



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**.

The screenshot shows the 'Credentials' page for password reset. It includes fields for User Name, Mobile Number, Date of Birth, and Social Security Number. A green 'Send My Password' button is at the bottom. Numbered callouts point to specific elements: 1 points to the 'Input' label, 2 to the User Name field, 3 to the Mobile Number field, 4 to the Date of Birth field, 5 to the Social Security Number field, and 6 to the 'Send My Password' button.

Credentials
Please provide the following credentials to reset your password:

Input

* User Name: 000000
Employee Number: User Name is 5 digit employee id. Example 01234

* Mobile Number: US 5551234567
Mobile Phone Number: Name/ Number and Date of Birth must all match your record

* Date of Birth: 12-Mar-1975
Date of Birth: Select Green button to send a password to your mobile phone

* Social Security Number (last 3 digits): 123
If you have problems logging in, contact your local HR to check your record

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@lsc.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:

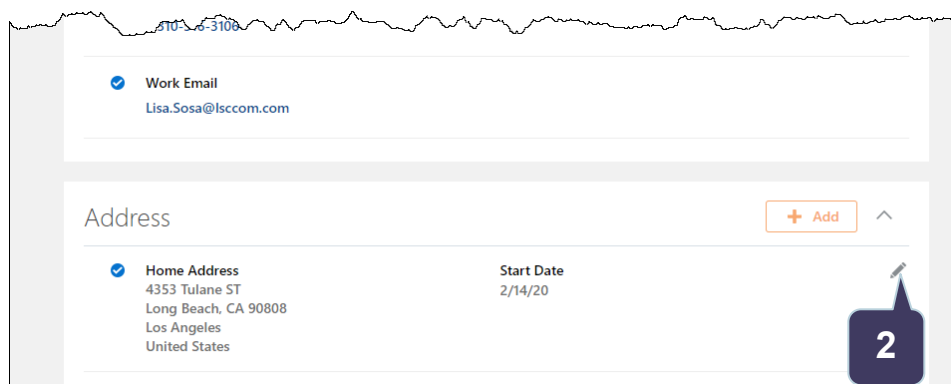
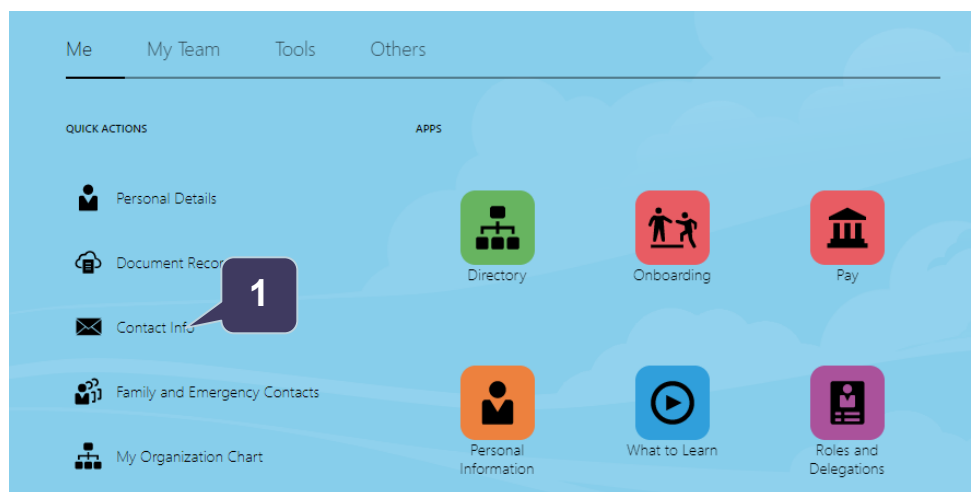
- Your full legal name as listed in your LSC Communications employee record.
- Your LSC Communications employee ID.
Your employee ID is listed as your Person Number on your payslip. If you do not know your employee ID, you must provide your full date of birth (mm/dd/yyyy) AND the last 3 digits of your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



Address

Country
United States

Type
Home Address

*When does this address change start?
m/d/yy
Enter 2/14/20 if you're correcting a mistake in this address.

*Address Line 1
4353 Tulane ST

Address Line 2

Address Line 3

*City
Long Beach

*State
CA

*ZIP Code
90808

Tax District
Select a value

*County
Los Angeles

Delete Submit Cancel

VIEW YOUR PAYSリップ

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.



The screenshot shows the LSC Connect app interface. At the top, there is a navigation bar with tabs: Me, My Team, Tools, and Others. Below this, there are two sections: QUICK ACTIONS and APPS. The QUICK ACTIONS section includes tiles for Personal Details, Document Records, Contact Info, Family and Emergency Contacts, and My Organization Chart. The APPS section includes tiles for Directory, Onboarding, Pay, Personal Information, What to Learn, and Roles and Delegations. A callout box labeled '1' points to the 'Me' tab. Another callout box labeled '2' points to the 'Pay' app tile. Below the APPS section, there is a large blue header with a circular profile picture placeholder containing the letters 'LS' and the name 'Lester Statler'. Below this header, there are four tiles: Payslips, Payment Methods, Tax Withholding, and Tax Credit Information. A callout box labeled '3' points to the 'Payslips' tile. Each tile has a brief description of its function.