

1. You should receive an email notification from Paychex to notify you that the contract is available to be signed.

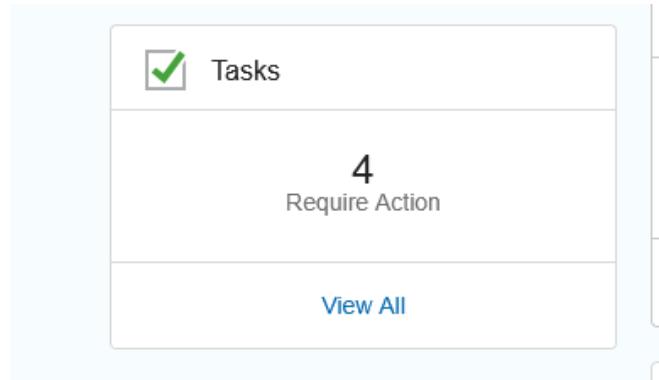


2026 Learning Aid Ohio Independent Contractor Agreement.pdf is now available.

[Log in to view](#)

[Privacy Statement and Security](#)

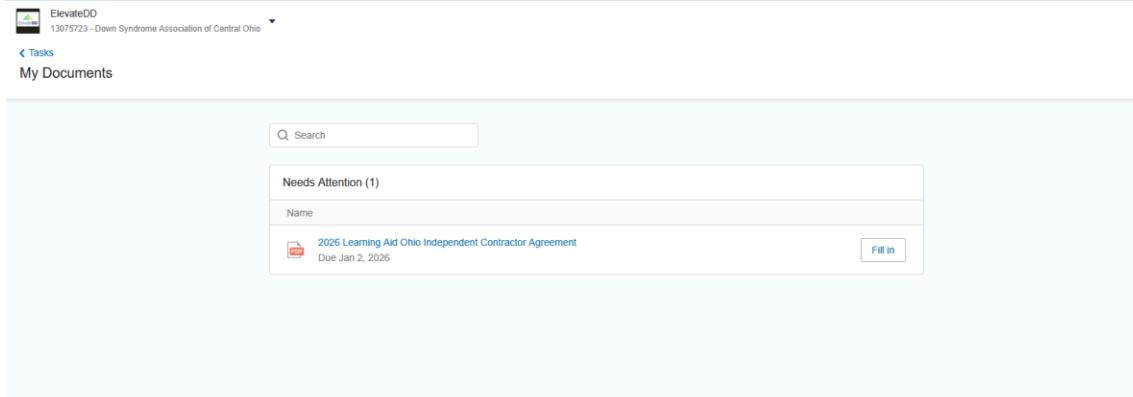
2. Once you log in to Paychex, look for your “Tasks” widget on your dashboard. If you do not see the “Tasks” widget, click “Manage Tiles” in the upper right corner of your dashboard and select “Tasks” to show on your dashboard. Click on “View All”



3. On the Tasks page, click on the task labeled “Documents”

The image shows the 'Tasks' page in the Paychex system. It has a header with the organization name 'ElevateDD' and a 'More Options' button. Below the header, there is a 'Tasks (2)' section. It lists two items: 'Documents' (1 action item) and 'Form I-9' (1 action item), each with a right-pointing arrow.

4. Click “Fill In” next to the Contractor Agreement



ElevateDD
13075723 - Down Syndrome Association of Central Ohio

Tasks

My Documents

Search

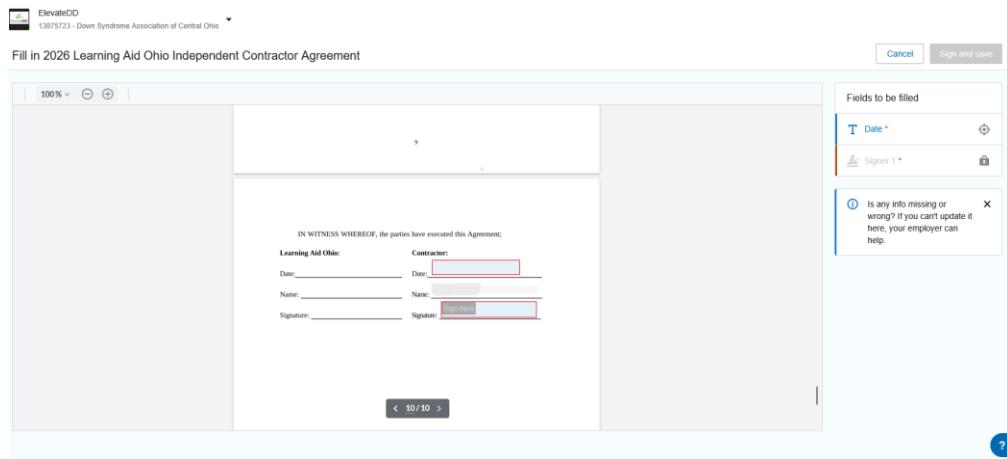
Needs Attention (1)

Name

2026 Learning Aid Ohio Independent Contractor Agreement
Due Jan 2, 2026

Fill in

5. After reading the contract thoroughly, go to the last page to date and sign the document



Fill in 2026 Learning Aid Ohio Independent Contractor Agreement

Cancel Sign and save

100% 100%

IN WITNESS WHEREOF, the parties have executed this Agreement;

Learning Aid Ohio: Date: _____ Contractor: Date: _____

Name: _____ Name: _____

Signature: _____ Signature: _____

10/10

Fields to be filled

Date * Signer 1 *

Is any info missing or wrong? If you can't update it here, your employer can help.

6. Sign the document, then click “Confirm and Save”

Consent and [Terms of Use](#).' A 'Confirm and save' button is at the bottom right of the modal." data-bbox="152 647 842 884"/>

Learning Aid Ohio Independent Contractor Agreement

Cancel

Sign

Type it in

Clear

By signing electronically, I acknowledge that I have read, understand, and agree to the terms and conditions in the [Consent](#) and [Terms of Use](#).

Confirm and save

Fields to be filled

Date * Signer 1 *

Is any info missing or wrong? If you can't update it here, your employer can help.