



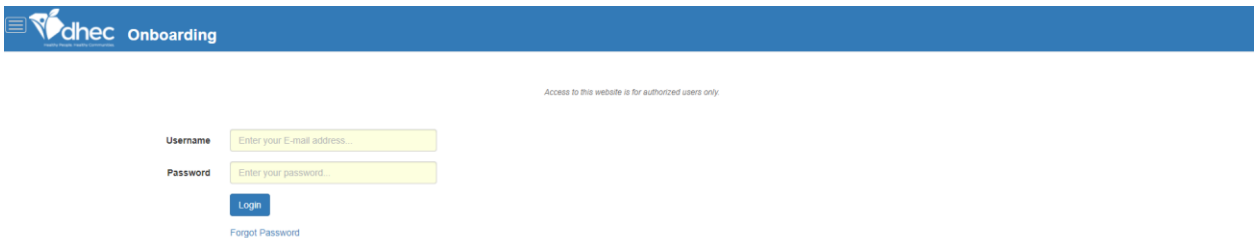
E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE

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.

Logging into the OHR Onboarding Portal

Once you have accessed the New Employee Welcome Center page, scroll down to ***What We Need to Get Started***, and click ***Click here to access OHR onboarding Portal***. The Onboarding Portal can also be accessed from this link: <https://apps.dhec.sc.gov/Agency/OHRonboardingPortal>.

The login screen for OHR Onboarding will be displayed. Log into the system by using your DHEC network credentials.



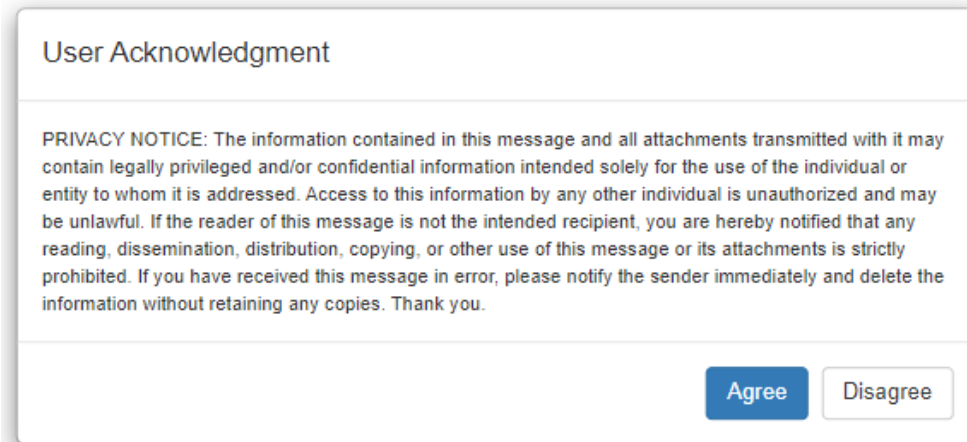
Access to this website is for authorized users only

Username

Password

[Forgot Password](#)

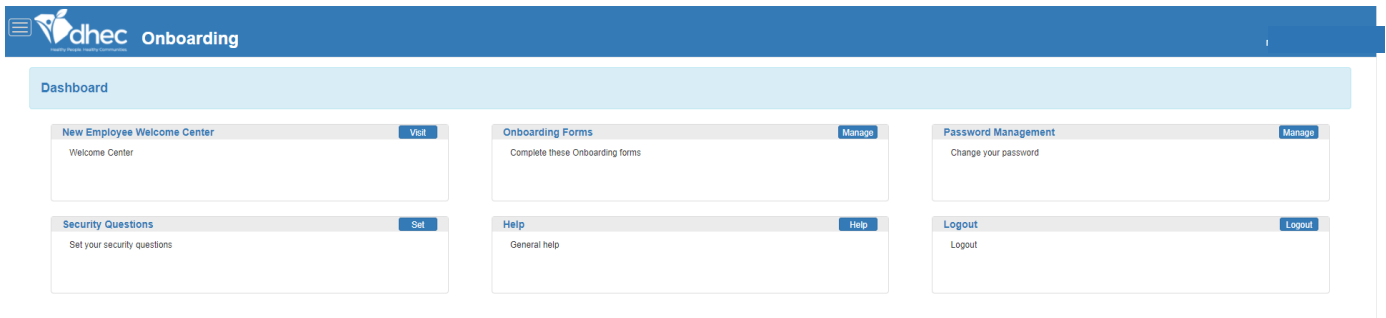
Read the user acknowledgment, then click **Agree**:



User Acknowledgment

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The Onboarding dashboard is displayed:



The following options are available:

- **New Employee Welcome Center**
- **Onboarding Forms**
- **Password Management**
- **Security Questions**
- **Help**
- **Logout**

Users can also access the onboarding options by clicking on the three (3) lines located on the upper left-hand side of the screen:

