



E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE

The following guide provides information for new employees using the South Carolina DHEC e-Forms Onboarding application to complete New Employee paperwork. e-Forms Onboarding allows new employees to complete their documents electronically, allows the onboarding process activities to be tracked throughout the process for greater visibility, reduces errors and duplication in completing paper documents, and retains security and confidentiality of submitted information.

Accessing the e-Forms Onboarding Application

Before accessing the e-Forms Onboarding site, users will need:

- Access to Google Chrome or Microsoft Edge – **Note: Microsoft no longer supports Internet Explorer. Using Internet Explorer to access the application will cause performance issues. Please use only Google Chrome or Microsoft Edge to access the application.**
- An activated Onboarding account;
- Connection to a DHEC network (via either VPN, Go to PC, or in a DHEC office).

Navigate to the DHEC New Employee Welcome Center page by copying and pasting the following link into the address bar of your browser: <https://apps.dhec.sc.gov/Agency/OHRExternal>.

You may also access the site by hovering over the link, and while holding the **Ctrl** key, left-click on the link. The following page will be displayed:

dhec DHEC New Employee Welcome Center

DHEC Onboarding

Welcome Message From the Director

The South Carolina Department of Health and Environmental Control is dedicated to helping people live healthy lives in healthy communities. With more than 3,500 employees in 105 offices across the state, S.C. DHEC has a diverse team of employees who are leaders in their fields and share a passion for making a difference.

As the state agency charged with promoting and protecting South Carolina's public health and environment, S.C. DHEC has a legacy of attracting and retaining talented individuals who want to build rewarding and successful careers doing work that touches people's lives every day.

Useful Links

- Agency Organizational Chart
- DHEC Strategic Plan
- State Holiday Schedule
- SC Public Employee Benefit Authority

What To Bring On Your First Day

- Driver's license
- Social Security card
- Child birth certificate (long form)
- Marriage certificate or page 1 of most recent tax return

What We Need To Get Started

[Click here to access OHR onboarding Portal](#)

Mission Vision Core Values

Mission
To improve the quality of life for all South Carolinians by protecting and promoting the health of the public and the environment.

Vision

Who We Are

DHEC is charged with promoting and protecting the health of the public and the environment in South Carolina. With more than 3,500 employees working in 105 locations across the state, our vision is healthy people living in healthy communities. This vision is supported by the agency's four divisions:

- Environmental Affairs issues and enforces environmental permits and operates the state's ocean and coastal resource management program.
- Healthcare Quality oversees the licensing and certification of healthcare facilities, Emergency Medical Services (EMS) providers, Radiological Health and Healthcare Planning/Construction Office of