



# brightspeed

## Onboarding Checklist



Fill out [onboarding form](#) (link) **Timeframe: 1-2 mins**



Submit information for background check and Drug Test (THC doesn't affect test).

(Look for the email from "Simply verified") **Timeframe: Give up to 24 hours for email to be sent out**



Go into clinic listed on the email during the time you are allotted to take the drug test. **Timeframe: Walk-ins can take from 30 mins - 2 hours depending on their wait time**



Once results come back with no flags, you will receive a Brightspeed BASS login email so you can login and run orders. <https://bass.docxtract.com/Login.aspx> **Timeframe: Give up to 24 hours for email to be sent out after DT and BC come back clean**



Login to BASS using link sent to email (check spam folder)



Download Attensi app and take the training (username will be email you onboarded with and password is Attensi2023!) **Timeframe: 1-3 hours to complete trainings**



SPOTIO (canvassing app with leads) will be sent to rep directly from Brightspeed **Timeframe: Give up to 24 hours for Spotio invite to be sent out after Attensi training is completed..**



Your badge and knocking gear will arrive within 5-7 business days after you receive your BASS login



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