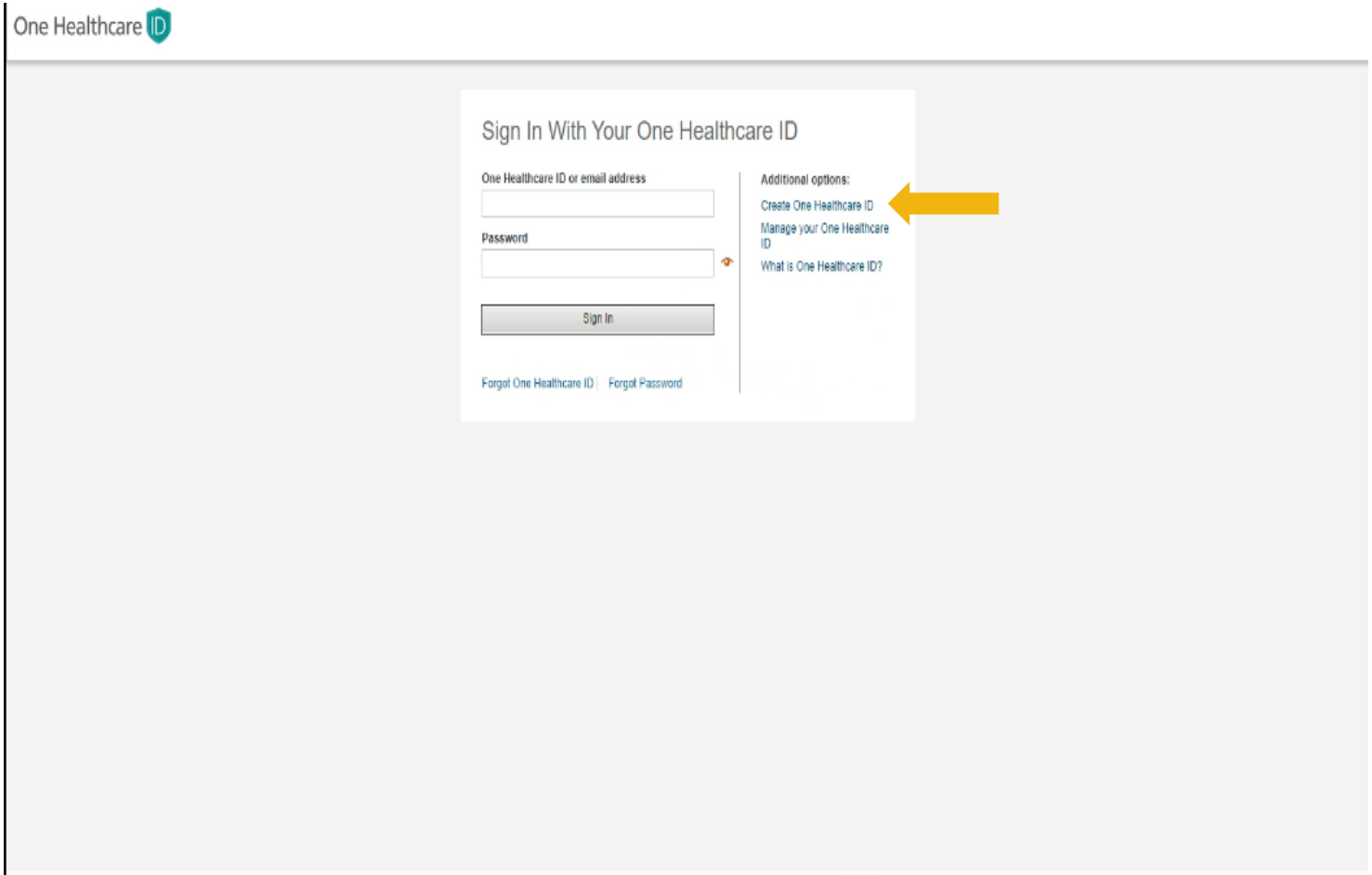
CLL Job Aid
Self Skills Sort

Step 1: Log into CLL Web APP via Chrome - https://cllsort.uhg.com/
Once logged in, click "Sign In"

Integrated (e.g. Legacy Monarch, OCMG, AppleCare, & NAMM) click "Sign In with UHG Employee ID"

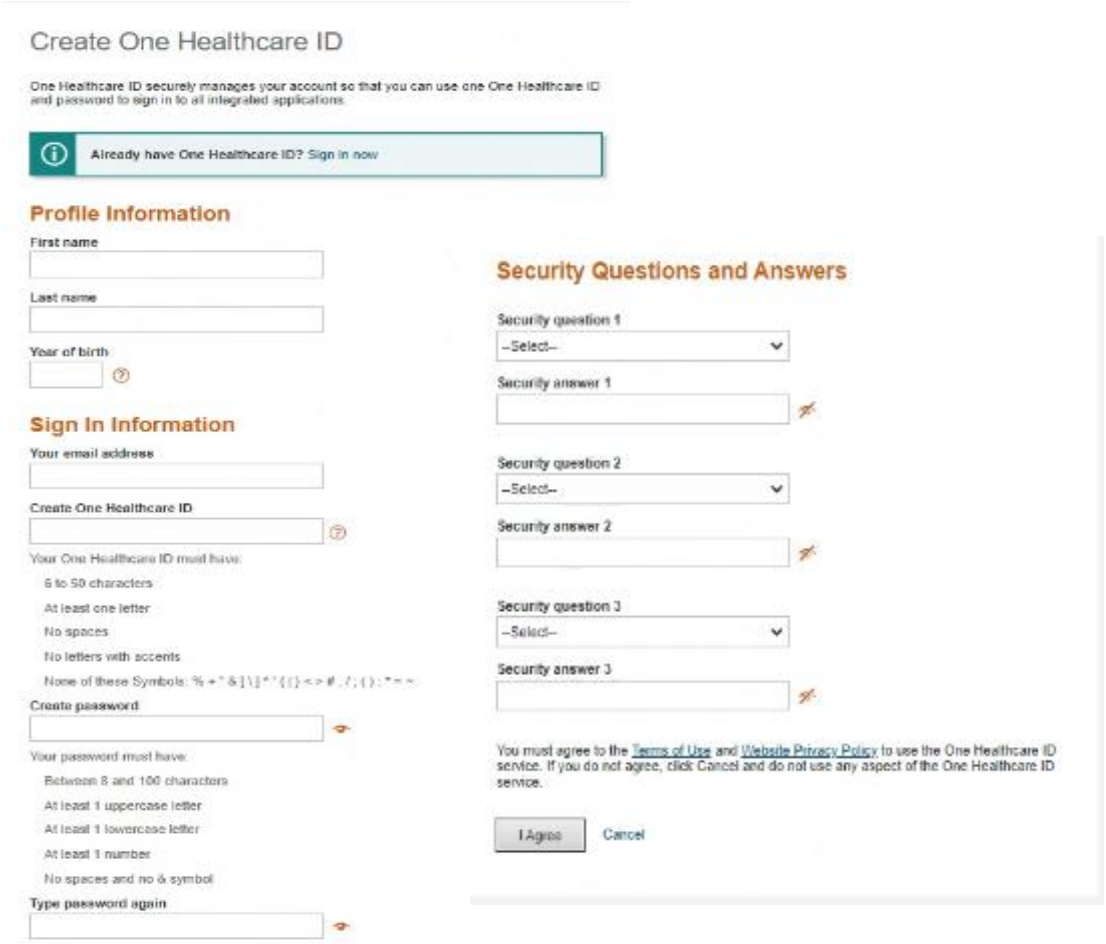
Non-Integrated (e.g. Legacy HealthCare Partners (LHCP) and (Beaver/Epic) click "Sign In with Optum ID"

Step 2: Enter your email address

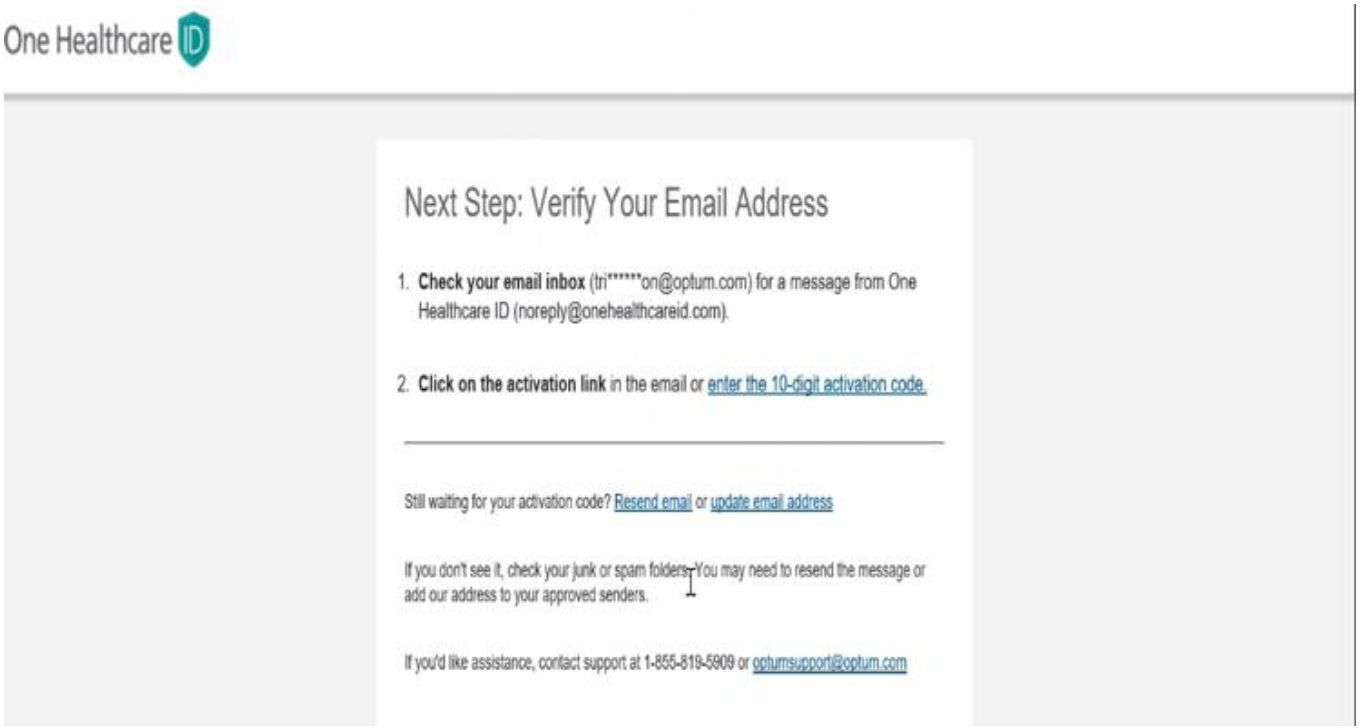


Step 3:

- **If you have never used the CLL App, you will need to select "Create One Healthcare ID" (go to step 4)**
- **If you have created an ID/Password, please enter and sign in. (Skip to step 6)**



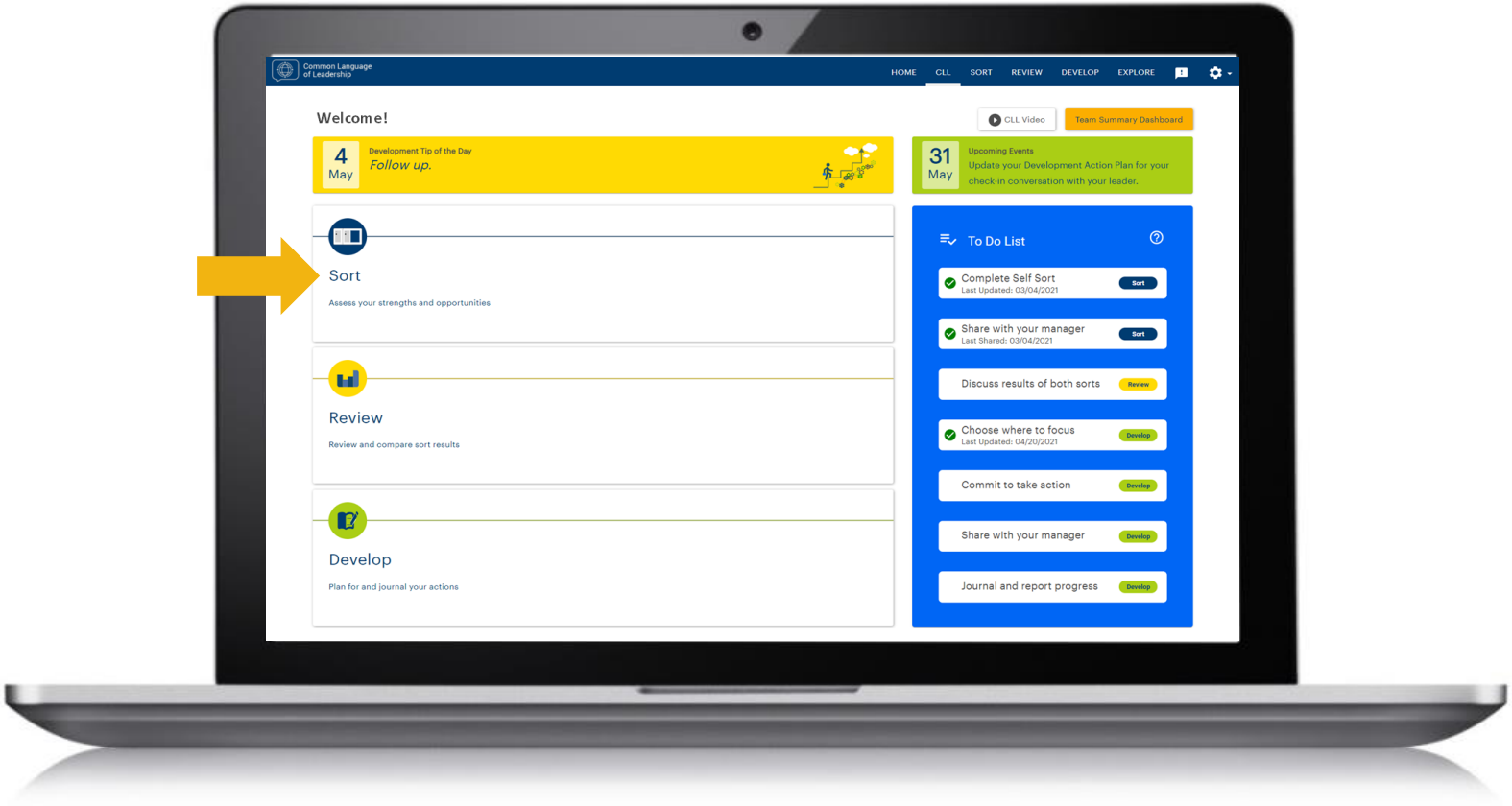
Step 4: Enter information and click "I Agree" once completed



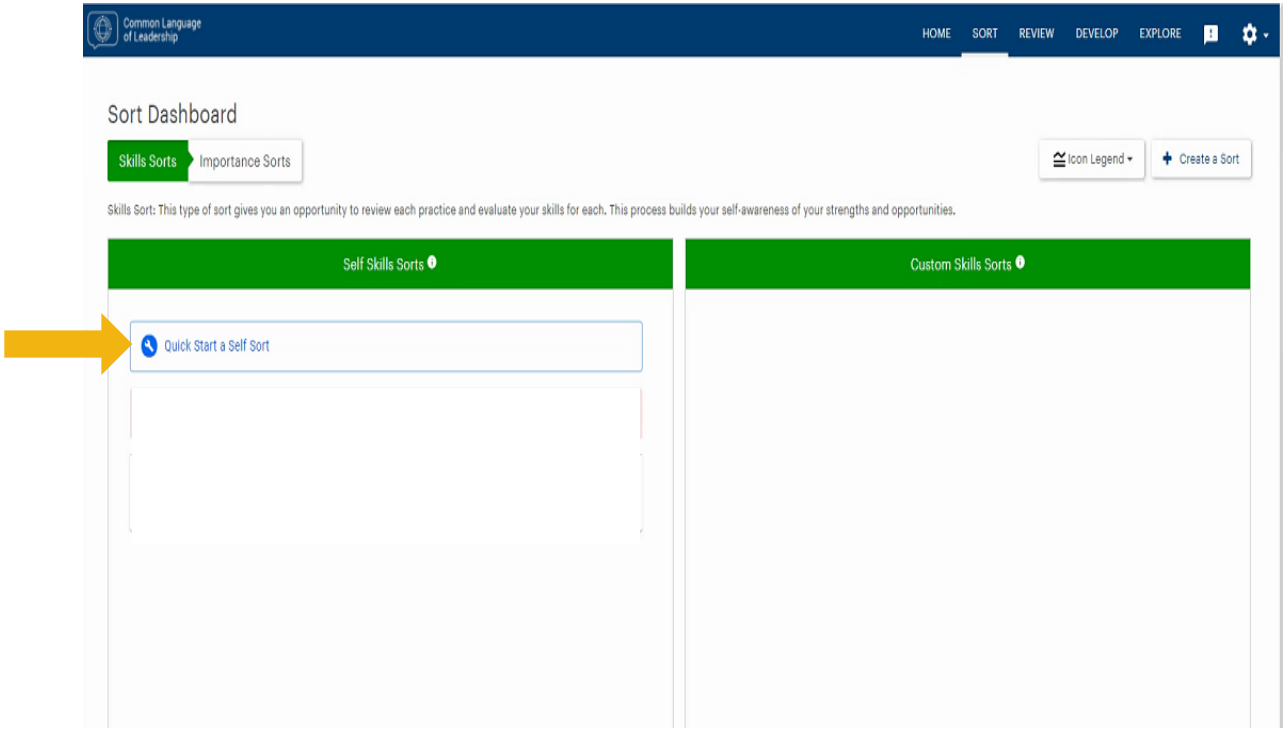
Step 5: Go to your email and follow the instructions provided (Please note, it can take up to 24 hours to receive the email)

Reminder: Check your junk mail

Step 6: Click the “Sort” button



Step 7: Click “Quick Start a Self Sort” (Do not click “Importance Sorts”)



Individual Contributor library

Salary grades 28 and below or equivalent (non-supervisor)

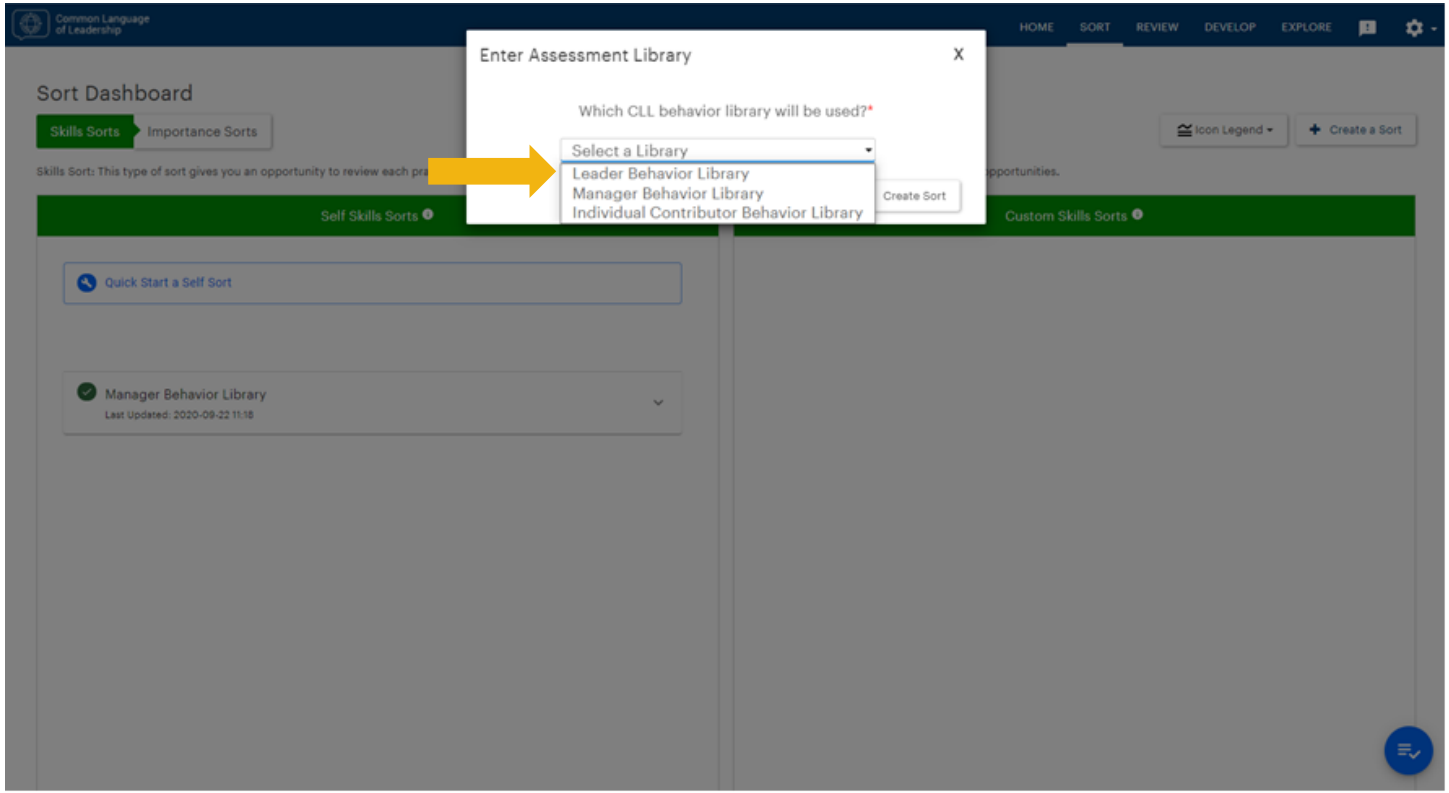
Manager library

Salary grade 29-30 or equivalent (e.g., directors, pod leads) & supervisors up to grade 28

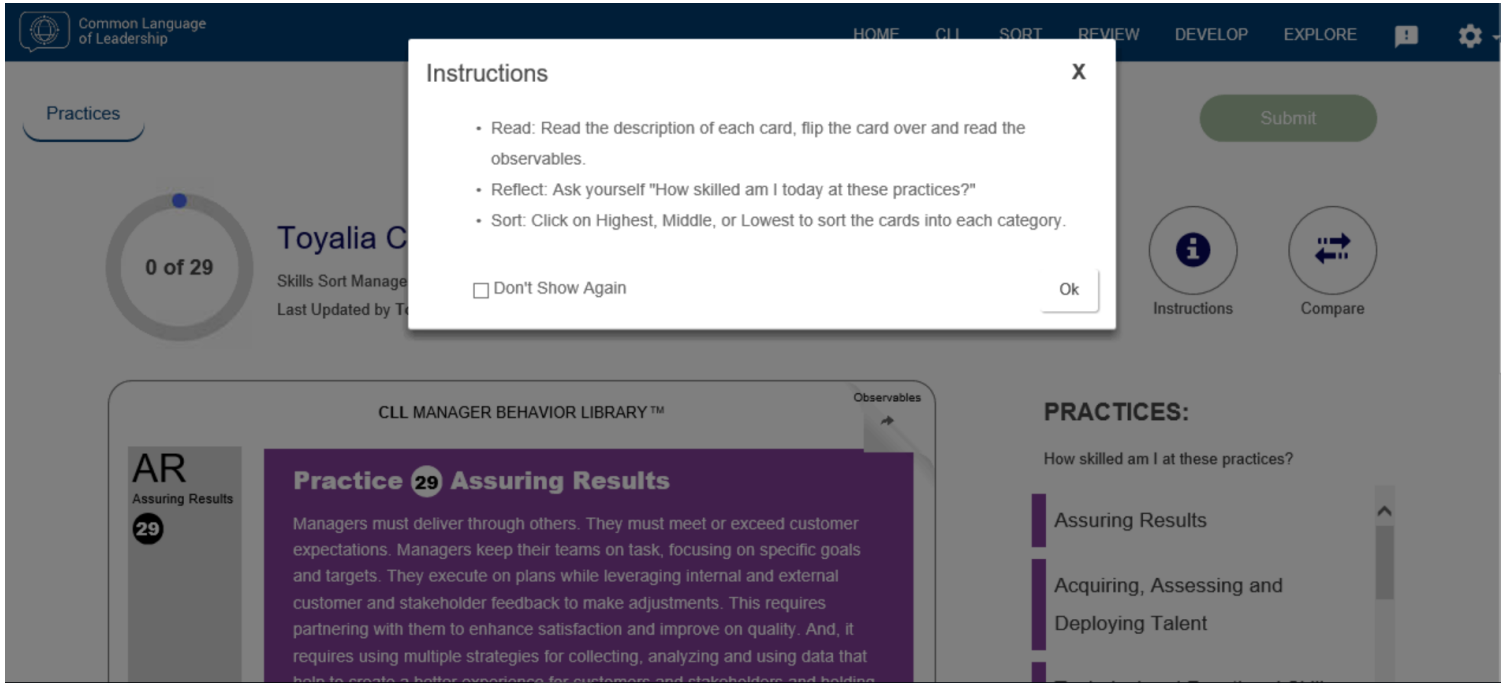
Leader library

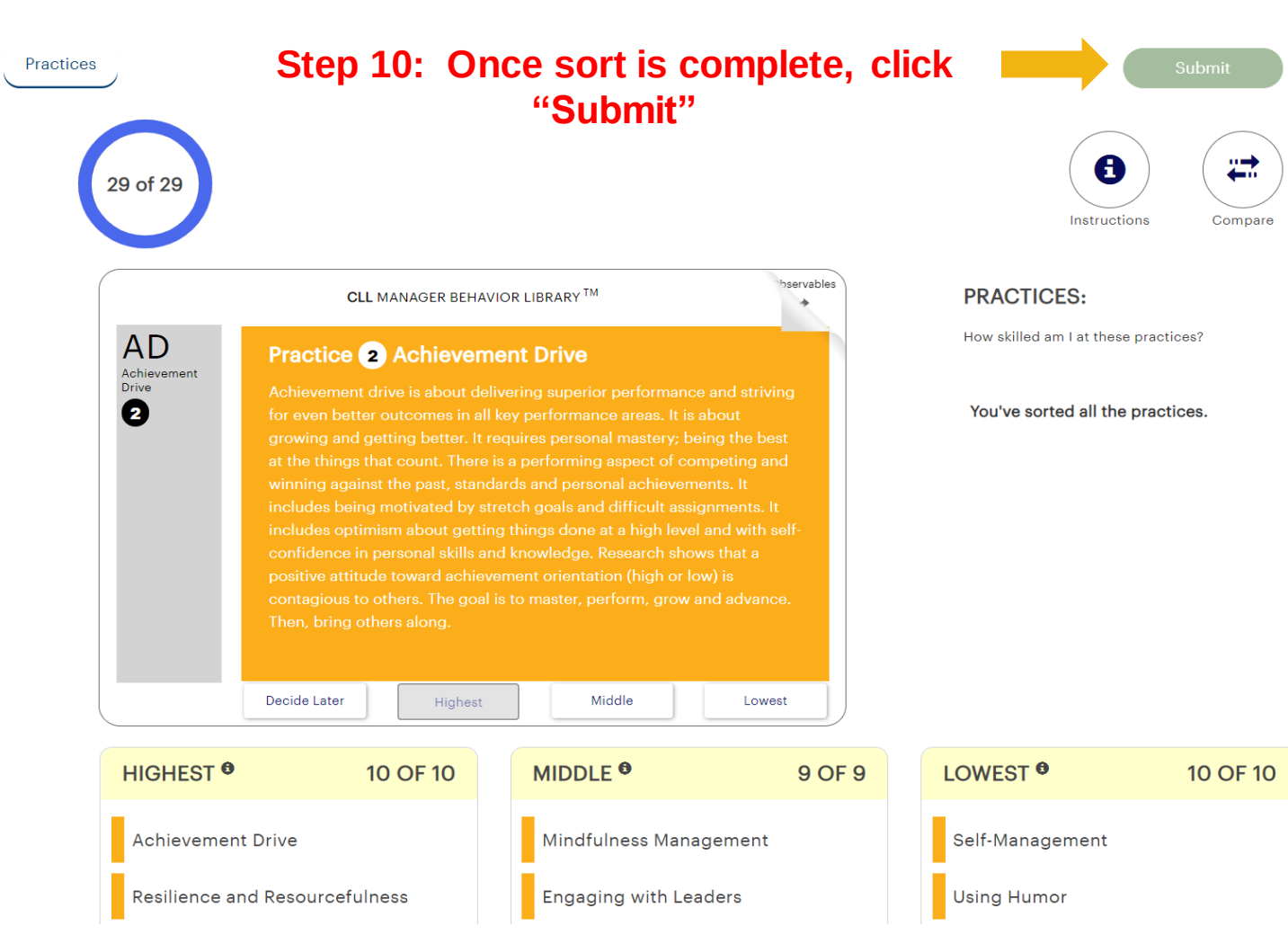
Salary grades 31+ or equivalent (e.g., sr. directors, sr./regional medical directors, VPs & above)

Step 8: Click on the library based on your grade level and then click “Create Sort”



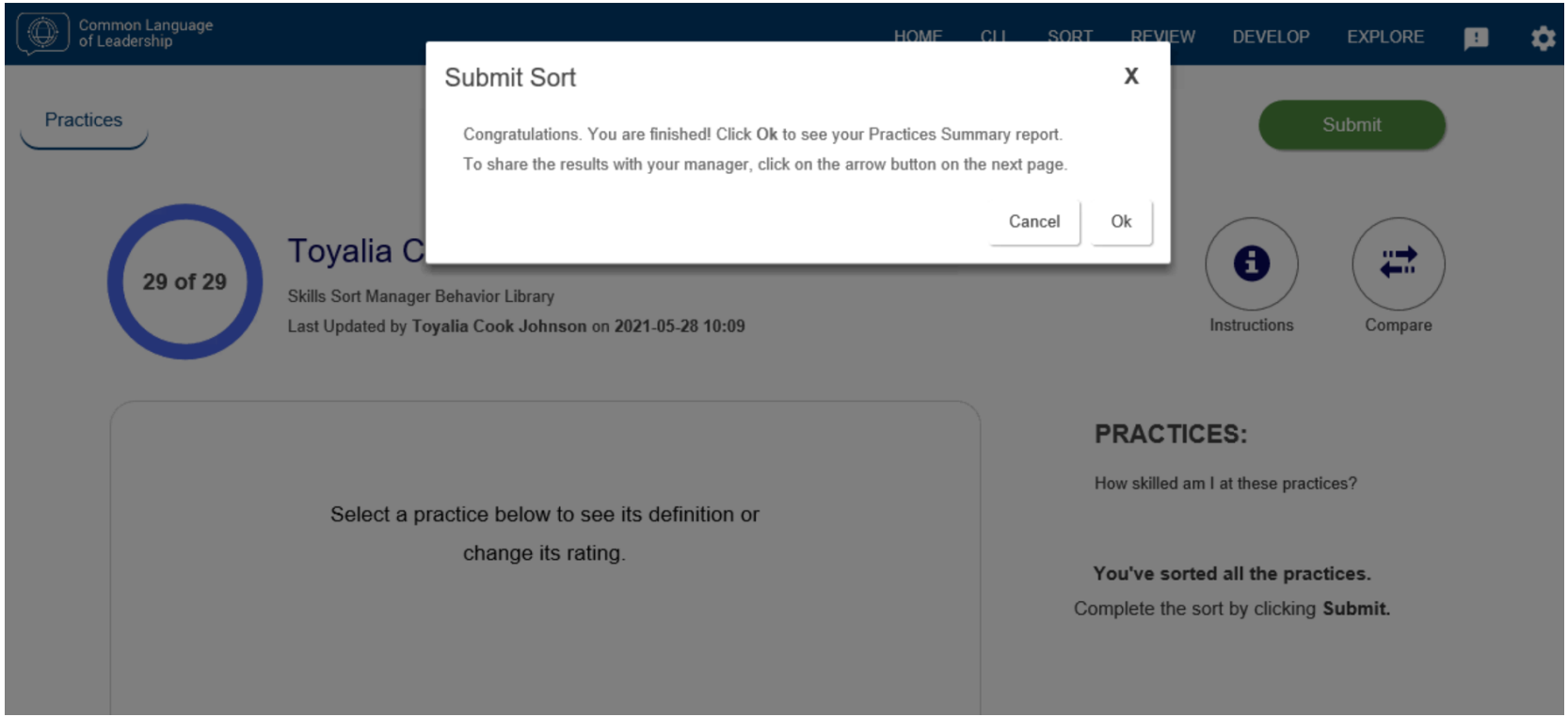
Step 9: Begin your sort based on the instructions



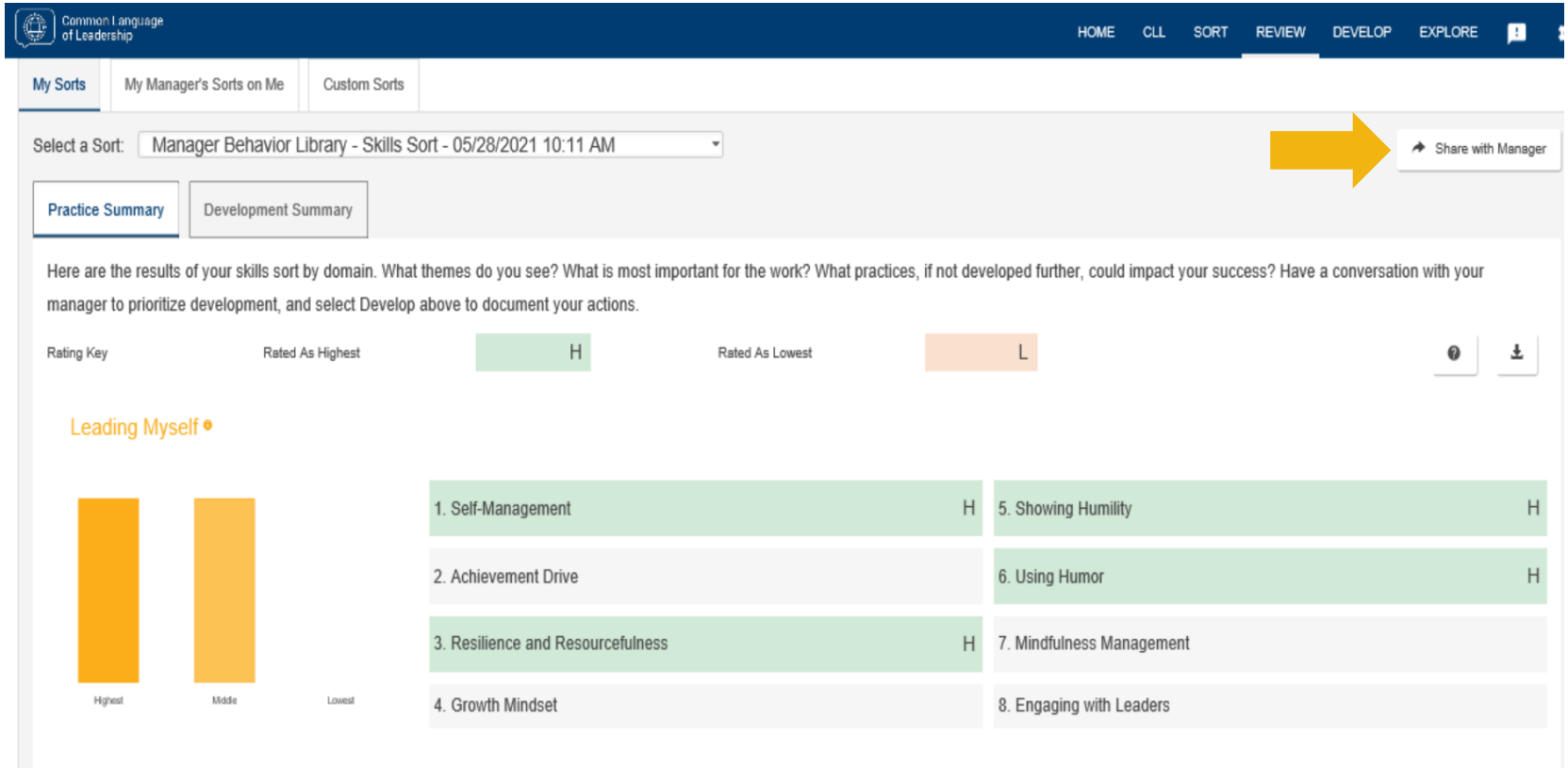


A sort can only be submitted once **all practices have been sorted** and **each category threshold has been met** without being exceeded.

Step 11: Click “Ok”



Your sort is complete! This view will allow you to view your results by domain. If you would like, you can share your results with your manager.



If you have any questions about CLL, please contact your Human Capital Partner