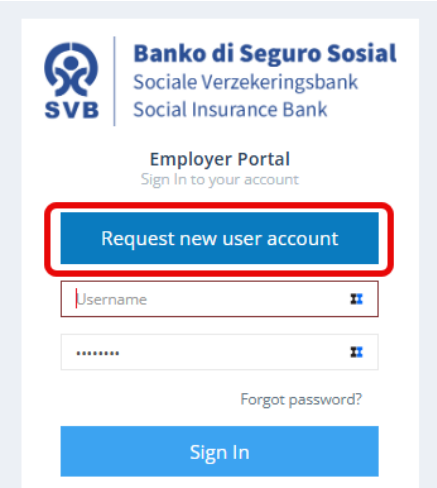
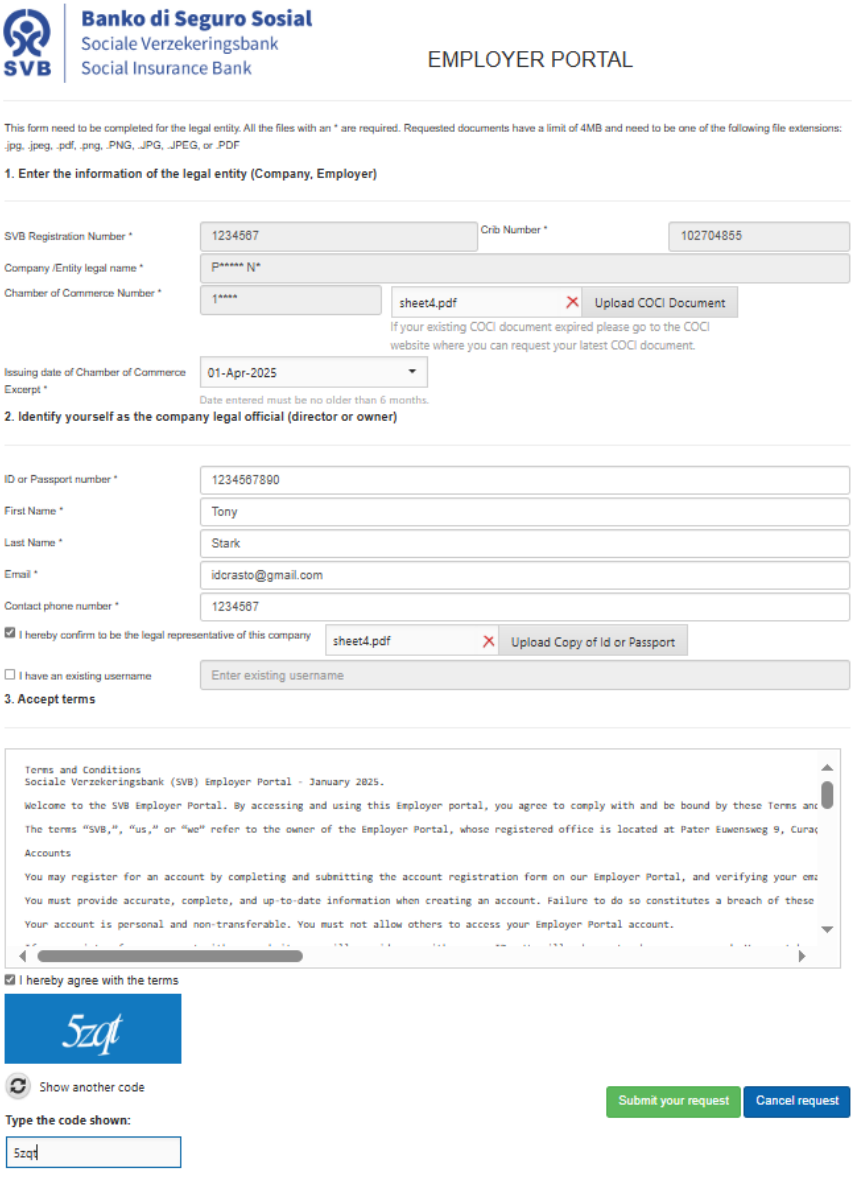
SVB Employer Portal 10-step Quickstart Guide

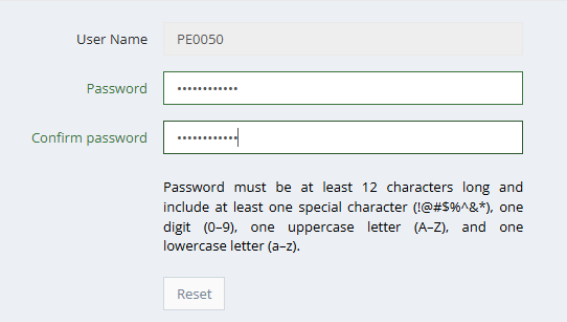
1. Go to https://online.svbcur.org/EmployerPortal and click on **Request new user account**



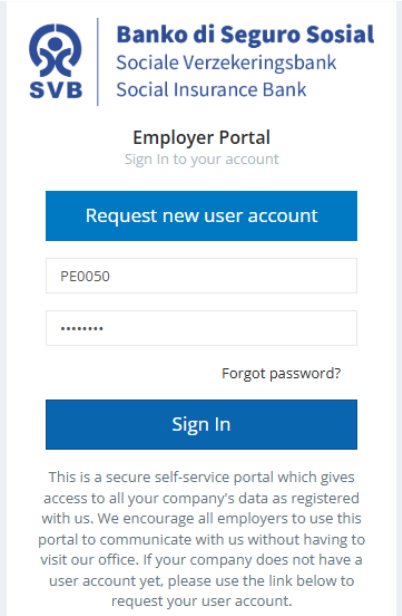
2. Fill in the necessary info and click on **Submit your request**



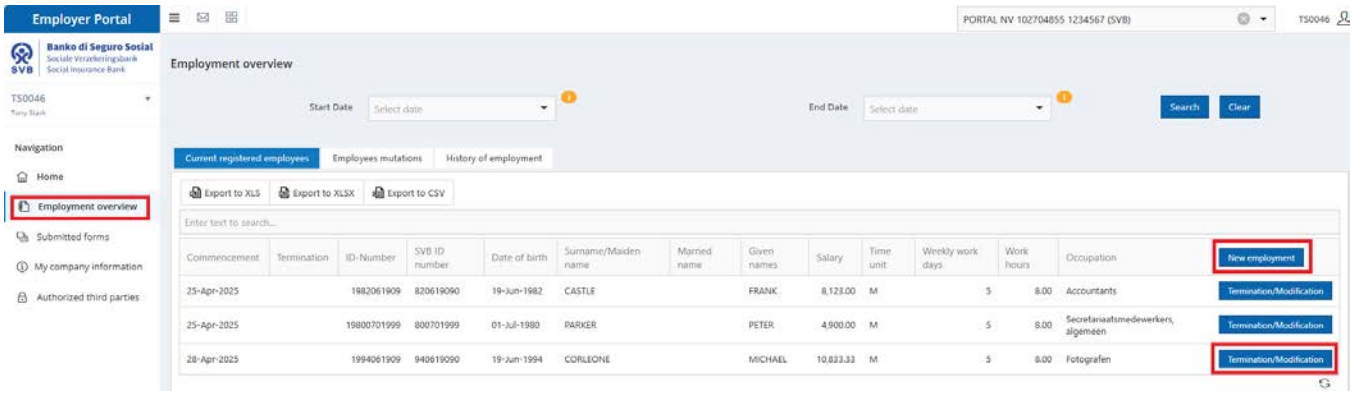
3. You will receive an email with your username and a link to activate your account. Click on the link and activate your account by setting your password and clicking on **Reset**.



4. Log in to your account by going to https://online.svbcur.org/EmployerPortal and filling in your username and password and clicking on **Sign In**.

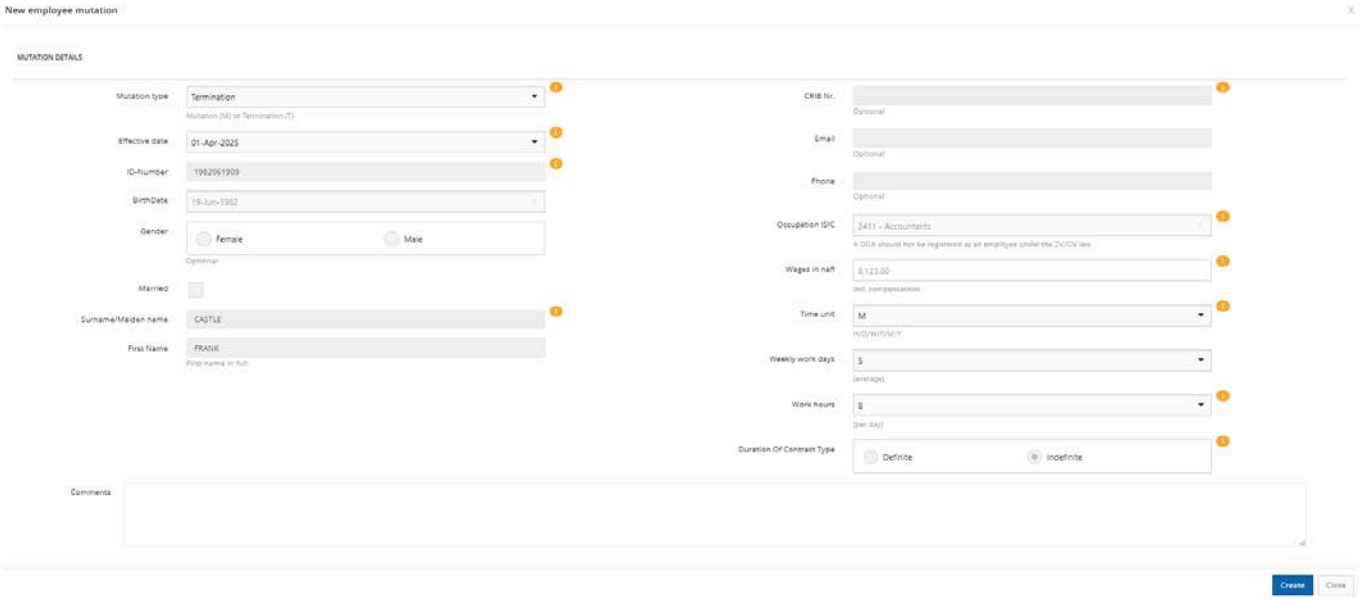


5. To review your employees go to menu **Employment overview** -> **Current registered employees**



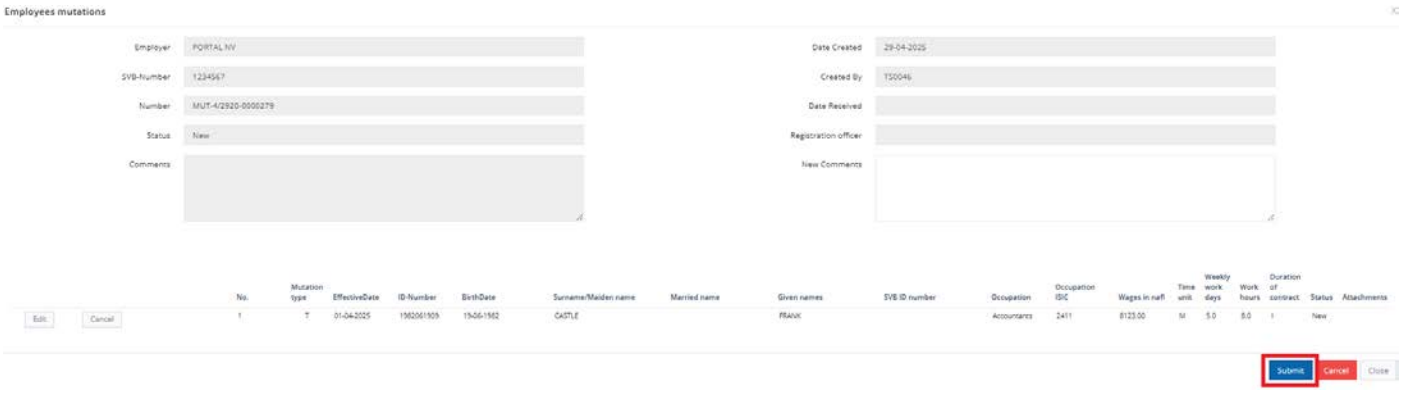
6. From this screen you can also add a new employment or modify or terminate an existing employment
   - To add a new employment click on **New Employment**
   - To modify or terminate an existing employment click on **Termination/Modification**

7. After clicking on the desired option, a mutation form will open for you to fill in. Fill in the necessary fields and click on **Create**.

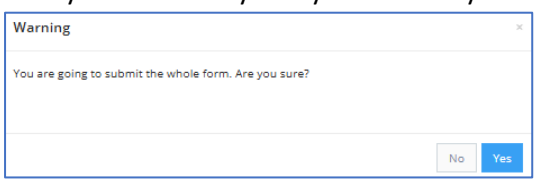


8. The system will ask you if you want to add more mutations to the form. Click **Yes** or **No**. Click **Yes** if you want to add more mutations. Click **No** if the form is complete and you want to submit it to SVB.

9. If you clicked **No**, you will get an overview of the form. Click on **Submit** in order to submit it to SVB for processing.



10. The system will ask you if you are sure you want to submit the form. Click on **Yes**.



Congratulations! Your mutation form has been submitted to SVB for processing!