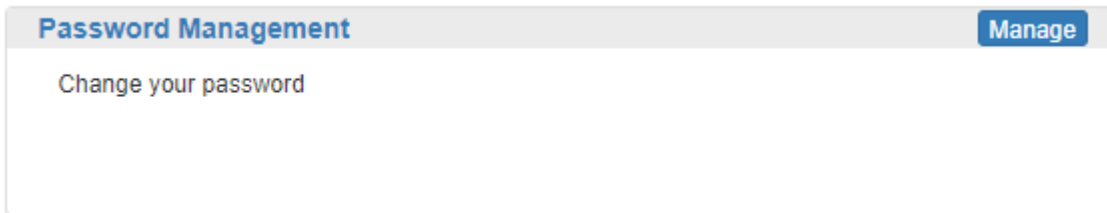




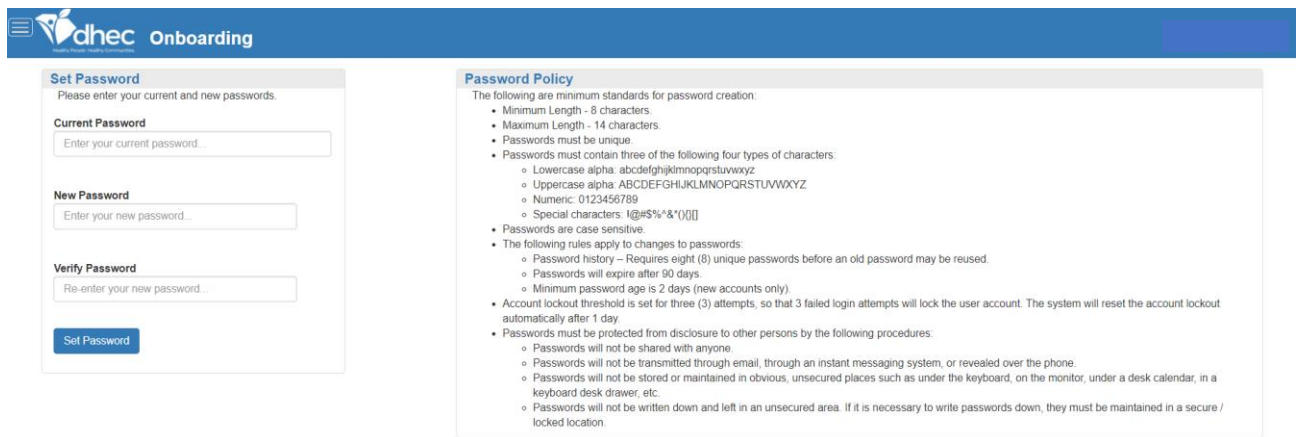
E-FORMS ONBOARDING NEW EMPLOYEE USER GUIDE

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.

Password Management



Click **Manage** to change your password. The following screen will be displayed:



Enter your current password and your new password, then click **Set Password**. Once the password has been changed, users will receive the following email, acknowledging that the password has been changed:

NoReply@dhec.sc.gov
Fri 1/15/2021 9:23 AM
To: OHR Onboarding Help

S.C. DHEC Onboarding Portal

The password for user account [REDACTED]@dhec.sc.gov was changed on 1/15/2021 at 9:23 AM.

If you did not change your password, please recover your account by clicking

[Here](#)

If you have any questions or issues, please email onboardinghelp@dhec.sc.gov