

## Accessing the Employee Portal From Home “Things You Need to Know”

- x In order to access My Employee Portal from home you MUST download and 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 <http://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 medium high
6	Click Apply



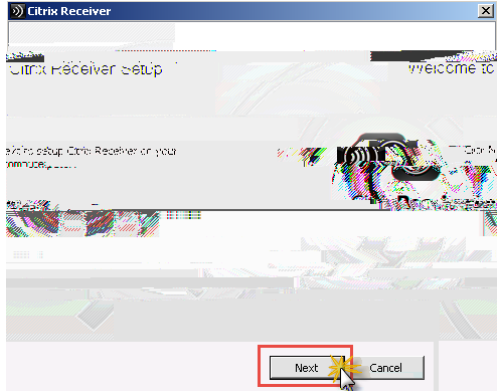
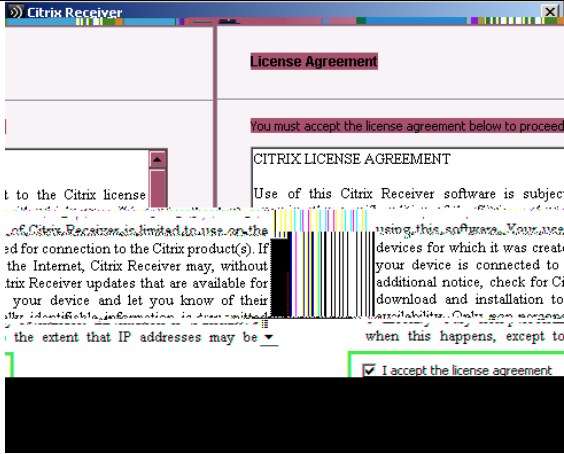
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Step

# Installing Citrix Interface


Step	Action	Image
1	Go	

# Installing Citrix Interface continued

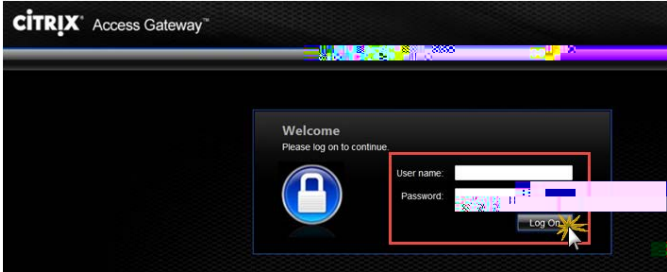
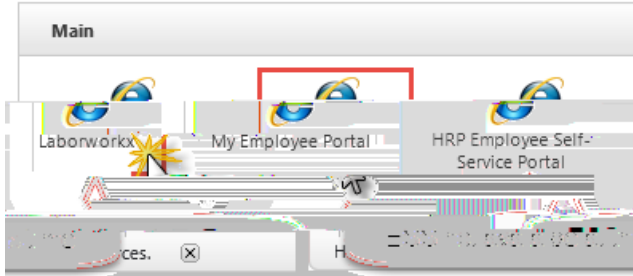
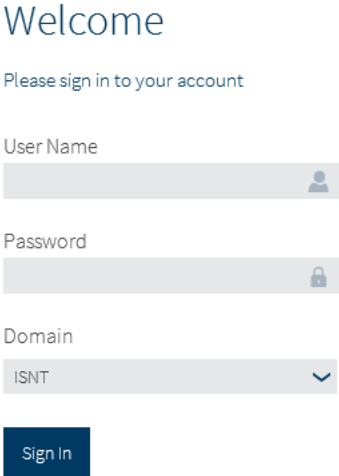
Step	Action	Image
6	<p>Click <b>Download Receiver for Windows</b>.</p> <p>Note. If you have a Mac choose Receiver for Mac</p>	
7	<p>Click <b>Run</b> if this popup appears.</p> <p>Result: Setup box appears</p>	
8	<p>Click <b>Next</b></p>	
9	<p>a. Clickbox to left of statement, "I agree to the terms of the Citrix license agreement".</p> <p>b. Click <b>Install</b>.</p> <p>Result: Progress bar will appear.</p> <p>Note. Install should take less than 5 minutes.</p>	

Continued on next page

## Installing Citrix Interface continued

Step	Action	Image
11	Click Finish.	 A screenshot of the Citrix Receiver installation window. The window title bar reads "Citrix Receiver". The main content area shows a large green checkmark icon on the left and the text "Installed successfully!" to its right. Below this text is a solid black rectangular box. The background of the window is a light gray with a faint, stylized graphic of a road or path leading towards a horizon.

# Accessing the DCH Portal

Step	Action	Image
1	You <b>must first</b> have installed the Citrix interface on your computer as described in Steps 1-11 above.	
2	Go to DCH Internet site at <a href="http://www.dchsystem.com">www.dchsystem.com</a>	
3	Click on DCH Employee Portal on the home page.  Result: Citrix Access Gateway screen image in Step 4.	
4	a. Enter <b>User Name</b> as your employee number including the 4 leading zeros. b. Enter <b>Password</b> the password you use to login to LaborWorkx, network/or Web Outlook. -This is <b>NOT</b> your MEDITECH login. c. Click <b>Log On</b> .	
5	Click on LaborWorkx icon.  Result: LaborWorkx login screen appears Step 6.	
6	Log into Laborworkx as you do when you are at work.	

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