

Welcome

This quick user guide will walk you through the process of applying for a travel assignment with Fastaff, including how to upload required documentation in eStaff365 and accessing the Fastaff Nurse Portal. If you have questions at any point of the process, you can always call us at 1-800-736-8773.

We recommend using a [Chrome](#) or [Firefox](#) browser when completing your application and accessing the Nurse Portal.

First Steps

Job Title	Location	Rate
Travel Nurse Labor & Delivery RN Day Shift Job - 106925	New York	\$2,600/wk
Travel Nurse Labor & Delivery RN Night Shift Job - 106024	Pennsylvania	\$2,840/wk
Travel Nurse MI/3 RN Day Shift Job - 106023	Pennsylvania	\$2,236/wk
Travel Nurse Operating Room RN Day Shift Job - 106922	New Mexico	\$2,490/wk

Apply for a U.S. Nursing Assignment

Thank you for your interest in traveling with U.S. Nursing. Our dedicated recruiters are ready to match you to a job with a true purpose.

Submit your application today to be considered for new and upcoming assignments across the nation.

Enter your email address in the box to the right to begin the process.

Please Note:

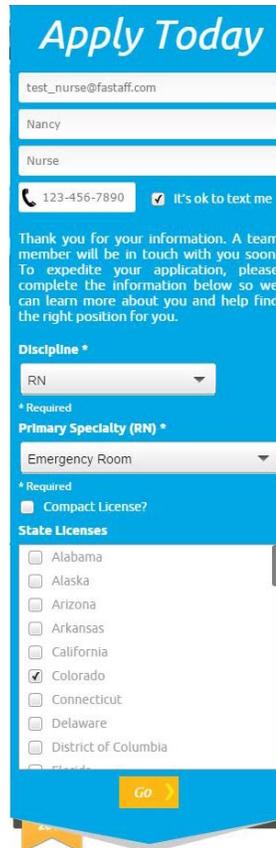
During the online application process, you will see webpages from our sister company, Fastaff Travel Nursing. Please follow the instructions on the page to continue. These pages will not prevent your information from reaching a U.S. Nursing recruiter, who will follow-up with you shortly.

1. Navigate to [Fastaff.com](#). If you are coming from [USNursing.com](#), the steps below will be the same, but your login page will look a little different.

2. Enter your email address in the **'Apply Today'** section. Click **'Go'**.

3. The **'Apply Today'** form will expand. Fill in your first and last name, along with your phone number and a password of your choosing. Click **'Go'**.

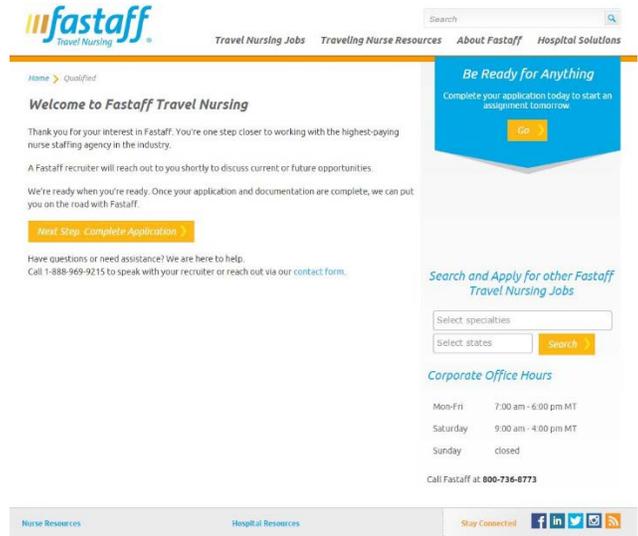
4. The 'Apply Today' form will expand once more. Fill in your information. Fields marked with an asterisk are required. Click 'Go'.



The 'Apply Today' form includes the following fields and options:

- Email: test_nurse@fastaff.com
- Name: Nancy
- Phone: 123-456-7890
- Text message consent: It's ok to text me
- Discipline: RN
- Primary Specialty (RN): Emergency Room
- Compact License: Compact License?
- State Licenses:
 - Alabama
 - Alaska
 - Arizona
 - Arkansas
 - California
 - Colorado
 - Connecticut
 - Delaware
 - District of Columbia

5. You will be directed to a welcome page. Click on the 'Next Step. Complete Application' button.



The 'Welcome to Fastaff Travel Nursing' page features the following elements:

- Navigation: Home, Qualified, Travel Nursing Jobs, Traveling Nurse Resources, About Fastaff, Hospital Solutions
- Message: Thank you for your interest in Fastaff. You're one step closer to working with the highest-paying nurse staffing agency in the industry.
- Next Step: [Next Step. Complete Application](#)
- Search and Apply for other Fastaff Travel Nursing Jobs:
 - Select specialties: [input]
 - Select states: [input]
 - Search: [button]
- Corporate Office Hours:

Mon-Fri	7:00 am - 6:00 pm MT
Saturday	9:00 am - 4:00 pm MT
Sunday	closed
- Contact: Call Fastaff at 800-736-8773

6. You will be taken to a login page. Login using the credentials you created on step two. *If you receive an error trying to login to the online application, and you're sure you typed your username and password properly, chances are you need to reset your password before you can continue. We're sorry for this inconvenience, but you will only need to do it once. Reset your password by clicking [here](#). If you need assistance with this step, refer to the [Fastaff Nurse Portal User Guide](#).*

Unable to login with these credentials.



Email

Password

[Sign in](#)

7. Once you have logged in, fill out your personal contact information in the required fields. Click **'Save and Continue'**.

8. On the next page, fill out your education, licensure, and certification information. Click **'Save and Continue'**.

9. On the next page, complete your work history. Click **'Save and Continue'**.

10. On the next screen, you will see a summary of your information. If you need to edit your information, click the blue **'Edit'** button in each category. If everything looks correct, click **'Save and Continue'**.

11. On the next screen, you will see a message confirming your completion of your application. You can then proceed to securely upload your documentation on our partner website called eStaff365. Click the link titled, **'online document storage system called eStaff365'**.



Final Instructions

Thank you for completing your application. Fastaff assignments open fast and fill fast so it's best to be ready when that perfect assignment comes along. Here is what to expect next as we prepare you for a Fastaff assignment:

- A link to your skills checklist will be emailed to you.
- A link to your authorization form for background screening will be delivered to your email address. Rest assured a background check will not be started until you are submitted for a position.
- One of our recruiting team members will be reaching out to review your application and determine your travel goals.
- As soon as possible, start gathering and uploading the documents mentioned below to our [online document storage system called eStaff365](#).
 - Licenses
 - Certifications
 - Credentials

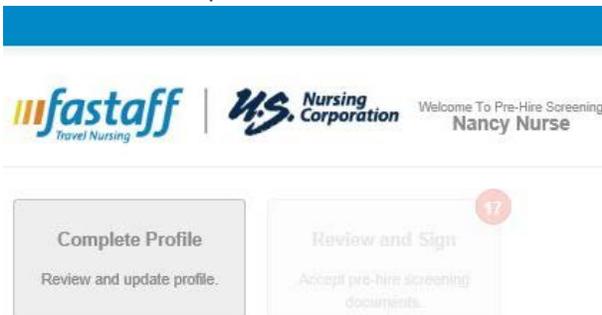
These jobs are highly competitive, so please respond quickly to increase your chances of securing a position.

Welcome to eStaff365:

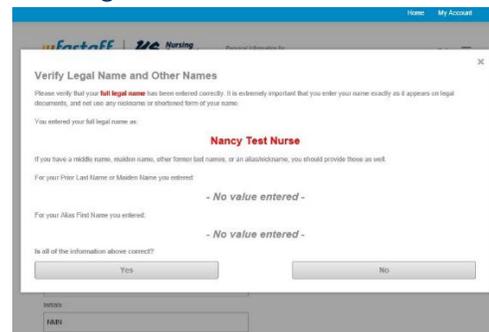
[eStaff365](#) is a secure portal that allows you to safely upload your required documentation, such as your licenses and certifications.

1. When you first login, you will be presented with a screen that shows two buttons: **‘Complete Profile’** and **‘Review and Sign.’** When you complete both sections, these buttons will display two green checkmarks.

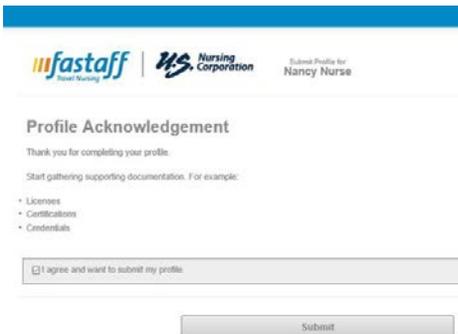
2. Click **‘Complete Profile’** to start the process of your Pre-Hire Screening documentation upload.



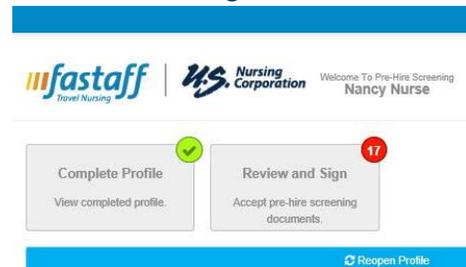
3. The next screen will take you through a process of filling out your personal information. When completed, click the **‘Next Step’** button. A popup will appear, asking you to confirm your legal name. If any information is incorrect, click **‘No’** to go back and edit.



4. Once you confirm your personal information, you will be taken to a screen that asks you to submit your information and to start gathering your documentation, including licenses, certifications, and credentials.



5. Once you submit your information, you will be directed back to the first eStaff365 screen. This time, you will see a green checkmark next to the **‘Complete Profile’** button. You will see a red number next to **‘Review and Sign’**, indicating that you still need to complete this step. Click the **‘Complete Profile’** button to get started.



6. The next screen will show you a list of the required documentation you will need to upload. This may look different depending on your specialty. Click **'Start'** to upload each document, clicking **'Next'** to navigate through each document upload. A green arrow will appear under **'Status'** when you have completed each document upload.

To expedite your application, please ensure the following documents are completed first:

- a. License
- b. Certifications - order/specialty specific
- c. References
- d. Specialty checklists
- e. Updated work history

[Home](#) [My Account](#)




Pre-Hire Documents for
Nancy Nurse

Options 

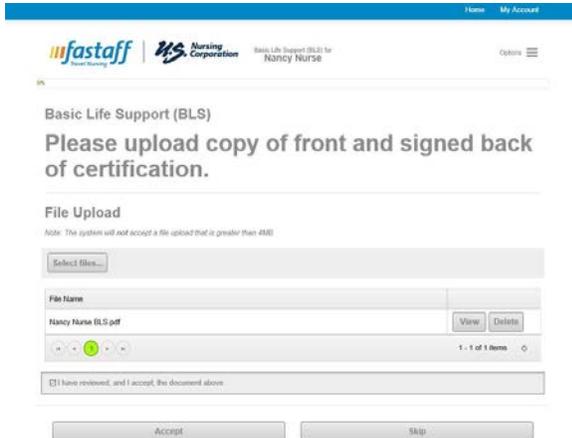
Document	Status
Background Check Disclosure-Authorization Form	Not started (0 minutes)
Basic Life Support (BLS)	Accepted 6/20/2017 
Evaluation	In Progress (0 minutes)
Fastaff 2017 Electronic Disclosure Consent Form	Not started (0 minutes)
Hepatitis B	Not started (0 minutes)
HIPAA Acknowledgment	Not started (0 minutes)
Job Description-Registered Nurse	Not started (0 minutes)
Mumps	Not started (0 minutes)
Neonatal Resuscitation Program (NRP)	Not started (0 minutes)
Physician's Statement	Not started (0 minutes)
RN License-Connecticut	Not started (0 minutes)
RN License-Connecticut	Not started (0 minutes)
Rubella	Not started (0 minutes)
Rubeola	Not started (0 minutes)
Tuberculosis (TB)	Not started (0 minutes)
Tetanus, Diphtheria and Pertussis (TDaP)	Not started (0 minutes)
Varicella	Not started (0 minutes)
Estimated Time To Complete	0 minutes

Continue

Some documents may be PDF files, make sure you have Adobe Reader before proceeding



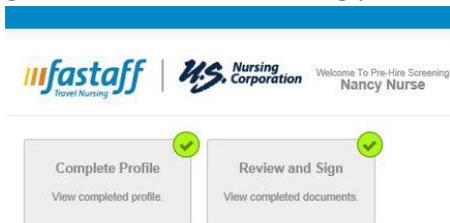
7. When uploading your required documentation to eStaff365, you will see a button titled, **'Select Files'**. Click this button to upload your document. Once completed, a button titled, **'Upload'** will appear. You will need to click this button to start the upload process.



8. When your document is finished uploading, you will see the file name appear under **'File Name'**. Select the checkbox titled, **'I have reviewed and I accept, the document above'** to finish the file upload and move to the next.



9. Once you have uploaded all your documentation, you will see the below screen that shows the two green checkmarks, indicating your work in eStaff365 is complete.



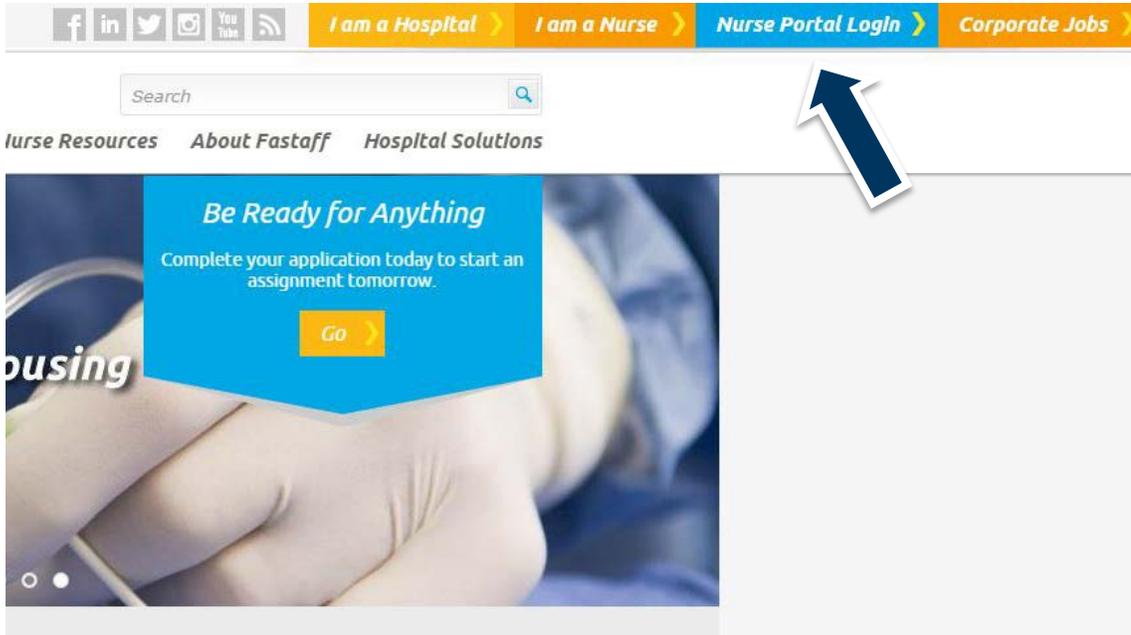
10. A confirmation email will be sent to the email address you provided, which includes a link to the [Fastaff Nurse Portal](#), where you can view all of your documentation, access your paystubs, and more.

Dear Nancy,

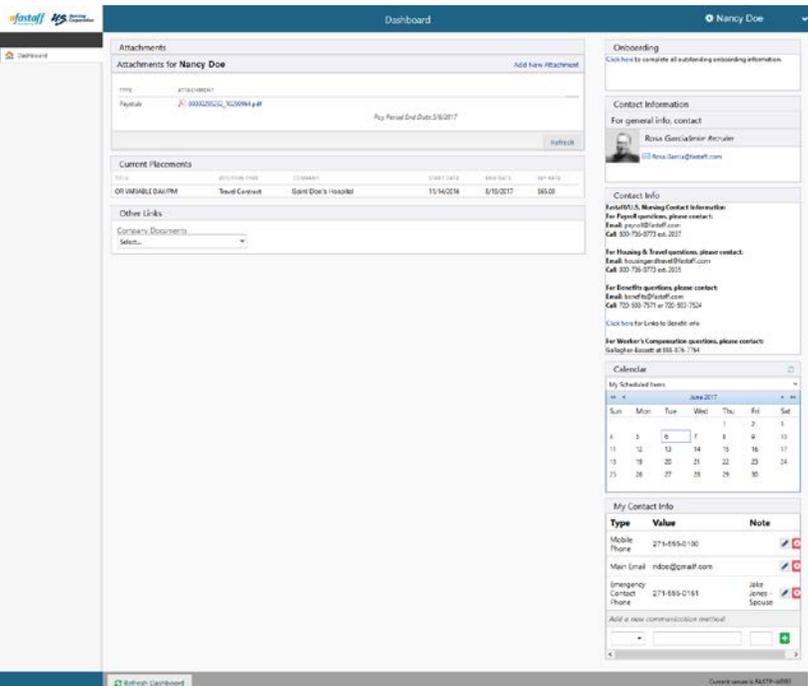
Thank you for your completing your pre-hire screening tasks. A representative of Fastaff Travel Nursing or U.S. Nursing will be reaching out to you shortly regarding next steps in the hiring process for securing one of the nation's highest paying travel nurse assignments. For immediate questions, please reach out to your recruiter or call 1-800-736-8773. You can also view wage statements and benefit information, and update your contact information at the [Fastaff Nurse Portal](#).

Welcome to the Fastaff Nurse Portal

You can access the [Fastaff Nurse Portal](#) two ways: the first is by following the link in the email sent to you after you complete your pre-hire screening tasks. The second way is by following the button, **'Nurse Portal Login'** on the Fastaff homepage.



When you login to the Fastaff Nurse Portal, you will be directed to your dashboard, which displays your personal information, onboarding information, and assignment details once you have accepted your first travel assignment with Fastaff.



We hope this guide serves as a helpful resource as you start the process of becoming a traveler with Fastaff. Thank you for your interest and for being the first to serve in urgent and crucial situations.