

# How To Accept Your Offer Via ADP-RM

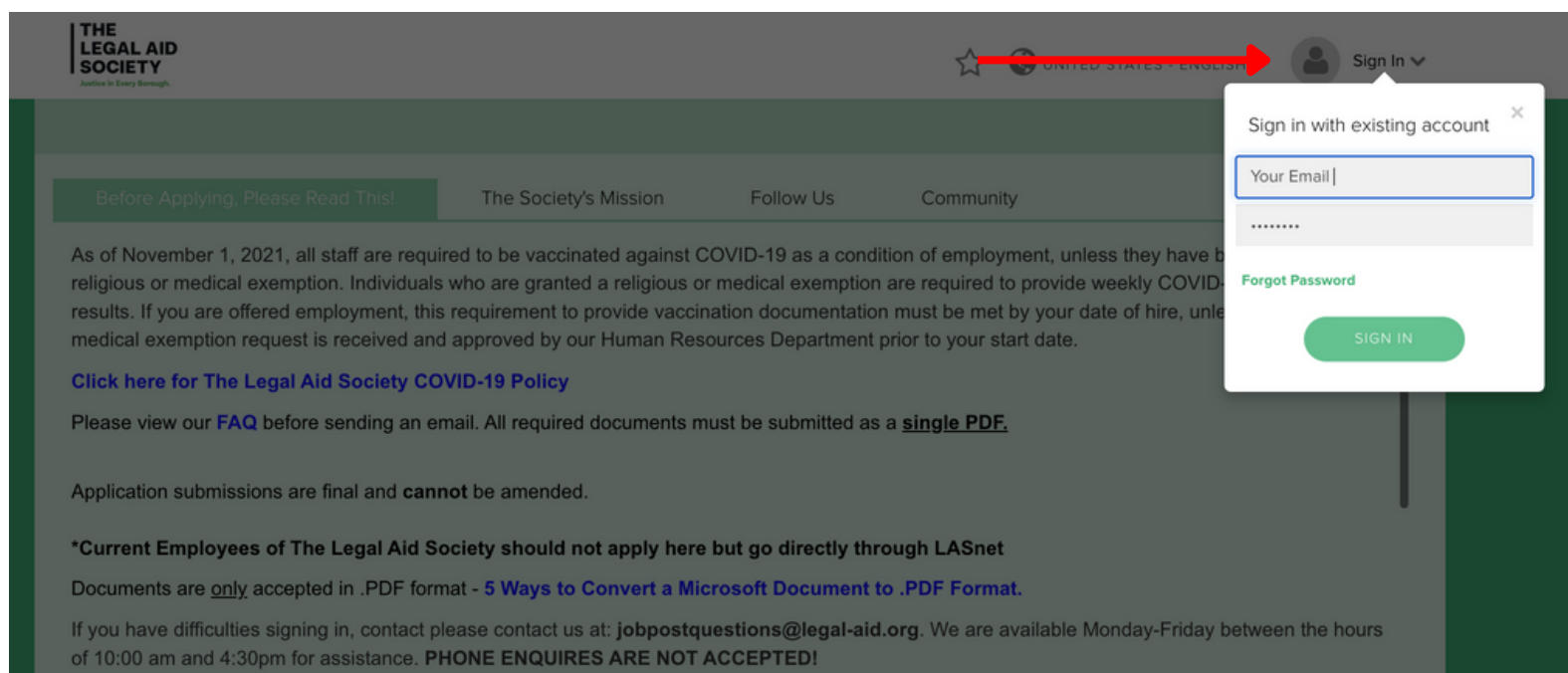
Firstly, congratulations on your offer! We are so excited to have you be apart of The Legal Aid Society. We've included instructions to help you accept your offer.

**Please read the guidelines carefully before contacting support.** For further assistance, please contact Job Post Questions at [jobpostquestions@legal-aid.org](mailto:jobpostquestions@legal-aid.org)



## Step 1: Log into your account

Please log into the [career website](#) to accept your offer. **The account username is the same email address that was used to contact you about the offer letter.** If you login onto another account, you will be unable to access your offer letter.



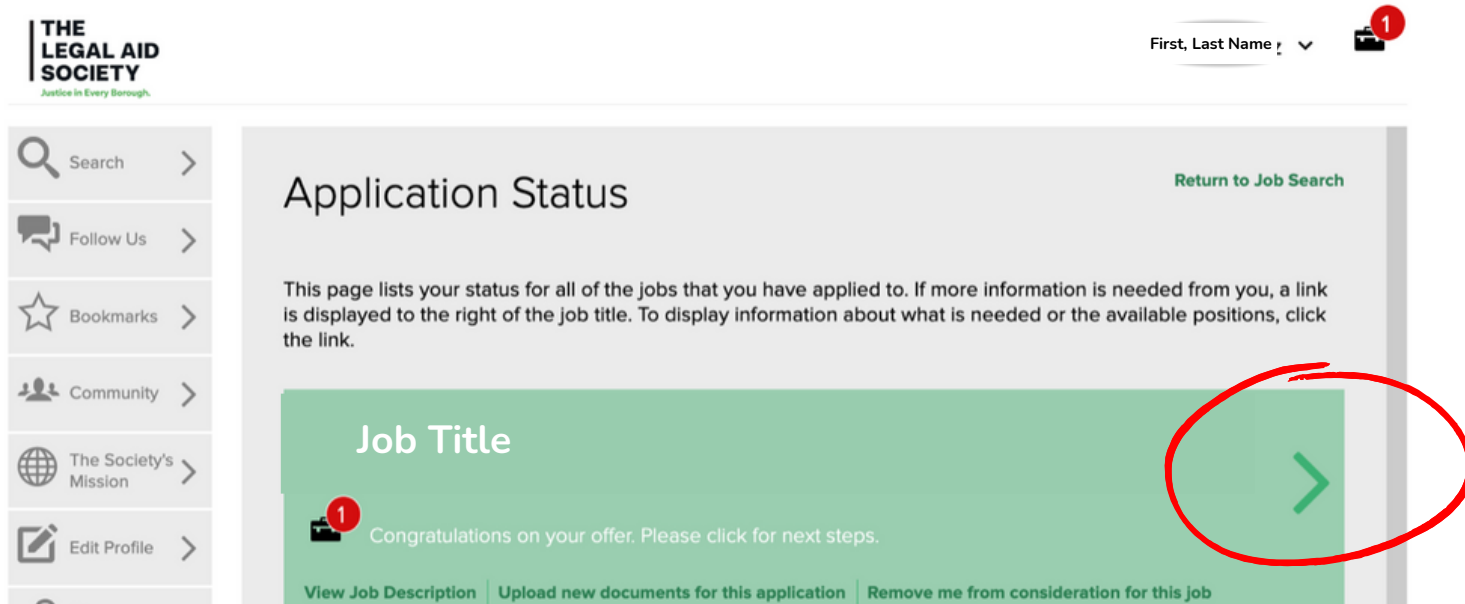
If you don't remember your password, please reset it by selecting **Forgot Password**.

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## Step 2: Navigate to your offer

After logging in, go to the position for which you want to accept an offer for. To continue, click the green arrow. If the green arrow or the position for which you are anticipating an offer is missing, please double-check that you are logged into the proper account. As previously stated, **your login is the same email address from which you got the extended offer**. If these attempts fail, please email [jobpostquestions@legal-aid.org](mailto:jobpostquestions@legal-aid.org).



## Step 3: Accept or Decline

Next, as requested, provide your complete name, then choose Accept or Decline to accept or reject the offer letter.

## Next steps:

Once you have signed or declined the offer, your screen should notify you that your submission has been successful. Recruitment and the Practice Area will receive notification that your offer letter has been signed.

You will be contacted with next steps by your Supervisor or the Practice Administrators regarding onboarding. Please reach out to your supervisor if you have any questions regarding your onboarding timeline or start date. **Always** send technical inquiries to [jobpostquestions@legal-aid.org](mailto:jobpostquestions@legal-aid.org).