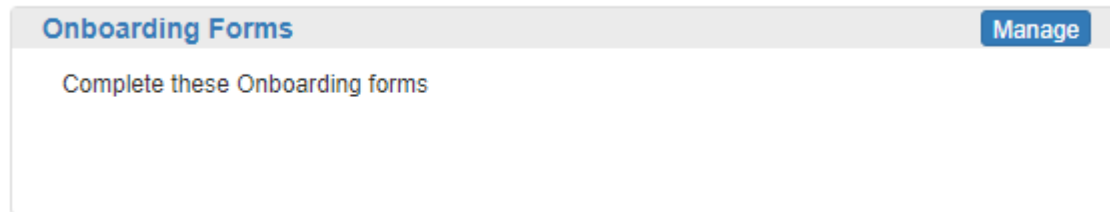




E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE

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.

Onboarding Forms




Click **Manage** to view a list of available onboarding forms for completion by new employees.


Note: The onboarding forms must be completed using a Desktop PC or a Laptop.

If you are having difficulty submitting a form, please clear your browser history/cache and try to resubmit.

To clear the cache in Google Chrome:

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click **More tools** > **Clear browsing data**.
4. At the top, choose a time range. To delete everything, select **All time**.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click **Clear data**.




To clear your browser history in Google Chrome:

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click **History** > **History**.
4. On the left, click **Clear browsing data**. A box will appear.
5. From the drop-down menu, select how much history you want to delete. To clear everything, select **All time**.
6. Check the boxes for the info you want Chrome to clear, including "browsing history." [Learn more about the types of browsing data you can delete](#)
7. Click **Clear data**.

To clear the cache in Microsoft Edge:

1. Open Microsoft Edge, select Menu (3 dots icon on top right corner of the browser) > Settings > Privacy & services.
2. Under Clear browsing data, select Choose what to clear.
3. Select "Cached images and files" and "Cookies and other site data" check box and then select Clear.

To clear your browser history in Microsoft Edge:

1. Select **Settings and more**  > **Settings**  > **Privacy, search, and services** .
2. Under **Clear browsing data**, select **Choose what to clear**.
3. Choose a time range from the **Time range** drop-down menu.
4. Choose the types of data you want to clear (see the [table below](#) for descriptions). For example, you may want to remove browsing history and cookies but keep passwords and form fill data.
5. Select **Clear now**.