wand

INDEPENDENT CONTRACTOR PORTAL

Quick Reference Guide

This guide will walk you through the new **Wand IC Portal**. It covers some of the primary features to help you get up and running fast!

IC Portal Functionality

Automating the collection of information for business validation

Welcome to the Wand IC Portal

This functionality will allow Suppliers/Vendors to log in to the **IC Portal** and quickly/easily submit all information necessary for the business validation screening process.

Whereas in the past this information was gathered via manual emailed forms, the IC Portal will walk you through collecting all of the necessary information online.

Beginning the Business Validation Process

After a Manager has requested your involvement in a Project Request, you will receive an email with a link to submit additional information required for the business validation screening. Clicking on that link will allow you to login to Wand, where you will receive a notification to begin any questionnaires pending your action.

- After receiving the email asking you to fill out the Business Validation questionnaire login to Wand using your username and password
- You will notice a green notification box at the top of the homepage asking for you to provide input
- Click on the blue “Respond Now” hyperlinks next to each item to begin the business validation questionnaire
- This will take you to the questionnaire where you will be asked a series of questions about your business and profile

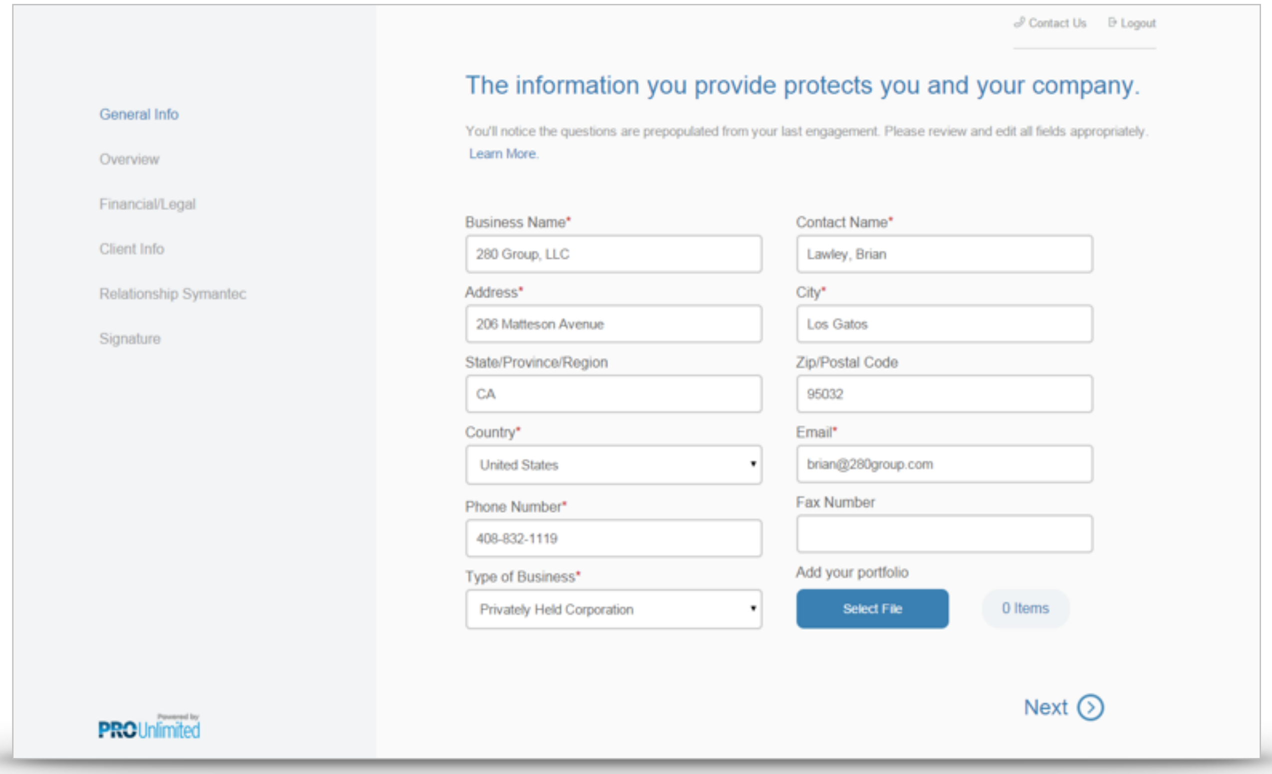
IC Portal Functionality

Responding to business validation requests

Providing Your Company Information

Clicking on the “Respond Now” hyperlink next to a pending business validation request will bring your into the online questionnaire. Here you will be asked a series of questions about your company. Providing this information is necessary in order to complete the screening process.

The first screen in the questionnaire will be **General Information** about your company. If you have participated in a previous engagement, the field will be pre-populated and you will simply need to review and edit the information.



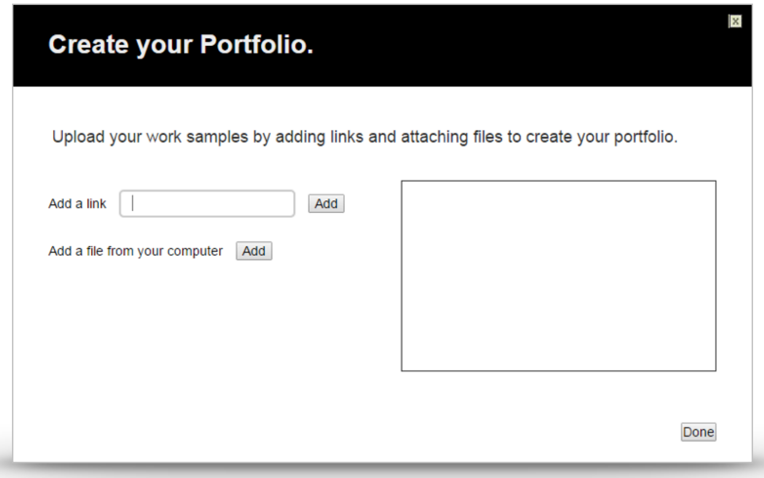
- Arrive at the questionnaire homepage and supply some **General Information** about your company
- Press the “**Learn More**” hyperlink at the top of the page for an description of why this information is necessary

Business Validation Requests

How to manage the business validation request

Adding Your Portfolio to Your Profile

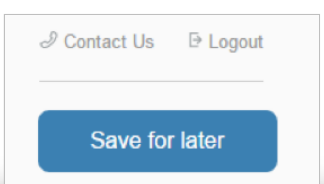
The IC Portal provides you with a way to add a portfolio to your profile. This portfolio will be viewable by Managers using Wand as well. You can add a link to an online portfolio, or upload files from your computer.



- Click the "**Select File**" button under the "**Add Your Portfolio**" section of the page
- Click the "**Add**" button to add a link to an online portfolio that you have
- Click the "**Add**" button to add a file from your computer (files can be up to 10 megabytes each)

After you have completed the General Information tab, press the "Next" button at the bottom right of the screen to proceed to the next step in the questionnaire. The next section, entitled "Overview" will continue to ask you some basic questions about your company.

One important drop down to note is the "**Type of Business**" drop down. This question is tied to logic, and depending on how you answer this question, you will be asked different questions on the remainder of the survey.



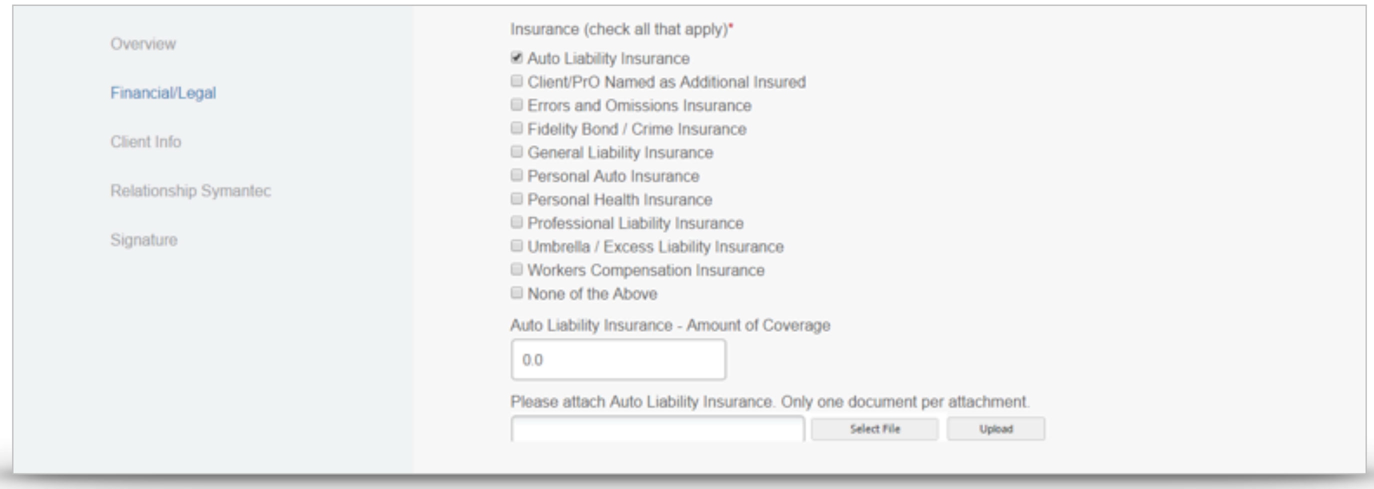
Note: At any point in the process of answering these questions, you can click on the "**Save for later**" button. This will let you save your progress, log out, and resume at a later time.

Business Validation Requests

How to manage the business validation request

Attaching Files and Documents to Your Responses

Some question in the questionnaire will allow you to attach documents to your response. These questions will bring up a file upload box, where you can search for and attach files/documents from your computer.



Provide Your Digital Signature

After completing the various steps in the questionnaire wizard, you will need to provide a digital signature. You can do this as the last step in the questionnaire. Simply provide your **name**, **title**, and check the "**I Accept**" button.

Congratulations! You have now completed the IC Portal business validation questionnaire. Your responses will be submitted, and you will be notified of any additional requirements in the workflow.