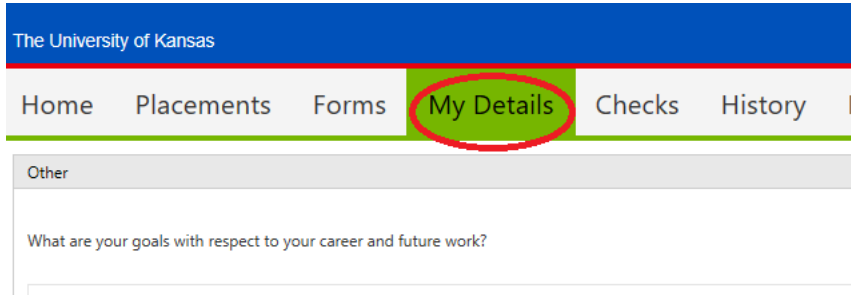
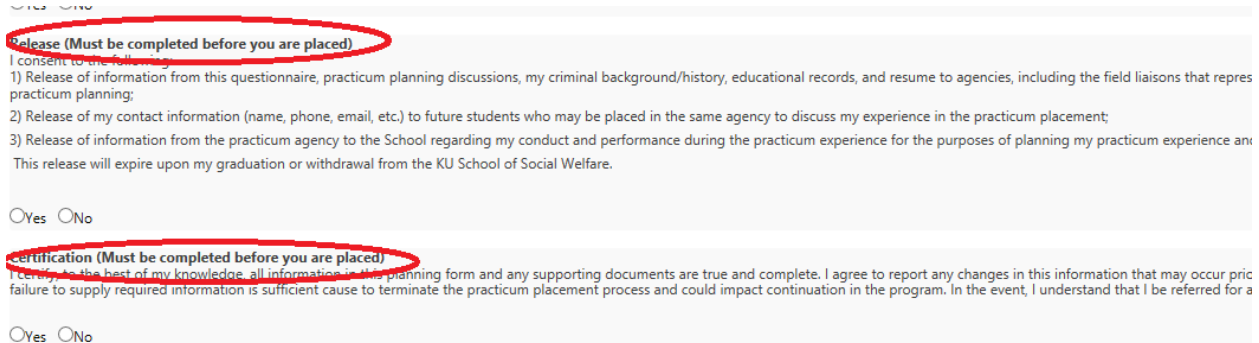


Sonia Tip Sheet: Planning Information (My Details)

1. Go to “My Details” tab:



2. On this page, you will be asked to fill out questions about your transportation plan, employment, etc. Please answer each question, unless that question does not apply to you.
3. Please note that two questions at the bottom of the page, the release and the certification, are very important and must be completed before you can be placed:



4. Once you have completed all questions, please hit the “Save” button. Make sure you save your work often! Sonia can log out without you knowing after 30-60 minutes, so you will lose your work if you haven’t saved.