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.

Comanche County Hospital Authority — **CCMH and MTNRC Document Self-Service**

Login credentials are needed to access Document Self-Service.

Login

Username:

Password:

Credentials are case sensitive

Login

Register User

Forgot your password?

To register as a user on this site, please click HERE.
Follow the Register User link and input answers to the security questions.
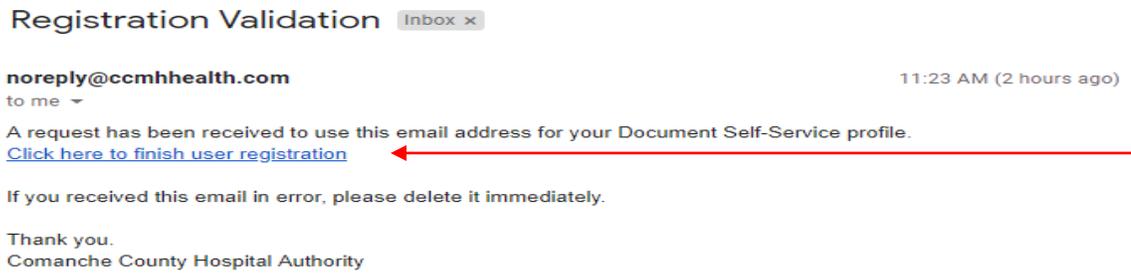
> If you experience any issue with registration, please contact the Help Desk at x4555.

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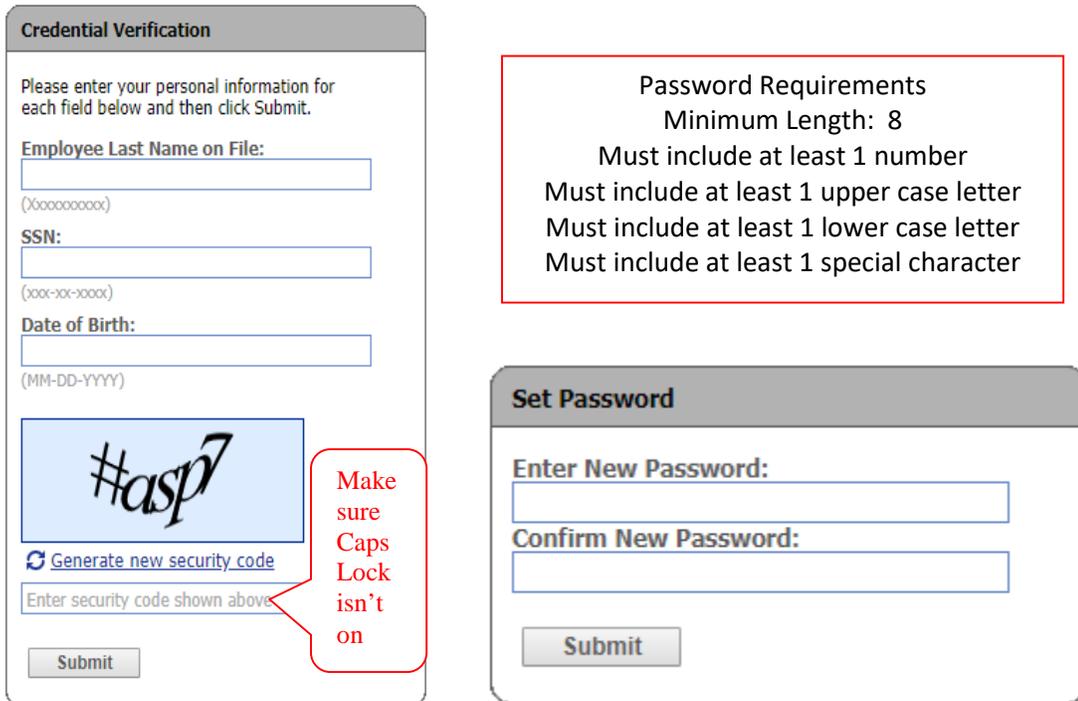

Comanche County Hospital Authority — **CCMH and MTNRC Document Self-Service**

Document Self-Service powered by: MHC SOFTWARE © 2019 MHC Software

Credential Verification

Please enter your personal information for each field below and then click Submit.

Employee Last Name on File:

(Xxxxxxxxxx)

SSN:

(xxx-xx-xxxx)

Date of Birth:

(MM-DD-YYYY)

Generate new security code

Enter security code shown above

Submit

> Make sure to include dashes in SSN and Date of Birth

> Make sure Caps Lock isn't on

User Registration

Please enter a valid email address to be used as your Document Self-Service Username and Primary Email Address.

Enter New Username:

Confirm New Username:

Submit

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

User Registration

An email has been sent to:
Click on the link included in the email to continue.

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

Registration Validation Inbox ×

noreply@ccmhhealth.com   11:23 AM (2 hours ago)
to me ▾

A request has been received to use this email address for your Document Self-Service profile.
Click here to finish user registration

If you received this email in error, please delete it immediately.

Thank you.
Comanche County Hospital Authority

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

Credential Verification

Please enter your personal information for
each field below and then click Submit.

Employee Last Name on File:

(Xxxxxxxxxx)

SSN:

(xxx-xx-xxxx)

Date of Birth:

(MM-DD-YYYY)

#asp7

↻ Generate new security code

Enter security code shown above

Submit

Make sure Caps Lock isn't on

Password Requirements
Minimum Length: 8
Must include at least 1 number
Must include at least 1 upper case letter
Must include at least 1 lower case letter
Must include at least 1 special character

Set Password

Enter New Password:

Confirm New Password:

Submit

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

Email Verification

Secondary Email Address *(OPTIONAL)*

Below, you have the option to specify an additional email address
for your future communications. Please either specify a secondary
communication email address, or check the box below to deny
this option.

Secondary Email

Confirm Secondary Email

☐ I do not want to store a secondary email address on file.

Submit

Registration Complete

Registration succesfully completed.
Click the button below to log in with your new credentials.

Login

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.

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

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.
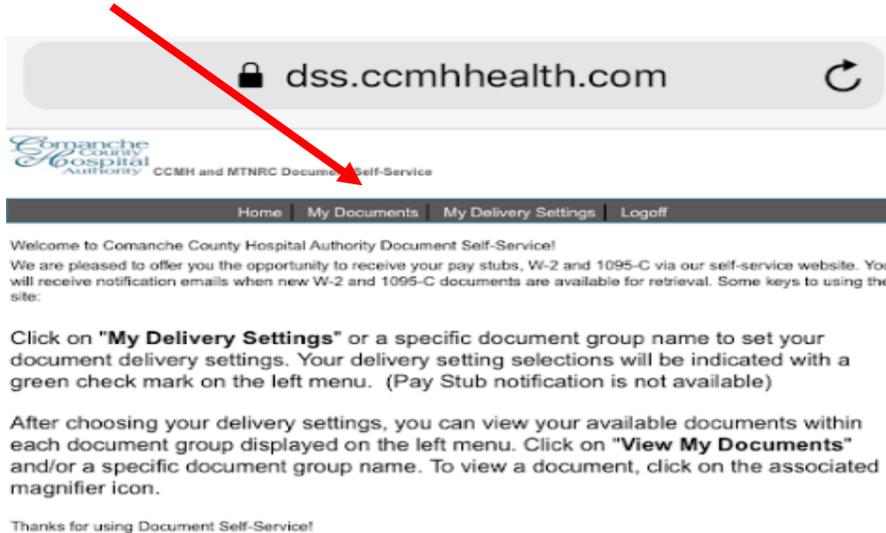
Under My Documents, choose Pay Stubs from the drop down menu.
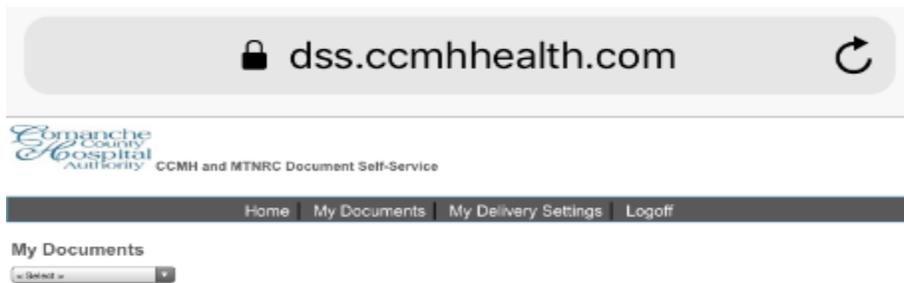
Click the **View** icon 🔍 and document will open. If pay stub does not open for Apple devices, including iPhone, you will need to turn off the pop-up blocker by going to Settings > Safari > Block Pop-Ups.
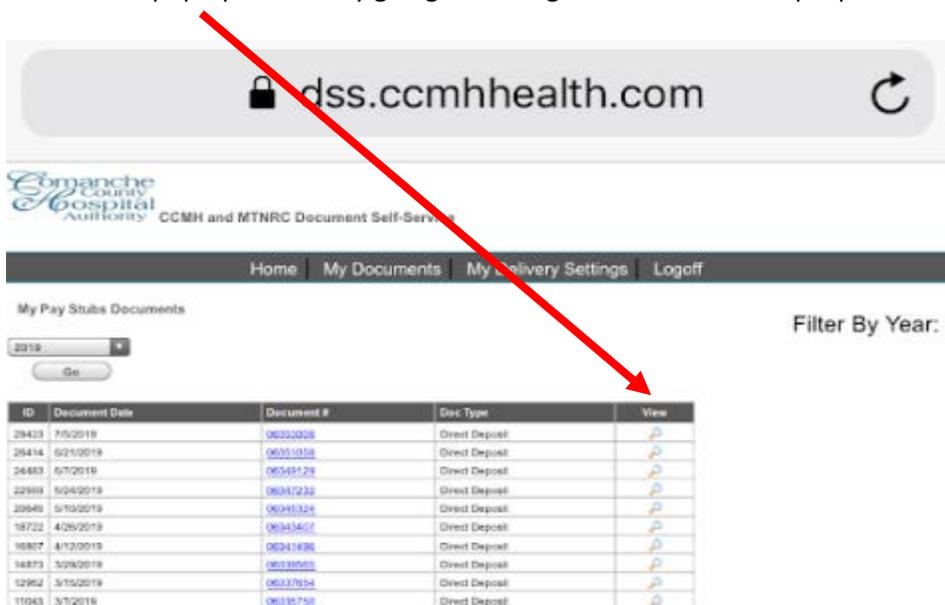
W-2 & 1095C AUTHORIZATION/VIEW/PRINT

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.
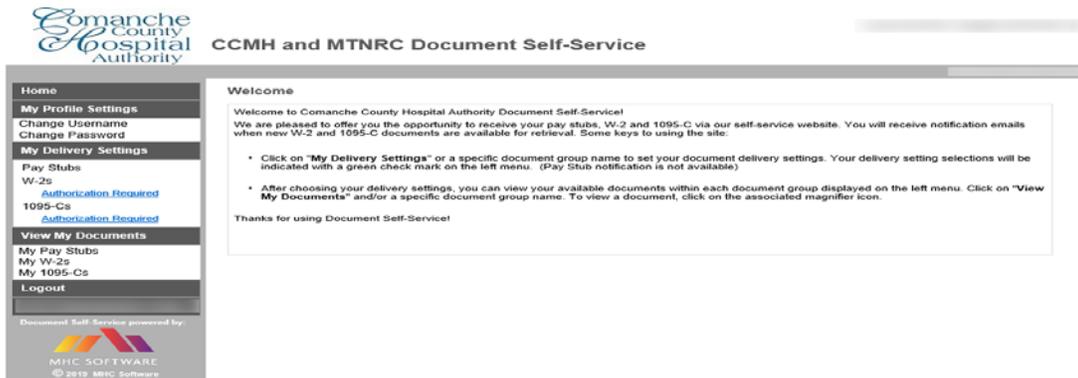
Authorization is required to access both W-2s and 1095-Cs online. Under My Delivery Settings click on Authorization Required under W-2s & 1095-Cs.
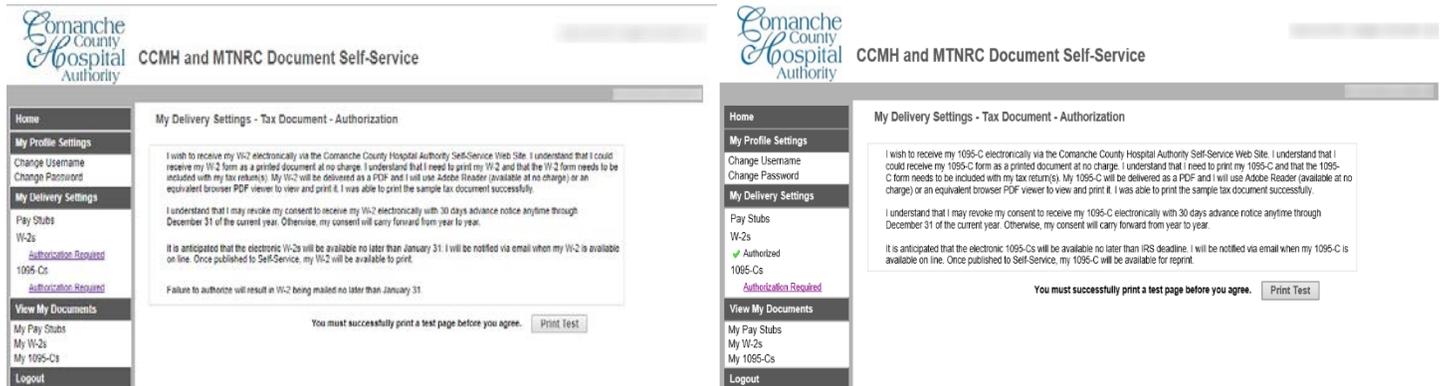
Print Test must be completed for authorization.

Then select I Agree button. Then select Submit button on new screen. An email will be sent to verify authorization.

After the green check mark appears by Authorized, you will have access to My W-2s and 1095-Cs, under View My Documents. Click the **View** icon and document will open.

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.