

Onboarding - Understanding Themes

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Understanding Themes

Themes control the visual appearance of the candidate-facing onboarding experience including colors, logo, button labels, and layout toggles. You can apply themes at the account level, per employer, or per individual generated link.

What is a Theme?

A theme is a named set of visual settings including the logo, colors, button text, border radius, and on/off toggles that controls what candidates see when they open a form or task within the Onboarding Portal. Every onboarding session runs inside a theme. If you haven't set one up, the Onboarding Portal utilizes the default settings.

Note Themes have independent light and dark mode variants. Candidates see the variant that matches their device's OS preference.

Why Use a Theme?

Themes matter most when your account serves multiple employer brands. Take a staffing account that places workers under two different brand names. Each employer can carry its own logo and colors, so candidates see the right brand regardless of which link they came through.

It's also useful for any account that wants its own branding on the forms: your logo and colors reinforce trust during the onboarding process.

How Themes Work

Every onboarding session resolves its theme in this order, stopping at the first level that has a value:

- **Per-Link Override** — Set when generating a signed onboarding link via "Create Link" on an employee record, or via the "Create Onboarding Link" automation action. Overrides everything below it.

- **Employer's Active Theme** — Assigned to the employer record. Applies to all sessions for that employer unless a per-link override is set.
- **Account's Active Theme** — The account-level default, set in Account Settings > Edit Account.
- **Built-In Defaults** — Neutral styling if no theme is set at any level.

Themes are organized into five setting groups, each configured independently for light and dark mode:

Setting Group	What it Controls
Header	Logo, header visibility toggle, header background color, header text color
Form	Show/hide the form name, show/hide the running count of completed fields
Primary Button	Forward/save button label (default: Save & Next), background color, text color
Back Button	Back button label (default: Previous), background color, text color
CSS	Progress bar color, border color, border radius

Light and Dark Modes

- Each theme has independent light and dark configurations. You set them separately on the "Light Theme" and "Dark Theme" tabs in the theme editor. If you only configure one mode, the other falls back to the built-in defaults.

Themes and Onboarding Links

There are two kinds of links in Onboarded, and they interact with themes differently:

- **Registration Links** (persistent URLs in Account Settings > Registration Links) don't have a per-link theme setting. Their theme comes from the employer the link is associated with or the account default if no employer is set. Changing an employer's active theme affects all that employer's registration links immediately.
- **Generated Onboarding Links** (one-off signed URLs created via "Create Link" on an employee record, or via the "Create Onboarding Link" automation action) can carry a per-link theme override. When you generate the link, you can choose a theme that applies to that link only, regardless of what the employer or account default is set to.

Example

Take an account that places workers under two employer brands: Acme Staffing (blue and white) and Peak Solutions (green and gray). The HR Engineer creates two themes, one per brand, and assigns the Acme theme to the Acme employer record and the Peak theme to the Peak employer record. Registration links for each employer automatically show the right branding.

Now say a recruiter needs to send a one-off onboarding link to a candidate for a special project that uses neither brand. They can select a third theme when generating the link, and that candidate sees the override theme without affecting any other candidates or the employer records.

If the account adds a third employer with no theme assigned, those candidates fall through to the account-level default, so setting a sensible account default is worth doing even if most employers have their own theme.

Next Steps

Please see the article titled [Onboarding - How to Create a Theme](#) when you are ready to create a theme for your Onboarding Portal.

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