## **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 Cospital 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	If you experience any issue with registration, please contact the Help Desk at x4555.
	Forgot your password2	
	To register as a user on this site, please click <u>HERE</u> . Follow the <u>Register User</u> link and input answers to the security questions.	

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

Comanche County Cospital Authority	CMH and MTNRC Documer	nt Self-Service
Jocument Self-Service powered by:	Credential Verification	
MHC SOFTWARE © 2019 MHC Software Make sure Caps Lock isn't on	Please enter your personal information for each field below and then click Submit. Employee Last Name on File: (\lambda constraints) (\lambda constraints) SSN: (\lambda constraints) Date of Birth: (\MM-DD-\YYY) Solution Constraints) Solution Constraints) Solution Constraints) C	Make sure to include dashes in SSN and Date of Birth
User Registration		User Dedictration
Please enter a valid email address to be u Service Username and Primary Email Add	ised as your Document Self- ress.	
Enter New Username:	Username should be a personal email address.	An email has been sent to: Click on the link included in the email to continue.
Confirm New Username:	address will require	
Submit	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.

Credential Verification	
Please enter your personal information for each field below and then click Submit. Employee Last Name on File:	Password Requirements Minimum Length: 8 Must include at least 1 number Must include at least 1 upper case letter
(x00000000x) SSN: (x00-x0-x000x) Date of Birth:	Must include at least 1 lower case letter Must include at least 1 special character
(MM-DD-YYYY)	Set Password
Hasp Caps Caps Lock Enter security code shown above	Enter New Password: Confirm New Password:
Submit	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	Registration Complete           Registration succesfully completed.           Click the button below to log in with your new credentials.
I do not want to store a secondary email address on file.  Submit	Login

## PAY STUBS VIEW/PRINT ON PC

Go to the CCMH website, <u>https://www.ccmhhealth.com</u>, 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.

	Comanche County Cospital Authority	CCMH and MTNRC Document Self-Service
	Home	Welcome
	My Profile Settings       Change Username Change Password       My Delivery Settings       Pay Stubs       W-2s       Authorization Required       1095-Cs       Authorization Required       View My Documents       My Pay Stubs       My Pay Stubs       My Pay Stubs       My W-2s	<ul> <li>Welcome to Comanche County Hospital Authority Document Self-Service!</li> <li>We are pleased to offer you the opportunity to receive your pay stubs, W-2 and 1095-C via our self-service website. You will receive notification emails when new W-2 and 1995-C documents are available for retrieval. Some keys to using the site:</li> <li>Click on "My Delivery Settings" or a specific document group name to set your document delivery settings. Your delivery setting selections will be indicated with a green check mark not the left menu. (Pay Stub notification is not available)</li> <li>After choosing your delivery settings, you can view your available document, click on the associated magnifier icon.</li> <li>Thanks for using Document Self-Service!</li> </ul>
	My 1095-CS Logout Document Self-Service powered by: MHC SOFTWARE © 2019 MHC Software	
Under Vi	iew My Documen	ts click on My Pay Stubs. Click the <b>View</b> icon 🤌 and document will open.
	Comanche County Cospital Authority	CCMH and MTNRC Document Self-Service

Home

W-2s

1095-Cs

My Pay Stubs My W-2s My 1095-Cs Logout

Change Username Change Password

My Delivery Settings Pay Stubs

Authorization Required

Authorization Required

View My Documents

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.

Please click the View icon to view your pay stub. If there is a disclosure available, it will display before your pay may review the disclosure in the future by selecting the disclosure link at any time.

Doc Type

Direct Deposit

Document #

06043407

V

My Pay Stubs Documents

Filter By Year: 2019

Document Date

4/26/2019

Home > My Pay Stubs Documents

ub opens the first time. You

Delivery Options

View

## PAY STUBS VIEW/PRINT ON PHONE

Go to the CCMH website, <u>https://www.ccmhhealth.com</u>, 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.

	dss.ccmhhealth.com	m C
Cospital Authority CCMH	Ind MTNRC Document Self-Service	
	Home My Documents My Delivery Settings Log	qoff
My Documents		

Click the **View** icon  $\checkmark$  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.

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		Home My Doc	uments   My Velivery S	lettings Logoff	
My i	Pay Stubs Documents				Filter By Year:
ID	Decument Date	Decument #	Doc Type	View	
29423	7/5/2019	06252028	Overt Depist	0	
25414	621/2019	06051058	Orect Deposit	P	
26483	6/1/2019	06549129	Direct Deposit	a	
22560	5/04/2019	06047238	Direct Deposit	P	
10649	5/13/2019	00045324	Direct Depusit	P	
18722	4/26/2019	06343407	Direct Deposit	P	
10807	4/12/2019	06043496	Direct Deposit	A	
				0	
14873	3/29/2019	061336561	Consist Debices		
14873	3/15/2019	06337654	Oved Deposi	0	

## W-2 & 1095C AUTHORIZATION/VIEW/PRINT

Go to the CCMH website, <u>https://www.ccmhhealth.com</u>, 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.

Comanche County Hospital Authority	CCMH and MTNRC Document Self-Service
Home	Welcome
My Profile Settings Change Username Change Username Change Password My Delivery Settings Pay Stubs W-25 Authorization Required 1995-Cs Authorization Required Wire My Documents My Pay Stubs My Pay Stubs My Pay Stubs My Documents My Pay Stubs My Documents My Pay Stubs My Documents My Pay Stubs My Documents My Coort Ware Oats Auto Science State Oats Auto Science Stat	Welcome         Welcome         Welcome         We are pleased to offer you the opportunity to receive your pay stubs, W2 and 1095-C via our self-service website. You will receive notification emails when new W2 and 1095-C documents are available for reterived. Some keys to using the sile.         • Click on "My Delivery Settings" or a specific document group name to set your document defivery settings. Your delivery setting selections will be indicated with a gree check mark on the left menu. (Pay Stin onfortisation on available)         • After choosing your delivery settings, you can view your available documents within each document group displayed on the left menu. Click on "View My Documents" and/or a specific document group name. To view a document, slick on the associated magnifier icon.         Thanks for using Document Setf-Servicel

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.

I wish to receive my W-2 electronically receive my W-2 form as a printed docu included with my tax return(s). My W-2 equivalent browser PDF viewer to view	y via the Comanche County Hospital Authority Self-Service Web Site. I unders ument at no charge. I understand that I need to print my W-2 and that the W-2 2 will be delivered as a PDF and I will use Adobe Reader (available at no char w and print It. I was able to print the sample tax document successfully.	tand that I could form needs to be ge) or an
I understand that I may revoke my con 1 of the current year. Otherwise, my co It is anticipated that the electronic W-2	nsent to receive my W-2 electronically with 30 days advance notice anytime the consent will carry forward from year to year.	rough December
on line. Once published to Self-Service	e, my W-2 will be available to print.	y w-2 is available
Failure to authorize will result in W-2 b	being mailed no later than January 31.	
Failure to authorize will result in W-2 b	You must suc Print Test	Click on Tax Document in PDI
Failure to authorize will result in W-2 b	View a sample <u>Tax Document in PDF</u>	Click on Tax Document in PDI Format to open document and
Failure to authorize will result in W-2 b	Vou must suc Print Test X Vou must suc Print Test X View a sample <u>Tax. Document in PDF</u> Formal and print it. Were you able to print it successfully?	Click on Tax Document in PDI Format to open document and select print icon. Click yes after

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  $\checkmark$  and document will open.

Home Change Username Change Password	My W-2s Documents		Home > My V	V-2s Documer
My Delivery Settings	Please click the View icon to view Your document will display in the	your W-2. same or different window depending on settings y	our administrator has chosen.	
Pay Stubs W-2s Authorized 1095-Cs	Filter By Year: [Show All]	<b>~</b>	Delivery Options	
View My Documents	Tax Year	<b>Doc Туре</b>	View	
My Pay Stubs My W-2s My 1095-Cs	2018	W-2	Q	
Logout				
Goto Administrative Tasks				

**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.