

## Onboarding Checklist for Reporters

1. Review the [list of expectations](#) and make sure you are able to meet them.
  - a. If you have any questions or concerns, make sure to discuss them with the Managing Editor.
2. Create a Google Account if you don't already have one and share your Gmail address with the Managing Editor ([emily@eastlansinginfo.news](mailto:emily@eastlansinginfo.news)) and Publisher ([alice@eastlansinginfo.news](mailto:alice@eastlansinginfo.news)).
  - a. You can create a Google account [here](#). You are welcome to have your Gmail forwarded to another account, but please refrain from using a school or university-related email address. These can be subject to searches via the Freedom of Information Act (FOIA), and we would like to avoid making information about and from sources public.
  - b. We will use Google to set up calendar events as well.
3. Share your byline with the Managing Editor. The byline you choose is your byline going forward with ELi. Your byline is the name that you publish under and should not be a pseudonym. Instead, you should consider things like if you will include a middle name or middle initial. Also send us a short biography. You can see examples [here](#).
4. Make sure you fill out all the applicable tax forms ([more on that here under "Getting Paid"](#)) and send them to the General Manager ([Jodi@eastlansinginfo.news](mailto:Jodi@eastlansinginfo.news)).
  - a. Please do not send personal information like your social security number through insecure means. Contact Jodi for the best way to deliver this information.
5. Review the [flowchart of how a story goes from proposal/assignment to publication](#).
6. Review the [Reporters' Checklist](#) that should be completed before submitting each story.
7. Arrange to meet with the Managing Editor to discuss your interests, flexibility, time commitments, and other aspects of working for ELi.
  - a. The Publisher or a section editor may attend this meeting as well.