

# How to Submit an Employee Relations Consultation Request via e-Service


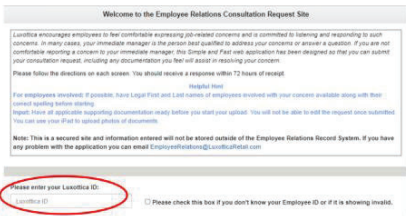

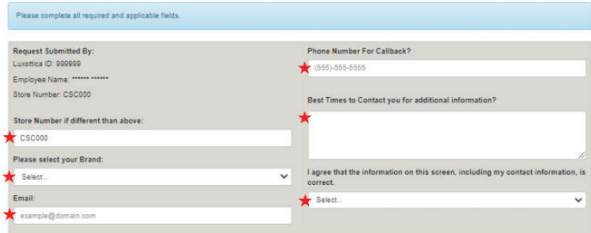
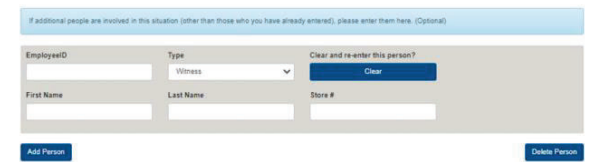
Published courtesy of Employee Relations on October 1, 2024

Questions? Reach out to your HR Business Partner.



Step	Details	Screenshot (if applicable)
1.	Please log into the <a href="#">North America Hub on OneEssilorLuxottica</a> with your EssilorLuxottica ID and password.	
2.	Scroll down the home page of the NA Hub and select the <b>Employee Relations e-Service</b> link.	
3.	Once you are within Employee Relations e-Service, review the options carefully. <b>Select the business location</b> to which you are currently assigned.	

## HOW TO SUBMIT A CONSULTATION REQUEST IN E-SERVICE

4.	Select <b>Employee Relations Consultation Request</b> to submit a general question or consultation request to the system.	
5.	Enter your <b>EssilorLuxottica ID</b> (if unknown, check the box).	
6.	Many questions can be answered via the policies on the <a href="#">North America Employee Hub on One EssilorLuxottica</a> , however, if you would like to proceed with a consultation request, please select <b>next</b> at the bottom of the page.	
7.	Continue and fill out <b>all required fields</b> regarding your information and continue through the prompts. You will be asked to complete entries on multiple pages.	
8.	Enter <b>additional people</b> to the consultation request (if applicable).	
9.	<b>Attach</b> supporting files/documents (if applicable).  Click <b>Finish</b> to submit the consultation request to Employee Relations.	