



## ACS Internal Transfer Application Instructions

***Employees will need to complete an internal transfer application if they do not have an account in Applicant Tracking Enterprise.***

1. Click [here](#) to create an account.
2. Complete your application once you have created your account. Remember to click "Save and Next".
3. See below for specific instructions depending on the reason this application was created.

### **Extra Services or Supplemental Contract**

1. Employees are not required to upload a resume for an Extra Services Contract or Supplemental Contract. You may upload a word document that reads not required.
2. Notify the contract originator as soon as you create the account so that they may assign you the electronic contract to e-sign.
3. The password created to log in to this account will serve as your electronic signature on the contract. You will receive an email to review the contract and send it through to the next step in the process.
4. An email will be sent notifying the employee when the contract is complete.

### **Transfer Request**

1. Employees creating this account to apply for a different position or a transfer request may wish to upload a resume.
2. Apply for available positions once the account has been created.