



Guide

Applicant Onboard API Guide for ADP Vantage HCM

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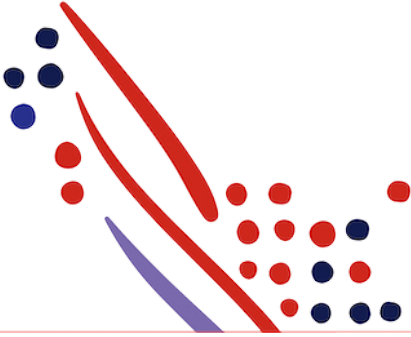


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About this API

About the API

Overview

ADP Vantage HCM® allows client practitioners to add new employees without specifying any template. The Applicant Onboard Application Programming Interface (API) posts an employee applicant into ADP Vantage HCM. This enables a practitioner to log into ADP Vantage and choose a template for onboarding such as Standard Hire and Quick Hire. It also supplements the new hire data to complete the hiring process.

Accessing the Postman Collection

To access the Postman collection, see [applicant-onboard-vantage-postman-collection](#).

Process Overview

The following table shows an illustration of how your data connector application would be used by a client.

Typical Business-to-Business (B2B) Application Integration Flow

	Actor	Task Description
1	Client Practitioner	At least one active, configured new hire template is required. You can use the delivered Standard Hire or Quick Hire templates, or create your own. (See Appendix A.)
2	Client Practitioner	Trigger the API-based data exchange between your application and ADP Vantage HCM.
3	Your application	Send new hire using the Applicant Onboard API.
4	Payroll Practitioner	<ul style="list-style-type: none">a. In ADP Vantage HCM, assign the template through People > Job Activities > New Hire > Unassigned New Hires. Then go to step b or c.b. Assign next steps as defined in the template. Then, click Done.c. Assign next steps to a specific member of the profiles defined in the template. Then, click Done.
5	Payroll Practitioner	In ADP Vantage, complete the new hire through People > Job Activities > New Hire > Active New Hires .

Use Case: Onboard a Newly Hired Employee into the Unassigned New Hires Section

Description

Insert a newly hired employee to ADP Vantage HCM. This is so the HR practitioner can finish the hiring process in ADP Vantage HCM. A success request results in a new hire under **Process > Job Activities > New Hire > Unassigned New Hires**.

API Usage

Method	URI	Description	GitHub Sample Request Payload	GitHub Sample Response Payload
GET	/events/staffing/v1/applicant.onboard/meta	Returns an applicant's metadata.	NA	applicant.onboard-meta-http-200-response.json
POST	/events/staffing/v1/applicant.onboard	Starts the applicant onboarding process.	applicant.onboard-http-201-request.json	applicant.onboard-http-201-response.json

Application Scope

In ADP, APIs are assigned to canonical URIs. The following canonicals need to be added to your application scope in order to enable this use case.

Canonical URI
/staffing/staffingManagement/positionSeekerManagement/applicantManagement/applicant.onboard

Request Header Parameters

None, in addition to the ADP® standard header parameters.

Supported Actors

Request Parameter roleCode Value	Usage
practitioner	Adds a newly hired employee into ADP Vantage. This is so an HR practitioner can complete the new hire process.

Sequence of Interactions

The following are the steps shown in the previous diagram:

1. Your consumer application makes a request to the ADP API endpoint for Applicant-Onboard meta.
2. The ADP API endpoint responds to your consumer application with the meta payload, for making the Applicant-Onboard call.
3. Your consumer application makes a request with the payload to the ADP API endpoint for the Applicant-Onboard API.
4. The ADP API endpoint responds to the consumer application with the processing result.

Data Dictionary

The Applicant Onboard API exposes ADP Vantage data displayed under **Process > Job Activities > New Hire > Active New Hires**.

Schema Location	Field Name (in ADP Vantage HCM)
/applicant/applicantID/idValue	Employee ID
/applicant/person/governmentIDs+/idValue[codeValue='SSN']	Social Security Number
/applicant/person/governmentIDs+/idValue[codeValue='SIN']	Canadian SIN
/applicant/person/legalName/givenName	Legal First Name
/applicant/person/legalName/middleName	Legal Middle Name
/applicant/person/legalName/familyName1	Legal Last Name
/applicant/person/legalName/preferredSalutations/salutationCode/longName	Prefix
/applicant/person/legalName/generationAffixCode/longName	Suffix
/applicant/person/legalName/titleAffixCodes/affixCode/longName	Formal Title
/applicant/person/legalAddress/lineOne	Home - Address Line 1
/applicant/person/legalAddress/lineTwo	Home - Address Line 2
/applicant/person/legalAddress/lineThree	Home - Address Line 3 (only non-US and CAN addresses)
/applicant/person/legalAddress/lineFour	Home - Address Line 3 (only non-US and CAN addresses)
/applicant/person/legalAddress/lineFive	Home - Address Line 3 (only non-US and CAN addresses)
/applicant/person/legalAddress/countryCode	Home - Country
/applicant/person/legalAddress/cityName	Home - City

/applicant/person/legalAddress/countrySubdivisionLevel1/codeValue	Home - State/Territory
/applicant/person/legalAddress/postalCode	Home - Zip Code
/applicant/person/legalAddress/countrySubdivisionLevel2/longName	Home - County
/applicant/person/otherPersonalAddresses/lineOne	Mailing - Address Line 1
/applicant/person/otherPersonalAddresses/lineTwo	Mailing - Address Line 2
/applicant/person/otherPersonalAddresses/lineThree	Mailing - Address Line 3 (only non-US and CAN addresses)
/applicant/person/otherPersonalAddresses/lineFour	Mailing - Address Line 4 (only non-US and CAN addresses)
/applicant/person/otherPersonalAddresses/lineFive	Mailing - Address Line 5 (only non-US and CAN addresses)
/applicant/person/otherPersonalAddresses/countryCode	Mailing - Country
/applicant/person/otherPersonalAddresses/cityName	Mailing - City
/applicant/person/otherPersonalAddresses/countrySubdivisionLevel1/codeValue	Mailing - State/Territory
/applicant/person/otherPersonalAddresses/postalCode	Mailing - Zip Code
/applicant/person/otherPersonalAddresses/sameAsAddressIndicator	Same as home address?
/applicant/person/communication/emails/emailUri	Personal Email
/applicant/person/raceCode/codeValue	Race/Ethnicity
/applicant/person/genderCode/codeValue	Gender for Insurance/Compliance
/applicant/person/maritalStatusCode/codeValue	Marital Status
/applicant/person/maritalStatusCode/effectiveDate	Marital Status Date
/applicant/person/birthDate	Birth Date
/jobOffer/offerAssignment/jobTitle	Business Title
/applicant/person/highestEducationLevelCode/codeValue	Highest Educational Level
/applicant/person/disabledIndicator	Disability Status
/applicant/person/disabilityIdentificationDeclinedIndicator	Disabled - Decline to Identify
/applicant/person/militaryClassificationCodes/codeValue	Protected Veteran Status
/applicant/person/militaryStatusCode/codeValue	Military Status
/applicant/person/militaryDischargeDate	Military Discharge Date
/jobOffer/offerAssignment/reportsTo+workerID/idValue[codeValue='SUPERVISOR']	Secondary Manager
/applicant/person/communication/landlines+nameCode/codeValue	Phone Type

/applicant/person/communication/landlines+/countryDialing	Country Code
/applicant/person/communication/landlines+/formattedNumber	Phone Number
/applicant/person/communication/mobiles+/nameCode/codeValue	Phone Type
/applicant/person/communication/mobiles+/countryDialing	Country Code
/applicant/person/communication/mobiles+/formattedNumber	Phone Number
/applicant/person/communication/faxes+/nameCode/codeValue	Phone Type
/applicant/person/communication/faxes+/countryDialing	Country Code
/applicant/person/communication/faxes+/formattedNumber	Fax Number
/applicant/person/communication/pagers+/countryDialing	Phone Type
/applicant/person/communication/pagers+/nameCode/codeValue	Country Code
/applicant/person/communication/pagers+/extension	Pin
/applicant/person/communication/pagers+/formattedNumber	Pager Number
/jobOffer/offerTerms/expectedStartDate	Effective Date
/eventReasonCode/codeValue	Reason
/jobOffer/offerAssignment/legalEntityID	Company
/jobOffer/offerAssignment/payrollGroupCode	Pay Group
/jobOffer/offerAssignment/assignedOrganizationalUnits+/nameCode/codeValue[codeValue='DEPTID']	Department
/jobOffer/offerAssignment/jobCode/codeValue	Job Title
/jobOffer/offerAssignment/reportsTo+/workerID/idValue[idValue='MANAGER']	Reports To
/jobOffer/offerAssignment/standardHours/payPeriodHoursQuantity	Standard Hours
/jobOffer/offerAssignment/workerTypeCode/codeValue	Employee Classification
/jobOffer/offerAssignment/occupationalClassifications+/classificationCode/codeValue[codeValue='WRKCOMP']	Worker's Comp Code
/jobOffer/offerAssignment/occupationalClassifications+/classificationCode/codeValue[codeValue='EEOC']	Exclude from EEO Report
/jobOffer/offerAssignment/assignmentTermCode/codeValue	Regular/Temp
/jobOffer/offerTerms/compensation/remunerationBasisCode/codeValue	Pay Type
/jobOffer/offerAssignment/assignedWorkLocations+/nameCode/codeValue	Work Location
/jobOffer/offerAssignment/homeWorkLocation/nameCode/codeValue	Reporting Location
/jobOffer/offerAssignment/workLevelCode/codeValue	Full-Time/Part-Time

/jobOffer/offerTerms/compensation/baseRemuneration/recordingBasisCode/codeValue	Compensation Frequency
/jobOffer/offerTerms/compensation/baseRemuneration/hourlyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/dailyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/weeklyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/biweeklyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/semiMonthlyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/monthlyRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/annualRateAmount/amountValue	Pay Rate
/jobOffer/offerTerms/compensation/baseRemuneration/payPeriodRateAmount/currencyCode	Currency
/jobOffer/offerAssignment/payrollFileNumber	File Number
/jobOffer/offerAssignment/assignedOrganizationalUnits+/nameCode/codeValue[codeValue='PAYDEPTID']	Payroll Department Number
/jobOffer/offerAssignment/homeOrganizationalUnits/nameCode/codeValue	Cost Number

Responses

You may encounter exceptions outside your common success scenarios. You must account for these exceptions during your initial development. Refer to [API Common Exceptions and Tips for Handling](#).

Response Code	Response Condition	messageTxt	GitHub Sample Request Payload	GitHub Sample Response Payload	Tips to handle
201 Success	Request is processed successfully.	NA	applicant.onboard-http-201-request.json	applicant.onboard-http-201-response.json	Refer the payload values for creating a proper request.
400 Bad Request	When first name is not passed in the request.	"userMessage": {"codeValue": "15-69"}, "messageTxt": "You must enter a value in	applicant.onboard-400-first-name-left-blank-request.json	applicant.onboard-400-first-name-left-blank-response.json	Applicant provides user friendly error handling message to the user.

		the required field (Employee Personal Data-Name)"}			
	When last name is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Personal Data-Name)"}	applicant.onboard-400-last-name-left-blank-request.json	applicant.onboard-400-last-name-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When expectedStartDate is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data-Effective Date)"}	applicant.onboard-400-expectedStartDate-left-blank-request.json	applicant.onboard-400-expectedStartDate-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When ssn number is not passed in the request.	"userMessage": {"codeValue": "1000-324", "messageTxt": "You must enter the Social Security Number. "}	applicant.onboard-400-ssn-number-left-blank-request.json	applicant.onboard-400-ssn-number-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When addressLine1 is not passed in request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Personal Data-Address (Line 1))"}	applicant.onboard-400-addressLine1-left-blank-request.json	applicant.onboard-400-addressLine1-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When City is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Personal Data-City)"}	applicant.onboard-400-city-name-left-blank-request.json	applicant.onboard-400-city-name-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When countrySubdivisionLevel is not passed in the request.	"userMessage": {"codeValue": "1000-316", "messageTxt": "You must enter at least Address (Line 1), City, State/Province , and ZIP/Postal Code"}	applicant.onboard-400-countrySubdivisionLevel-left-blank-request.json	applicant.onboard-400-countrySubdivisionLevel-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When PostalCode is not passed in the request.	"userMessage": {"codeValue": "1000-316", "messageTxt": "You must enter at least Address (Line 1),	applicant.onboard-400-postalCode-left-blank-request.json	applicant.onboard-400-postalCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.

		City, State/Province, and ZIP/Postal Code"}]			
	When ReportsTo ID is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee JobData-Reports To Manager ID)"}]	applicant.onboard-400-ReportsTo-ID-left-blank-request.json	applicant.onboard-400-ReportsTo-ID-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When LegalentityID is not passed in the request.	"userMessage": {"codeValue": "15-11", "messageTxt": "You have entered an invalid value for (Employee JobData-Pay Group). Select a valid value from the list provided."}]	applicant.onboard-400-LegalentityID-left-blank-request.json	applicant.onboard-400-LegalentityID-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When DepartmentID is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data-Department ID)"}]	applicant.onboard-400-DepartmentID-left-blank-request.json	applicant.onboard-400-DepartmentID-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When AssignedWork Location is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data-Location Code)"}]	applicant.onboard-400-AssignedWorkLocation-left-blank-request.json	applicant.onboard-400-AssignedWorkLocation-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When HomeWorkLocation is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data-Reporting Location)."}]	applicant.onboard-400-HomeWorkLocation-left-blank-request.json	applicant.onboard-400-HomeWorkLocation-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When WorkerLevelCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data-Full/Part Time)"}]	applicant.onboard-400-WorkerLevelCode-left-blank-request.json	applicant.onboard-400-WorkerLevelCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When remuneration BasisCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the	applicant.onboard-400-remunerationBasisCo	applicant.onboard-400-remunerationBasisCo	Applicant provides user friendly error handling message to the user.

		required field (Employee Job Data- Employee Type)."}}	de-left-blank-request.json	de-left-blank-response.json	
	When recordingBasisCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data- Compensation Frequency)"}}	applicant.onboard-400-recordingBasisCode-left-blank-request.json	applicant.onboard-400-recordingBasisCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When JobCode is not passed in the request.	"userMessage": {"codeValue": "15-69", "messageTxt": "You must enter a value in the required field (Employee Job Data- Job Code)"}}	applicant.onboard-400-jobCode-left-blank-request.json	applicant.onboard-400-jobCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When currencyCode is not passed in the request.	"userMessage": {"codeValue": "15-8", "messageTxt": "You must enter a value in the required field (Employee Job Data- Currency Code)"}}	applicant.onboard-400-currencyCode-left-blank-request.json	applicant.onboard-400-currencyCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When payrollGroupCode is not passed in the request.	"userMessage": {"codeValue": "15-11", "messageTxt": "You have entered an invalid value for (Employee Job Data- Employee Type). Select a valid value from the list provided."}	applicant.onboard-400-payrollGroupCode-left-blank-request.json	applicant.onboard-400-payrollGroupCode-left-blank-response.json	Applicant provides user friendly error handling message to the user.
	When duplicate ssn number is passed in the request.	"userMessage": {"codeValue": "1000-46", "messageTxt": "You have entered a Social Security Number /Federal EIN/ITIN already used by Employee ID XXXXX . Review the matching employees and correct entry errors."}	applicant.onboard-400-duplicate-ssn-number-request.json	applicant.onboard-400-duplicate-ssn-number-response.json	Applicant provides user friendly error handling message to the user.
	When invalid eventReasonCode is passed in the request.	"userMessage": {"codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Reason Code . Select a valid value	applicant.onboard-400-invalid-eventReasonCode-request.json	applicant.onboard-400-invalid-eventReasonCode-response.json	Applicant provides user friendly error handling message to the user.

		from the list provided. (15,11)\n"} }			
	When invalid WorkerLevel Code is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Full/Part Time . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid- workerLevelCode- request.json	applicant.onboard-400- invalid- workerLevelCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid assignmentTermCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Regular/Temporary . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid- assignmentTermCode- request.json	applicant.onboard-400- invalid- assignmentTermCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid jobCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Job Code . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid-jobCode- request.json	applicant.onboard-400- invalid-jobCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid payrollGroupCode is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Pay Group . Select a valid value from the list provided. (15,11)\n"} }	applicant.onboard-400- invalid- payrollGroupCode- request.json	applicant.onboard-400- invalid- payrollGroupCode- response.json	Applicant provides user friendly error handling message to the user.
	When invalid ReportsToID is passed in the request.	"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Job Data- Reports To Manager ID . Select a valid value from the list	applicant.onboard-400- invalid- reportsToID- request.json	applicant.onboard-400- invalid-reportsToID- response.json	Applicant provides user friendly error handling message to the user.

		<pre>provided. (15,11)\n" }</pre>			
	<p>When Future BirthDate is passed in the request.</p>	<pre>"userMessage": { "codeValue": "1000-306", "messageTxt": "You have entered a birth date that is later than today's date. (1000,306)\n" }</pre>	applicant.onboard-400-Future-BirthDate-request.json	applicant.onboard-400-Future-BirthDate-response.json	<p>Applicant provides user friendly error handling message to the user.</p>
	<p>When invalid hireDate is passed in the request.</p>	<pre>"userMessage": { "codeValue": "54-10", "messageTxt": "The system is not able to update the value for field EFFSEQ. (54,10)\n" }</pre>	applicant.onboard-400-invalid-hireDate-request.json	applicant.onboard-400-invalid-hireDate-response.json	<p>Applicant provides user friendly error handling message to the user.</p>
	<p>When invalid BirthDate is passed in the request.</p>	<pre>"userMessage": { "codeValue": "40-10", "messageTxt": "The date you entered is invalid. Enter a valid date (-Birthdate). (40,10)\n" }</pre>	applicant.onboard-400-invalid-BirthDate-request.json	applicant.onboard-400-invalid-BirthDate-response.json	<p>Applicant provides user friendly error handling message to the user.</p>
	<p>When invalid MaritalStatusCode is passed in the request.</p>	<pre>"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Personal Data-Marital Status. Select a valid value from the list provided.(15,11)\n" }</pre>	applicant.onboard-400-invalid-maritalStatusCode-request.json	applicant.onboard-400-invalid-maritalStatusCode-response.json	<p>Applicant provides user friendly error handling message to the user.</p>
	<p>When invalid genderCode is passed in the request.</p>	<pre>"userMessage": { "codeValue": "15-11", "messageTxt": "You have entered an invalid value for Employee Personal Data-Gender. Select a valid value from the list provided. (15,11)\n" }</pre>	applicant.onboard-400-invalid-genderCode-request.json	applicant.onboard-400-invalid-genderCode-response.json	<p>Applicant provides user friendly error handling message to the user.</p>

Chapter 3

Known Issues and Limitations

US877058: Event Notification is not Supported

Impacted APIs

Method	URI	roleCode
POST	/events/staffing/v1/applicant.onboard	practitioner

Description

A success request currently does not generate an event notification message.

Suggested Work Around

No workaround available.

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US905487: Fields Not Supported through API

Impacted APIs

Method	URI	roleCode
POST	/events/staffing/v1/applicant.onboard	practitioner
GET	/events/staffing/v1/applicant.onboard/meta	practitioner

Description

The following fields are not supported by the Applicant Onboard API.

Template Applicable	Section	Field Name	Field Description	Impact on Developers
Standard Hire	Tax Withholding	Worked in State	Select the Worked in State for the employee. For example: <ul style="list-style-type: none">AL - AlabamaCO-Colorado	If you are using Standard Hire Template, then Worked in State is not available in the API. Without selecting Worked in

Standard Hire	Tax Withholding	SU/SDI Tax Code	<p>Select an option to indicate which state applies for State Unemployment Insurance Tax (SU) or State Disability Insurance Tax (SDI). For example:</p> <ul style="list-style-type: none"> • AL - Alabama • CO-Colorado 	<p>State in the UI, the applicant cannot be onboarded, as this is a required field.</p> <p>If you are using Standard Hire Template, then SU/SDI Tax Code is not available in the API. Without selecting SU/SDI Tax Code in the UI, the applicant cannot be onboarded, as this is a required field.</p>
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Chapter 4

Appendix A: Steps to Create a New Hire Template

At least one active, configured new hire template is required. You can use the delivered Standard Hire or Quick Hire templates or create your own as follows.

1. Go to **SETUP > Workflow > Activity Configurations > Custom Activities**.
2. Click **Add**.
Result: Custom Activity Builder launched.
3. Next to **Activity Type**, select New Hire.
4. Select the roles responsible for entering data. For example, Practitioner Only.
5. Next to **Activity Name**, enter the name you want your activity to have such as "Applicant Onboard".
6. Click **Done**.
Result: Activity Configuration is launched for the template.
7. For **Practitioner, Manager and Employee**, select the steps applicable. Then click **Next**.
8. Order the steps as follows. You can order the steps in the sequence you want the activity steps to be completed.
 1. Next to the step, click the radio button.
 2. Hover your cursor over the handle and drag and drop the step where needed.
 3. Click **Next**.
9. Select participants.
For each step with the **Assign Profiles** action available, select the profiles responsible for entering information, by moving the selected profiles from the **Available** to the **Selected** column. Then click **Done**.
10. Configure **Content**.
Click the step to configure page content. The configuration is specific to this activity.
11. Click **Next**.
12. Define the Approval & Notification path.
Select the default approval path for this activity and/or, if needed, define the exception approval paths.
13. Click **Next**.
14. Click the **Save as Active** check box if you'd like this template to be immediately available. Then click **Done**.
15. If you did not save the template as active, you can activate it later by navigating to the **Custom Activities** tab and finding your new **Activity Name**. In the **Action** column, click **Activate**.