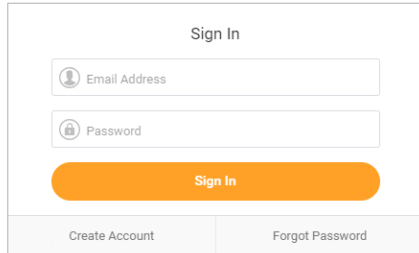


Offer Portal Instruction – Step by Step

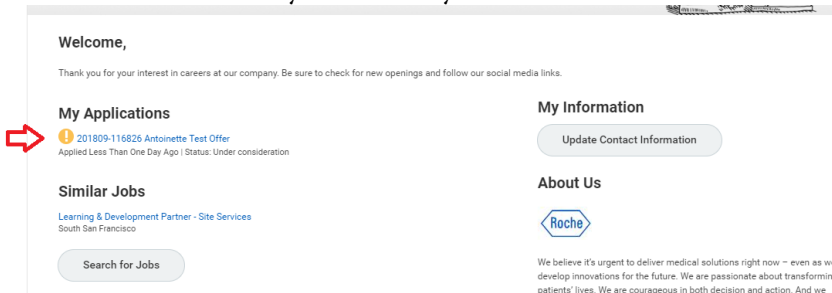
<https://roche.wd3.myworkdayjobs.com/ROG-A2O-GENE/login?redirect=%2Fen-US%2FROG-A2O-GENE%2FuserHome>

1. Log in to the portal via the link found in your emailed offer notification. Use the same log on and password that you created when applying for the position. If for some reason this link does not work you can use the link noted above under the title of this page.



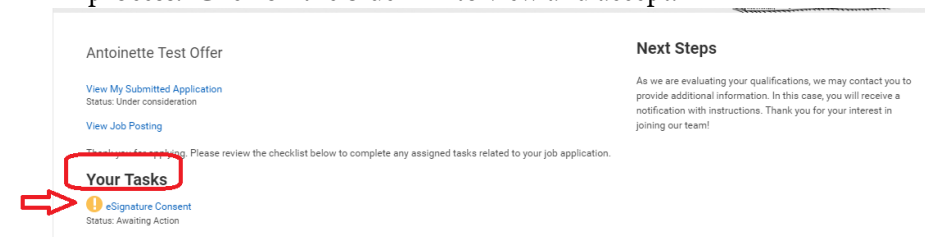
A screenshot of a 'Sign In' form. It features two input fields: 'Email Address' and 'Password'. Below the fields is a prominent orange 'Sign In' button. At the bottom of the form, there are two links: 'Create Account' and 'Forgot Password'.

2. On your Welcome screen you should see a job application with an exclamation point next to it. This is where you will find your offer. Click on the blue link next to the exclamation point.



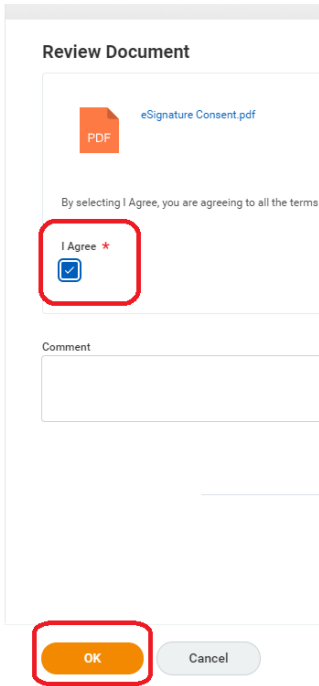
A screenshot of a 'Welcome' screen. The header says 'Welcome,' followed by a thank-you message. Below this, there are three main sections: 'My Applications', 'My Information', and 'About Us'. In the 'My Applications' section, a red arrow points to a job application titled '201809-116826 Antoinette Test Offer' with a yellow exclamation point icon. The 'My Information' section has an 'Update Contact Information' button. The 'About Us' section features the Roche logo and a short paragraph about the company's mission.

3. In order to view your offer, you will first need to accept the eSignature Consent. This is a policy that explains that your electronic signature will be used as your legal signature in this process. Click on the blue link to view and accept.

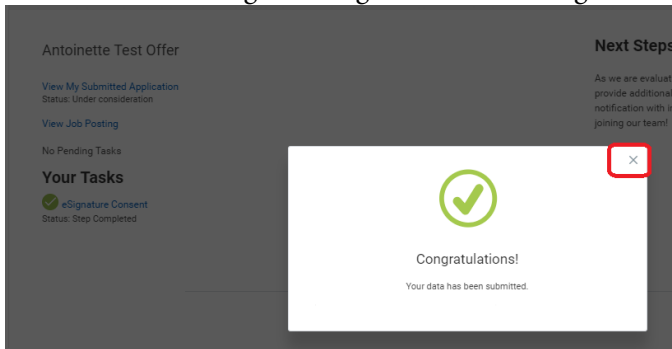


A screenshot of the 'Antoinette Test Offer' page. It shows a 'Next Steps' section with a paragraph of text. Below this, there is a 'Your Tasks' section with a red box around the title and a red arrow pointing to it. The 'Your Tasks' section lists 'eSignature Consent' with a status of 'Awaiting Action'.

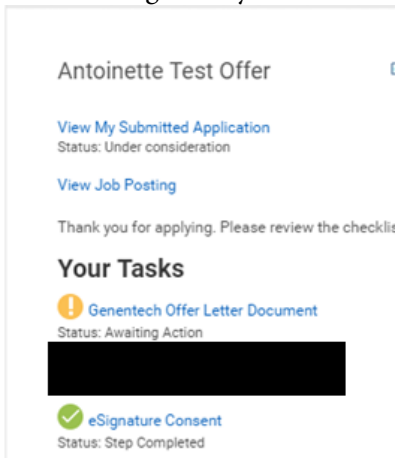
4. Please place a check mark in the “I Agree” box and click on “OK”. To read the policy click on the blue eSignature Consent.pdf link.



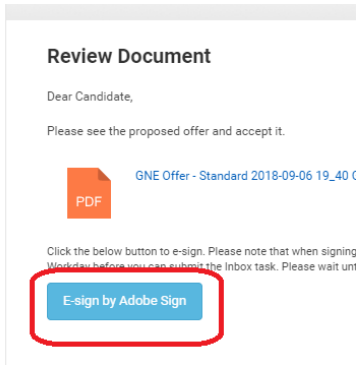
5. You should get a Congratulations message after each approved document or completed task.



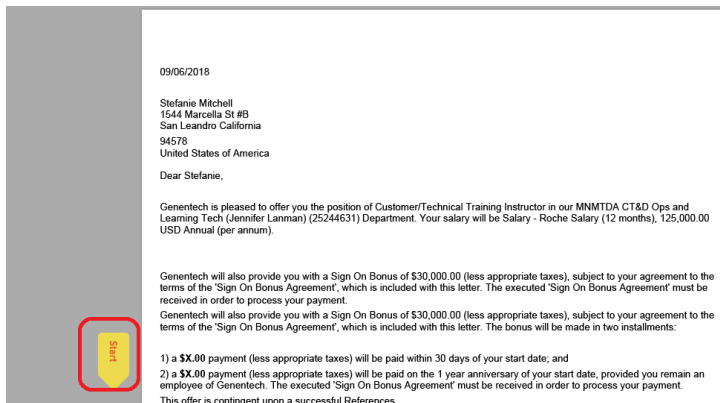
6. You might need to refresh your browser (icon circled in red) if you don't see the next document right away. Now click on each task/document to view and accept.



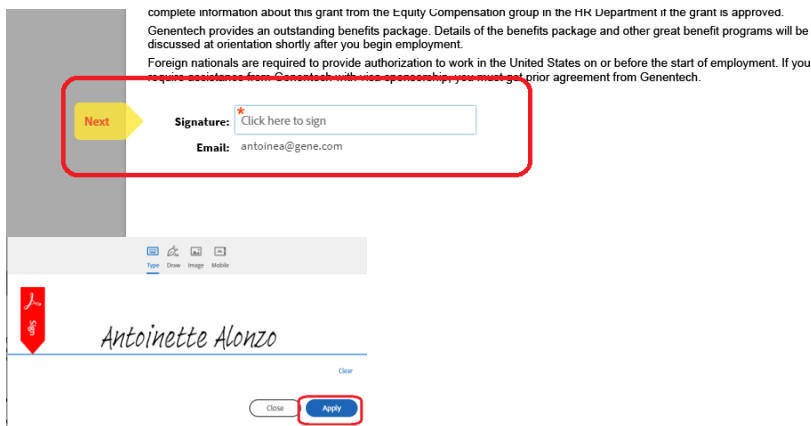
- 6a. Click on the E-sign by Adobe link to see the Offer.



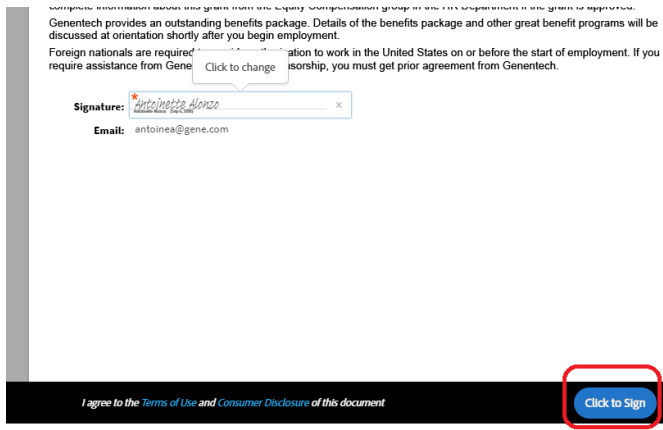
6b. After reading your offer click on the start button if need be to get to the bottom of the offer where the acceptance/signature area is located.



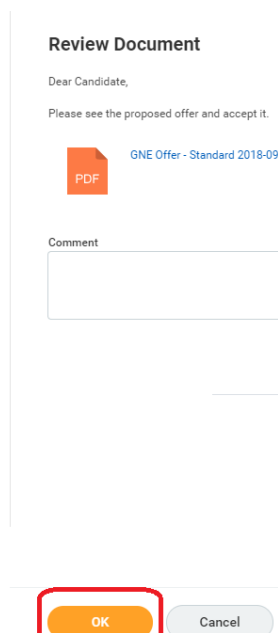
6c. Click into the signature box to Type in your signature. You have additional options should you choose to upload an actual signature or wish to use a drawing implement to sign. You can also accept via your mobile device. Click on Apply when done.



6d. Click the Click to Sign button to complete the signature process.



6e. Click the “OK” button.



*After the Congratulations pop up appears, click on the X to get to the next document or task.

7. The Next Document to review will now show if applicable.
8. Follow the same procedure to sign and submit. You can choose to download a copy of your signed documents now if you like, but a copy will also be emailed to you.



9. Complete the Personal Information Task. All fields marked with a red asterisk are mandatory.

Update Personal Information

Date of Birth *
MM / DD / YYYY

Country of Birth *
select one

Region of Birth
select one

City of Birth

Gender *
select one

Marital Status
select one

Hispanic or Latino

Citizenship Status *
:

Primary Nationality *
select one

Additional Nationalities
:

OK Cancel

10. You will know you are done when you see “No Pending Tasks” and all green check marks next to each document and task. You can now sign out. If there are still any yellow exclamation marks, this means you did not finish that task completely. If there is a yellow done or submit button make sure you click on those to complete everything.

Antoinette Test Offer

[View My Submitted Application](#)
Status: Under consideration

[View Job Posting](#)

No Pending Tasks



Your Tasks

✔ eSignature Consent
Status: Step Completed

✔ Genentech Offer Letter Document
Status: Step Completed

✔ Review
Status: Step Completed

✔ Review
Status: Step Completed

Within a month of your start date or less, you will receive two more emails.

1. **Message from Global.HRSystem-DoNotReply@Roche.com** - this includes your new User ID and temp password to our internal system. Log in and set your interim password.
2. **Welcome to Genentech Message** – This will include lots of important data and some tasks to complete prior to your start date. New Hire Orientation agenda, directions to campus and parking information will also be found within this portal. Please read the “Genentech Information” section first.

If you still have technical issues (unable to login/can't accept/etc) please contact –
TAWorkdaysupport-d@gene.com

If you have questions about the Offer, please contact your recruiter or hiring manager.