access URL <u>https://member.virgilhr.com/</u> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar



3. Click on the button New Resource



4. Select the Resource Type you want to create and creation method:



a. If you select Create From Scratch, you will be required to input some resource info and click Create

	Reso	New Policy				×	
;::	Se Stat.	Information Name Name your resource	here				
$\odot$		Mark as mandate	ry				
A D		Country United States	<ul><li>State</li><li>Select</li></ul>	<ul><li>County</li><li>✓ Select</li></ul>	City Select	•	
Ľ							
iiii		Section 1	ere				
		+ Add section			Cancel	reate $\rightarrow$	
G		Terms	of Use and Privacy Policy . U	se of our products and services is g	overned by our Terms and Conditio	10	

Then, the resource will be created as custom policy and you will be directed to the resource details to review:

	← Policy Det Click here or press CTRL + K Q + Talk to Virgil ۞ Favorite @ Edit ♀ Download @ E-signature :	¢ &
ä	Notice of Administrative Leave	
ŝ	G 06/12/2024 06:01 AM Z VirgiIHR         Editor's Notes       Recent Changes         Upcoming Changes	
	1 Notice of Administrative Leave	
$\odot$		
8	[[ Test 234 ]] ABBA - Gimme! Gimme! Gimme! Change Made Update Change 1234	2
<b>[</b> ]	[Date] [Employee Name] [Job Title, Department] [Employee Address]	
ilíl	RE: Notice of Administrative Leave	
ç	Dear:	
	Pursuant to [ARTICLE, SECTION OF COMPANY POLICY/EMPLOYEE CONTRACT/COLLECTIVE BARGAINING AGREEMENT/EMPLOYEE	R
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our Terms of Use and Privacy Policy . Use of our products and services is governed by our Terms and Conditions.	Ø

b. If you select Upload New Resource, you will be opened to the modal Upload Handbook to upload the resource file from your local computer

You will click on the button "Click to upload" and upload the resource file. Then click on the button "Preview" to review and click on the button "Upload" to upload file to VirgilHR Portal.

Policies Forms Agreem	Upload Resource	×		
Search for a resource	() For sample resource	♀ Download template		
State All states & National	0			
	സ്			
Reset Filter	Drop file here or click	to upload		
	① Supported file type .doc, .docx			
+ New resource	T Upload issue? We're here for you	③ Share with us		
⑦ Can't find a reso		Cancel Preview		
Wea	re not a law firm, or a substitute for an attorney or a laa	w firm. Use of our website and its features is gov		
	renns of ose and Privacy Policy , ose of our products	and services is governed by our renns and co		
Preview Res	ource		×	
	Sample Employee H	andbook (2)		
Welcon	ne			
Welcome to <b>[CC</b>	MPANY NAMEL! We are delighted that vo	u have chosen to join our organizatio	in and	
hope that you w and mission, we	ill enjoy a long and successful career with hope you will take advantage of opportu	n us. As you become familiar with our nities to enhance your career and fur	culture ther	
[COMPANY NAI	ME]'s goals.			
You are joining a expertise. Our e and offer the mo	an organization that has a reputation for o mployees use their creativity and talent to ost effective services/products in the indu	utstanding leadership, innovation, and p invent new solutions, meet new dem stry. With your active involvement, cr	d nands, reativity, take	
		Close	Upload	

# Edit Resource

1. Access URL <u>https://member.virgilhr.com/</u> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar

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Legal FAQs	e with your team members to i
Resources	View template policies, forms, and agreements to use in your organization
Law Comparison	Actions
Handbook	
Product Support	
G Log out	

3. Click on one resource to go to the resource details and click on button "Edit" on the top command bar to edit any resource information you want.

	← Policy Det Click here or press CTRL + K Q + Talk to Virgil ☆ Favorite De Edit ♀ Download De E-signature :	¢ &
°C 0 == =	Disability Accommodation Policy - National © 09/25/2024 16:09 PM & VirgilHR Editor's Notes Recent Changes Upcoming Changes	
	<b>1</b> Sample Disability Accommodation Policy (National)	
	Sample Disability Accommodation Policy (National)a	
	[INSERT COMPANY NAME] is committed to ensuring that equal employment opportunities are made available for individuals with disabilities.	
Ľ	Because of this, the Company will make reasonable accommodations for the known physical or mental limitations of otherwise qualified individuals with disabilities unless doing so would result in an undue hardship and/or direct threat to the health and/or safety of the individual or others.	
ຳ້ຳຳ	Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity,	
	DEPARTMENT, e.g., Human Resources) will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that an impairment may be	
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our Terms of Use and Privacy Policy . Use of our products and services is governed by our Terms and Conditions.	۵

# Send Resource E-signature Request

1. Access URL <u>https://member.virgilhr.com/</u> and login to your account

2. After successful login, you will be taken to the Dashboard page where you can access the Resources page through the left navigation bar

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Legal FAQs	e with your team members to
Resources	View template policies, forms, and agreements to use in your organization
آوا Law Comparison	Actions
Handbook	
Product Support	
🕞 Log out	

3. Click on one resource to go to the resource details and click on button "E-signature" on the top command bar to send e-signature request to your colleagues



#### 4. Click "Create one" and then click "Get started" to start creating Resources E-signature request

#### E-signature

No document has been yet sent for e-signature
+ Create one

5. Review to ensure that is the document you want to get the e-signature and Click "Confirm & Proceed'

E-signature

# **Disability Accommodation Policy - National**

#### 1. Sample Disability Accommodation Policy (National)

#### Sample Disability Accommodation Policy (National)a

[INSERT COMPANY NAME] is committed to ensuring that equal employment opportunities are made available for individuals with disabilities. Because of this, the Company will make reasonable accommodations for the known physical or mental limitations of otherwise qualified individuals with disabilities unless doing so would result in an undue hardship and/or direct threat to the health and/or safety of the individual or others.

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact [INSERT DEPARTMENT, e.g., Human Resources] to request such an accommodation. [INSERT DEPARTMENT, e.g., Human Resources] will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when the Company receives notice from its own observation or another source that an impairment may be impacting the employee's ability to perform his or her essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations are prompting the request. The Company will evaluate information obtained from the employee, and possibly their health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to the health and/or safety of the individual or

Cancel

**Confirm & Proceed** 

6. Click to "Add recipient" for the e-signature request. You can choose to send the e-signature in order (the later recipient only receives the e-signature request when the previous recipient signs) or all recipients will receive it at once.

E-signature

Set up e-Signature Recipients		
Available Recipients	Add Recipients	Send in Order
<b>ESS</b> No available recipients for selection	To recipients	) s added yet
ආ Bulk Import Recipient(s)		$\begin{array}{c} \textbf{Cancel}  \textbf{Set up Required Fields} \rightarrow \end{array}$

You can "Bulk Import Recipient(s)" to upload all recipients at once

### E-signature

Set up e-Signature Recipients			
Available Recipients	Add Recipients		Send in Order
<b>Constant</b> No available recipients for selection	+ Add recipient	No recipients added yet	
ආ Bulk Import Recipient(s)		Cancel	Set up Required Fields $ ightarrow$
E-signature			
Set up e-Signature Recipients			
Available Recipients Bulk Import F	Recipient	×	Send in Order
Ro available recipient.	Drop file here or click to upload	1	Ū
	φ d	ownload the sample CSV file	

After completing set up recipients, then click on the button "Set up required fields"

7. Click each recipient or select all to setup e-signature fields.

E-signature			
Check all	Select all Required fields 0 / 1		Select all Available fields 0 / 7
a a@yopmail.com	Signature Created by recipient	$\rightarrow$ $\leftarrow$	<ul> <li>Initials Text box</li> <li>Stamp Image upload</li> <li>Company Text box</li> <li>Full name Text box</li> <li>Email Text box</li> <li>Signed On Automatically fill in the Signed On info</li> <li>Day Date picker</li> </ul>
前 Cancel e-Signature E-signature			← Back Set Due Date & Reminders →
Check all a a@yopmail.com ab ab@yopmail.com	Select all Required fields 0 / 1  Signature Created by recipient	$\rightarrow$ $\leftarrow$	<ul> <li>Select all Available fields 0 / 7</li> <li>Initials Text box</li> <li>Stamp Image upload</li> <li>Company Text box</li> <li>Full name Text box</li> <li>Full name Text box</li> <li>Signed On Automatically fill in the Signed On info</li> <li>Day Date picker</li> </ul>
道 Cancel e-Signature			← Back Set Due Date & Reminders →

Check on the field and click to pull field requiring recipient input or push selected field out of document requesting e-signature.

# E-signature

a       ab       Signature       Initials         ab       Created by recipient       Initials       Text box         →       Company       Company       Text box         →       Company       Text box       Initials         →       Full name       Text box       Initials         Image upload       Image upload       Image upload       Image upload         →       Enail       Text box       Image upload         Image upload       Image upload       Image upload       Image upload	Check all	Select all Required fields 1 / 1		Select all Available fields 0 / 7
	a@yopmail.com	Signature Created by recipient	→	<ul> <li>Initials Text box</li> <li>Stamp Image upload</li> <li>Company Text box</li> <li>Full name Text box</li> <li>Email Text box</li> <li>Signed On Automatically fill in the Signed On info</li> <li>Day Date picker</li> </ul>
	適 Cancel e-Signature			← Back Set Due Date & Reminders →
E-signature	E-signature			
Check all  a gyopmail.com  Select all  Required fields 0 / 1  Signature Created by recipient Push selected fields from E-signatureText box  Stamp Image upload	Check all a a@yopmail.com	Select all Required fields 0 / 1 Signature Created by recipient Push selected fields	s from E-sign	Select all Available fields 0 / 7 Initials atureText box Stamp Image upload
<ul> <li>→ Company Text box</li> <li>← Full name Text box</li> <li>→ Email Text box</li> <li>→ Signed On Automatically fill in the Signed On info</li> </ul>		Pull fields to E-signa	$ \begin{array}{c} \rightarrow \\ \leftarrow \\ \downarrow \\ \downarrow$	Company Text box Full name Text box Email Text box Signed On Automatically fill in the Signed On info
© Cancel e-Signature ← Back Set Due Date & Reminders →	適 Cancel e-Signature			Date picker ← Back Set Due Date & Reminders →

After finishing to set up fields, click on the button" Set Due Date & Reminders"

8. Pick the e-signature request due date and set up reminder if any

#### E-signature

Due dat	te						Reminder
4			2024			$\rightarrow$	When the sent in order option is selected, a reminder email will be sent to the signer in the next line. Otherwises, a reminder will be sent to all signers
←			October			$\rightarrow$	No Reminder     O Every day
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Custom reminder day(s)
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
<b></b> 回 Cance	l e-Signatu	ure					← Back Complete

### 8. Click on button "Complete" to finish sending E-signature request

You can click on the button E-signature on the top command bar again to keep track and manage the E-signatures progress

E-signa	ture				+ New I	Document
2	Created date	Created by a a	Status In Progress	Last update I Oct 01, 2024	Due date	>
2	Created date ⊟ Oct 01, 2024	Created by a a	Status In Progress	Last update ⊜ Oct 01, 2024	Due date ⊜ Oct 02, 2024	>
2002	Created date Oct 01, 2024	Created by a a	Status In Progress	Last update Oct 01, 2024	Due date	>
			No more			

Close



# 11.Handbook Builder

Create New Handbook

1. Access URL <u>https://member.virgilhr.com/</u> and login to their account

2. After successful login, users will be taken to the Dashboard page where you can access the Handbook page via the left navigation bar

	virgil	
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ç	Chatbot	
8	My Queries	DP 1tri
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	Legal FAQs	e with your t
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AD.	Law Comparison	Actions
F.	Handbook	
ç	Product Support	
G	Log out	

3. You can create a new handbook by clicking the button New Handbook at the top left corner of this page (Or the CTA button New Handbook in the middle of the page if you haven't created any handbook yet)



4. You will also be shown a form to fill in the handbook's information (Company name - Required, Handbook name)

	Handbook Builder			Click here or pres	s CTRL + K Q + Talk to Virgit
ŵ				Created By: All • Sort: Date Created (Newest First) •	Search for a handbook Q O Settings +
÷	1		New Handbook	×	
A	Created By Thao OAtesting	Company name 1	Company logo	Updated By Thao QAtesting	
9 <u>=</u>			Č		
			JPG, GIF or PNG. Max size of 800KB     Company pame		
Ø			Enter company name		
			Handbook Name		
60			Enter handbook name		
E			• • • •		
iii			Next		
			Cancel		
G		We are not a law firm Terms of Use a	n, or a substitute for an attorney or a law firm. Us nd <b>Privacy Policy</b> . Use of our products and serv	e of our website and its features is governed by our ices is governed by our Terms and Conditions.	0

5. You will also be shown a form to define the handbook. You will have to select handbook type, select states for their handbooks if needed, and answer some questionnaires set up by admin to go to the Preview step

	Handbook Builder	New Handbook	×	or press CTRL + K	Q + Talk to Virgil	¢ 2.
181		Federal only		Soarch for a hand		16 -
		Federal & States		Search for a hand		12 4
9 <u>=</u>		States only				
B		Select states				
		Alabama X + 50	•			
$\odot$		Select cities				
A)		All Cities	•			
		Handbook language				
		English O Spanis	sh			
îîÎ		••••				
		Next				
G		Back		d its features is governed		
Handbo	ook Builder			Click here or pro	sss CTRL + K Q + Talk to Virgil	¢ &
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Handbo + New He	ook Builder	Upload Handbook Define Handbook		Click here or pre Sort: Date Created (N	ess CTRL+K Q + Talk to Virgit ewest First) + Search for a handbook	¢ &
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Handbo	ook Builder	Upload Handbook Define Handbook Number of Employees - 1 +		Click here or pre	ess CTRL+K Q + Talk to VegR ewest First) + Search for a handbook	)
Handbo	ook Builder	Upload Handbook Define Handbook Number of Employees - 1 + <sup>(1)</sup> This will help us to identify suitable policies for you. How do you refer to your company?		Click here or pre	es. CTRL + K Q + Talk to Viego evecst First) + Search for a handbook	)
Handbo	ook Builder	Upload Handbook Define Handbook Number of Employees - 1 + O This will help us to identify suitable policies for you. How do you refer to your company?		Click here or pre	ess CTRL + K Q + Talk to VegR ewest First) + Search for a handbook	A &
Handbo	ook Builder	Upload Handbook Define Handbook Number of Employees – 1 + • This will help us to identify suitable policies for you: How do you refer to your company? 1 I		Click here or pro	es. CTRL + X Q + Talk to Virgi exwest First) + Search for a handbook	- 9
Handbo	ook Builder	Upload Handbook Define Handbook Number of Employees - 1 + • O This will help us to identify suitable policies for you: How do you refer to your company? 1 If employees have a question regarding a handbook policy, which department should they contact?(Optional)		Click here or pro	ese CTIL + K Q + Talk to Viegt events First) + Search for a handbook	
Handbo	ook Builder	Upload Handbook Define Handbook Number of Employees - 1 + • This will help us to identify suitable policies for you: How do you refer to your company? 1 Memployees have a question regarding a handbook policy, which company representative should they contact?		Click here or pro	es. CTRL + X Q + Talk to Virol events First) • Search for a handbook	- 9
Handbo	ook Builder	Upload Handbook Define Handbook Mumber of Employees - 1 + • • This will help us to identify suitable policies for you. How do you refer to your company? 1 Memployees have a question regarding a handbook policy, which department should they contact?(Optional) Enter your answer		Click here or pro	es CTIL + K C + Tak to Vied cwest First) • Search for a handbook	•
Handbo	ook Builder	Upload Handbook Define Handbook Number of Employees - 1 + • This will help us to identify suitable policies for you • This will help us to identify suitable policies for you • This will help us to identify suitable policies for you • O This will help us to identify suitable policies for you • O This will help us to identify suitable policies for you • O This will help us to identify suitable policies for you • O This will help us to identify suitable policies for you • O This will help us to identify suitable policies for you • O This will help us to identify suitable policies for you • O This will help us to identify suitable policies for you • O This will help us to identify the you • O This		Click here or pro	es. CTRL + X	- 9
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Handbo	ook Builder	<section-header><section-header><section-header><section-header><section-header><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header>		Click bere or pro	es CTIL + K Q + Tak to Vies events First) • Search for a handbook	

6. You can either choose to create a handbook from scratch, upload a handbook or download handbook with all policies



a. If you choose to create from scratch, system will display the successful modal and then bring you to the editor page for you to edit the handbook

Handbook Builder			Click he	te se prese CTRL + K O O O O O O O O O O
	Cooperg terms Huong Test		Applanted Tay	
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		Handbook created		
		Got it		
	We are not a low firm, or Terms of Use and P	a substitute lot at attorney or a loss line. Une of our set inversy Postcy : Die of our products and services is gover	inte and its features to governed by our reactivy car: Turnes and Canaditions.	

	Create Handbook				Click here or press CTRL + K	Talk to Virgil 🌼 🖧
	General Policies      2 State Addendum      3 Preview			0	Policy Topics	+ Add custom
ଜ	Lî Rearrange	Search for Q	+ ‡	Û	Topic: All • Type: All •	
Ģ	Welcome			*	Search for a policy	٩
٤	٥		! Mandato	ry	Check all	
01	Welcome	₽ Edit III Move	ů 💠			Optional
	Welcome to [INSERT COMPANY NAME]!				401(k) Plan	View
Ø	At [INSERT COMPANY NAME], we believe that each employee contributes direct member of our team. We also hope that you will find your employment proves to I	ly to our success, and we hope that you will take pride in I be a positively challenging and satisfying experience.	being a			Optional
Ф	Each member of our management team is dedicated to providing employees with and to grow not only as a professional, but as an individual. If an employee ever f	n the support and resources they need to perform their jol inds that they need assistance or quidance, they should r	b successful ot besitate t	ly o	Access to Personnel Files	View
(A)	ask a member of the management team.	noo ana may maa aaasana a galaanaa, may ahaala i		~		Optional
F.					Administrative Pay Corrections	View
îîÍ	Staffing Categories	🕼 Rename 🛛	Delete	*	0	Optional
	Employment at Will	🖗 Rename 🛛	) Delete	4	Affinity Groups	View
						Optional
ç	Cancel		•	lext →	Anti-Bribery and Anti-Corruption	View
G	We are not a la Terms of L	w firm, or a substitute for an attorney or a law firm. Use of our web Use and Privacy Policy . Use of our products and services is gover	site and its fea ned by our <b>Ter</b> i	tures is go ms and Co	verned by our nditions.	Ø

You can drag and drop the policy topics to the handbook. You can click on button "Re-arrange" to go to the larger size screen to reorder the handbook headings and policy sections.

	Click here or press CTRL + K	Q + Talk to Virgil	¢ &
Å	1 General Policies > 2 State Addendum > 3 Preview		٢
0 <u>=</u>	ZA		
$\odot$	za		
B	а		
E.	Last updated: 10/01/2024 07:55 AM		
iĩi	Table of Contents		
ç	Cancel	← Back C	Complete
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed I Terms of Use and Privacy Policy . Use of our products and services is governed by our Terms and Conditions	by our s.	I

After you finish editing, click Preview to preview handbook before you complete.

b. If you choose to upload a handbook, you will be directed to the modal Upload Handbook to upload the handbook file from your local computer

landbook Builder			Cash fore or press CTPL++ 3	а С 2 2
				🕤 Settings 👻
	Upload Handbook	×		Actions
I Adorg	For sample handbook	♀ Download template		Actions
Creases Inv. Compared Thus OAtesting 1	Drop file here or click to	upload		
	③ Supported file type .doc, .docx			
	Dupload issue? We're here for you	Share with us		
		Cancel Preview		

You will click on the button "Click to upload" and upload the handbook file. Then click on the button "Preview" to review handbook and click on the button "Upload" upload file to VirgilHR Portal.



	Upload Preview		×
	General Policie	es State Addenda	
	Welcome		¢
	Welcome     Welcome     Our control of the second of	Du have chosen to join our organization and hope that ne familiar with our culture and mission, we hope you irther [COMPANY NAME]'s goals. for outstanding leadership, innovation, and expert solutions, meet new demands, and offer the most e volvement, creativity, and support, [COMPANY NAI take pride in being an important part of [COMPANY NAI take pride in being an [COMPANY NAI]	Optional r ≑ you will will take bise. Our effective ME] will NAME]'s sask your
	Employment at Will @	Grame B Dele Cancel Upload	te ⊈ d Handbook
Handbook Builder		Clic	k here or press CTRL + K Q + Talk to Virgil 🛕 🔏
			Created (Newest First)
Players Media Group Imp Company name Media Group	ngess	Updated On Nov 13, 2023	De Eat Info
	Handbook upload	successful	
	Close		
			ß

After you upload successfully, system will display the successful modal and then bring you to the editor page for you to edit the handbook. You can drag and drop the policy topics to the handbook. You can click on button "Re-arrange" to go to the larger size screen to reorder the handbook headings and policy sections.

Editing "a"			Click here or	press C	TRL + K	S Update 🧭 Edit info 🔋 Delete	Cancel Save changes
	General Policies State Addenda					Policy Topics	+ Add custom (?)
↓† Rearrange		Search for	٩	+	÷ 0	Topic: All 🔹 Type: All 👻	
Welsome						Search for a policy	٩
Welcome					Ŧ	Check all	
0				<b>\$</b> 0	ptional		
Welcome		🕞 Edit	= Move	Ū	\$	Administrative Day Corrections	<ul> <li>Optional</li> </ul>
Imported Policy						Administrative Pay Corrections	View
Welcome to [COMPANY NAME]	We are delighted that you have chosen to join our organ	nization and hope t	nat you will	enjoy	a long		Optional
to enhance your career and furth	is you become familiar with our culture and mission, we not ner [COMPANY NAME]'s goals.	pe you will take ad	antage of o	pport	unities	Affinity Groups	View
You are joining an organization	that has a reputation for outstanding leadership, innovati	on, and expertise.	our employe	es us	e their		
creativity and talent to invent ne	w solutions, meet new demands, and offer the most effe	ctive services/produ	cts in the in	dustry	. With		<ul> <li>Optional</li> </ul>
pride in being an important part	ty, and support, [COMPANY NAME] will continue to achie of [COMPANY NAME]'s success.	ve its goals, we sind	erely hope	you w	ill take	Anti-Bribery and Anti-Corruption	View
Please take time to review the	policies contained in this handbook. If you have questi	ons, feel free to as	k your supe	ervisor	or to		
contact the Human Resources (H	HR) department.					Arbitration	<ul> <li>Optional</li> <li>View</li> </ul>
Staffing Categories		E	Rename 🔋	Delete	÷		Optional
1						Artificial Intelligence in the Workpl	ace View
	We are not a law firm or a substitute for	an attornas or a law firm 1	log of our wolds	ite end i	te features is nove	ined by our	(A)

After you finish editing, click Save Changes to save all handbook updates before you complete.

	Editing "a"	Click here or press CTRL + K	Q 5	Update	Comments	Cancel Save changes	
Å	General Policie	s State Addenda		٢	Policy Topics	+ Add custom (?)	
9 <b>=</b>	↓↑ Rearrange Search for	Q S 1 update available	• + ‡	• Ū	Topic: All -	Source: All - Type: All -	
	Welcome			*	Search for a poli	cy Q	
$\odot$	Welcome		Option	nal	Check al	1	
AB	の Imported Policy	gr calt ₀= Move	U +		0		
E	Welcome to [COMPANY NAME]! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with				а	View	
îĩí	us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further [COMPANY				0	Optional	
Ģ	You are joining an organization that has a reputation for outstanding leadership.				Disability Accommo	Disability Accommodation Policy	
G	We are not a law firm, Terms of Use an	or a substitute for an attorney or a law firm d <b>Privacy Policy</b> . Use of our products and	n. Use of our v services is go	vebsite and verned by c	its features is governed by our Terms and Conditions.	our	


c. If you choose to download a handbook with all policies, the system will display the Preview screen for you to review the handbook with all policies before Downloading.



After you click Download, then the handbook with all policies will be downloaded to your local computer.

Set up Handbook Updates Setting

You can set up the Handbook Updates Setting in universal or in individual handbook.

To set up the Handbook Updates Setting applied for all handbooks:

1. Access URL https://member.virgilhr.com/ and login to their account

virgil	
₩ Home	s how t
Chatbot	
X My Queries	DP 11
9≣ Task	P Starte
Legal FAQs	e with your t
Resources	
Law Comparison	Actions
면 Handbook	
Product Support	
🕞 Log out	

3. Click on button "Settings" on the top right corner of handbook listing page

	Handbook Builder		C	lick here or press CTRL +	K Q + Talk to Virgil ᡇ 🍰
Å	+ New Handbook	Created By: All -	Sort: Date Created (Newest	First) - Search for	a handbook 🝳 📀 Settings 🗸
°≡.					S Update settings
	a Update required	0	Oracted On	Undeted Du	Edit Info Update history
Ø	a a	Company name a	Sep 30, 2024	a a	Sep 30, 2024
	S In progress				Edit Info Actions
E	Created By a a	Company name S	Created On Sep 30, 2024	Updated By a a	Updated On Sep 30, 2024
îĭi					
Ģ	a in progress				P Edit Info Actions
G	We are not a lav Terms of U	v firm, or a substitute for an a se and Privacy Policy . Use o	torney or a law firm. Use of our we f our products and services is gove	bsite and its features is g rned by our Terms and C	overned by our onditions.

4. Click on the option Update settings and select the updates setting you want, then click Save & Close:



To set up the Handbook Updates Setting applied for individual handbook:

1. Access URL <u>https://member.virgilhr.com/</u> and login to their account

	Virgil
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	Chatbot
	My Queries D P 1 tri
	9 Task P Starte
	Legal FAQs e with your t
	Resources
	Actions Law Comparison
	Handbook
	💬 Product Support
	□ Log out
3.	Click to View or Edit Handbook

	Handbook Builder		c	Click here or press CTRL + K	Q + Talk to Virgil 🇯 🖧
Å	+ New Handbook	Created By: All 👻	Sort: Date Created (Newest	t First)	nandbook Q 💿 Settings 🗸
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	a In progress				Edit Info Actions
, ≁ ⊡	We are not a lav	v firm, or a substitute for an att	ornev or a law firm. Use of our we	ebsite and its features is gove	erned by our
	Terms of U	Ise and Privacy Policy . Use of	our products and services is gove	erned by our Terms and Con	ditions.

# 4. Click on the button" Update" on the top command bar

	Editing "a" Click h	ere or press CTRL + K	S Update G	Comments	Cancel Save changes 😤
ස්	General Policies State A	idenda	© + ÷ ₫	Policy Topics	+ Add custom (?)
0= 0=	Search Ion	G Tupuate available	⊤ ÷ ₪	Topic: All 👻	Source: All - Type: All -
	Welcome		*	Search for a polic	cy Q
$\odot$	S Welcome	R≥ Edit ∷≣ Move	♥ Optional 前 类	Check all	
A B	ආ Imported Policy		•	0	(1)
Ľ	Welcome to <b>[COMPANY NAME]</b> ! We are delight our organization and hope that you will enjoy a	ed that you have chosen long and successful care	n to join eer with	а	View
iii	advantage of opportunities to enhance your car	eer and further [COMPA	NY	0	Optional
ç	NAME]'s goals. You are ioining an organization that has a reput:	ation for outstanding lead	dershin	Disability Accommod	dation Policy
G	We are not a law firm, or a substitut Terms of Use and Privacy Poli	e for an attorney or a law firm. U cy . Use of our products and ser	se of our website and its f vices is governed by our 1	eatures is governed by ferms and Conditions.	our

The Portal will open the pop-up where you can manage all handbook updates and its setting:

	Editing "a"	Click here or press CTRL + K Q Save changes Comments : Cancel Save changes	
ی =:	Handbook update settings Original policies (0) Imported policies (1)	Deffer X Type: All	
	Same as the General Update setting General settings: Manually	General Policies (0) State Addendum (0)	
t) ∰	You are joining an organization that has a We are not a law firm, or a Terms of Use and Pri	Close Update all view	

a.When you turn on the toggle " Same as the General Update setting", you will set up the handbook update setting same as the universal setting

	Editing "a"	Click here or press CTRL + K Q S Update Comments Cancel Save cha	
		Belley	
	Handbook update settings		
9=	Original policies (0) Imported policies (1)	<u> </u>	/pe: All 🔻
		Querry Differen (2) Print Addenders (2)	Q,
$\odot$	Same as the General Update setting	General Policies (U) State Addendum (U)	
	General settings: Manually		
		Nerecult found	View
		No result found	
îŭ		Close Update all	
G	We are not a law firm, or a Terms of Use and Pri	a substitute for an attorney or a law firm: Use of our website and its features is governed by our vvacy Policy. Use of our products and services is governed by our Terms and Conditions.	

b. When you turn off the toggle "Same as the General Update setting", you can setup the handbook update setting as you want

### Send Handbook E-signature Request

1. Access URL <u>https://member.virgilhr.com/</u> and login to your account

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Ġ Home	e's how t
💬 Chatbot	
My Queries	DP 1tri
9 Task	P Starte
Legal FAQs	e with your t
Resources	
Law Comparison	Actions
王 Handbook	
Product Support	
🕞 Log out	

3. Click "View" to go to the handbook details and click on button "E-signature" on the top command bar to send e-signature request to your colleagues

	Handbook Builder		9	Click here or press CTRL +	K Q + Talk to Virgil ᡇ 🍰
ی =	+ New Handbook	Created By: All •	Sort: Date Created (Newes	st First) • Search for	a handbook Q O Settings 🗸
	A Update required Created By a a	Company name <b>a</b>	Created On Sep 30, 2024	Updated By a a	Edit Info View Actions Updated On Sep 30, 2024
	S In progress Created By a a	Company name S	Created On Sep 30, 2024	Updated By a a	P Edit Info Actions Updated On Sep 30, 2024
iii E	a In progress				Edit Info Actions
G	We are not a law fir Terms of Use	m, or a substitute for an a and <b>Privacy Policy</b> . Use c	ittorney or a law firm. Use of our w of our products and services is gov	ebsite and its features is g verned by our <b>Terms and C</b>	overned by our conditions.
	← Handb Click here or press CTRI	.+К Q + та	alk to Virgil 🔉 Update	Comments 🖓 Dov	vnload 🕞 E-signature 🚦 🏚 🍰
°≡ €			A		
			а	0.014	
	Table of Contents	Last upda	atea: 09/30/2024 23:2	ы ым	→
îii 	General policies				······ →
G	We are not a law firr Terms of Use a	n, or a substitute for an at nd <b>Privacy Policy</b> . Use of	torney or a law firm. Use of our we f our products and services is gove	ebsite and its features is go erned by our <b>Terms and Co</b>	overned by our onditions.

4. Click "Create one" (if you have not created any request before) or "New Document" on the top right corner of E-signature listing (if you have already created a request before) and then click "Get started" to start creating Resources E-signature request



5. Review to ensure that is the document you want to get the e-signature and Click "Confirm & Proceed'



6. Click to "Add recipient" for the e-signature request. You can choose to send the e-signature in order (the later recipient only receives the e-signature request when the previous recipient signs) or all recipients will receive it at once.

### E-signature

Set up e-Signature Recipients		
Available Recipients	Add Recipients	Send in Order
Constraints for selection	(i) No recipients added yet	
の Bulk Import Recipient(s)	Cance	Set up Required Fields $\rightarrow$

You can "Bulk Import Recipient(s)" to upload all recipients at once

Set up e-Signature Recipients			
Available Recipients	Add Recipients		Send in Order
<b>Constant</b> No available recipients for selection	+ Add recipient	No recipients added yet	
ආ Bulk Import Recipient(s)		Cancel	Set up Required Fields $ ightarrow$
E-signature			
Set up e-Signature Recipients			
Available Recipients Bulk Import F	Recipient	×	Send in Order
Ro available recipient.	Drop file here or click to upload	1	Ū
	φ d	ownload the sample CSV file	

After completing set up recipients, then click on the button "Set up required fields"

7. Click each recipient or select all to setup e-signature fields.

E-signature			
Check all	Select all Required fields 0 / 1		Select all Available fields 0 / 7
a@yopmail.com	Signature Created by recipient	$\rightarrow$ $\leftarrow$	<ul> <li>Initials Text box</li> <li>Stamp Image upload</li> <li>Company Text box</li> <li>Full name Text box</li> <li>Email Text box</li> <li>Signed On Automatically fill in the Signed On info</li> <li>Day Date picker</li> </ul>
道 Cancel e-Signature			← Back Set Due Date & Reminders →
E-signature			
Check all	Select all Required fields 0 / 1		Select all Available fields 0 / 7
ab ab@yopmail.com	Signature Created by recipient	$\rightarrow$ $\leftarrow$	<ul> <li>Initials Text box</li> <li>Stamp Image upload</li> <li>Company Text box</li> <li>Full name Text box</li> <li>Email Text box</li> <li>Signed On Automatically fill in the Signed On info</li> <li>Day Date picker</li> </ul>
道 Cancel e-Signature			← Back Set Due Date & Reminders →

Check on the field and click to pull field requiring recipient input or push selected field out of document requesting e-signature.

a       ab       Signature       Initials         ab       Created by recipient       Initials       Text box         →       Company       Company       Text box         →       Company       Text box       Initials         →       Full name       Text box       Initials         Image upload       Image upload       Image upload       Image upload         →       Enail       Text box       Image upload         Image upload       Image upload       Image upload       Image upload	Check all	Select all Required fields 1 / 1		Select all Available fields 0 / 7
	a@yopmail.com	Signature Created by recipient	→	<ul> <li>Initials Text box</li> <li>Stamp Image upload</li> <li>Company Text box</li> <li>Full name Text box</li> <li>Email Text box</li> <li>Signed On Automatically fill in the Signed On info</li> <li>Day Date picker</li> </ul>
	適 Cancel e-Signature			← Back Set Due Date & Reminders →
E-signature	E-signature			
Check all  a gyopmail.com  Select all  Required fields 0 / 1  Signature Created by recipient Push selected fields from E-signatureText box  Stamp Image upload	Check all a a@yopmail.com	Select all Required fields 0 / 1 Signature Created by recipient Push selected fields	s from E-sign	Select all Available fields 0 / 7 Initials atureText box Stamp Image upload
<ul> <li>→ Company Text box</li> <li>← Full name Text box</li> <li>→ Email Text box</li> <li>→ Signed On Automatically fill in the Signed On info</li> </ul>		Pull fields to E-signa	$\begin{array}{c} \rightarrow \\ \leftarrow \\ \downarrow \\ \downarrow$	Company Text box Full name Text box Email Text box Signed On Automatically fill in the Signed On info
© Cancel e-Signature ← Back Set Due Date & Reminders →	適 Cancel e-Signature			Date picker ← Back Set Due Date & Reminders →

After finishing to set up fields, click on the button" Set Due Date & Reminders"

8. Pick the e-signature request due date and set up reminder if any

Due da	te						Reminder
÷			2024			$\rightarrow$	When the sent in order option is selected, a reminder email will be sent to the signer in the next line. Otherwises, a reminder will be sent to all signers
~			October			$\rightarrow$	No Reminder
Sun 29	Mon 30	Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Custom reminder day(s)
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
T Cance	l e-Signati	ure					← Back Complete

## 8. Click on button "Complete" to finish sending E-signature request

You can click on the button E-signature on the top command bar again to keep track and manage the E-signatures progress

E-signa	ture				+ New I	Document
2	Created date	Created by a a	Status In Progress	Last update I Oct 01, 2024	Due date	>
2	Created date ⊟ Oct 01, 2024	Created by a a	Status In Progress	Last update ⊜ Oct 01, 2024	Due date ⊜ Oct 02, 2024	>
2002	Created date Oct 01, 2024	Created by a a	Status In Progress	Last update Oct 01, 2024	Due date	>
			No more			

Close



## Collaborate on Handbook

1. Access URL <u>https://member.virgilhr.com/</u> and login to your account

virgil HR	
☆ Home	e's how t
Chatbot	
X My Queries	DP 1tri
<b>9≣</b> Task	P Starte
Legal FAQs	e with your t
⊘ Resources	
Law Comparison	Actions
臣 Handbook	
Product Support	
Log out	

- 3. Click "View" to go to the handbook details
- 4. Hover over one handbook section and click on button "Create comment"

	← Handb Click here or press CTRL + K Q + Talk to Virgil S Update Comments 中 Download @ E-signature :
) ;= ()	With your active involvement, creativity, and support, a will continue to achieve its goals. We sincerely hope you will take pride in being an important part of a's success. Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources (HR) department.
©	General policies Employment at Will Grownat style Grownat style Create comment
E	Employment at Will
ilil	Employment at <b>a</b> is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company.
ç	This means that either the employee or the company may terminate the employment relationship at any time for any reason, with or
G	We are not a law firm, or a substitute for an attorney or a law firm. Use of our website and its features is governed by our Terms of Use and Privacy Policy . Use of our products and services is governed by our Terms and Conditions.

5. You can input the comment or tag the colleagues for review and click "Send"

	← Handb Click here or press CTRL + K Q + Talk to Virgil S Update Comments ♀ Download @ E-signature : 🏚 &
©≣ €≣	With your active involvement, creativity, and support, a will continue to achieve its goals. We sincerely hone you will take pride in being an important part of a's success. Please take time to review the policies contained in this handbook. If you have questions contact the Human Resources (HR) department.
Ø	General policies Close Send ≽
	Employment at Will
E	Employment at Will
ĩ	Employment at Will Employment at a is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company.
	Employment at Will Employment at a is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the president of the company. This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or

After sending the comment, the comment will be created successfully, and you can review or reply by clicking on the icon Comment next to the section or the button "Comments" on the top command bar:



You can go to each Comment to reply, edit, delete and create task from the comment.

### View History Log

2. Access URL https://member.virgilhr.com/ and login to your account

☆ Home	e's how t
💬 Chatbot	
My Queries	DP 1 <sup>tri</sup>
<b>9≣</b> Task	P Starte
Legal FAQs	e with your t
Resources	
D Law Comparison	Actions
면 Handbook	
Product Support	
G→ Log out	

- 3. Click to View or Edit Handbook
- 4. Click on the three dots button on the top command bar and click on History Log

	Editing "a"	Click here or press CTRL + K	Q 🕄 Update 🛱 🛱	Comments Cance	Save changes
©≡	General Polic \$ Rearrange Search for	es State Addenda	<ul> <li></li></ul>	<ul> <li>☑ Edit info</li> <li>☑ History log</li> <li>☑ Delete</li> </ul>	+ Add custom ⑦
	Welcome		* (*	Search for a policy	Q
Ø	Welcome	🕞 Edit 🗮 Move	● Optional 両 😤	Check all	
	④ Imported Policy			0	
E	Welcome to [COMPANY NAME]! We our organization and hope that you v	are delighted that you have chose vill enjoy a long and successful car culture and mission, we hope you	en to join reer with will take	а	View & Custom policy
âíí	advantage of opportunities to enhan	ce your career and further [COMP/	ANY	0	Optional
÷	NAMEJ's goals. You are ioining an organization that I	as a reputation for outstanding lea	adership	Disability Accommodation	Policy View
G	We are not a law firm Terms of Use a	r, or a substitute for an attorney or a law firm. Id <b>Privacy Policy</b> . Use of our products and se	Use of our website and its for ervices is governed by our T	eatures is governed by our erms and Conditions.	

5. Observe the History Log to keep track handbook changes

	Editing "a"	Click here or press CTRL + K	History Logs	×
년 92		State Addenda	a a added policy Disciplinary Procedure to heading Workplace Guidelines Sep 30, 2024 - 23:29	
B	Welcome		a a added policy Time Off and Leaves of Absence to heading Time Off and Leaves of Absence	
Ø ø₽	Welcome	Br Edit S≅ Move	Sep 30, 2024 - 23:29	
E	Imported Policy Welcome to [COMPANY NAME]! We are our organization and hope that you will	e delighted that you have cho	a a added policy Holidays to heading Time Off and Leaves of Absence Sep 30, 2024 - 23:29	
îí	us. As you become familiar with our cu advantage of opportunities to enhance NAME]'s goals.	Iture and mission, we hope yo your career and further [CON	a a added policy Vacation to heading Time Off and Leaves AA of Absence	
Ţ	You are joining an organization that has	s a reputation for outstanding	Sep 30, 2024 - 23:29	
G	. We are not a law firm, o Terms of Use and I	r a substitute for an attorney or a law fir. Privacy Policy . Use of our products and	a a added policy Sick Leave to heading Time Off and Leave of Absence	BS

# 12.Comparison Tool

1. Access URL <u>https://member.virgilhr.com/</u> and login to their account

	virgil	
ଜ	Home	s's how to
ç	Chatbot	
۱	My Queries	D P 14 tr
\$ =	Task	P Starte
	Legal FAQs	e with your te
Ø	Resources	
AD.	Law Comparison	Actions
F.,	Handbook	
ç:	Product Support	

🕞 Log out

3. To compare laws, you need to select at least 2 states in Step 1. You can turn on the toggle to include the national laws in comparison

Law Comparison		Click here or press CTRL + K	Q + Talk to Virgil	9 <u>7</u> #	۵	ů
With Virgili Ro	s multi-state comparison tool, you can quickly compare law organization remains compilar Step 1 Select States	rs in different jurisdictions to help end	insure your			
	<ul> <li>All states 1/51 state(s) &amp; federal district(s)</li> <li>Alabama</li> <li>Alaska</li> <li>Arizona</li> </ul>	) are selected				
	Include national laws	Next →				

4. In step 2, you need to select the topic you want to compare among states you selected

Law Comparison	Click h	here or press CTRL + K	Q + Talk to Virgil	• <u>1</u>	٩	°C°
With	VirgilHR's multi-state comparison tool, you can quickly compare laws in diffe organization remains compliant.	erent jurisdictions to help en	sure your			
	Step 2 Select Topic					
	All topics 0/1 topic(s) are selected					
	⊖ ABC					
	← Back Next →					

5. In step 3, you can select the expected display that you want to view the comparison

Law Comparison		Click here or press CTRL + K	Q + Talk to Virgil	9 <u></u> #	٩	°C
With VirgiHR's multi-st	ate comparison tool, you can quickly compare lav organization remains comple Step 3 Expected Display	ws in different jurisdictions to help e ant.	nsure your			
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6. Then click Create. You can download the comparison by Excel/Word or change the comparison view by clicking respectively on two button Downloads and State across top (if you already selected Topic across top in step 3)/ Topic across top (if you already selected State across top) in step 3.



# 13.Product Support

You can ask for the support from VirgilHR team by clicking on Product Support tab on the left navigation bar.

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1. When you click button Product Feedback, then you will be directed to the modal to submit your feedback or improvement suggestion on current/new features. Then click Submit to send your feedback.

×



Share your thoughts

What do you want to share with us?

- Leave comment
- Suggest an improvement
- Request a new feature

VirgilHR can contact me about this feedback



2. When you click button "Help", then you will be directed to the Share your thoughts modal to share your concerns, issues, etc. with VirgilHR team. Then click Submit to send your thoughts.

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	VirgilHR support staff will respond as soon as possible via email.			
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