

Onboarding - How to Create a Theme

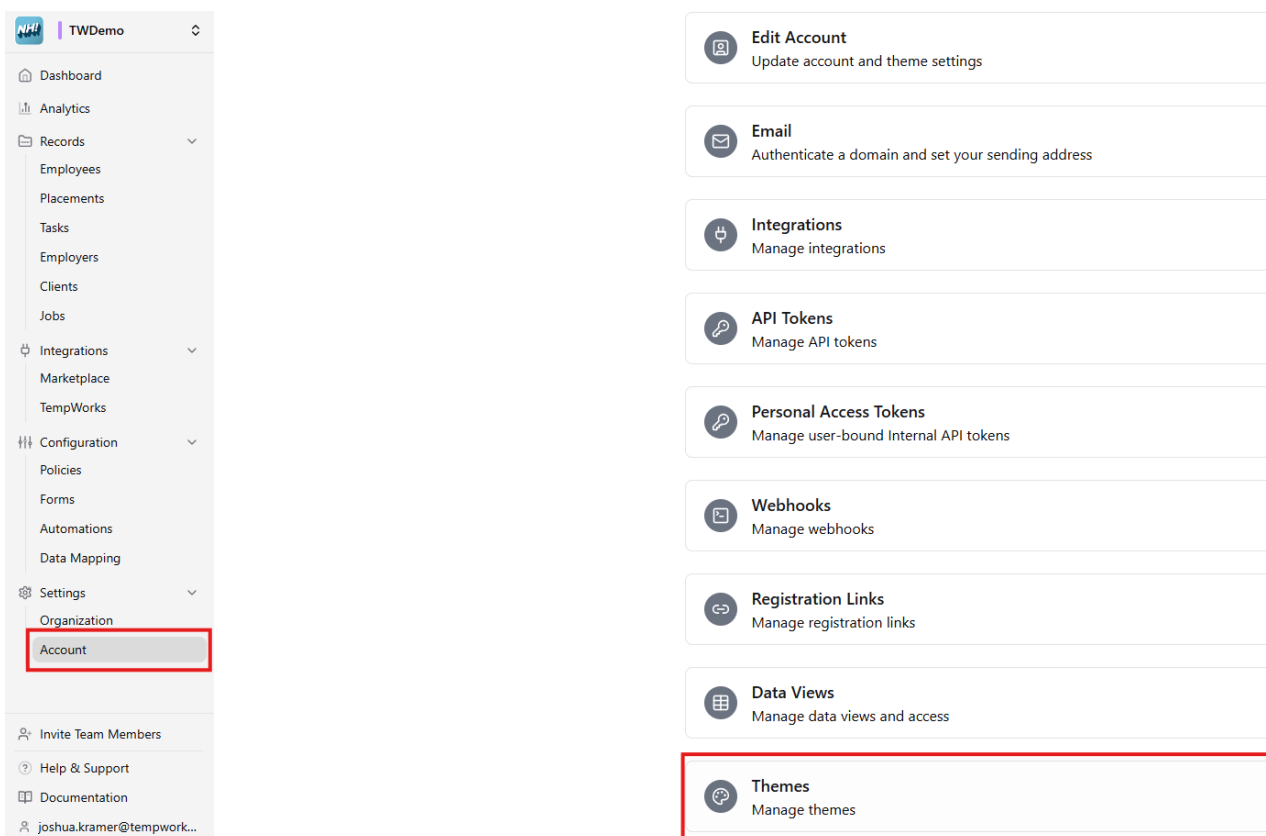
Last Modified on 09/17/2026 10:34 am CDT

Overview

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.

How to Create a Theme

You can create a theme via Settings > Account > Themes, then assign it as your account default, to individual employers, or as a one-off override when generating a specific link:



Note You will need "Account Settings" access to create and manage themes.

Creating the Theme

- Navigate to Settings > Account > Themes and select "New Theme":

Account Settings / Themes + New Theme

View

Name	Created	Updated
SkillWork	9/10/2026, 11:34:10 AM	9/10/2026, 11:34:10 AM
MH Test	9/10/2026, 9:58:38 AM	9/10/2026, 9:58:38 AM
Tony K	9/8/2026, 1:38:46 PM	9/8/2026, 1:38:46 PM
Test Theme - JDK	9/8/2026, 11:50:53 AM	9/8/2026, 11:50:53 AM
MN Demo - Chelsey	8/28/2026, 11:22:55 AM	8/28/2026, 11:22:55 AM
TempWorks	8/7/2026, 2:08:13 PM	8/14/2026, 10:31:43 AM

1-6 of 6 rows
Rows per page 20
Page 1 of 1

 << < > >>

- Enter a "Name". Use something recognizable, the employer name or brand name works well.
- Select the "Light Theme" or "Dark Theme" tab. Configure each mode independently. Settings on one tab don't carry over to the other:

☼ Light Theme
🌙 Dark Theme
✎ AI

Name

TempWorks Software
✖

Header Settings

☒ Show Header

Logo

📁

Header Background Color

Header Text Color

Form Settings

☒ Show Form Name

☒ Show # of updates

Example Inc

Form preview...

Example label

example input...

Previous

Save & Next

5 updates

Configure Header Settings

- Toggle "Show Header" on to display a branded header bar at the top of every form. Turn it off and no header appears, candidates will go straight to form content.
- Upload a Logo by selecting the upload icon next to the logo field:

Light Theme
Dark Theme
AI

Name
TempWorks Software

Header Settings

☐ Show Header

Logo
/assets/c2ab26d5-d3ef-49cf-b7a9-d8a27

Header Background Color
#043c54

Header Text Color
#ffffff

tempworks

Form preview...

Example label
example input...

Previous
Save & Next
5 updates

Note The logo renders at 32px height in the candidate header. A few things to keep in mind:

- **File Type:** PNG with a transparent background is the best default. SVG also works well and scales perfectly at any size. While JPEG works, it won't have a transparent background, which may not match colored header backgrounds.
- **Dimensions:** Upload at 2× resolution (at least 64px tall for PNG) so it renders sharply on high-density screens. Horizontal wordmarks or combined logo+wordmark fit the header better than a square icon.
- **File Size:** The uploader accepts files up to 25 MB. Large file sizes may slow the header load for candidates.

- Set "Header Background Color" and "Header Text Color" using the color pickers or by typing a hex value directly:

Light Theme
Dark Theme
AI

Name
TempWorks Software

Header Settings

☐ Show Header

Logo
/assets/c2ab26d5-d3ef-49cf-b7a9-d8a27

Header Background Color
#07405C

Header Text Color
#ffffff

tempworks

Form preview...

Example label
example input...

Previous
Save & Next
5 updates

Configure Form Settings

- Toggle "Show Form Name" to show or hide the form's name at the top of the candidate view:

Form Settings

☐ Show Form Name

☐ Show # of updates

Primary Button Settings

Primary Button Text

Save & Next

A screenshot of a form preview interface. At the top is a dark blue header with the 'tempworks' logo. Below it is a progress bar. The main content area has a label 'Example label' above an input field containing 'example input...'. At the bottom are two buttons: 'Previous' and 'Save & Next'. Below the 'Save & Next' button, the text '5 updates' is displayed. In this image, the 'Form preview...' label and the '5 updates' text are highlighted with red rectangular boxes.

- Toggle "Show # of updates" to show or hide the running count of fields the candidate has completed:

Form Settings

☐ Show Form Name

☒ Show # of updates

Primary Button Settings

Primary Button Text

Save & Next

A screenshot of a form preview interface, similar to the one above. In this version, the 'Show # of updates' toggle is checked. The '5 updates' text at the bottom right is highlighted with a red rectangular box.

Configure Button Settings

- Set the "Primary Button Text", the label on the forward/save button. Defaults to "Save & Next".
- Set the "Primary Button Background Color" and "Primary Button Text Color".
- Set the "Back Button Text", defaults to "Previous".
- Set the "Back Button Background Color" and "Back Button Text Color".

Primary Button Settings

Primary Button Text

Save & Next

Primary Button Background Color

#07405C

Primary Button Text Color

#ffffff

Back Button Settings

Back Button Text

Previous

Back Button Background Color

#E7E7E9

Back Button Text Color

#07405C

A screenshot of a form preview interface showing button configuration. The 'Previous' button (light gray) and the 'Save & Next' button (dark blue) are both highlighted with red rectangular boxes. The text '5 updates' is visible below the 'Save & Next' button.

Configure CSS settings

- Set "Progress Bar Color" to match your brand.
- Set "Border Color" for input field borders.

- Set "Radius" using CSS units, 0.5rem for rounded corners, 0 for square.

Back Button Settings

Back Button Text

Previous

Back Button Background Color

#E7E7E9

Back Button Text Color

#07405C

CSS Settings

Progress Bar Color

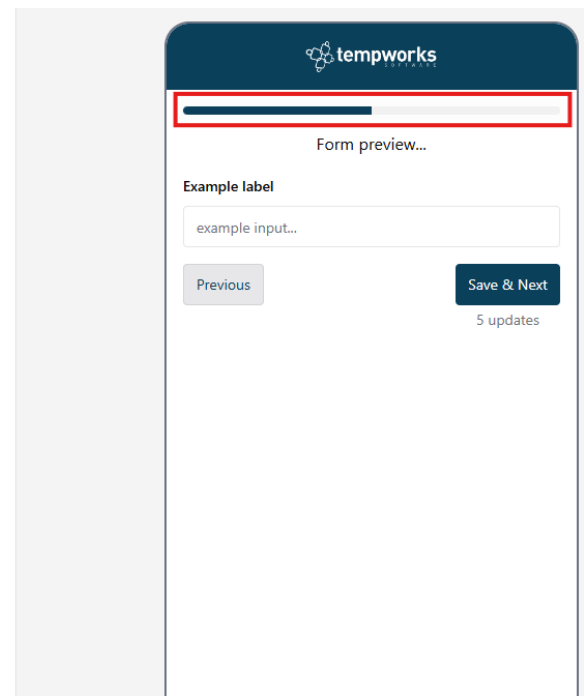
#07405C

Border Color

#E7E7E9

Radius

0.5rem



Once complete, select "Create theme". You'll be navigated to the edit view where you can keep adjusting if needed:

Back Button Settings

Back Button Text

Previous

Back Button Background Color

#E7E7E9

Back Button Text Color

#07405C

CSS Settings

Progress Bar Color

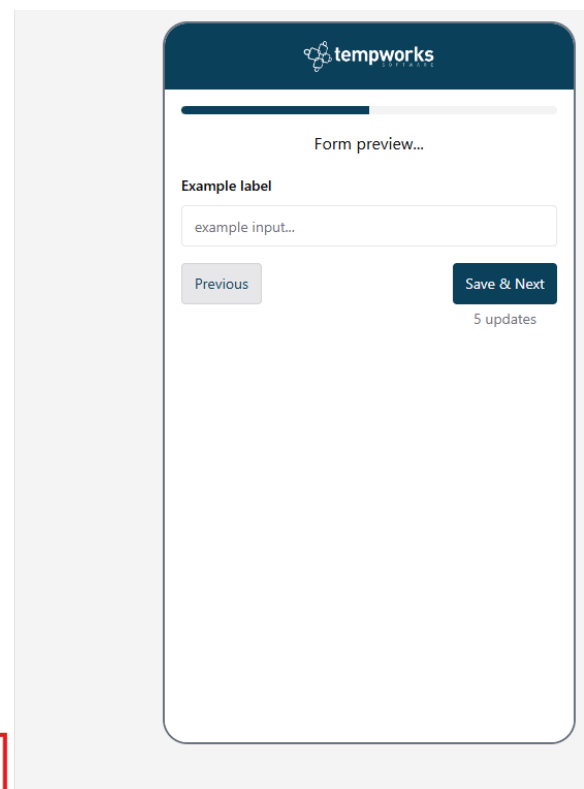
#07405C

Border Color

#E7E7E9

Radius

0.5rem



Cancel

Update theme

Using AI to Generate Brand Colors

The theme editor has an AI tool that can pull brand colors directly from your company website.

Select the "AI" button next to the Light/Dark tabs to open the "Generate Brand Colors" window:

☀ Light Theme

🌙 Dark Theme

 AI

Name

TempWorks Software 

Header Settings

☒ Show Header

Logo

/assets/56a0def6-a9d0-401d-893f-86815 

Header Background Color

 #07405C

Header Text Color

 #ffffff

Paste in your company URL, and select "Generate". The tool populates the color fields with values extracted from your site. You can keep the suggestions as-is or tweak individual values:

Generate Brand Colors 

Use AI to generate your brand colors from your company website.

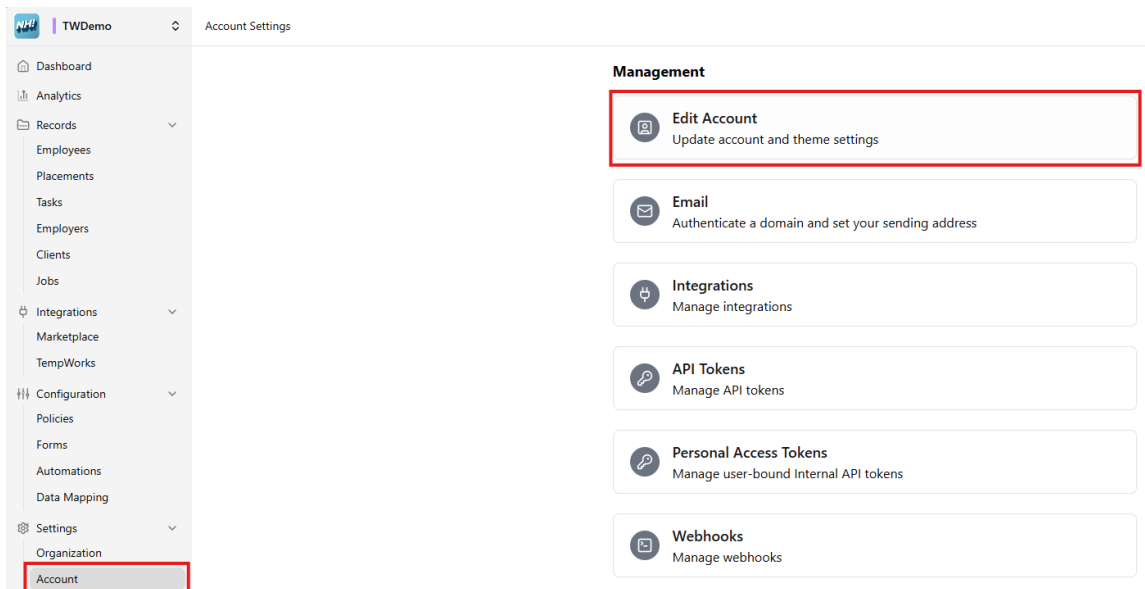
https://www.tempworks.com/

Generate

Assigning the Theme

A theme must be assigned before it is able to be utilized. There are three places you can assign a theme, each at a different level of the organization.

- **Account Default** — Applies whenever no employer theme or per-link override is set:
 - Navigate to Settings > Account > Edit Account:



- In the Theme dropdown, select your theme and select "Update Account":

Edit Account

acc_YCHv5LRATHAguvE1CtD1a

Required OAuth Provider

Select a provider (optional)

Theme

TempWorks Software

+ New

Employee Duplicate Detection (Registration Link) *

Employee Duplicate Detection (Registration Link)

Controls whether a registration link allows duplicate employees to be created. All selected fields must match — for example, if you select Email and SSN, an employee is treated as a duplicate only when both their email and SSN match an existing employee. Note this does not affect other ways of creating employees (such as via Onboarded Dashboard or API).

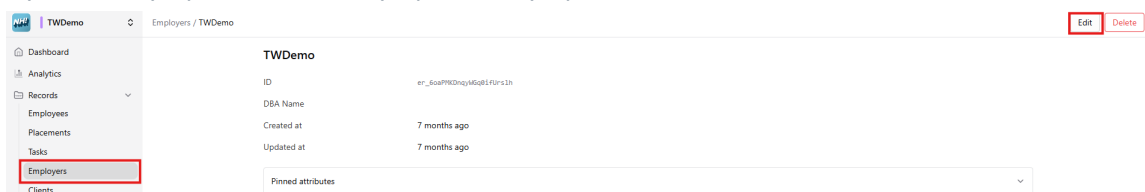
Default Dashboard Onboarding Redirect URL

e.g., https://www.google.com

When an onboarding link is generated from the dashboard, the (optional) 'redirect to' url field will be prepopulated with this value by default.

Cancel Update Account

- **Employer Default** — Overrides the account default for all links associated with that employer:
 - Open the employer record via Employers > [employer name] > Edit:



- In the "Theme" dropdown, select the theme and select "Update Employer". You can also create a new

theme directly from this dropdown without leaving the employer form:

Edit TWDemo

Pinned Attributes

Name *

TWDemo

DBA name

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it here.

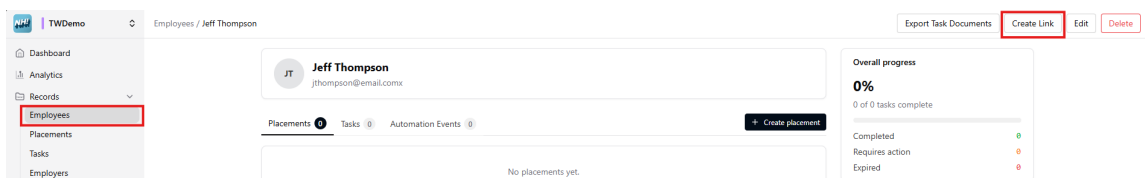
Theme

TempWorks Software



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- **Per-Link Override** — Overrides the employer and account defaults for a single generated link only:
 - Open an employee record and select "Create Link" at the top right:



- In the "Theme" dropdown in the "Create Onboarding Link" sidebar, select the theme:

Create Onboarding Link

Create a link you can send to the employee to complete their tasks

Assignee Type

Employee

Tasks

Locale

Auto

Select "auto" to automatically determine the form language based on employees' browser language setting.

Redirect to

Optional URL to redirect the user to upon completion

Theme

TempWorks Software



+ New

- Select "Create Link". Only that specific link uses the override theme. Other links for the same employer are unaffected.

Verifying the Assigning of the Theme

Open the link in a new browser tab (or incognito window). The header should show your logo and colors. If it shows the default Onboarding Portal styling, check which level of the organization applies: confirm the employer record has the theme saved, or that the per-link override was selected before generating the link.

Note Changes to a theme take effect immediately for all future sessions. Candidates that are mid-session may see mixed styling until they advance to the next step.

Related Articles