



Please follow the on-boarding instructions below to complete your necessary paperwork for your assignment at **Wake County Board of Elections**. Thank you for your help with this and we look forward to working with you!

## On-Boarding Paperwork Procedures:

1. Please visit [www.MyHeadway.com](http://www.MyHeadway.com) to complete your new hire paperwork
2. Once you arrive to the MyHeadway website please select the option of “myHeadway Registration” on the right side of the page. This selection will ask that you create a profile by creating a username and password. If you have previously applied for a position with Headway online, please see the instructions in red below:  
  
**\*Please Note – If you previously created a profile with Headway, please use the same email address and select “forgot password”, this will generate a new password be sent to your email address. Once you have logged in, please click on “Profile” at the top of the page. Once on the Profile page, scroll to the bottom and click "Save and Enter an Employment Code". From there, continue to complete the remaining steps below, starting at Step #4.**
3. The system will ask you to enter your address and contact information. *This is the address that will be used to calculate all taxes as well as a shipping address for those that select a paycard option.* Once you have entered this information, scroll all the way to the **bottom of the page** and select the option to “Save and Enter an Employment Code”.
4. Your employment code is **wakeev**. If you are asked to copy and paste your resume, please click “Previous” and make sure you select “Save and Enter an Employment Code” on the prior page, not “Save and Next”.
5. **PLEASE MAKE SURE TO ENTER THE CODE EXACTLY AS IT IS LISTED HERE WITH NO EXTRA SPACES OR CHARACTERS.** Entering this employment code will begin the on-boarding process with Headway. After entering the Employment Code, click the “Save and Next” button on the bottom right of the screen.
6. Next, you will be prompted to enter your Social Security Number. Please enter in the format of XXX-XX-XXXX. If you have an existing profile on our system with your SSN, you will not be able to go any further. You will need use the existing account. (Please refer back to Step 2 on how to gain access to this account). Otherwise, you will be taken to the New Hire Documentation Electronic Signature Authorization. Please review the document and then Agree or Decline
7. This will also allow you to access the “New Hire Documentation” link found under the Employee menu at the top left of the screen. You will see a list on New Hire Documents that need to be completed.
8. Click on each link on the New Hire Documents screen and fill out the form presented. Once all forms are complete, the website will let you know that your paperwork is complete and issue you an employee ID.

If you have any questions or feedback regarding this process, please contact Headway by phone at (919) 424-5773 or (866) 939-9897 and by email at [wakeboe@headwaywfs.com](mailto:wakeboe@headwaywfs.com).

We look forward to having you on-board with Headway Workforce Solutions!