

# ETAPE NEUF

REGISTRATION GUIDE



# CREATE YOUR ACCOUNT ON THE CLIENT PORTAL

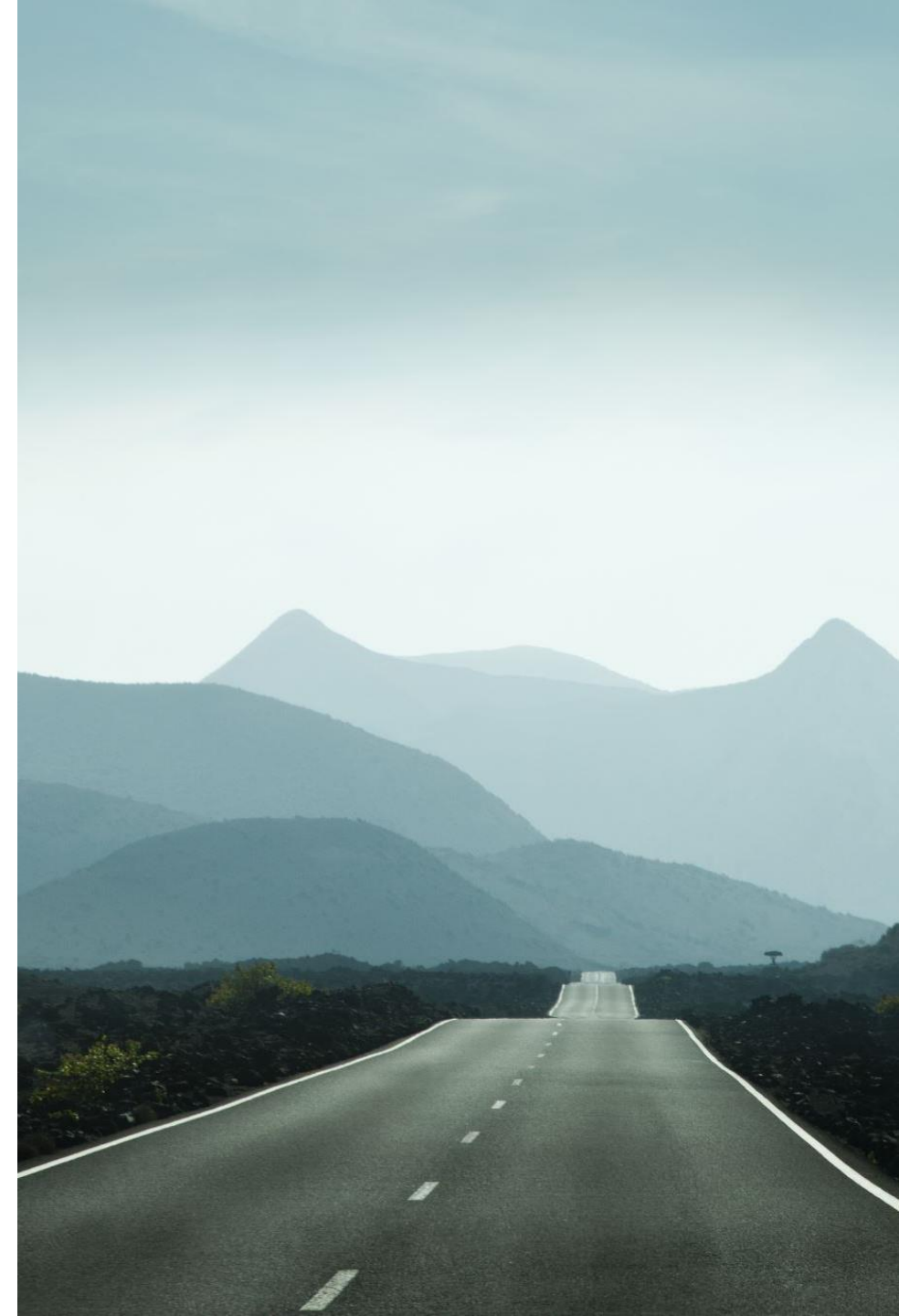
1. VISIT THIS LINK TO CREATE YOUR ACCOUNT ON THE CLIENT PORTAL. [ARISE](#)



2. FILL OUT THE FORM WITH YOUR INFORMATION

The screenshot shows a registration form with two tabs: 'Basics' (selected) and 'Referral Code'. The form title is 'Tell us about yourself'. It contains the following fields:

- Your Name:** Two input fields for 'First Name' and 'Last Name'.
- Date of Birth:** A date picker field showing 'MM/DD/YYYY'.
- Languages:** A dropdown menu with 'English, Spanish, etc' selected.



Referral Code

## you have a referral code?

Referral code

Submit

I don't have a referral code

3. Enter your exclusive referral code from Etape Neuf for your Uber Eats Gift Card and additional incentives!

*Referral Code: 4383636*





## 4. Fill out your contact information and verify your phone number.

Referral Code

Contact Details

### What is your contact information?

**Country**  
United States

**Address**  
Address Line 1 Address Line 2

**City** Enter your city **State** Florida

**Zip Code** Enter your zip code **Mobile phone** Mobile phone

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### VALIDATE YOUR CONTACT INFO

Please verify your phone number so we can keep in touch.

**We sent a validation code to: (321) 216-5672** [Resend Code](#) [Edit number](#)

Mobile Validation Code\*

By providing your phone number, you agree and consent to be contacted by Arise, and third-party partners involved in delivering service through the platform, through an auto dialer, pre-recorded messages and text messages. SMS and data rates may apply. Message frequency varies. Text STOP to cancel SMS communications. You can opt-out of certain contacts by changing your communication preferences after completing registration. We do not sell your information to third parties.

[Next](#)

# CONGRATS!

YOU ARE NOW READY TO START YOUR  
REGISTRATION!

Client Opportunities

Amazing opportunities are just a  
few steps away.

Browse the client programs that are available NOW! You can filter based on call type (service, sales, tech), servicing times (when you'll work), and of course the brands you like the most! Once you've completed registration you'll get more details like revenue information. When you've decided what interests you most, click on Finish Registering!

[Finish Registering](#)



Choose JOIN A SERVICE PARTNER to  
gain access to

Etape Neuf our clients and  
incentives!

## DON'T WANT TO REGISTER AS A SOLE PROPRIETOR?



Do you have your own company? Will you have others  
work for you on the Arise® Platform?

Register Your Company



Do you want to work for someone else? Do you have a  
company code or FEIN for a Service Partner?

Join a Service Partner



CHOOSE **ETAPE NEUF** AS YOUR  
SERVICE PARTNER

USE THE SEARCH BY **FEIN** TOOL AND  
ENTER **873191799**

OR

TYPE IN **ETAPE NEUF LLC** IN THE  
SERVICE PARTNER ID FORM.



## REGISTER AS AN AGENT WORKING FOR A SERVICE PARTNER ON THE ARISE<sup>®</sup> PLATFORM

Please enter the FEIN(Federal Employment Identification Number) or Service Partner ID (IB ID)  
of the Service Partner you are working for.

Select from a list of Service Partners

[View List](#)

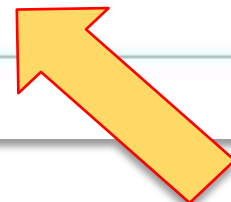
OR Search by FEIN or ID

873191799

[Search](#)

Service Partner ID

[Search](#)



## FINALIZE REGISTRATION

✓ SELECT ETAPE NEUF AS A SERVICE PARTNER

✓ ETAPE NEUF WILL APPROVE\* YOU AS AN AGENT

✓ LOG INTO THE PORTAL TO E-SIGN THE REGISTRATION DOCUMENTS

✓ ETAPE NEUF WILL CONFIRM YOU AS AN AGENT

✓ LOG BACK INTO THE PORTAL VIA ARISE TO COMPLETE THE INTRO ASSESSMENT AND START  
EXPLORING THE CLIENT OPPORTUNITIES



\*Please allow up to 24 hours for confirmation  
and approval as an Etape Neuf Agent



# COMPLETE THE INTRODUCTORY ASSESSMENT



- Once you have finalized registration, you will need to complete the introductory assessment on the Arise portal.
- The assessment will verify your sound/audio, reading comprehension, interests, work availability, and other items.
- To increase the number of opportunities that are visible to you on the portal, we encourage you to select maximum work availability and interests!



Once you have completed the introductory assessment, you will have access to the *current* client opportunities.

## On the Arise Portal, click Home and select View All Opportunities

Take your time to review the available client opportunities to find the best fit for you.

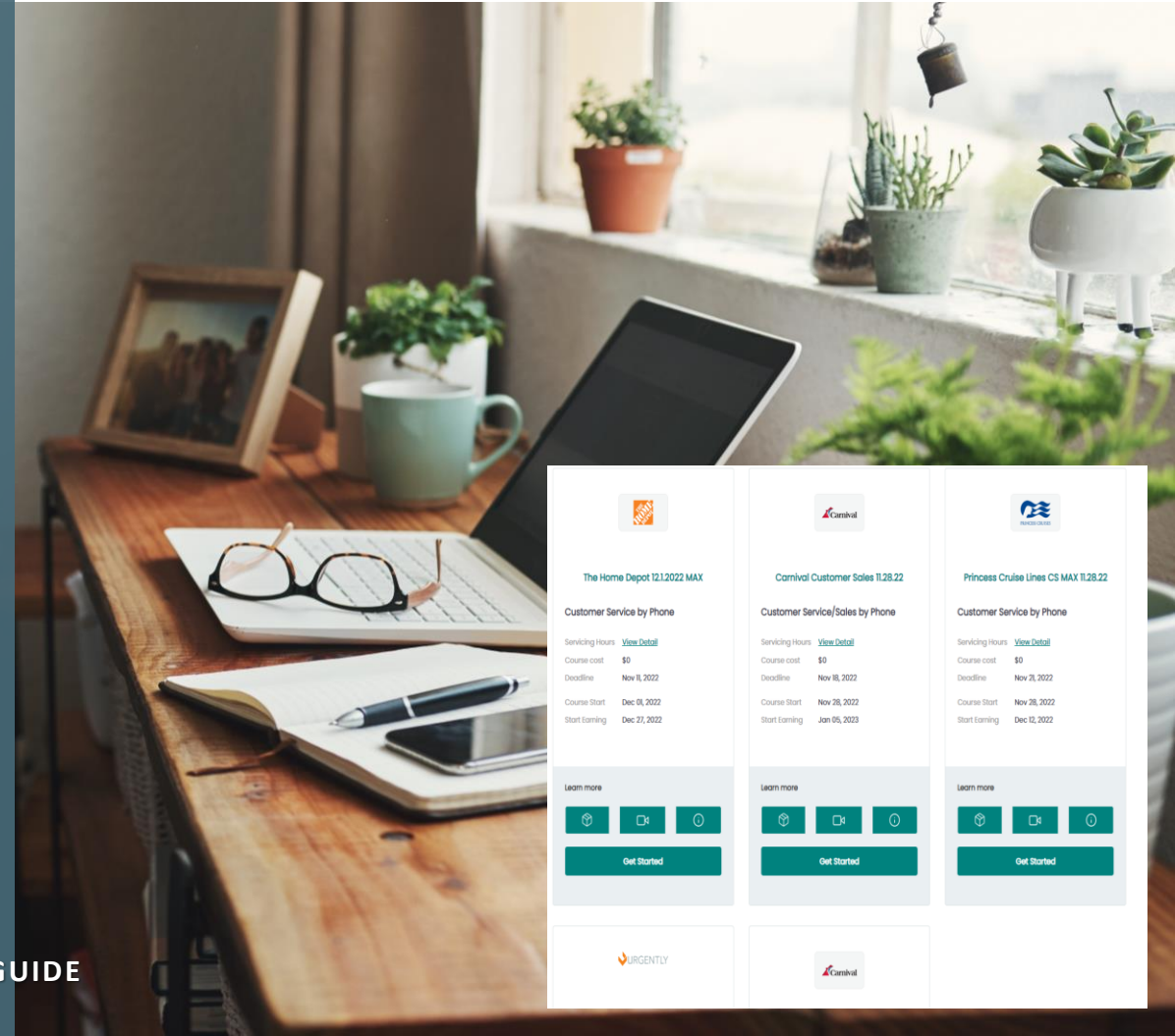
During this time, a member of the Etape Neuf team will reach out to you directly to guide and help you identify the client opportunity of your choice!

We will provide you with the pay rate and incentives of each client as well as digital vouchers to cover any start-up costs!

You can also reach us directly at **(678) 348-6359** through text or phone.

If we are unable to answer your call, please leave a voicemail and we will be in contact within 24 hours!

# PICK YOUR PROGRAM



## THE HOME DEPOT 1.31.22



### Customer Service by Phone

The Home Depot is the largest home improvement retailer in the US. Support Home Depot online customers with product questions, orders and returns.

[Opportunity Announcement \(pdf\)](#)

[Enroll Now](#)



## TO LEARN MORE ABOUT A PROGRAM

### Download or View

Download or view the "Opportunity Announcement"

### Provide

This document will provide further specifics on your program including Peak hours, Training Times, Deadlines, Special Servicing Requirements and more.

### Contact

Contact us to receive the Official "Opportunity Announcement" document, which includes the pay and incentives for a program!

# Enrollment

- Once you have chosen a program, click **Enroll Now** to begin.

If you are a New Agent with Etape Neuf, and there is a course cost for your certification, contact us directly to receive a digital visa to cover any costs related to your certification.

- Complete the PC SCAN with the client of your choice to verify that your computer *is eligible* to serve the client

*\*If your PC is not eligible you must choose another program*



# ENROLLMENT EXAMPLE



**intuit Accountants**

**Intuit ProSeries OneExperience 12.13.21**

Interact with ProSeries business customers (small to mid-sized tax preparation firms) via phone, assisting with tech support and tax support questions.

[Learn More](#)

**Voice Assessment** ?

**Technical Check** ?

**Program Assessment** ?

Please note that the assessment must be completed by the Service Partners that will be servicing this client program. You will be directed to a new browser. Upon completing the assessment, the result will be sent back to Arise to update your portal.

**Start**

**Identity Verification** ?

**Background Check** ?

**Pay For Class** ?

Get prepared before you begin

To complete these assessments, you will need

- Personal Computer
- Headset

Need Help?  
Besoin d'aide?

## FINAL STEPS



Once you have enrolled in a program you are at the finish line!

1. **Log in to the Arise Portal at <http://portal.arise.com> and click on the “Resume” button.**
2. **Confirm Enrollment.**

Once this is complete, you will receive e-mail communications from your course instructor(s) before your certification course begins.

Etape Neuf will e-mail you your Payment Form, along with your Employee Agreement, and Payment Schedule!



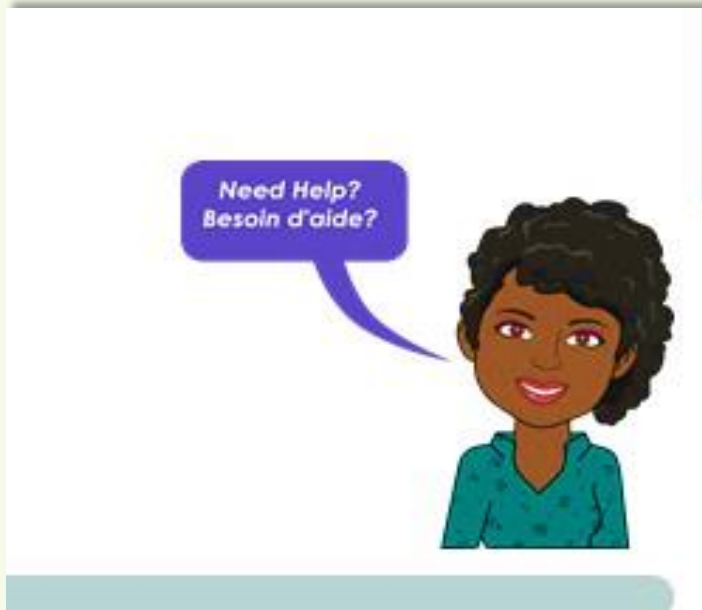
YOU'RE READY TO BEGIN!

Have a question? Contact us  
by phone or email

- [INFO@ETAPENEUF.COM](mailto:INFO@ETAPENEUF.COM)
- 678-348-6359



## EXTRA RESOURCES!



### Get acquainted with AVA!

- One of the greatest resources on the Arise portal is the **AVA** chatbot located on the bottom right side of your screen.
- **AVA** can answer questions ranging from technical difficulties to client registration and much more.
- If you have a question that **AVA** cannot answer, all you need to do is type "**Live Chat**" into the **AVA** chat box, and a live representative will be able to assist you within business hours.
- Most questions can be answered using this feature