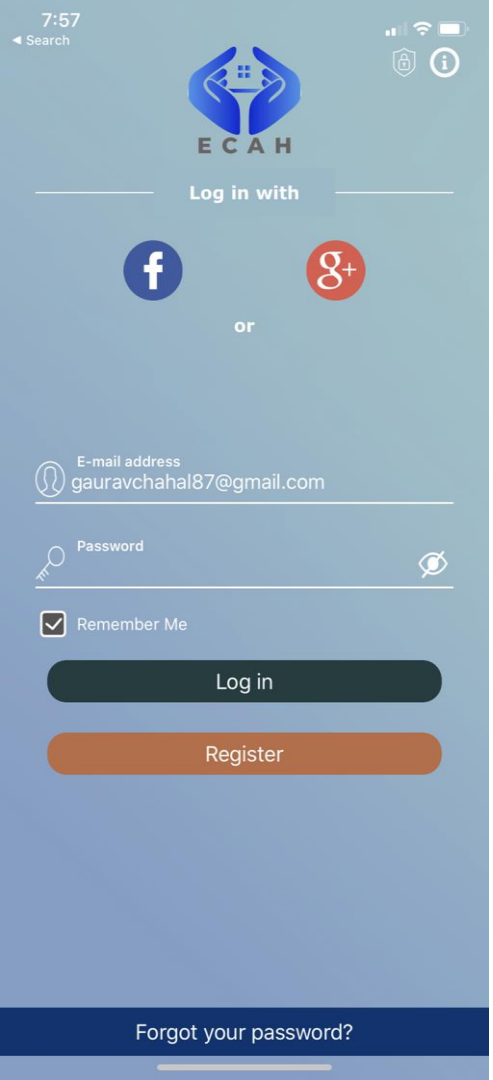
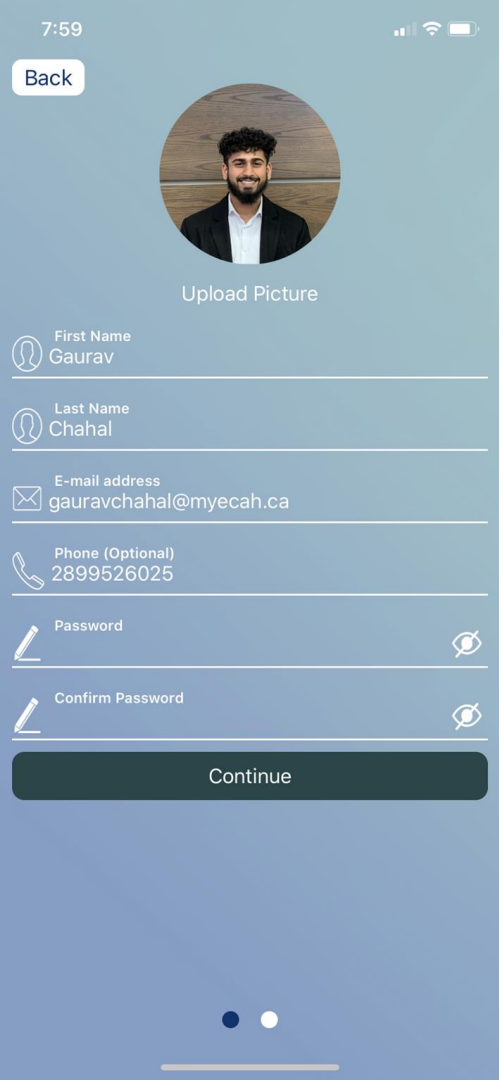
ECAH Onboarding Guide

Please Follow This Guide To Onboard Onto The ECAH Platform



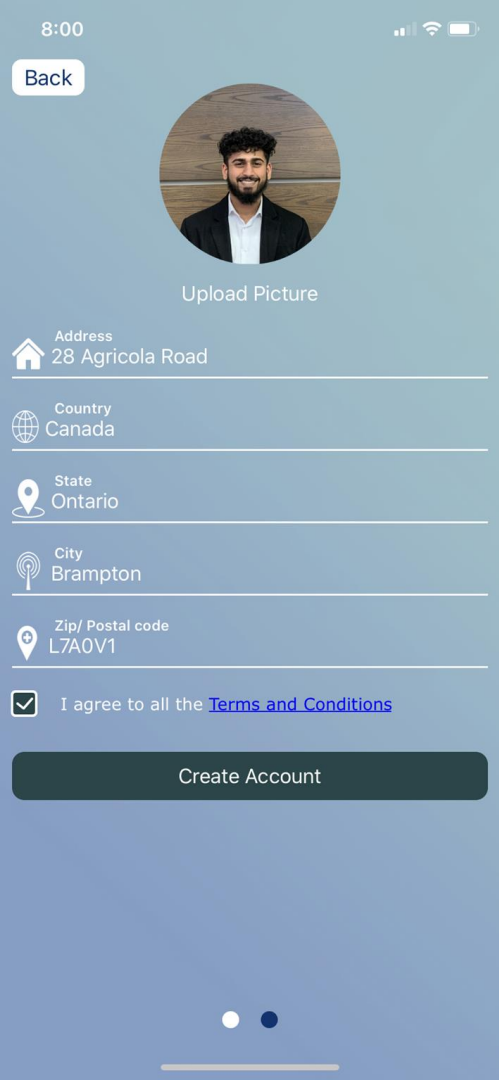
Create an Account

- Enter your email address and create a password
  - Write these down as they will be needed later
  - Password should include 1 uppercase, 1 lowercase, 1 number, and 1 special character
    - For example: Ecah@2020
- *Click Register*



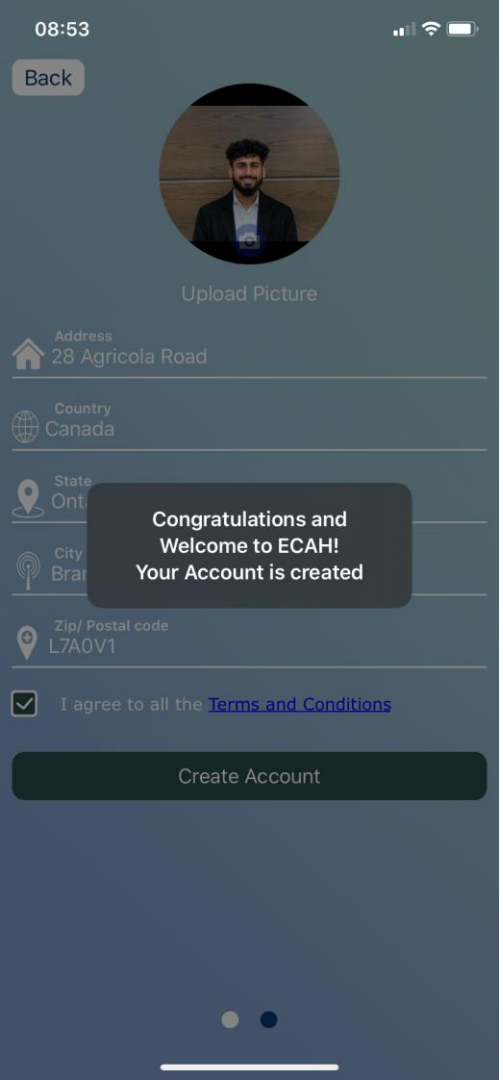
Create an Account

- Input your information in the designated boxes
- Upload a photo of yourself
- Create a password
  - Ensure that you have at least one lower case, one upper case, one digit, and one special character
  - Example Ecah@2020
- Click *Continue*



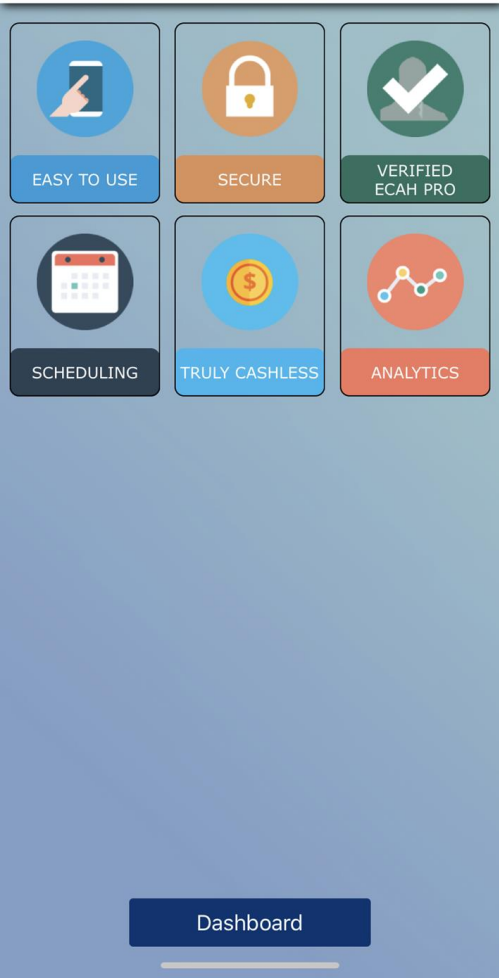
Create an Account

- Input your information in the designated boxes
- Read through the *Terms and Conditions* and check off the box
- Click on *Create Account*



Create an Account

- You should get the message that your account is created
- *If you don't get this message double check that your password met the requirements*

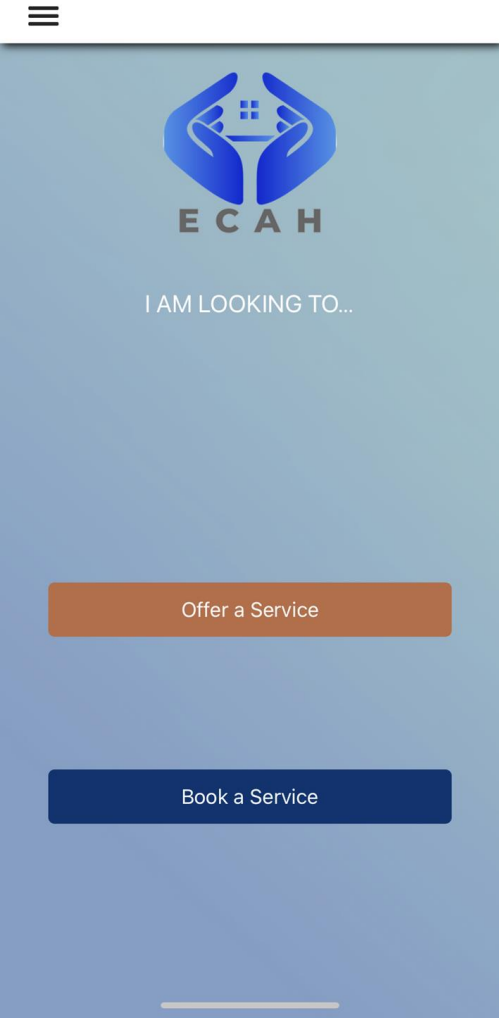


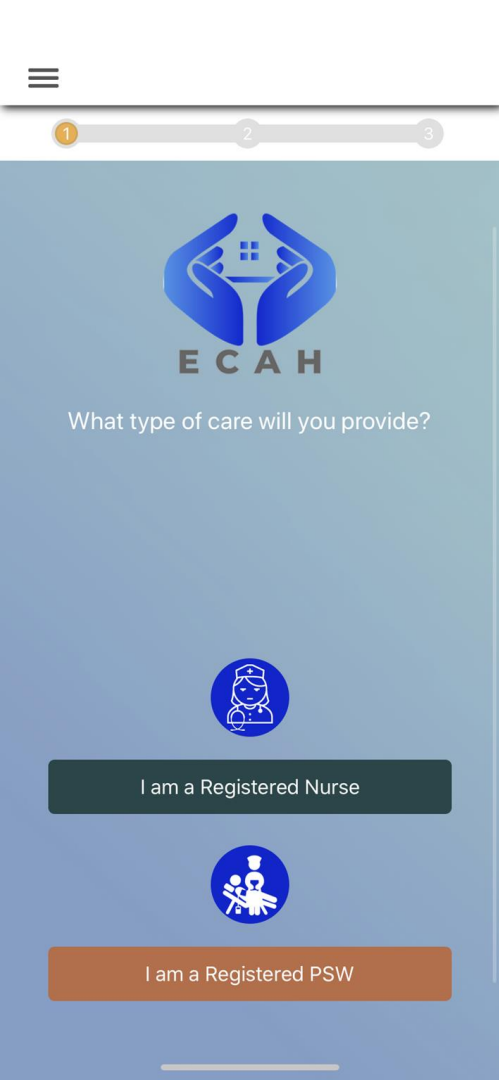
Register as a PSW

- Click on *Dashboard*

Register as a PSW

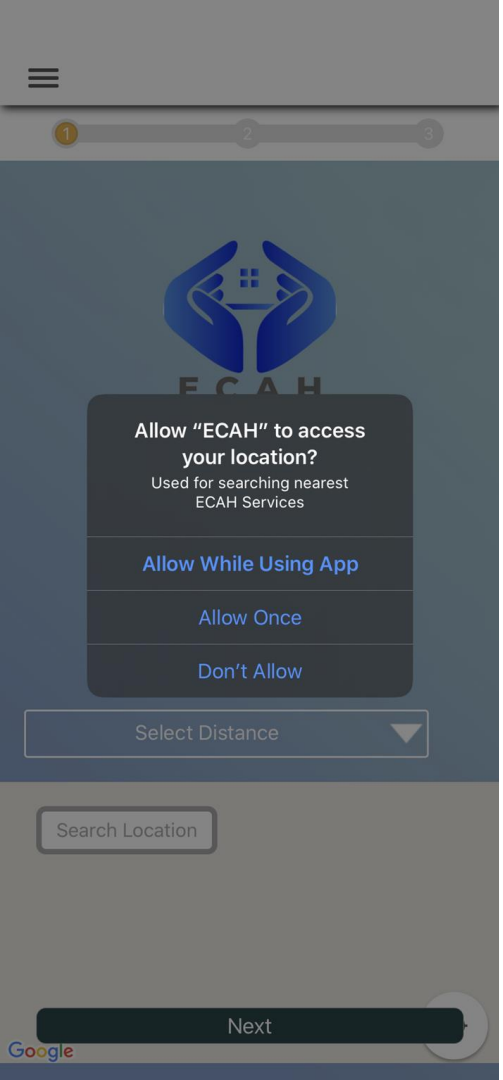
- Click on *Offer a Service*





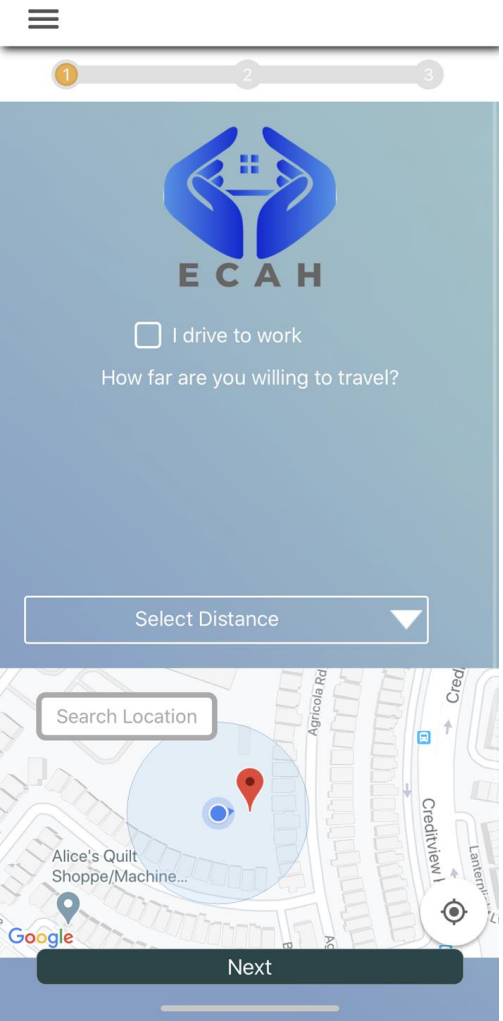
Register as a PSW

- Register as a *Nurse* or *PSW* depending on the type of care you wish to provide



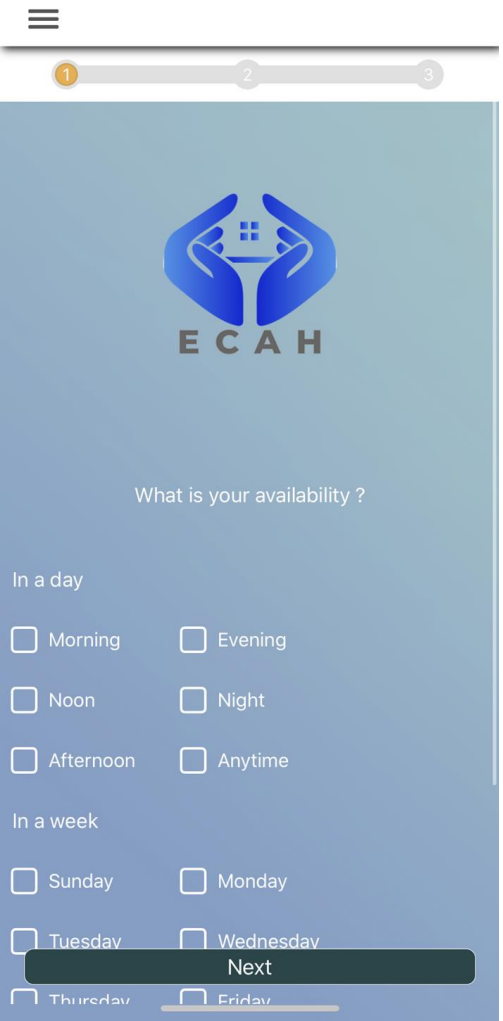
Register as a PSW

- Allow ECAH to access your location (needed for appointment booking)



Register as a PSW

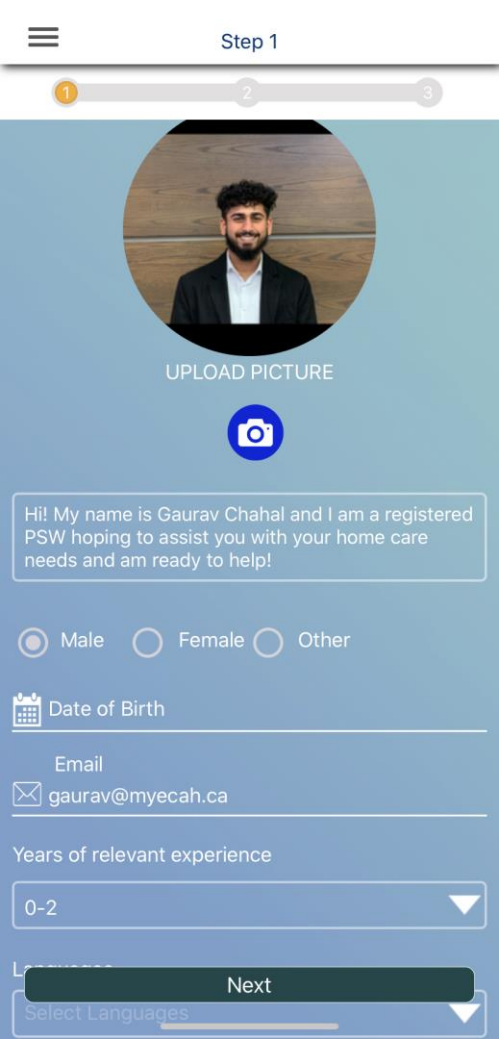
- Enter the maximum distance you are willing to travel
- Click *Next*



Register as a PSW

- Enter your availability

Example: If you're available all the time on weekends check off *Anytime* and *Sunday + Saturday*



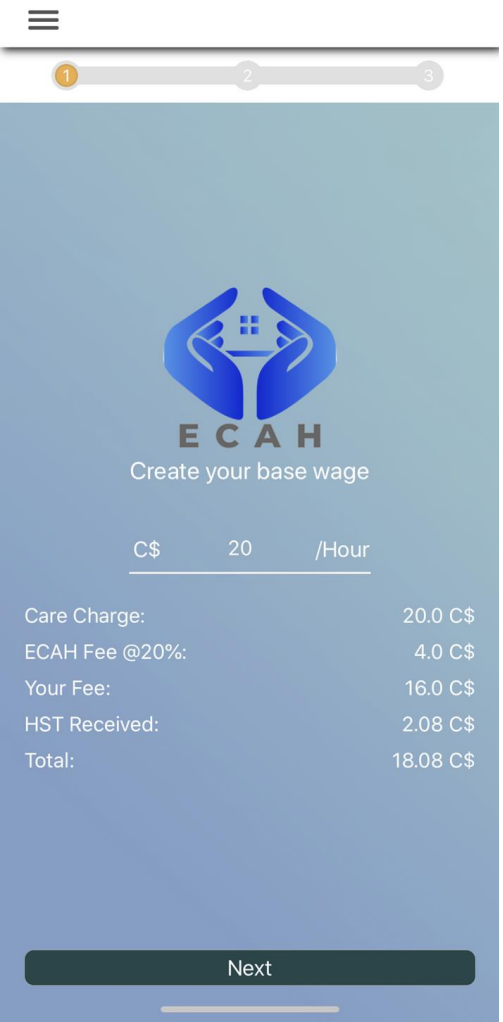
Register as a PSW

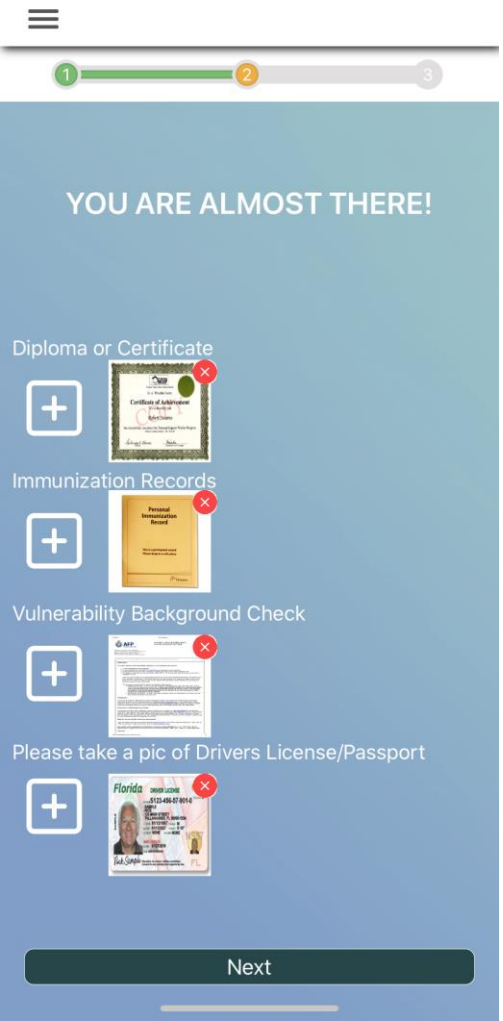
- Upload a profile picture
- Enter a personal description (at least 50 characters)
- Enter years of experience
  - If you have at least 2 years, select 2-5
- Enter languages you speak in addition to english
- Check off what applies to you in the boxes at the bottom

Example: Hi! My name is Gaurav Chahal, a registered PSW hoping to assist you with your home care needs and am ready to help!

Register as a PSW

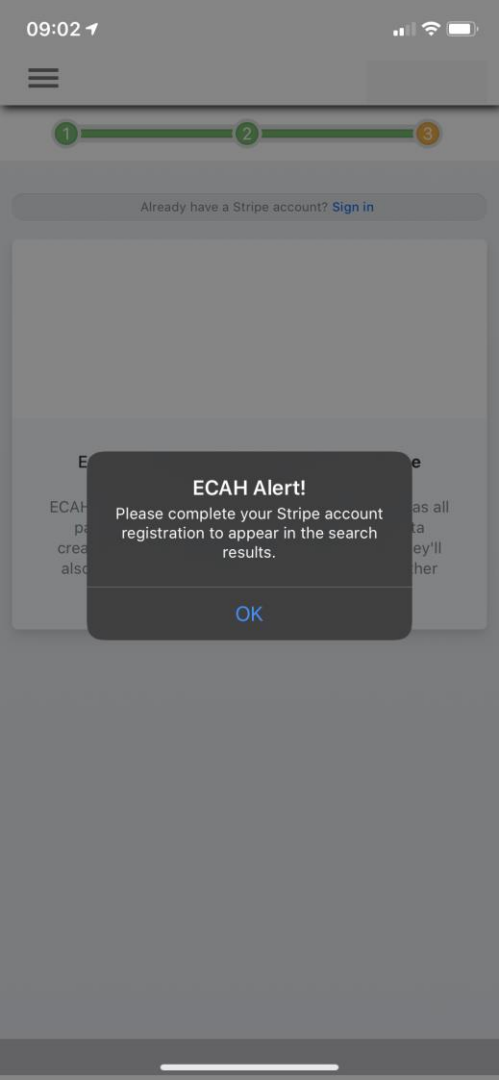
- Enter your base wage





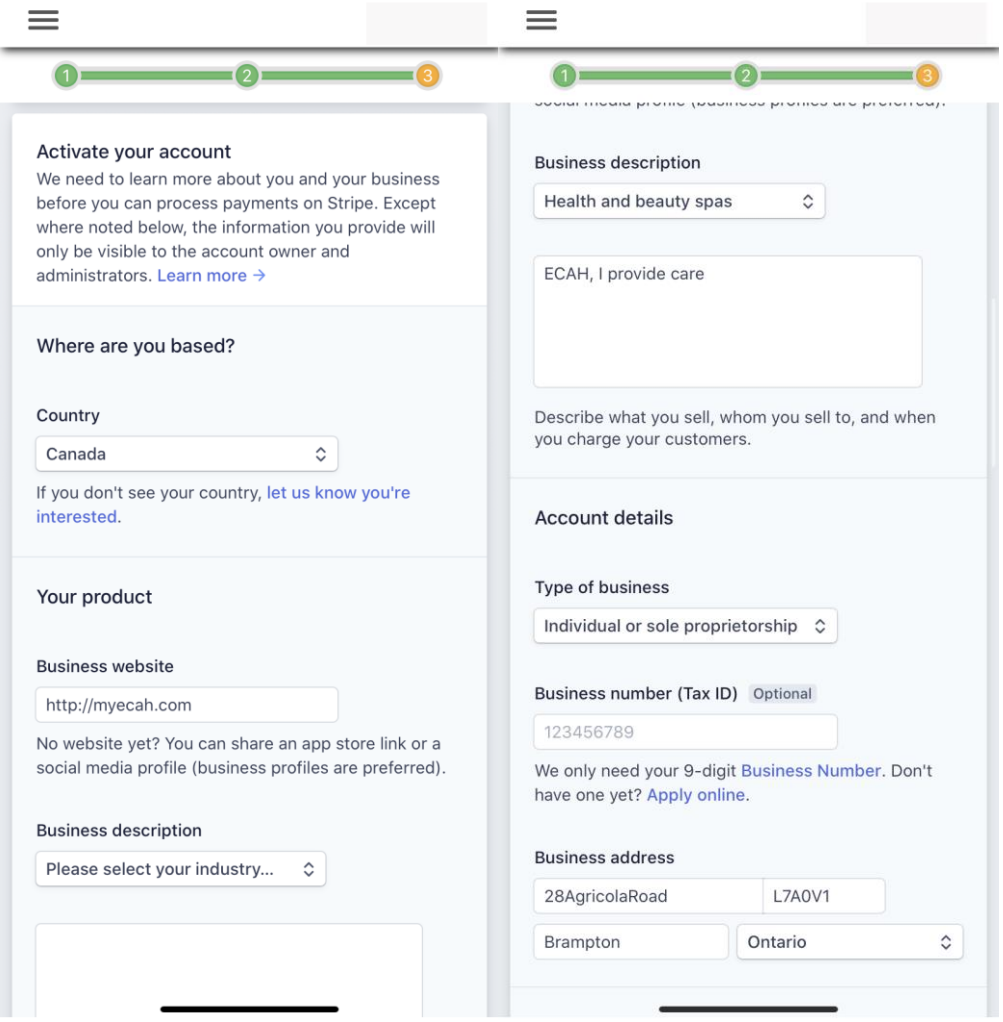
Register as a PSW

- Upload clear images of your:
  - Diploma/Certificate
  - Immunization Records
  - Vulnerability Check
  - Drivers License or Passport
- These pictures must be clear or else we will be unable to approve you
- If you are planning on getting immunization records or your police check soon upload the other documents and email us “**I am going to get these documents soon**”



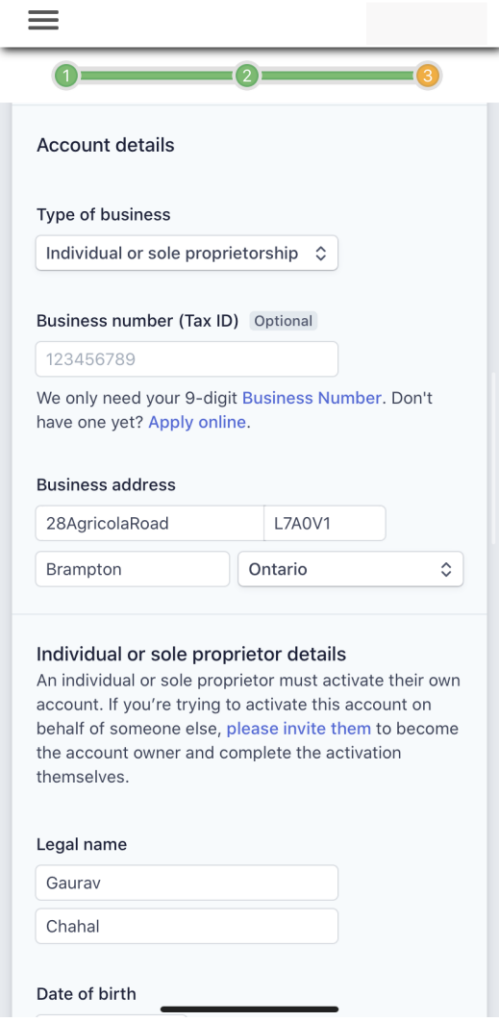
Create Stripe Account

- You will need to create a stripe account through the app to finish registration
- The account will allow for payment to occur through the app
- You will need your direct deposit information at this time



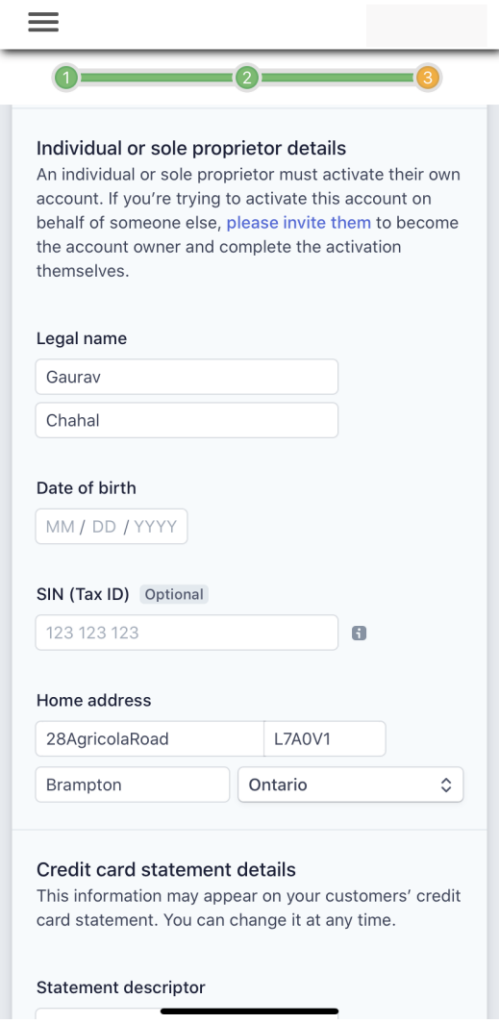
Create Stripe Account

- Under **Where Are you Based**
  - The country should be Canada
- Under **Your Product**
  - Business website should be written already
  - Change Business description to Health and beauty spas (just a requirement, doesn't impact work)
  - Write "ECAH, I provide care"



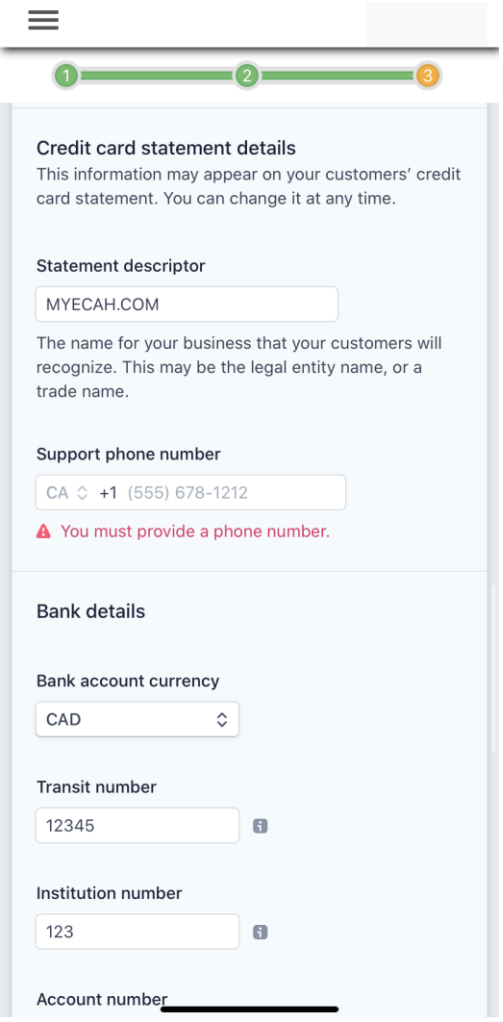
Create Stripe Account

- Under **Account Details**
  - Don't change anything
  - Business address should already be written (your address)
  - Do not need business number



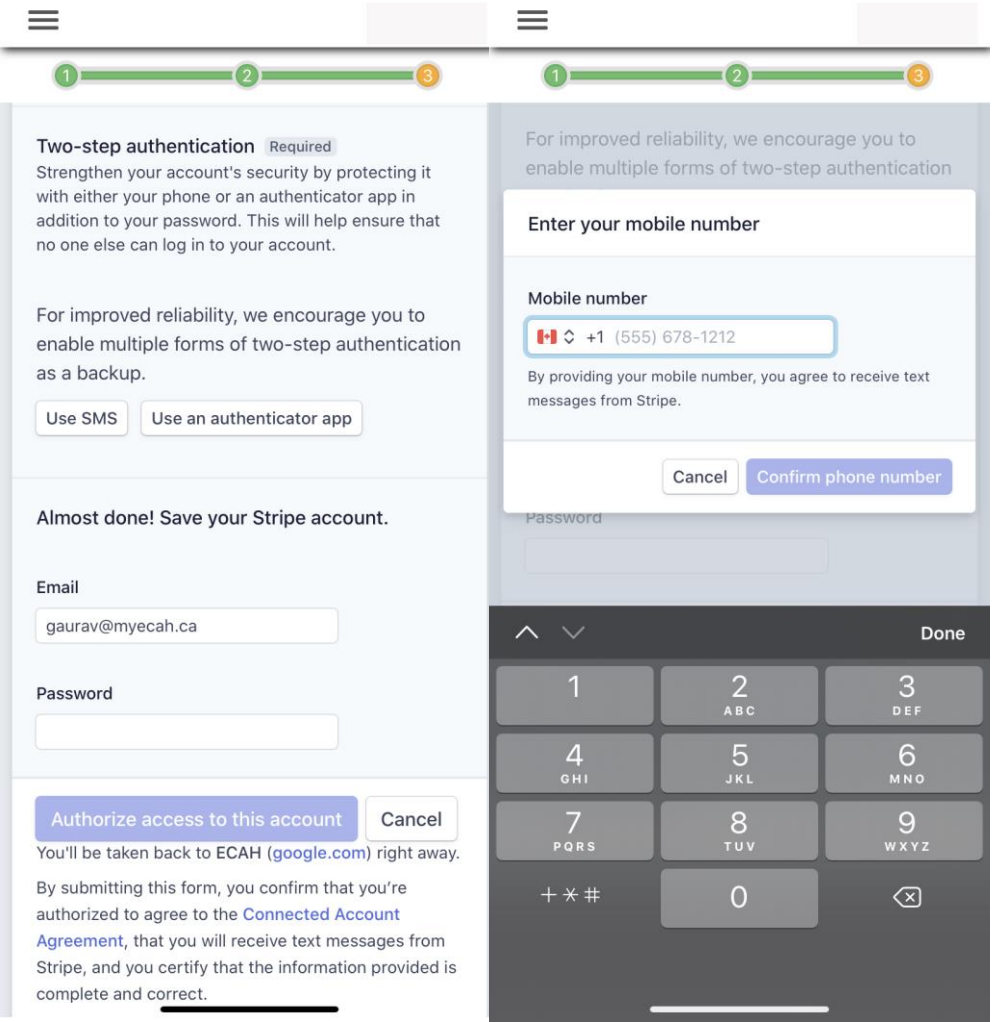
Create Stripe Account

- Under **Individual or sole proprietor details**
  - Add date of birth
  - Home address should already be filled in, if not fill in
    - Same as business address



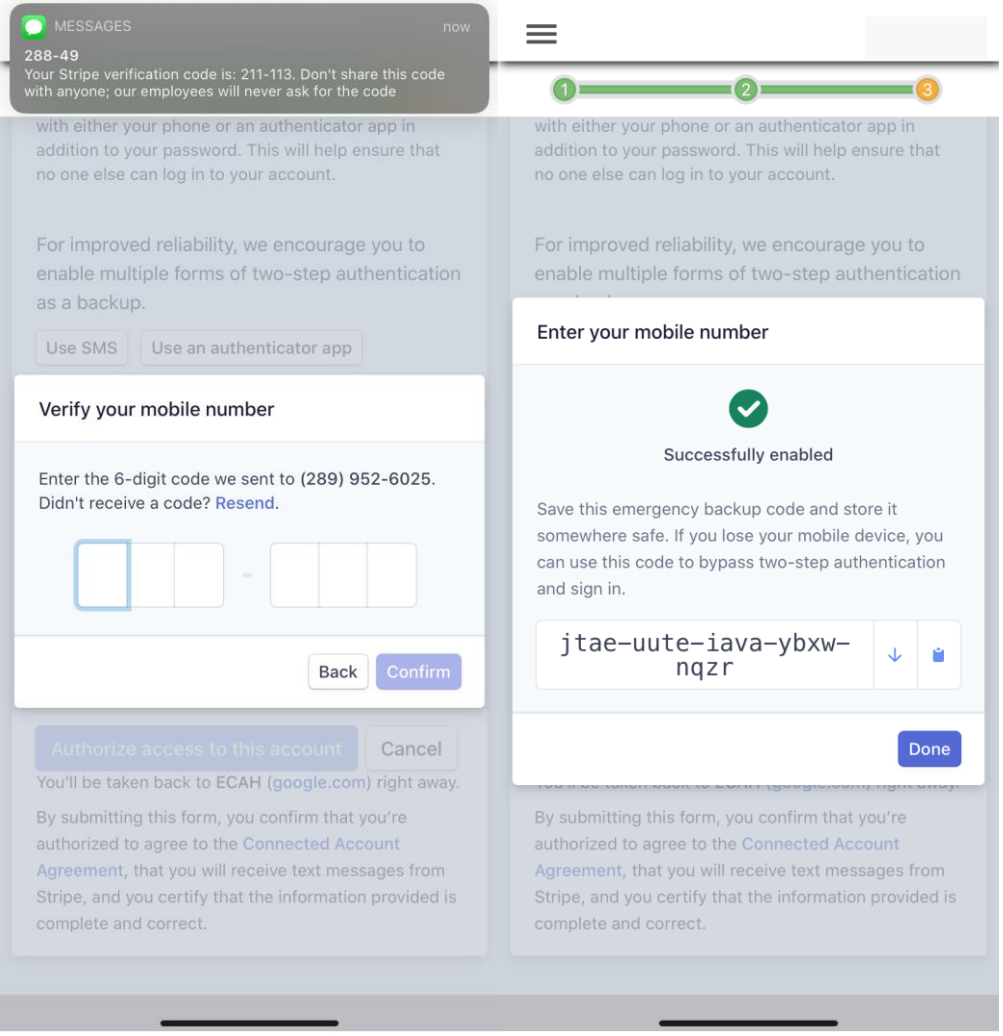
Create Stripe Account

- Under **Credit Card Statement Details**
  - The statement descriptor should already be written
  - Add your phone number
- Under **Bank Details**
  - Add direct deposit information



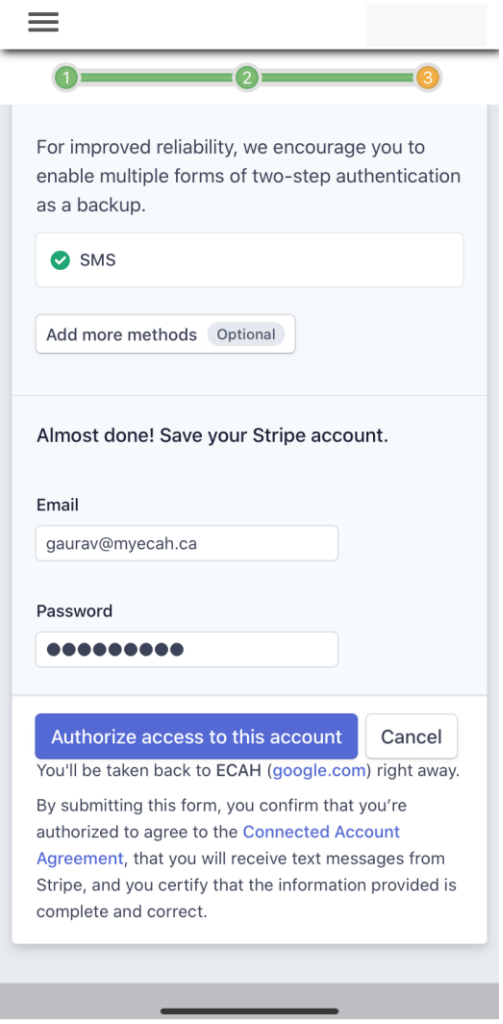
Create Stripe Account

- Under **Two-step authentication**
  - Use SMS
  - Enter your phone number



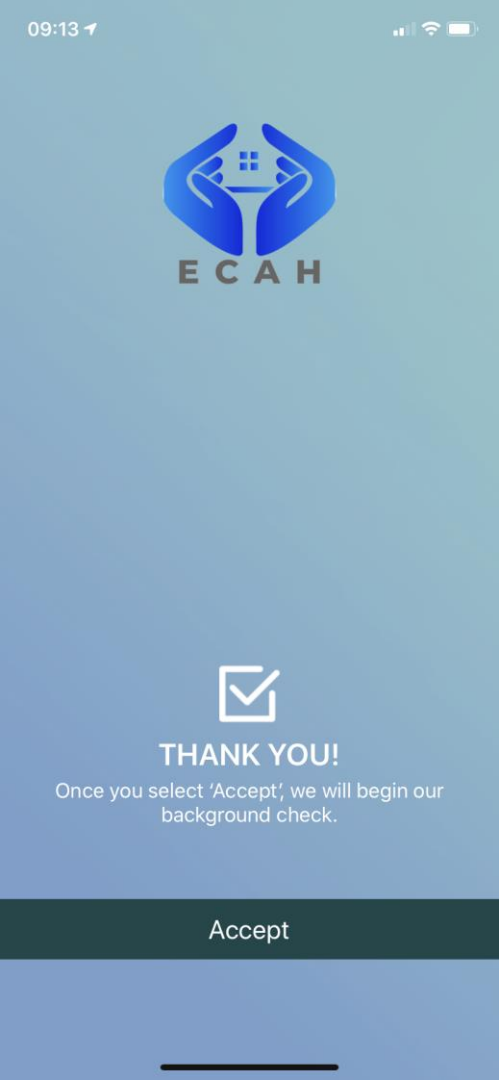
Create Stripe Account

- Under **Two-step authentication**
  - Enter the verification code
  - You will get a success message



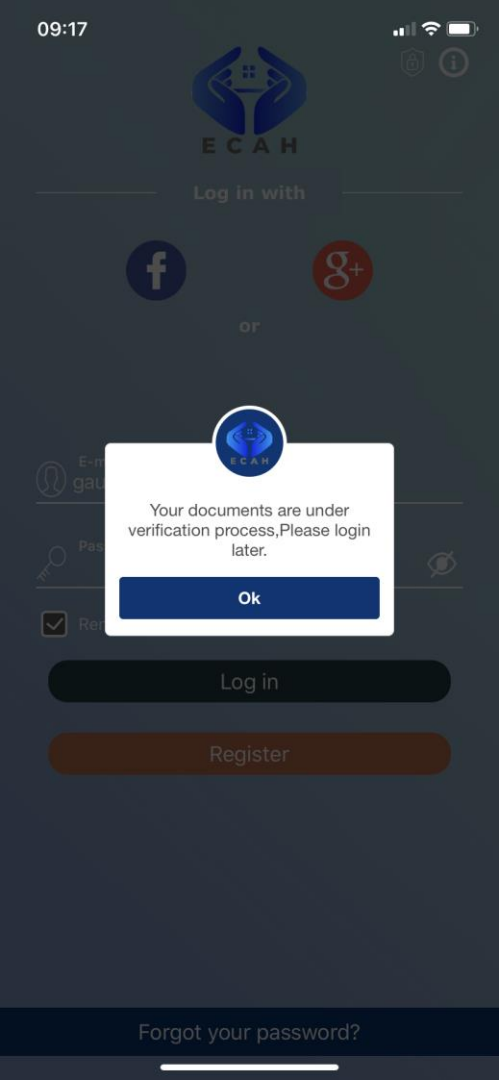
Create Stripe Account

- Create a password
  - 1 uppercase, 1 lowercase, 1 number, 1 special character (can be the same as before for convenience)
- Click Authorize access to this account



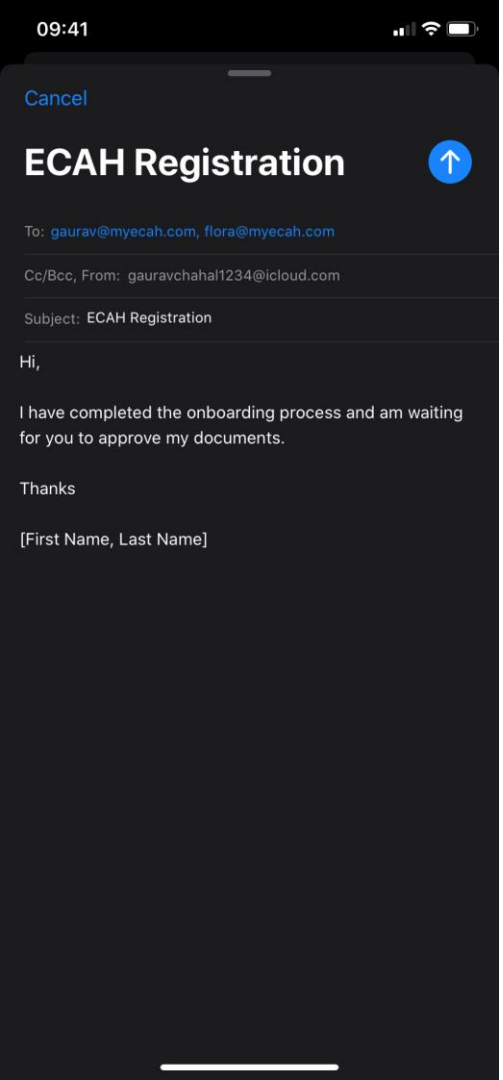
Create Stripe Account

- You will get the following message
- Click accept
- You will be automatically logged out



Completion

- When you attempt to log in, you will get the following message
  - This means we must review your documents and approve you



Send an Email

- Email flora@myecah.com and gaurav@myecah.com that you have onboarded and are waiting for document approval
- Make sure you include your full name at the end of the email
- If you did not upload all documents include that as well in the email

Congratulations

You have just completed your PSW onboarding and are ready to hit the ground running when ECAH Launches!

Questions? Contact us: gaurav@myecah.com and flora@myecah.com