

**Subject** Congratulations on the new job!

**From** Harley Buckner  
<harley.buckner@truxos-hr.com>

**To:** charlotte williams  
<mrs.charlotte\_williams@yahoo.com>

**Cc:** <skyler.dawson@truxos.com>

**Date** Mar 31 at 10:35 AM

Monday, March 31, 2025

Thank you for completing and signing your Employment Agreement. All your submissions have been verified and approved. We are thrilled that you decided to pursue your career with Truxos.

Your account has been set up, so here's your list of assignments for today:

1. Log in to the CRM system at Truxcrm.com with the below info:

Username:

[mrs.charlotte\\_williams@yahoo.com](mailto:mrs.charlotte_williams@yahoo.com)

Password: 2506h3Q

2. Please send a message through the CRM CHAT to your curator informing her about your start date, confirming that all your profile data is

correct, or with any changes that need to be made. Your message goes

directly to your curator Skyler Dawson.

TIP: You may need to scroll down the page to view the text entry field and SEND icon.

3. Navigate to My Account - > Account details. Review your Name spelling, Address, Phone and Cell information for accuracy.

4. Open the HELP section in the top menu and read each section thoroughly. You need to familiarize yourself with all the articles in the HELP section of CRM.

You need to enroll yourself with the payroll department by sending them email at [payroll@truxos.com](mailto:payroll@truxos.com) with the subject line "Payroll setup"

Please include the following in your email:

- Your full name
- Status: New employee
- Department: Logistics
- Curator: Skyler Dawson
- Request: payroll enrollment

You can expect to hear back from the

payroll department with information about your payroll, taxes, and more.

In a nutshell, this is your assignment

for today:

1. Log in to the CRM and make sure your personal information is accurate. Confirm that everything's correct via CRM CHAT or let Skyler Dawson know if any changes need to be applied.
2. Go over the provided training materials and be prepared to discuss them via CRM CHAT with your curator.
3. Complete enrollment with the payroll department.

Here's your curator's direct phone number in case you need to get hold of them immediately for any urgent matters: (213) 583-1546

Again, congratulations on your new role and welcome aboard!  
Once you receive this email, please confirm receipt.

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