

To view the Cell Staff employee handbook for external employees working in the field please follow the instructions below.

External employees are considered all Cell Staff W2 employees who work on temporary assignments at any of our clients' facilities.

1. Log In to the Onboarding Portal:

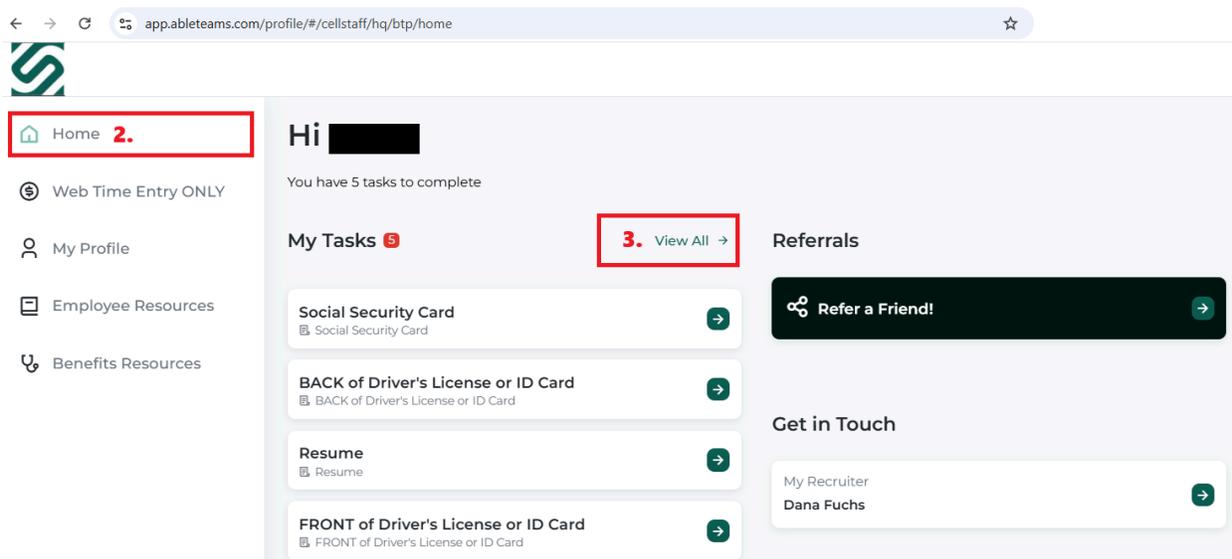
- Visit the Cell Staff Onboarding website:
<https://app.ableteams.com/profile/#/cellstaff/hq/login>
- Log in using your personal username and password (the same credentials used for your new-hire onboarding documents).

2. Navigate to Your Profile Homepage:

- Upon successful login, you should be redirected to your profile's homepage.
- If not, click "Home" on the vertical navigation bar on the left-hand side.
- *Troubleshooting:* If the page doesn't load, copy and paste this link into your browser: <https://app.ableteams.com/profile/#/cellstaff/hq/btp/home>

3. Access "My Tasks":

- On your profile's homepage, locate the "My Tasks" section and click "View All."
- *Troubleshooting:* If the page doesn't load, copy and paste this link into your browser: [https://app.abletasks.com/profile/#/cellstaff/hq/btp/tasks](https://app.ableteams.com/profile/#/cellstaff/hq/btp/tasks)



The screenshot displays the user's profile homepage. The browser address bar shows the URL: app.ableteams.com/profile/#/cellstaff/hq/btp/home. The navigation menu on the left includes: Home (highlighted with a red box and a '2.'), Web Time Entry ONLY, My Profile, Employee Resources, and Benefits Resources. The main content area shows a greeting 'Hi [redacted]' and 'You have 5 tasks to complete'. Below this is the 'My Tasks' section, which includes a 'View All' link (highlighted with a red box and a '3.') and a list of tasks: Social Security Card, BACK of Driver's License or ID Card, Resume, and FRONT of Driver's License or ID Card. To the right, there are sections for 'Referrals' (with a 'Refer a Friend!' button) and 'Get in Touch' (with a 'My Recruiter' field showing 'Dana Fuchs').

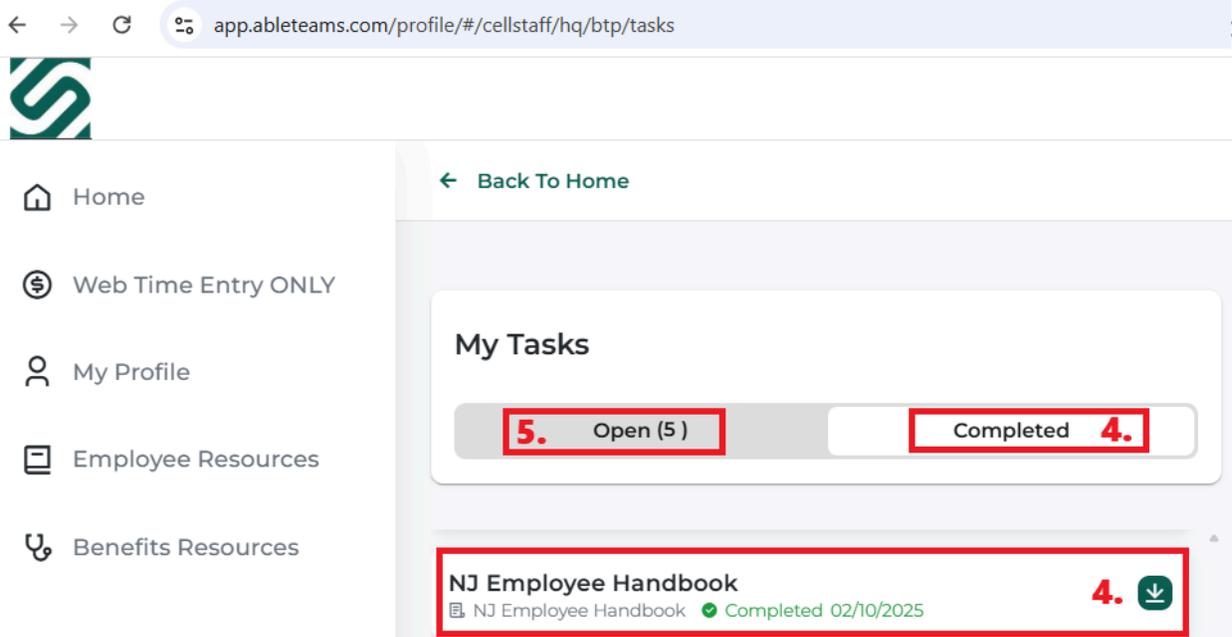
"It's All About the Experience"

4. Locate and Download Your Handbook (Completed Tasks):

- On the "My Tasks" webpage, click the "Completed" box.
- Scroll down to find the document labeled "Employee Handbook" followed by your work state's abbreviation or name (e.g., "NJ Employee Handbook").
- Click the download icon (downward arrow) next to the document.

5. Review and Sign (If Applicable - Open Tasks):

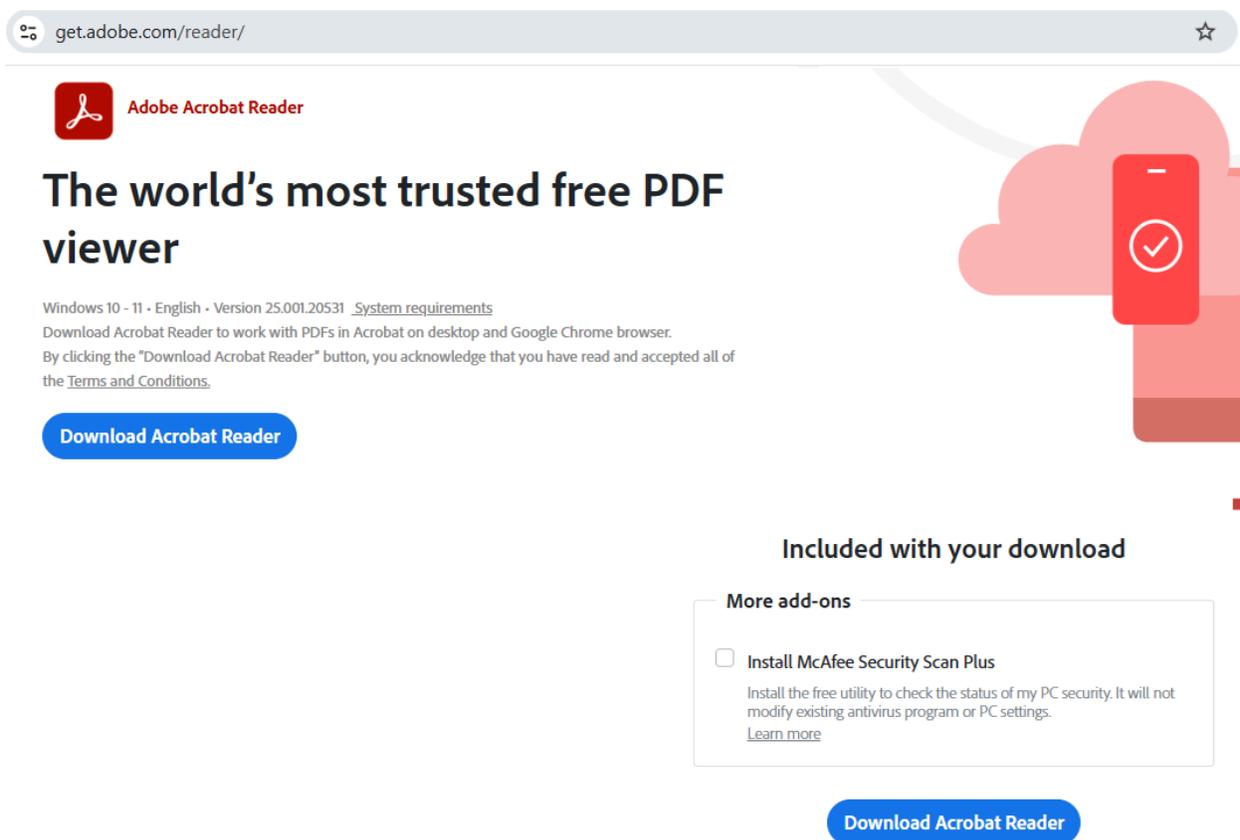
- If you haven't reviewed and signed the most recent version of your handbook, or if you can't find it under "Completed," click the "Open" box on the "My Tasks" webpage.
- Scroll down to find the document labeled "Employee Handbook" with your work state's abbreviation or name.
- Click the right arrow icon to begin the review and signature process. Once completed, the handbook will be available under "Completed."



The screenshot shows a web browser window with the URL app.ableteams.com/profile/#/cellstaff/hq/btp/tasks. The page features a sidebar with navigation options: Home, Web Time Entry ONLY, My Profile, Employee Resources, and Benefits Resources. The main content area has a "Back To Home" link and a "My Tasks" section. This section contains two tabs: "5. Open (5)" and "Completed 4.". Below the tabs, a list item for "NJ Employee Handbook" is displayed, including a document icon, the text "NJ Employee Handbook", a green checkmark, the date "Completed 02/10/2025", and a "4." next to a download icon.

6. Access the Downloaded File:

- Your state-specific employee handbook will download as a PDF file to your device's designated folder (typically your "Downloads" folder).
- To open PDF files: If you don't have a PDF reader, Adobe Acrobat Reader is a common free option. Link: <https://get.adobe.com/reader/>
- *Recommendation:* Uncheck "Install McAfee Security Scan Plus" during installation unless you want this program to be installed as well.



The screenshot shows the Adobe Acrobat Reader download page in a browser. The address bar shows "get.adobe.com/reader/". The page features the Adobe Acrobat Reader logo and the headline "The world's most trusted free PDF viewer". Below the headline, there is a "Download Acrobat Reader" button. A section titled "Included with your download" contains a "More add-ons" box with a checkbox for "Install McAfee Security Scan Plus" and a "Download Acrobat Reader" button.

get.adobe.com/reader/

 **Adobe Acrobat Reader**

The world's most trusted free PDF viewer

Windows 10 - 11 - English - Version 25.001.20531 [System requirements](#)

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