

# DOCUMENT SELF SERVICE REGISTRATION INSTRUCTIONS

## ELECTRONIC PAY STUBS/W-2/1095-C

Go to the CCMH website, <https://www.ccmhhealth.com>, Careers tab, Employee Portal then click on Self-Service Payroll Documents or go to the CCMH intranet site and click on Self-Service Payroll to register.

**Registration will not be able to be completed until employee has received first payment.**

For first time use: click [HERE](#) and then [Register User](#) under Login button.



CCMH and MTNRC Document Self-Service

Login credentials are needed to access Document Self-Service.

If you experience any issue with registration, please contact the Help Desk at x4555.

To register as a user on this site, please click [HERE](#).  
Follow the [Register User](#) link and input answers to the security questions.

This information must be current employee information on file with Human Resources. Click Submit.



CCMH and MTNRC Document Self-Service

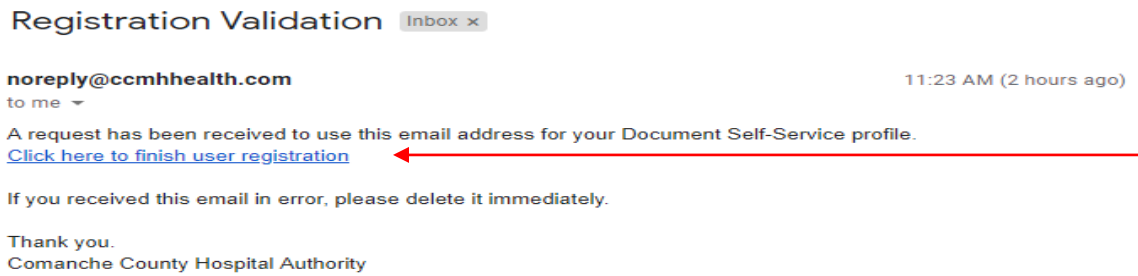


Make sure Caps Lock isn't on

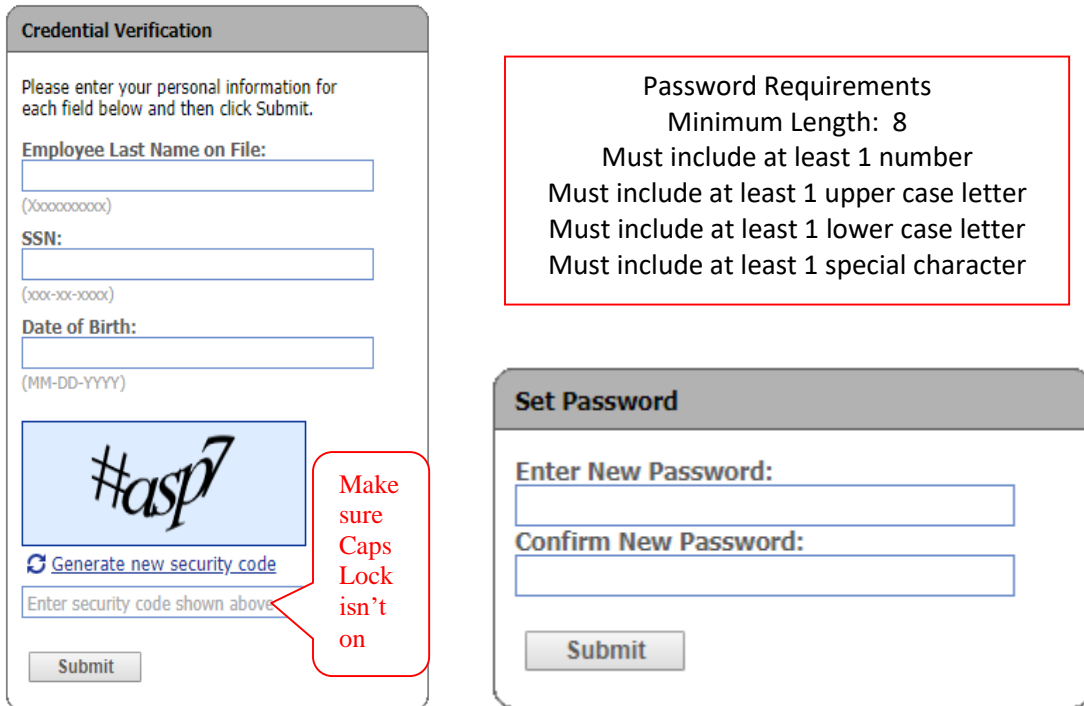
Make sure to include dashes in SSN and Date of Birth

Username should be a personal email address. (Using company email address will require re-registering upon leaving employment)

Email will be sent to Username provided. Click on link in email to finish user registration.



Re-enter Credential Verification and click Submit. Enter password on Set Password screen.




Email Verification is complete, secondary email address is optional. Registration is complete and you can now login to access your documents.




# PAY STUBS VIEW/PRINT ON PC

Go to the CCMH website, <https://www.ccmhhealth.com>, Careers tab, Employee Portal then click on Self-Service Payroll Documents or go to the CCMH intranet site and click on Self-Service Payroll to log in.

The screenshot shows the homepage of the CCMH and MTNRC Document Self-Service portal. The Comanche County Hospital Authority logo is in the top left. The main heading is "CCMH and MTNRC Document Self-Service". On the left is a navigation menu with sections: Home, My Profile Settings (Change Username, Change Password), My Delivery Settings (Pay Stubs, W-2s, 1095-Cs), and View My Documents (My Pay Stubs, My W-2s, My 1095-Cs). The main content area has a "Welcome" message and instructions on how to use the site, including a "View My Documents" link. A magnifying glass icon is positioned over the "View My Documents" link in the main content area.

Under View My Documents click on My Pay Stubs. Click the **View** icon  and document will open.

The screenshot shows the "My Pay Stubs Documents" page. The navigation menu is on the left. The main content area has a heading "My Pay Stubs Documents" and a breadcrumb trail "Home > My Pay Stubs Documents". A message box says: "Please click the View icon to view your pay stub. If there is a disclosure available, it will display before your pay stub opens the first time. You may review the disclosure in the future by selecting the disclosure link at any time." Below this is a "Filter By Year" dropdown menu set to "2019". A "Delivery Options" link is on the right. A table lists documents with columns: Document Date, Document #, Doc Type, and View. A red arrow points from the magnifying glass icon in the text above to the magnifying glass icon in the "View" column of the table.

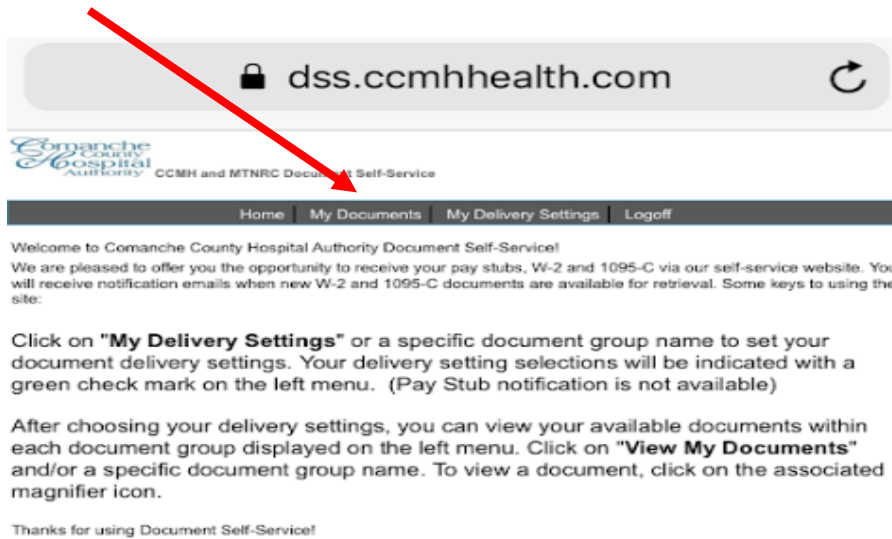
Document Date	Document #	Doc Type	View
4/26/2019	06043407	Direct Deposit	

**Print** or **Save** your document: print the document by either right-clicking on the document and choose to print or use the icon showing a printer.

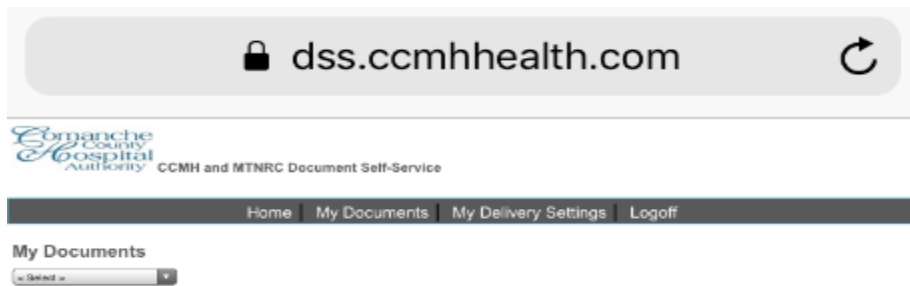
# PAY STUBS VIEW/PRINT ON PHONE


Go to the CCMH website, <https://www.ccmhhealth.com>, Careers tab, Employee Portal then click on Self-Service Payroll Documents to log in.

Click on My Documents to view pay stubs.



Under My Documents, choose Pay Stubs from the drop down menu.



Click the **View** icon  and document will open. If pay stub does not open for Apple devices, including iPhone, you will need to turn off the pop-up blocker by going to Settings > Safari > Block Pop-Ups.

