



## **Basic Employment Policies(BEP) and Welcome Statement**

### **Instructions for ordering hard copies online:**

1. Log in to My TotalSource and select the **FormSource** tab at the top of your screen.
2. Select the "Order forms online" link in the middle of the screen.
3. If you have not logged in to this site before you will have the option to "click here" to create a username and password (please make sure your password has at least one Capital and one lower case letter in it). If you have logged in before, please enter your username and password and press "Submit."
4. Once you are logged in to the site click on "TotalSource Forms" on the left side bar. This will open up the folder and show you all of the options.
5. Click on the 3<sup>rd</sup> one down which will be "Basic Employment." Once you do that you will see you have two options: "FS105EnglishNew" and "FS105SpanishNew".
6. Choose which language you need and click on that option.
7. Once you have selected the language you can choose your "State," whether you need "Union" or not, and what "Quantity" you need.
8. Add the item to your Cart. Once the preview has updated you can check out as you normally would by entering in your 3 digit company code and your shipping information.