Dive Perk Onboarding

How does it work?

- It will take about **2 – 3 working days** to create the corporate page for your company

- After which, we will send an email to inform you that the page is ready

- A **referral code** (unique to your company) will also be sent to you – this is only applicable **if employees use their personal email (gmail, yahoo, hotmail etc.) to sign up OR if they have more than one company domain OR if they are signing up with their mobile phone number**

Important!

- The referral code must be shared with your employees as they will need it to log in to their corporate page

- For employees using their corporate email, **referral code is not required**

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How to sign-up for your employees?

Option 1: Individual sign-ups

Note: This option is for employers who opt to let employees sign up for themselves

- Dive will send an email subject "[For Employees] Sign up at Dive Perk" to the employers

- The employers should forward the email to their employees

- The email content includes:

  - Steps on how to sign-up for an account

  - A shared link with documentation on how to log in and navigate the webapp (with screenshots)

How to sign-up for your employees?

Option 2: Bulk sign-ups

Note: This option is for employers who opt to sign-up their employees in bulk

- Dive will send a shared Google Sheet for employers to fill in the details

- Employers need to fill in:

  - Name of employees

  - Email address (need to be the one they are using to sign up)

  - Date of sign up

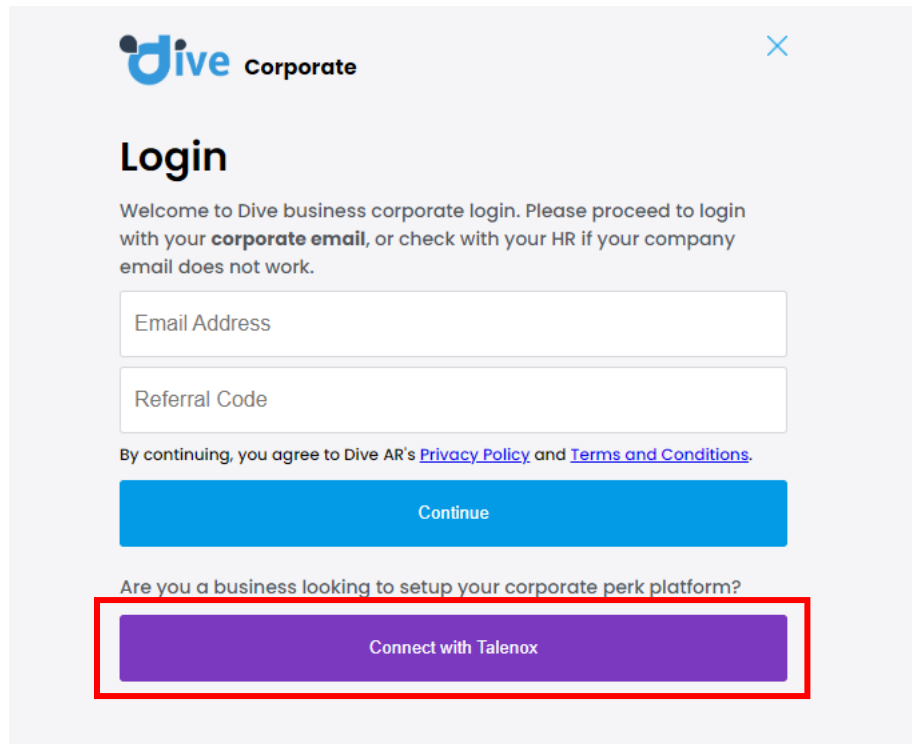 - *Active (still in the company) or inactive (have left the company) status

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*Active/inactive status is to update us on when we should remove an employee from the program

How to sign-up for your employees?

Option 3: Connect with Talenox

Note: This option is for employers who are connecting via Talenox

- HR to click "Connect with Talenox"

- Employees will be able to log in using their corporate email **without any referral code**