Accessing the Employee Portal From Home "Things You Need to Know"

- x In order to accestly Employee Portation home youMUSTdownloadand install the Citrix Receiver software, which these instructions will walk you through.
- x Adobe Acrobat Reader must be loaded on your computer in order to view the Print Statement. Acrobat Reader can be downloaded from tp://get.adobe.com/reader

2	Click on Tools
3	Click on Internet Options
4	Click on the Privacy Tab
5	Move the scroll bar down to read medium to mediumigh
6	Click Apply

x If the Progress Ba(o)2..64 reng139.0(o)2(r)40 12CdiRo1.0co38 Tm n ts4tan t (un) 32t439 Sf24 D0B3Sq 81

Step



Installing Citrix Interface

Step	Action	Image
1	Go	



Installing Citrix Interfacecontinued

Step	Action	Image
6	ClickDownload ReceivetXXX for	Citrix Receiver
	Windows.	Subscribe to RSS notifications of new downloads Citrix Receiver is the easy-to-install client software that provides access to
	Note. If vou have a Machoose	Down case Rate war 4.2.100 for We na own
	Receiver for Mac	eer FAQ. Have questions? Browse Recei
		ns All Receiver option
		Receiver for Windows
7	ClickRun if this popup appears.	Do you want to run or save DitrixReceiver.exe (56.7 MB) from downloadplugins.citrix.com?
		This type of file could harm your computer. Run Save Cancel
	Result:Setup box apears	V Ethic Decision
8	ClickNext	
		a Xolino setup. Cinto: Receiver or your
		Next Cancel
9	a Clickbox to left of statement	3) Eitrix Receiver
	"I agree to the terms of the	License Agreement
	Citrix license agreement".	
	b. ClickInstall.	You must accept the license agreement below to proceed CITRIX LICENSE AGREEMENT
	Result Progress bar will appear	t to the Citrix license Use of this Citrix Receiver software is subject
		C. C. Sitzix, Recairs, is divided double on the formation of the software, New Just of for connection to the Citrix product(s). If
	Note. Install should take less that	this Receiver updates that are available for your device and let you know of their the identified information is due to the interference of the installation to
	5 minutes.	the extent that IP addresses may be when this happens, except to
		I accept the license agreement

Continued on next page



Installing Citrix Interfacecontinued

Step	Action	Image
11	ClickFinish.	🔊 Citrix Receiver
		Installed successfully!



Accessing the DCH Portal

Step	Action	Image
1	Youmust first have installed the Citrix	
	interface on your computer as describe	t the second s
	in Steps 111 above.	
2	Go to DCH Internet site at	
	www.dchsystem.com	
3	Clickon DCH Employee Portan the	
	nome page.	
	Result Citrix Access Gateway screen	
	image inStep 4.	
4	a. EnterUser Names your employee	
	number including the 4 leading	CITRIX* Access Gateway*
	zeros.	
	b. Enter Passwords the password you	
	use to login to Laborvvorkx,	Welcome Pease bg on to continue
	-This is NOTour MEDITECHain	User name
	c. Clickog On.	
	5	
5	Clickon LaborWorkxicon.	Main
	Pagult LaborWarky login person	
	appearsStep 6	Laborworks 4 My Employee Portal HRP Employee Self-
		Service Portal
		ournet These (x) H = 100 mb, cash d'∂C du Tr
6	Loginto Laborworky as you do when yo	
0	are at work.	Welcome
		Please sign in to your account
		5 ,
		User Name
		<u>. ا</u>
		Password
		Domain
		ISNT
		Sign In
062615		



