

Getting Started with Neighborly



If you were approved for pre-registration, you should have received an invitation to complete your HireNow registration on April 25 from hirenow@commcorp.org

Step 1 Collect Documentation

For your business to participate in the HireNow Program, you will need:

- A Certificate of Good Standing from the Massachusetts Department of Revenue issued in the past 6 months
- A 355 / Excise Tax Form (if for-profit) or a Mass PC Form (if non-profit)

For your new hires to participate in the HireNow Program, you will need:

- An acceptable government ID from the employee
- The employee's first paystub

For the full list of HireNow program guidelines, go to <https://commcorp.org/hirenow/guidelines/>

Step 2 Register in Neighborly

- Go to <https://portal.neighborlysoftware.com/hirenow/Participant#> and click **Register** at the upper right-hand of the screen
- Create your account by **filling in all fields** and then clicking **Continue**. You must use the same email that you had previously used to pre-register

Sign In Register

Email Address
YourEmail@Business.com

Re-enter Email Address
YourEmail@Business.com

Continue

Step 3 Activate your Account and Sign In

- Login to your email, where you should have a new email from no-reply@neighborlysoftware.com asking you to confirm your account
- **Click the link** to confirm your account

Thank you for registering your account with HireNow. Please confirm your account by [clicking here](#).

- You are now able to sign in to Neighborly for the first time by using the same email and password you had set in Step 2, and clicking **Sign In**

Sign In Register

Email Address
YourEmail@Business.com

Password
.....

Remember my email address

Sign In



Step 4 Complete your Employer Application

- The first time you login, you will see your pre-registered Employer Registration application. It will be in the status, **Pre-Registered: Applicant Action Needed**. Click **View/Edit** to access your application

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
38804	Example Company	Employer Registration	2022	Pre-Registered: Applicant Action Needed	N/A	View / Edit

- Fill in all the fields in the application, upload the requested documentation, then click **Complete & Continue**
- Provide the requested information about your workforce, then click **Complete & Continue**
- Complete the agreements, provide your e-signature, and click **Complete & Submit**. Your application is now submitted and will be reviewed by the CommCorp team
- Click **Home** to go back to the home screen where you can see that your application is now in the status, **Application Submitted**

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
38804	Example Company	Employer Registration	2022	Application Submitted	N/A	View / Edit

Step 5 Submit Employee Applications

- After you submit your Employer application, you can begin submitting applications for employees you have hired. Scroll down and click **Click here to start a new application** and then enter the name of the employee you applying on behalf of in **Last Name, First Name format**

Start a New Application

Employee Grant	Select this option to register an employee for a HireNow grant. You must create a new employee application for each employee you are registering. Submitting a form with the correct documentation for each employee is what holds their place in line for this first come, first served program. Note that you will need your Employer Case ID to complete the Employee Grant application.	Click here to start a new application
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- Fill in all the fields in the application, upload the requested documentation, then click **Submit**. Your application is now submitted and will be reviewed by the CommCorp team
- Click **Home** to go back to the home screen where you can see that your application is now in the status, **Application Submitted**

View / Continue an Existing Application

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES	
38415	Training, Brian	Employee Grant	2022	Application Submitted	N/A	View / Edit

For specific questions or additional concerns, please contact us via email at hirenow@commcorp.org or by phone at (617) 789-8573