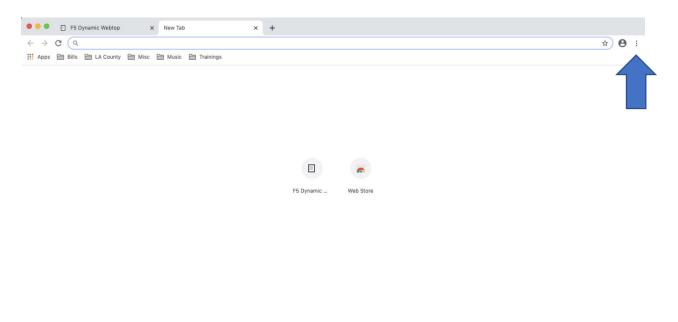
## Instructions for Clearing Cache & Zoom

**Step 1:** Open your Google Chrome browser.

**Step 2:** Click on the 3 dots in the upper right corner of the Google Chrome window.



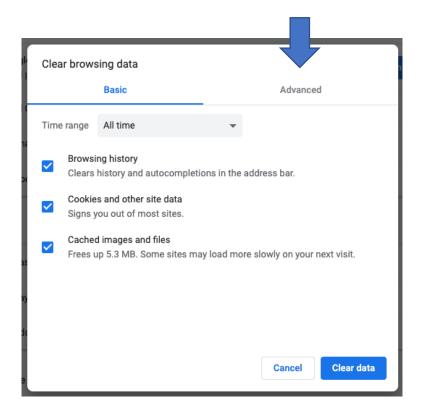
**Step 3:** Scroll down and highlight "History" option, which will open another scroll down screen. Click on the "History" option in the second scroll down screen.

	New Tab New Window New Incognito Window		\$	е ж Фж
History %Y	History			
□ Recently Closed G vertical - Google Search 公託T	Downloads Bookmarks			73
<ul><li>BIG-IP logout page</li><li>BIG-IP logout page</li></ul>	Zoom Print	- 1	00% +	5
No Tabs From Other Devices	Cast Find			9
gle Web Store	More Tools Edit	Cut	Сору	Pas
	Settings Help			

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History		
Chrome history Tabs from other devices	Today - Thursday, January 30, 2020	
Clear browsing data	8:25 AM G Google www.google.com	•
	7:39 AM F5 Dynamic Webtop mypc.lacounty.gov	1
	7:39 AM Please wait mypc.lacounty.gov	1
	7:39 AM RSA Adaptive Authentication Adapter for F5 BIG-IP Access Policy Manage	per mypc.lacounty.gov
	7:39 AM F5 Dynamic Webtop mypc.lacounty.gov	* 1
	7:37 AM BIG-IP logout page mypc.lacounty.gov	

**Step 4:** Once the "History" page opens, click on "Clear Browsing Data".

**Step 5:** Once the "Clear Browsing Data" window opens, select the "Advanced" tab (Note: You may already be on the Advanced tab).



**Step 6:** On the Advanced tab, select "All Time" in the Time Range scroll-down field and check off all boxes on the page.

Clea	ar brows	sing data			
		Basic		Advanced	i
Time	e range	All time	-		
<b>~</b>	Browsi 23 item	ng history as			
✓	Downlo None	oad history			
✓	Cookie From 5	s and other site data sites			
✓	Cacheo 5.3 MB	l images and files			
~		ords and other sign-in dat word (for craigslist.org)	а		
	Autofill	form data			
				Cancel	Clear data

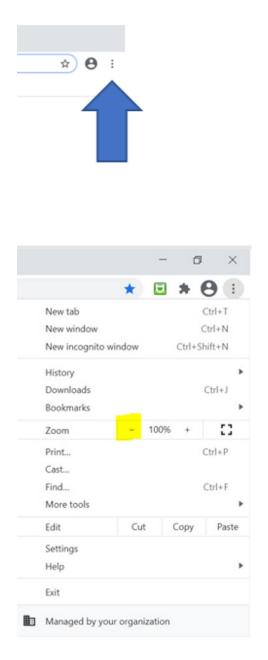
**Step 7:** Click on "Clear Data" to finish the process. This should have successfully cleared all your cache (browsing history).

Cancel	Clear data	

**Step 8:** Once all data has been erased, close the Google Chrome window, and then restart Google Chrome.

**Step 9:** Go back to your onboarding email from LA County and click on the link provided, then once you open the onboarding portal webpage, login again using the credentials provided in the email.

**Step 10:** Before clicking on your email to access the Onboarding Document Submission page, click again on the 3 dots in the upper right corner of the Google Chrome window, and scroll down to the zoom option. Click on the minus to zoom out to 80%.



**Step 11:** Click on your email to go to the Onboarding Document Submission page.

Home 💄				ePR Version: 10.0.2019110/0654
	Congratulations on y Please refer to the el	our new employment w	with the County of Los An	Onboarding Portal! geles. We are so pleased and proud to have you join and become part of the County family and the important work we do. tions which will guide you through the new onboarding process and get you ready for your first day of work. There are several forms that will require you to
	Please click on your	email below to get sta	rtedl	
		Ps.		
Email Address	First name	Last Name	Department	Initiated Date
demosign@nextogica.com	berno	Sign	HUMAN RESOURCE	11.07/19 Page See 10 💌

**Step 12:** Click and select one of the forms from the "Forms to Complete and Sign" section to fillout the form (follow the onboarding instructions provided).

	Template Name	Page Count		
0.	DIRECT DEPOSIT	1		
0.	OATH CARD	1		
0.	COUNTYWIDE CONSOLIDATED	1		

**Step 13:** You should now be able to view the entire form and the 'DONE' button should appear in the upper-right corner of the form.

