

# Onboarding documents checklist

Upload the required documents below to Carta's secure data room, so that we have what we need to set up your cap table.

## Required to get started

- Certificates of incorporation**  
Provide filed copies.
- Cap table/Stock ledger**  
Upload an updated cap table with all historical data. If you don't have a cap table ledger, upload your Certificate Purchase Agreements to help your implementation manager start the data migration.
- Board approved equity/stock option plan (if applicable)**  
This outlines the terms and conditions in which equity is granted to employees, directors, consultants and others.

## Required before final activation

- Shareholder contact list**  
Share a list of everyone on your cap table, preferably with personal emails, so we can send updates to shareholders even after they leave your company.

## Optional information

If you have any of the following documents, please upload them to assist us in making sure your information is complete when setting up your cap table and issuing securities.

- List of unexercised warrants
- Warrant forms or templates
- List of unconverted SAFEs and/or convertible notes
- SAFE/Notes forms or templates
- Option agreement and exercise forms (templates or executed)
- Previous 409A valuation
- Termination dates from HR or payroll system

## Resources

- [Onboarding sample documents](#)
- [Onboarding FAQ](#)