**How To**

**Setup Your Employee Self Service Portal**

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**Step 1** Visit www.lakeviewvillage.org

**Step 2** Navigate to the Current Employees tab, under Careers

**Step 3** Click the Login button

**Step 4** Click the Sign Up link below the Login button

**Step 5** Fill out the Verification form, then click “Verify”

**Step 6** Create a Password

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**User ID:** Employee ID Number

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**Accessing the Portal After Setup**

Once you have registered, you can access the Employee Self Service portal at lakeviewvillage.org. Click on “Current Employees” under the “Careers” tab, then click the Login button.