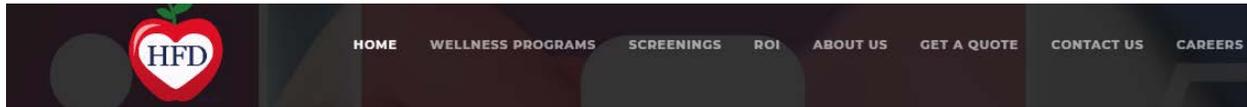




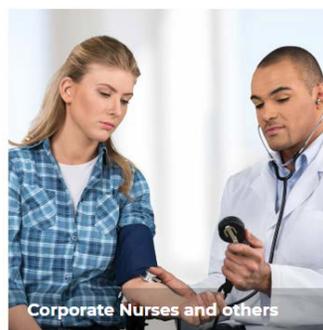
HealthFairsDirect.Com
Practitioner Guide
Creating Your Profile

Access To The Careers Site

Welcome to Health Fairs Direct. This tutorial will teach you how to register in our portal and create your profile for the first time. Step 1 go to <https://www.healthfairsdirect.com> On the top menu choose the careers link. This will take you to the careers page that will redirect you to the careers option page.



When you get into the careers page select: “Apply as a corporate Practitioner” this will start the process to allow you to create your profile and then be able to fill all the necessary information.



Corporate Nurses and others

NURSES - DIETITIANS - MASSAGE THERAPIST

We have a broad selection of opportunities from Corporate Nurse to Massage Therapist. We have opportunities near your hometown.

Apply as a Corporate Practitioner

Now choose the kind of practitioner that you are. If you are a registered nurse choose the registered nurse. For the other type of practitioners please choose Other Practitioners.

Nurses Only



Apply Now

Apply for a Nurse only

Start The Process

Practitioners



Apply Now

Apply for Dietitian, Massage Therapist, Caricatures

Start The Process

Help



Learn On How To Apply

Learn how to apply

Learn On How To Apply

Creating Your Profile

Now you will be redirected to our section that will allow you to access the portal. In this address you will be able to enter your username, password and other information to get you started. **PLEASE NOTE: Use the group "Practitioner-Nurse" if you are going to be a Nurse or a Screener. If you are going to be a Dietitian, Massage Therapist or other type of practitioner please choose "Practitioner-Others".**

Dashboard Click Here PRACTITIONERS LOGISTICS REPORTS ADMIN AREA

SIGN UP HERE!

Username

✖ Username already exists or is invalid. Make sure you provide a username containing 4 to 20 valid characters.

Password Confirm Password

Email Address

Group: Please choose
Practitioner as your group from this pull down menu.

1 New Exhibitor

As soon as you create your username and password one of our managers will receive the notification. Please allow up to 72 hours for the manager to review your account.

Full Name

Address

City

State

SIGN UP

Choose practitioner from here.

As soon as you register you will be redirected to the login page. In this page you will be able to fill your application along with the other documents that are necessary to complete your hiring process.

Filling your application

Now that your username, password and basic information has been entered the application will prompt you to login to:

<http://healthfairsdirect.com/practitioner-registration/index.php?signIn=1>

Now enter your username and your password. You are going to be redirected to the hiring dashboard. Start by clicking on the first step in which is filling your application.



Please fill the information completely. Be aware that the system will not allow you to continue unless you acknowledge the terms and additionally you sign the documents electronically. Please refer to the next picture.

Information Agreement* ⓘ

Click To Accept This Is A Mandatory Field

Click

I authorize Health Fairs Direct to investigate any and all statements contained in this Application document. Further I understand that the information provided is not for an engagement of employment but is for determination of qualifications as an Independent Contractor. I declare the information provided by me is true, correct and complete to the best of my knowledge. I understand that if there are any falsifications, omission of fact in connection with my application, whether on this document or not, may result in immediate termination of contractership.

Signature* ⓘ

Date Signed

Agreement* ⓘ

Click To Accept This Is A Mandatory Field

Click

I understand that I am listed as a contractor and am responsible for my personal health including any exposure related to or incurred while providing services for Health Fairs Direct. I understand that I must represent myself in a professional manner and that Health Fairs Direct asks that its collectors wear professional medical attire including white lab coat and closed toe shoes, at all times while at the collection site. I also understand that I must wear gloves without holes or tears at all times while providing patient contact according to standard precautions. I understand that as a contractor I am not an employee of Health Fairs but I do represent Health Fairs Direct as my client and I must follow ALL of these guidelines stated above. I also acknowledge that all of the information I have provided is true and correct. Further I understand that Health Fairs Direct may cease to give assignments without previous notice.

Signature ⓘ

Sign

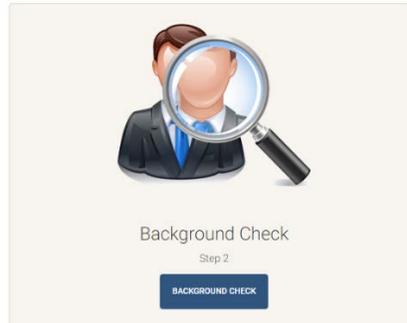
Click



When you Fill the information click on Save New Button you will be directed to the next step in the process.

Background Check

Now click on the background check to start filling your information about your background.



The first step that you are going to do is to press on the pull-down menu that have your name. This menu will pre-populate all the information that you filled out on the first step, so you don't have to re-type it. There are only a few fields that you will have to fill out, the rest is going to be carried forward.

Your Name*  Choose Your Name To Continue

Mary Douglas

When you Fill the information click on Save New Button



you will be directed to the next step in the process.

Code Of Conduct

In this process you are going to read and sign the code of conduct. We have two different versions of code of conduct depending on your role in the organization. We have the code of conduct for the screeners and a different version for a massage therapist personnel. Choose the code of conduct for Massage Therapist only if you are going to be hired as a Massage Therapist, otherwise you can choose the other options that are going to redirect you to the correct document.

 <p>Code Of Conduct Screeners Step 3</p> <p>CODE OF CONDUCT - SCREENERS ONLY</p>	 <p>Code Of Conduct Massage Therapist Step 3</p> <p>CODE OF CONDUCT MASSAGE THERAPIST ONLY</p>	 <p>Code Of Conduct Dietitians Step 3</p> <p>CODE OF CONDUCT DIETITIANS ONLY</p>
 <p>Code Of Conduct Practitioners Step 3</p> <p>CODE OF CONDUCT OTHER PRACTITIONERS</p>	 <p>Skip This Step</p> <p>SKIP STEP</p>	 <p>Previous Step</p> <p>PREVIOUS STEP</p>

The first step that you are going to do is to press on the pull-down menu that have your name. This menu will pre-populate all the information that you filled out on the first step, so you don't have to re-type it.

Your Name*  Choose Your Name To Continue

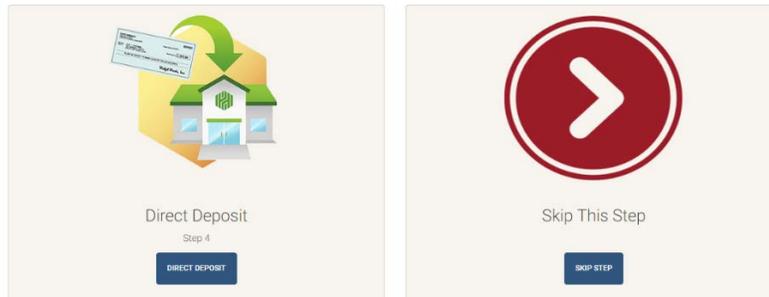
Mary Douglas

 SAVE NEW

When you Fill the information click on Save New Button you will be directed to the next step in the process.

Direct Deposit

This process is optional but highly encouraged. If you want to receive the payment directly to your bank please fill out this form. In case you don't want to use this option click on "Skip This Step"



The first step that you are going to do is to press on the pull-down menu that have your name. This menu will pre-populate all the information that you filled out on the first step, so you don't have to re-type it.

Your Name*  Choose Your Name To Continue

Mary Douglas

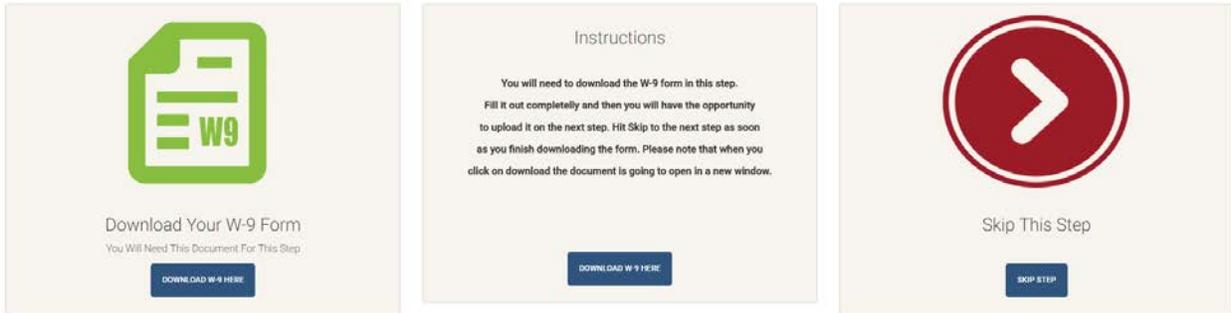
When you Fill the information click on Save New Button



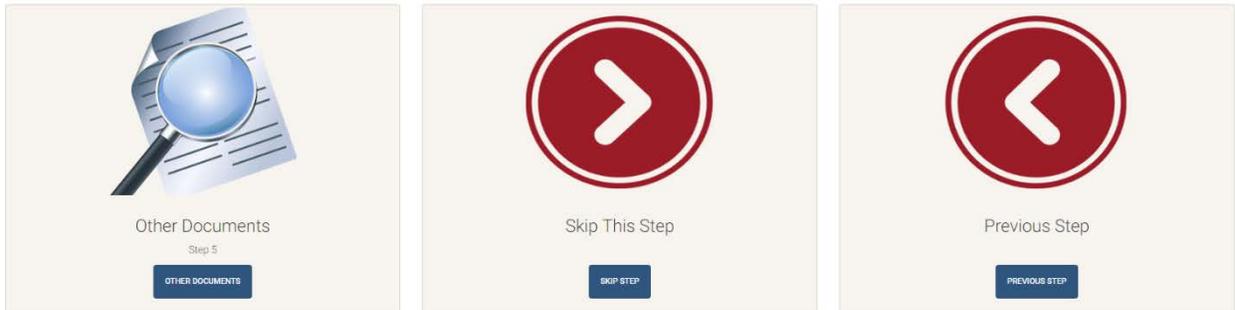
you will be directed to the next step in the process.

W-9 And Other Documents

This is process you are going to first download the w-9 and will be able to upload it to the system. First, download the w-9 when you click on the download button a new window will open and you will be able to download the document. Fill it out and convert it into a PDF file or alternatively you can print it and take a picture of the printed document from your smart phone. Now click on the “Skip This Step” button and this will take you to the other documents section.



This will take you to the “Other Documents” section, click on the other document to start entering the w-9 and your Photo ID.



W-9 And Other Documents Continued

The first step that you are going to do is to press on the pull-down menu that have your name. This menu will pre-populate all the information that you filled out on the first step, so you don't have to re-type it.

Your Name* ? Choose Your Name To Continue

Mary Douglas

From all the documents it is important that you upload a picture of your photo ID and you need to upload your W-9 in PDF format or alternatively you can take a picture of it.

Photo ID ?	Maximum file size allowed: 1000000 KB. Allowed file types: jpg, jpeg, gif, png	Upload new file Choose File No file chosen
W 9 ?	Maximum file size allowed: 1000000 KB. Allowed file types: txt, doc, docx, docm, odt, pdf, rtf	Upload new file Choose File No file chosen
W 9 Picture ?	Maximum file size allowed: 1000000 KB. Allowed file types: jpg, jpeg, gif, png	Upload new file Choose File No file chosen
Liability Insurance ?	Only Send PDF File Here	Upload new file Choose File No file chosen
Liability Insurance Picture ?	Only Send Picture File Here	Upload new file Choose File No file chosen
Certificate 1 ?	Please Enter The Certificate Name Or Type And Upload The File In The Next Field	
Certificate 1 PDF ?	Maximum file size allowed: 1000000 KB. Allowed file types: txt, doc, docx, docm, odt, pdf, rtf	Upload new file Choose File No file chosen
Certificate 1 Picture ?	Maximum file size allowed: 1000000 KB. Allowed file types: jpg, jpeg, gif, png	Upload new file Choose File No file chosen
Certificate 2 ?	Please Enter The Certificate Name Or Type And Upload The File In The Next Field	
Certificate 2 PDF ?	Maximum file size allowed: 1000000 KB. Allowed file types: txt, doc, docx, docm, odt, pdf, rtf	Upload new file Choose File No file chosen
Certificate 2 Picture ?	Maximum file size allowed: 1000000 KB. Allowed file types: jpg, jpeg, gif, png	Upload new file Choose File No file chosen
Certificate 3 ?	Please Enter The Certificate Name Or Type And Upload The File In The Next Field	
Certificate 3 PDF ?	Maximum file size allowed: 1000000 KB. Allowed file types: txt, doc, docx, docm, odt, pdf, rtf	Upload new file Choose File No file chosen
Certificate 3 Picture ?	Maximum file size allowed: 1000000 KB. Allowed file types: jpg, jpeg, gif, png	Upload new file Choose File No file chosen



When you Fill the information click on Save New Button and you are done!