

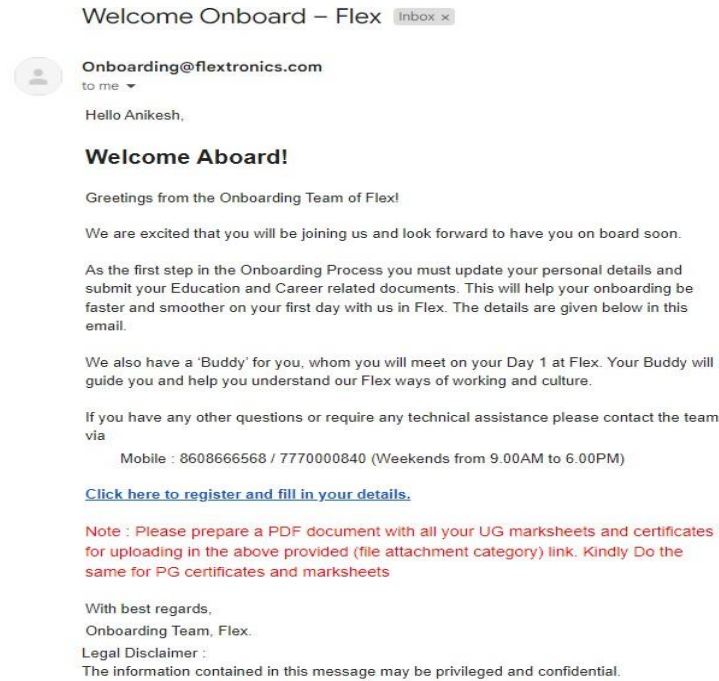
1. Welcome to Flex

This document will guide you to use the Onboarding tool for submitting your details.

This document belongs to Flex and should not be copied or distributed”

2. Get yourself registered

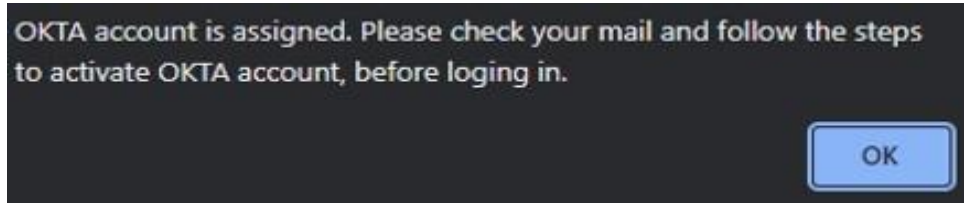
- **Step 1:** Check the Welcome Email received from Flex in your personal email. Please click the link "**Click here to register and fill in your details.**" In the email to navigate to registration page.



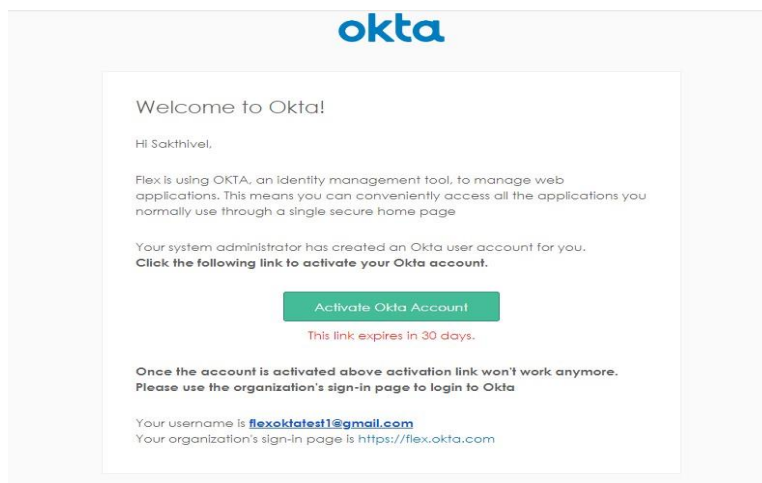
- **Step 2:** Your Email Id is auto populated. Verify whether it is correct or not. You cannot change the email id. Please contact HR team for any changes - **in.gbschegbshronboarding@flex.com**

A screenshot of the "Create account" form. It has a "help" link and "Create account" title. The "Instructions" state: "User Name is your primary mail id. Once you click 'Register', you will receive a mail. Please follow the steps in the Mail to activate OKTA account." The form has three input fields: "Email" (with a placeholder "your email id goes here"), "First Name", and "Last Name". There are "Register" and "Cancel" buttons. A footnote says "* Mandatory Fields".

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- **Step 3:** Provide your First Name & Last Name and click **"Register"** button. Below alert will be displayed on successful Registration.

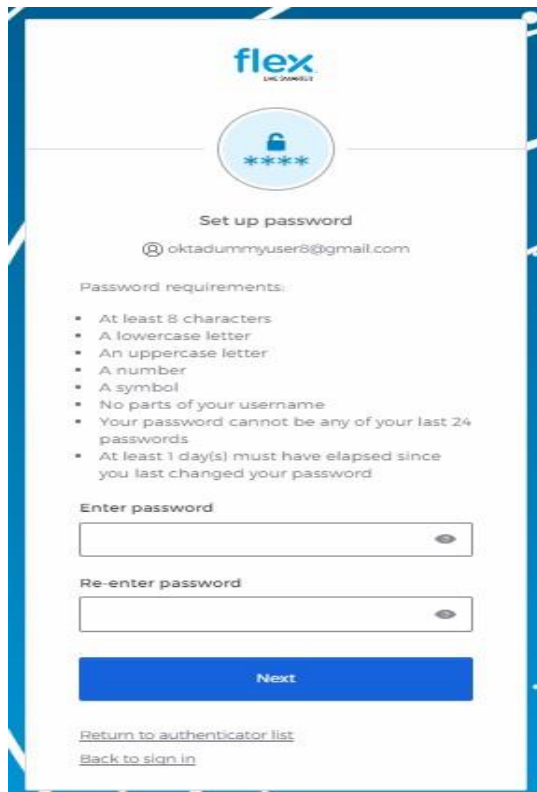


- **Step 4:** Check your personal email for the OKTA activation.




Click **"Activate OKTA Account"** button to Proceed.

- **Step 5:** Setup your password. Click **Next** to proceed.



- **Step 6:** On Successful OKTA activation, you will receive below email. Please click on the link **"Click here to login"** in the email to navigate to login page or use this link <https://candidateonboarding.flextronics.com/>

Registration Successful Inbox x

 **Onboarding@flextronics.com**
to me ▾

Dear Anikesh ,

Congratulations

You've registered successfully on the Onboarding Tool. Below are your login credentials.

Your UserName : flexoktatest1@gmail.com
Link : [Click here to login](#)

Sign in to the portal using the details above and update your details.

Do not reply to this mail.

For clarifications or technical assistance please contact us via
Email : in.gbschegbshronboarding@flex.com

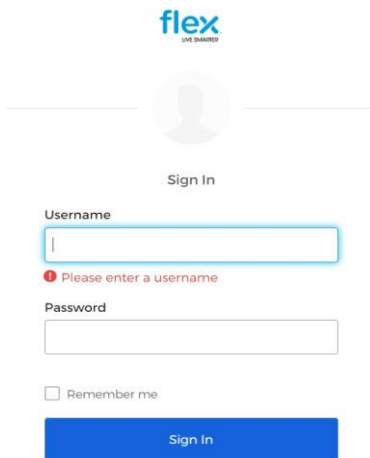
Warm regards,
Onboarding Team
Flextronics Technologies India Pvt Ltd.

Legal Disclaimer :
The information contained in this message may be privileged and confidential. It is intended to be read only by the individual or entity to whom it is addressed or by their designee. If the reader of this message is not the intended recipient, you are on notice that any distribution of this message, in any form, is strictly prohibited. If you have received this message in error, please immediately notify the sender and delete or destroy any copy of this message!

3. Log IN to On-boarding Portal with the Registered credentials, screenshot stated below:

Login Process:

- **Step 1:** Please click "Click here to login" link in the email to navigate to login page or use <https://candidateonboarding.flextronics.com/>. [refer step 5 in Registration process]
- **Step 2:** Provide your email id as username. Provide your valid Password. Click "Sign In" to login to the onboarding portal.



The screenshot shows the Flex login interface. At the top is the Flex logo with the tagline 'not possible'. Below it is a circular placeholder for a profile picture. Underneath is a 'Sign In' label. The form contains two input fields: 'Username' and 'Password'. The 'Username' field has a red error message below it that says 'Please enter a username'. Below the password field is a checkbox labeled 'Remember me'. At the bottom is a blue 'Sign In' button.

- **Step 3:** On providing valid username & password you will be redirected to the Onboarding Portal.



The screenshot shows the Flex Onboarding Portal. At the top is a dark blue header with the Flex logo on the left and 'Signed in as: Hero' and 'Logout' on the right. Below the header is a white area with a large 'flex.' logo. At the bottom of the page is a checkbox labeled 'I Agree to the Conflict of Interest Policy and Screening Process.'.

Please read and acknowledge the Flex's Conflict of Interest Policy by selecting the agree checkbox at the bottom.

- Once you log in, you will be routed to the following screen. The **contents of the page cannot be edited**. Check the details to ensure they are correct.
- To make any change, send an email to **in.gbschegbshronboarding@flex.com**
Or call us at "8608666568 / 7770000840"

flex Signed in as: Anikesh Logout

Please ensure your details are correct before you proceed to the next screen

Name Anikesh	Date of Birth .	Primary Contact Number .
Primary Email Address flexoktatest1@gmail.com	Offered Date 01-Oct-2023	Interview Attended Location GBS
Joining Date 01-Oct-2023	Joining Site GSS	Joining Location Bangalore
Department Corporate Strategy	Designation Assistant Manager - Data Scientist	Grade 26
Reporting Manager Sudish Ganapathy		

Confirm to proceed Edit Cancel

Contact Helpdesk if change required - Email : in.gbschegbshronboarding@flex.com / Helpdesk VOIP : 044 – 8625 2189 (Weekdays from 9.00AM to 6.00PM) / Mobile : 8608666568 / 7770000840 (Weekends from 9.00AM to 6.00PM)

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- Click "Edit" if you need to change any of this details your **Name, Date of Birth & Primary Contact no.**
- Once all the information is validated, proceed to the next step, click "**Confirm to proceed**"

flex Signed in as: Sakthi Logout

Please ensure your details are correct before you proceed to the next screen

Name Sakthi	Date of Birth .	Primary Contact Number .
Primary Email Address flexoktatest1@gmail.com	Offered Date 01-Oct-2023	Interview Attended Location GBS
Joining Date 01-Oct-2023	Joining Site GSS	Joining Location Bangalore
Department Corporate Strategy	Designation Assistant Manager - Data Scientist	Grade 26
Reporting Manager Sudish Ganapathy		

Confirm to proceed Edit Cancel

Contact Helpdesk if change required - Email : in.gbschegbshronboarding@flex.com / Helpdesk VOIP : 044 – 8625 2189 (Weekdays from 9.00AM to 6.00PM) / Mobile : 8608666568 / 7770000840 (Weekends from 9.00AM to 6.00PM)

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Below are the list of 5 Tab's which needs to be filled by the Candidate related to all Personal, Academic & Professional documents based on Mandatory fields marked in '*'.
flex



- Please click "Save As Draft" while updating details to avoid re-entering the details again, in case of any Technical / Network issues.
- Kindly fill in all 5 tabs and enclose your "Passport size" photo with JPEG format only.
- After filling all mandatory fields please re-confirm / go through the information entered
- Aadhar & PAN Card is Mandatory.

Personal Details:

- In the basic details tab, fill all the mandatory fields. Date Of Birth, Mobile Number & E-mail will be already filled and can't be edited as you have already verified it in the previous page.
- You must enter the emergency contact name and their contact number. And then proceed to fill your Permanent address & Present address.
- If your Present address is same as permanent address, then click on below option.

flex

Sign In / Register | Forgot Password | Change Password | Help | Sign Out

Personal Education Work Experience Flex Policies File Attachment

Basic Details

Title (Mr. / Ms.) * Initial First Name * Middle Name Last Name * Preferred Name for ID card *

Date of Birth Blood Group * Birth Place * Religion * Nationality *

Contact Details

Mobile Number Personal Email ID Emergency Contact Name * (Family member)

Emergency Contact Number *

Permanent Address * Present Address *

☐ Select if Present Address is same as Permanent Address

- In the ID details tab, you can enter your PAN card number and Aadhar card number respectively.
- If required, click on add button and select an ID type for your address proof and fill the details accordingly.
- In Family details tab, select your marital status, if married provide your marriage date in the given format.
- In the next box fill in the family member name followed by the relationship with you and their DOB. And click on the **is dependent** Yes or No accordingly. By clicking add you can enter all your family members details.

ID Details

Other ID Details

(Pan Card,Aadhar Card submission is mandatory. In case you do not have it, please apply for it and bring it with you to the campus on the joining date.)

ID Type *
PAN card

ID *

ID Type *
Aadhar card

ID *

+ ADD

Family Details

Marital Status *
☐ Single ☐ Married

Marriage Date (DD-MM-YYYY)
Date Month Year

Name *

Relationship *
Select

Date Of Birth (DD-MM-YYYY) *
Date Month Year

Is Dependent *
☐ Yes ☐ No

+ ADD

Choose either Parents or In-Laws for medical claim

☒ Parents ☐ In-Laws

- In the language tab, click on the dropdown and select your mother tongue and click the R W S C accordingly. Followed by that you can add the other known languages.
- In Relatives in Flex tab, If any of your relative is working with flex then you can fill their details. If not ignore the relatives tab and click on "Save as draft" before going to next section to avoid data loss.

Language

Mother Tongue *
Select

☐ R ☐ W ☐ S ☐ C

Language
Select

☐ R ☐ W ☐ S ☐ C

R-Read / W-Write / S-Speak / C-Comprehend

+ ADD

Relatives in Flextronics

Name	Relation Type	Job Title	Process/Department	Employee ID

+ ADD

Save As Draft

(Save as draft frequently to prevent data loss)

Educational Details:

- All the educational details has to be entered in reverse Chronological order (From highest qualification till 10th/ SSC/ Matriculation)
- Need to fill School / College / Institution Name.
- Fill your Board (for 10th & 12th) / University Name (for UG & PG).
- Status of your course.
- Specialization of your course.
- Full Address of the Institution.
- Course duration (From, to).
- Need to fill year of passing.
- Mode of study (Full / Part / Distance).
- Marks obtained (if choosing marks, fill your marks obtained).

If your highest qualification is PG then you have to fill details for (PG, UG, 12th & 10th) likewise by adding new fields. After filling all the fields, click save as draft and move to Work experience section.

Work Experience Guidelines:

Work experience has been categorized into Fresher and Experienced section.

I. Fresher Category:

- No Action will be required in the Experience tab.
- Fresher candidates can skip this section and move to next tab that is Flex Policies Tab.

The screenshot shows the 'flex' HR portal interface. At the top, there's a navigation bar with tabs: Personal, Education, Work Experience (selected), Flex Policies, and File Attachment. Below the tabs, the 'Work Experience' section is active, displaying instructions: 'Candidate should provide past three workexperience details' and 'Please fill the details (date of joining, date of relieving, designation, dates etc.) correctly as given in the certificates by the employer. Any discrepancy in data found during back ground verification will have adverse effect on the employment.' There are radio buttons for 'Fresher' (selected) and 'Experienced'. The form fields include: Company Name, Company Address, Phone Number, Title/position (previous employment), Responsibility, Employment Type (Full Time, Contractual, Part Time), Employee ID, Period From (DD-MM-YYYY), Period To (DD-MM-YYYY), Reason for Leaving, and a checkbox for 'Is your experience relevant to the current role in Flextronics' with a field for 'If Yes, No. of years of experience'.

II. Experienced Category:

- **Note:** This Category must be filled in reverse chronological order. The candidate must fill the correct details as per certificates provided by the employer any discrepancy in data during background verification will have adverse effect on employment.
- Candidates who have prior work experience must select the Experienced option.

flex Signed In as : Jon
Change Password | Help | Sign Out

Personal **Education** **Work Experience** **Flex Policies** **File Attachment**

Work Experience (Enter in reverse chronological order)
Candidate should provide past three workexperience details
Please fill the details (date of joining, date of relieving, designation, dates etc.) correctly as given in the certificates by the employer.
Any discrepancy in data found during back ground verification will have adverse effect on the employment.

☐ Fresher ☒ Experienced

Company Name *
Nights watch

Company Address *
1, Far north, above the wall

Phone Number *
708-8697

Title/position (previous employment) *
Lead Tester

Responsibility *
Testing

Employment Type *
☒ Full Time ☐ Contractual ☐ Part Time

Employee ID * Period From (DD-MM-YYYY) * Period To (DD-MM-YYYY) * Reason for Leaving

- Candidates must fill the mandatory details such as **Company Name, Company Address, Phone number, Title/Position, Responsibility, Employment Type (Contractual, Full time or Part time), Employee ID, From and to Date in (DD/MM/YYYY) format and Reason for leaving.**
- If the candidate experience is relevant to the current role in Flex, the candidate must mark the **"Yes"** option and must mention the number of years in experience.
- (If contract: The candidate must mention the Contract Agency name, Contract Agency address, Contract Agency number and Contract Agency Designation).
- The Candidate must provide the details of the reporting person in pervious organization. Details such as **Name, Designation, Contact Number, Email Id, and period of months.**

- Note: If reporting Period is less than 9months the candidate must provide details of another person whom you were reporting.
- Click on **"ADD"** Button to enable details section for filling prior employment details.
- Please click **"Save As Draft"** while updating details to avoid re-entering the details again, in case of any Technical / Network issues.

Flex Policies:

- Please read the company policies for reference.
- Kindly note the Company reserves unconditional rights to amend, abrogate, modify and or rescind this policy at any time.

File Attachment:

- Kindly upload all the relevant files in PDF format.
- In Academic, for Diploma/ UG/PG degree, please ensure to merge all semester marksheets in one pdf file and then upload.
- In Degree certificate, please ensure to upload either course degree certificate or provisional degree certificate
- For all Work Experience information provided, relevant Service, Experience, Relieving letter should be uploaded in PDF format
- Do upload your passport size photograph in the Onboarding tool as it's required for your ID card. Ensure that the photograph specifications are as follows:
 - White background
 - Studio image (NOT scanned)
 - Resolution 300 DPI
 - Size 35mm X 25mm

Please do reach out to us for any clarifications or support you may need.

4. Submit

- Click the agree button which is mandatory and upload the relevant documents.

As per Telecom Regulatory Authority of India (TRAI), it is mandatory for individuals using a company Data card to provide Proof of Identification (POI) and Proof of Address (POA). Please note that by providing this information, you consent to sharing your POI/POA with the authorities for the purpose of availing data service. However, if the POI/POA are not provided, you will not be eligible to entitle our company provided Data card.

I hereby give my permission for Flex to share personal information with other service providers in connection with facilitating the Data card device for me from the ISP, including accessing and sharing my POI/POA Information.

☒ | Agree

(Pan Card and Aadhar Card submission is mandatory. In case you do not have it, please apply for it and bring it with you to the campus on the joining date.)

PAN Card *

No file chosen

Aadhar Card *

No file chosen

Address Proof (Current or Permanent) *

No file chosen

- Once candidate enters all the required details, he/she should check the below option and provide full name and then can submit the details to the Flex GBS HR Onboarding team.

☐ All the information furnished by me in the Candidate Information Sheet is true to the best of my knowledge. I hereby authorize the Company or any third party retained by them to make inquiries, either by written communication, by telephone, online, or in person to any former employer, government agency, educational institution, state police, military establishment or any other persons or institutions knowledgeable of my background as to my prior history, work experience, nature of duties, CTC, performance levels, reliability, responsibility, honesty and any other measures of my character or personality.

A Photostat, or any other copy, of this instrument bearing my signature shall be equally legally valid as the original.

Enter your full name :*

Note:

- Candidate has to check the above option and provide full name before submitting the details to the Flex GBS HR Onboarding team.
- Once submitted, the entered details of the candidate cannot be changed but can only be viewed & uploaded documents can be downloaded.

5. Frequently Asked Questions (FAQs)

1. What is my username?

Your Email Id is your username which you provided for the onboarding. It will be automatically detected in OKTA, it can't be changed.

2. How can I reset my password?

You can use the "Forgot password?" link below the sign in button in the login page. On providing your username (which is email id) you will receive a mail to reset the password.

A password reset request was made for your Okta account. If you did not make this request, please contact your system administrator immediately.

Click this link to reset the password for your username, testingeverything1996@gmail.com:

Reset Password

This link expires in 5 minutes.

If you experience difficulties accessing your account, send a help request to your administrator:

Go to your [Sign-in Help](#) page. Then click the Request help link.

3. Am not able to login after providing username & password?

Please check whether you are using your email id as username and valid password. If not try resetting your password and re-login. Still if you face any issues then write to HR Team in.gbschegbshronboarding@flex.com and we will get back to you.

4. I cannot change my email id before registration?

Yes, you cannot change your email id, this is auto populated and a read only field which you provided during the interview process.

5. What should I do after registration? It is not navigating to any page?

You will receive an alert "**OKTA assigned successfully. Please follow instructions to activate OKTA**" message.

Moreover, you should have received an email to activate the OKTA account. Please click the **Activate OKTA** button to start the account creation process.

6. Where should I set my username?

Your Email id is your username and it can't be changed. You can set only your password.

Recommended Steps for Login-IN:

- ➔ Recommended to Laptop/PC.
- ➔ Recommended to use Google Chrome.
- ➔ Ensure your having Good Network connectivity.

7. What can be mentioned in Preferred name?

You can mention your full name as per Aadhar card.

5. Frequently Asked Questions (FAQs)

8. What ID proof can be given for address proof?

You can provide your Aadhar/Driving license/voter id.

9. What to do if you are a fresher?

Kindly skip the experience tab and move to Flex Policies tab.

10. What are the mandatory fields in the Experience tab?

The headings which are marked in * symbol are mandatory fields. (The candidate must re-check all the mandatory fields before submitting the onboarding tool)

11. What if I have worked on Contract and Full time on behalf of same organization?

Fill the Contract details in a separate section with Agency details and click "ADD" to fill the "full time employment" details of the Organization.

12. Where should I upload my Experience documents?

Kindly attach the Experience documents such as Resignation acceptance letter and Relieving letters in "File attachment" Tab.

13. How many years of document prior experience should be attached?

The Candidate should attach Experience documents from past 3 organization in reverse chronological order.

14. Can I upload xerox copy of the document?

Please submit the original document coloured scan copy.

15. In Which format document should be?

Document should be in PDF format only, less than **2 MB**

16. What should I do if I don't have the degree certificate or PG certificate?

If You are fresher, Please submit your provisional degree certificate and after you received the degree certificate please submit it to us in.gbschegbshronboarding@flex.com

17. Currently I don't have reliving letter with me what should I do?

For temporary upload the reliving mail which you got from your previous organization after you received your original reliving letter or resignation acceptance letter, please submit to us in.gbschegbshronboarding@flex.com

18. Where can I upload the experience letter of my previous company?

In the File attachment section you can upload your experience letter.

19. Should I need to upload the Photograph in PDF format?

It should be in JPG format only.

5. Frequently Asked Questions (FAQs)

20. After successfully submitted the document can I change the document?

No after submitted the documents you can not changed it gets frozen. If you want to upload anything or change it please contact us in.gbshchegbshronboarding@flex.com

21. In Work Experience Section, if I don't know the last reporting manager, what details should I provide?

Please provide the contact details and email ID of your HR team / Company.