HELLO, AND WELCOME TO LHC GROUP!
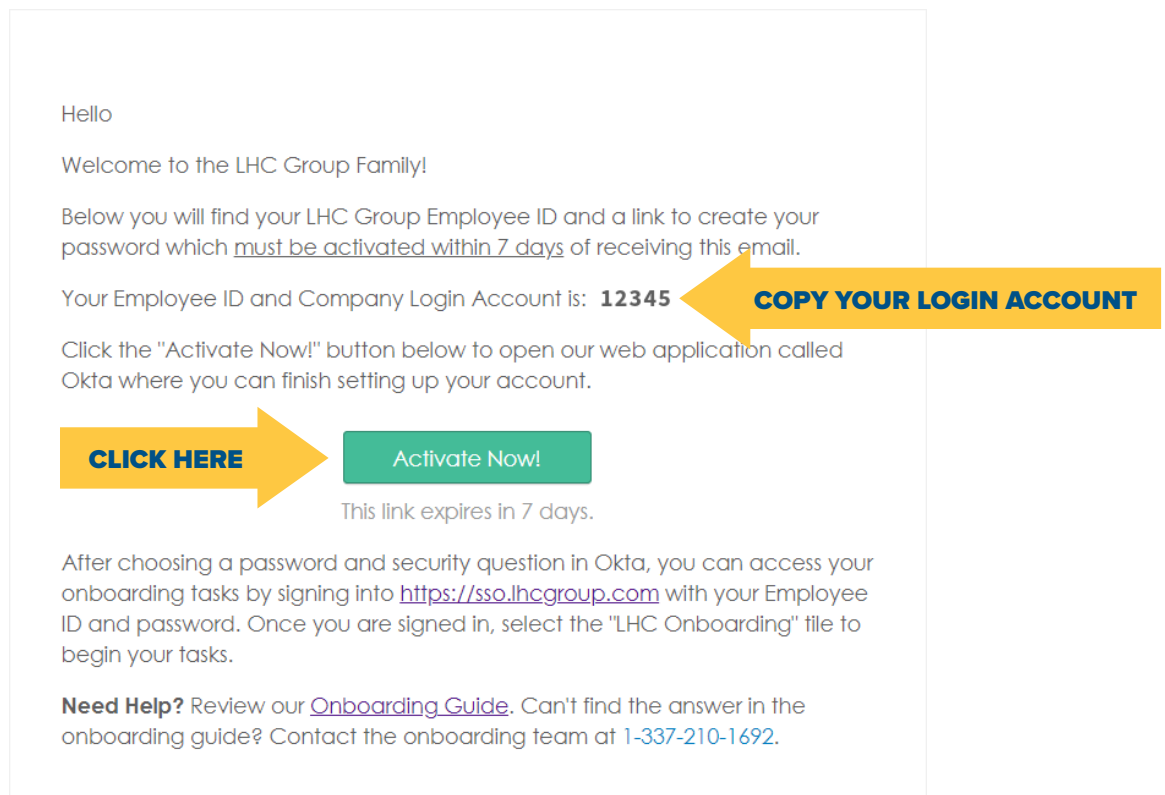
At LHC Group, we are passionate about our founding purpose statement: *"It's all about helping more people."* This starts with helping you. The information below will be helpful in setting up your employee record in our system. Complete the steps below to complete your tasks.

The steps included below are very important — they ensure that we have your records updated with accurate tax, direct deposit, and contact information, and more. It's important to complete these steps as soon as possible to ensure a smooth new-hire experience.

Here are the steps for accessing your tasks within our system:

STEP 1

You will receive an email from LHC Group with the subject line: LHC Group — Activate your ID & Password. Below is an example of how the email will look. This email will contain your company login account. Open the email and click the link to activate your company login account and ensure secure access to LHC Group business applications.

Hello

Welcome to the LHC Group Family!

Below you will find your LHC Group Employee ID and a link to create your password which must be activated within 7 days of receiving this email.

Your Employee ID and Company Login Account is: **12345**   COPY YOUR LOGIN ACCOUNT

Click the "Activate Now!" button below to open our web application called Okta where you can finish setting up your account.

CLICK HERE   **Activate Now!**

This link expires in 7 days.

After choosing a password and security question in Okta, you can access your onboarding tasks by signing into https://sso.lhcgroup.com with your Employee ID and password. Once you are signed in, select the "LHC Onboarding" tile to begin your tasks.

Need Help? Review our Onboarding Guide. Can't find the answer in the onboarding guide? Contact the onboarding team at 1-337-210-1692.

- Make sure you remember your company login account provided in the email.
- LHC Group utilizes a system called Okta to activate and manage your company login account.
- LHC Group requires an 8 character password. **Please save your password. You will use this company login account and password for all future logins.**
- Repeat the new password (they must match). Record your password in a safe and secure place. It will be your password for future logins.
- Choose a "forgot password" question. Record/remember this question and answer, as this will help if you need to reset your password.
- Click on create account.

Welcome to LHC Group, Greg!
Create your LHC Group account

Enter new password

Password requirements:
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 5 passwords

Repeat new password

ENTER NEW PASSWORD

ENTER NEW PASSWORD

Choose a forgot password question
What is the food you least liked as a child?

Answer

ENTER SECURITY QUESTION/ANSWER

DON'T FORGET THIS INFORMATION!

Create My Account

CLICK HERE

- After you click "Create My Account", you will automatically be logged into the LHC Group Application Portal shown in step 2.

STEP 2

After clicking "Create My Account", you will be redirected to a My Apps Page. Click on LHCG Onboarding.

For future reference, the sign-in-page is: https://sso.lhcgroup.com.

STEP 3

Complete your onboarding checklist items.

As a part of onboarding, you will receive an email which will reference the checklist below. These items will be listed and tracked within the Oracle Onboarding system. Be sure to complete each item. For reference, you can use the list below to keep track of what you have completed.

- ☐ Emergency Contacts
- ☐ Sensitive and EEO
- ☐ Background Check Acknowledgement
- ☐ Update Contact Info
- ☐ Skills and Qualification
- ☐ Additional Name
- ☐ Confidentiality and NDA
- ☐ MVR Form
- ☐ Electronic Sign
- ☐ Application for Employment File

- ☐ Verify Personal Information
- ☐ LHC Harassment Policy and Acknowledgement
- ☐ Benefits Information
- ☐ New Hire References
- ☐ Policy Acknowledgement Task
- ☐ PA Child Abuse History Certification
- ☐ PA Electronic Earned Income Form
- ☐ Marketplace Exchange Notice Form
- ☐ ADP Registration Information

If you forget your password, please use the following link to reset: https://sso.lhcgroup.com/signin/forgot-password. You will need to remember the answer to the security question you provided when you set up your account. You can also call our service desk team at **855.832.6542**.

NEED HELP?

Can't find the answer you need in the Onboarding Document? You can send us an email at onboarding@lhcgroup.com or if you are having a problem connecting with Okta or other LHC Applications, you can contact our service desk team at 855.832.6532.