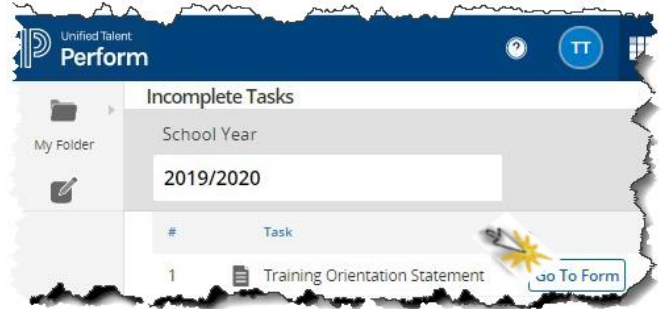


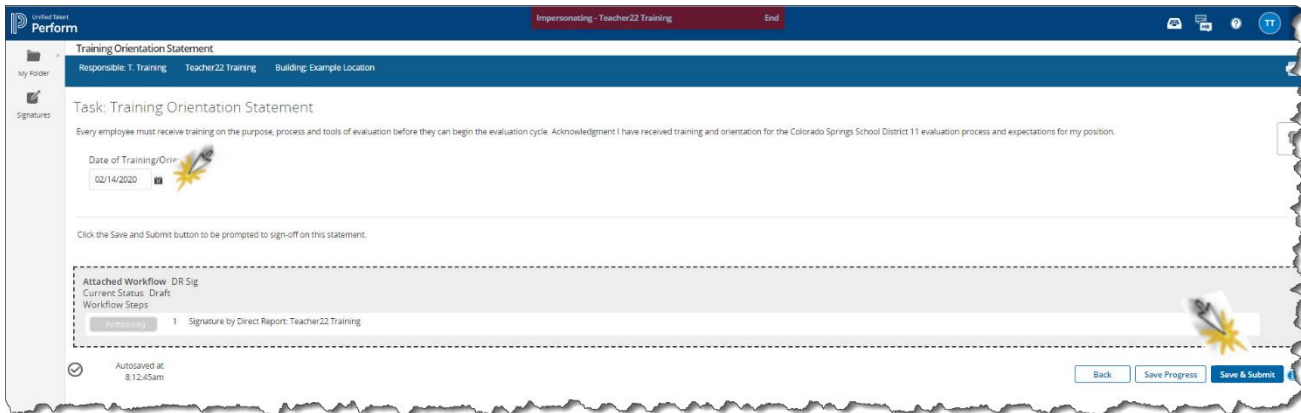


How do I complete my Training/Orientation Statement?

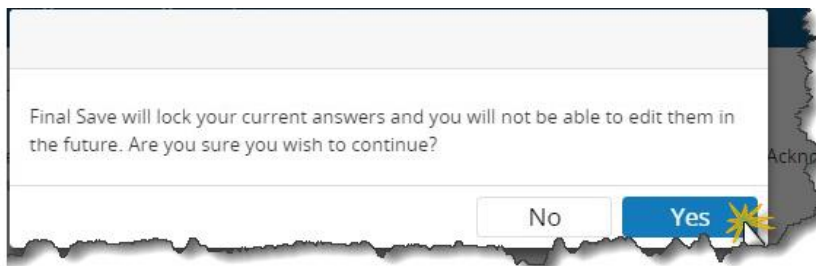
1. After logging into Perform it will open directly to your incomplete task page.
The first item listed will be the Training/Orientation Statement.
 - Click on **Go to Form** to the right of the item.



2. Click on **Date of Training**, enter the date of your training, and then click on **Save & Submit**.



3. Click **Yes**, that you want to continue



4. A new screen will appear with a signature line highlighted in green. Scroll underneath and type your name into the **Signature box** and click on the box indicating that you accept the **Electronic Signature Statement**

