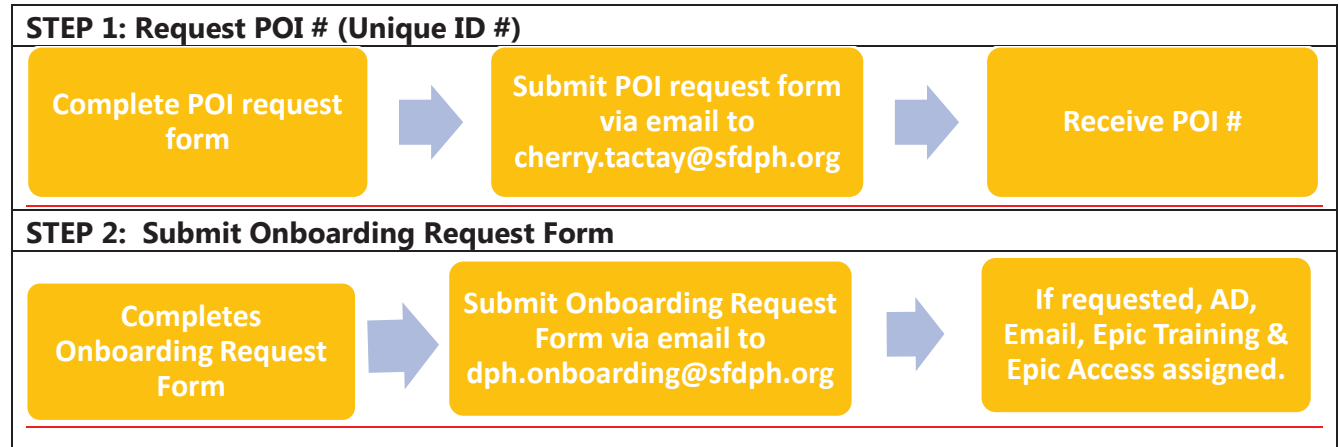<div align="center">

ONBOARDING REQUEST PROCESS

</div>

REGISTRY STAFF, CONTRACTORS, CONTRACTED CBOs, and other NON-EMPLOYEE WORKFORCE

Please follow the steps below to ensure successful onboarding of Registry Staff, Contractors, Contracted CBOs and other Non-Employee Workforce at DPH. Failure to include any of the requested items will result in delays in the processing of your request, no exceptions.
PROCESS:

STEP 1: Request POI # (Unique ID #)

| Complete POI request form | ➡ | Submit POI request form via email to cherry.tactay@sfdph.org | ➡ | Receive POI # |

STEP 2: Submit Onboarding Request Form

| Completes Onboarding Request Form | ➡ | Submit Onboarding Request Form via email to dph.onboarding@sfdph.org | ➡ | If requested, AD, Email, Epic Training & Epic Access assigned. |

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*for staff at locations using CareLink, choose "CareLink" from the Access Role drop down in column Z and indicate the correct CareLink Site in the comment section.

CHECKLIST:

Before contacting Onboarding, Service Desk or Epic Training teams, please verify all required items on the checklist below are complete.

- POI request form completed <u>prior</u> to completing Onboarding Request Form
- POI received
- Onboarding Request Form reviewed prior to submission to ensure all required fields complete. (POI #, Start Date, Job Description, Orientation Needed, Epic Access Needed, Supervisor Contact Information, Affiliation, Access Role)
- If the location will be using CareLink, **a CareLink Site is required BEFORE** user access can be requested. **Learn more**
- Onboarding Request Form submitted via email to dph.onboarding@sfdph.org a week prior to start date. ***Note: NEO and Epic Training are offered on a bi-weekly schedule.***

If all steps of the process are followed and there are still problems accessing Epic please contact DPH Service Desk at (628) 206-7378