FORMER EMPLOYEES (LOGIN, ADDRESS CHANGE, VIEW PAYSLIPS)

LOGIN TO LSC CONNECT

Use these directions to login to LSC Connect as a former employee or as a current employee without an LSC email address and/or without an Active Directory account.

If you have not previously logged in or if you have forgotten your password, start with Step 1.
If you have previously logged in and you remember your password, go to Step 7.

1. Go to [LSC Connect](#) Password Reset.

2. Enter your Username.
   **NOTE:** The username is your employee ID number (number only).

3. Enter your 10-digit Mobile Number, using digits only (no hyphens or spaces).

4. Click the Date of Birth field. Enter your date of birth as DD-Mon-YYYY. For example, if your birthday is January 17, 1988 you would enter 17-Jan-1988.
   **NOTE:** You can also use the Calendar tool to select your date of birth.

5. Enter the last THREE (3) digits of your Social Security Number.

6. Click Send My Password.

After you click Send My Password, a text message with your new password will be sent to the phone number you entered in the Mobile Number field.

Once you receive the password, you may log into LSC Connect. Go to Step 7.
7. Go to LSC Connect

**NOTE:** DO NOT USE the Forgot Password link on this screen. If necessary, return to Step 1 and follow the Password Reset process.

8. Enter your Employee ID in the User ID field.

9. Enter your LSC Connect password. If this is your first time logging in, enter the password from the text message that was sent to your mobile phone.

10. Click Sign In. You will be redirected to the LSC Connect Home Page.

**NOTE:** If you have accurately followed and executed all of the relevant steps in the instructions and are still unable to login, send a request to LSC HR Service Delivery:

- **EMAIL:** LSCConnect.Help@lsccom.com
- **FAX:** 630-821-3090
- **MAIL:** LSC Communications
  4101 Winfield Road
  Warrenville, IL 60555
  Attn: HRIS

Provide as much information as possible. Your request must include:

- Your full legal name as listed in your LSC Communications employee record.
- Your LSC Communications employee ID.
  Your employee ID is listed as your Person Number on your payslip. If you do not know your employee ID, you must provide your full date of birth (mm/dd/yyyy) AND the last 3 digits of your Social Security Number.

Requests that do not include this information will not be processed and will be returned.
ADDRESS CHANGE

Use these instructions if you need to change the address on file with LSC.

1. From the LSC Connect Home Page, click the Contact Info icon under Quick Actions.
2. Scroll down to the Address block and click the pencil icon.
3. Make appropriate changes to the address fields and click Submit.
VIEW YOUR PAYSILP

Use these instructions to view past payslips.

1. Make sure you are in the Me app group.
2. Click the Pay app.
3. From the Pay screen, click the Payslips tile to view, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.