

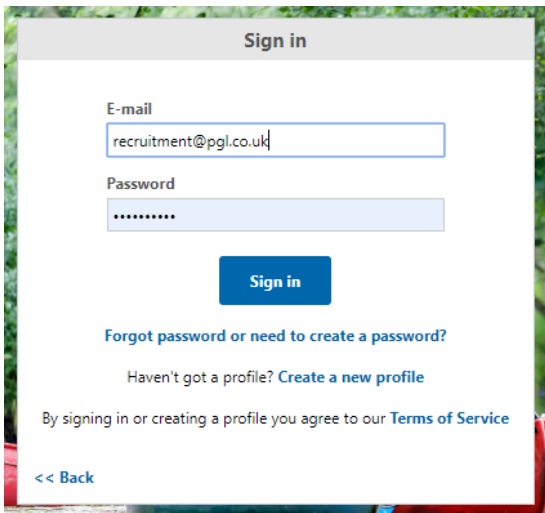


# Viewing Your Contract Offer Online

Congratulations on your offer of employment with PGL! Please follow the steps below to view and respond to your contract online.

If you have any difficulties after going through these steps, please contact the Recruitment Team.

1. Log in to your online account at: <https://my-pgl.csod.com/ux/ats/careersite/4/home?c=my-pgl>



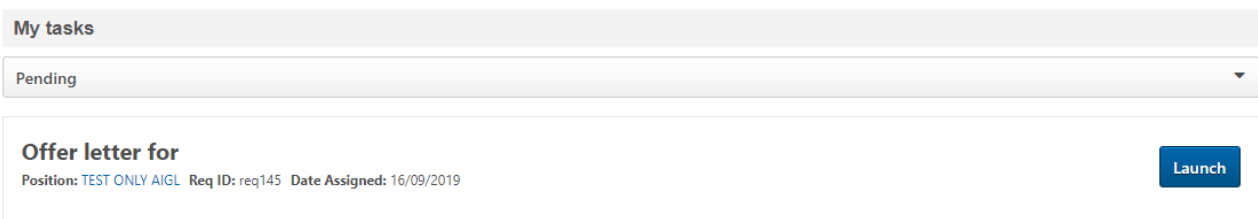
You need to use the same email address as you used for your application.

If you have forgotten your password, or have not yet created a password, click on **Forgot password or need to create a password?**

2. Click on **My profile** to view your current applications and job offers.



3. Your contract offer will be under "My tasks" (pending), click on **Launch** to view.





4. Open your Contract Offer Letter, and any additional documents included, and read through these carefully.

The screenshot shows a window titled "Offer letter for" with a close button (X) in the top right corner. Below the title bar, there are three sections: "Instructions:" followed by a horizontal line; "Offer letter:" followed by a horizontal line and a blue link icon with the text "Offer letter for"; and "Additional attachments:" followed by a horizontal line and a list of four PDF files: "PGL Statement of Terms and Conditions Part 2.pdf", "PGL Apprenticeship Programme Factsheet 2019.pdf", "AIGL Training Course kit list.pdf", and "AIGL.pdf". A vertical scrollbar is visible on the right side of the attachments list.

5. Submit your response by selecting from the **Decision** box. You will need to enter your username (email address) and password to submit your response.

The screenshot shows a "Response:" form with the following elements: a "Decision:" dropdown menu set to "Accepted" with a "Via Electronic signature" label; a "Message:" field containing the text "By signing your offer letter electronically, you are accepting the terms and conditions included in the offer letter."; "Full Name:" and "E-mail:" text input fields, with "recruitment@pgl.co.uk" entered in the E-mail field; a "Password:" field with masked characters (dots); a "Forgot password?" link; and a "Submit" button at the bottom.

6. To view your contract again, select "Completed" from your task list and you will be able to view all the documents again by clicking on **View Details**.

The screenshot shows a "My tasks" dropdown menu with "Completed" selected and circled in red. Below the dropdown, there is a card titled "Offer letter for" with the following text: "Position: TEST ONLY AIGL Req ID: req145 Date Assigned: 16/09/2019 Date Completed: 16/09/2019". A blue "View Details" button is located in the bottom right corner of the card.