

# 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.

HERE. Follow the [Register User](#) link and input answers to the security questions.'"/>

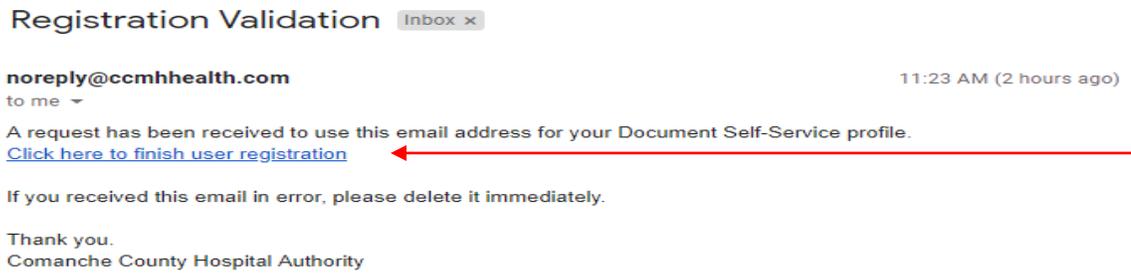
If you experience any issue with registration, please contact the Help Desk at x4555.

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

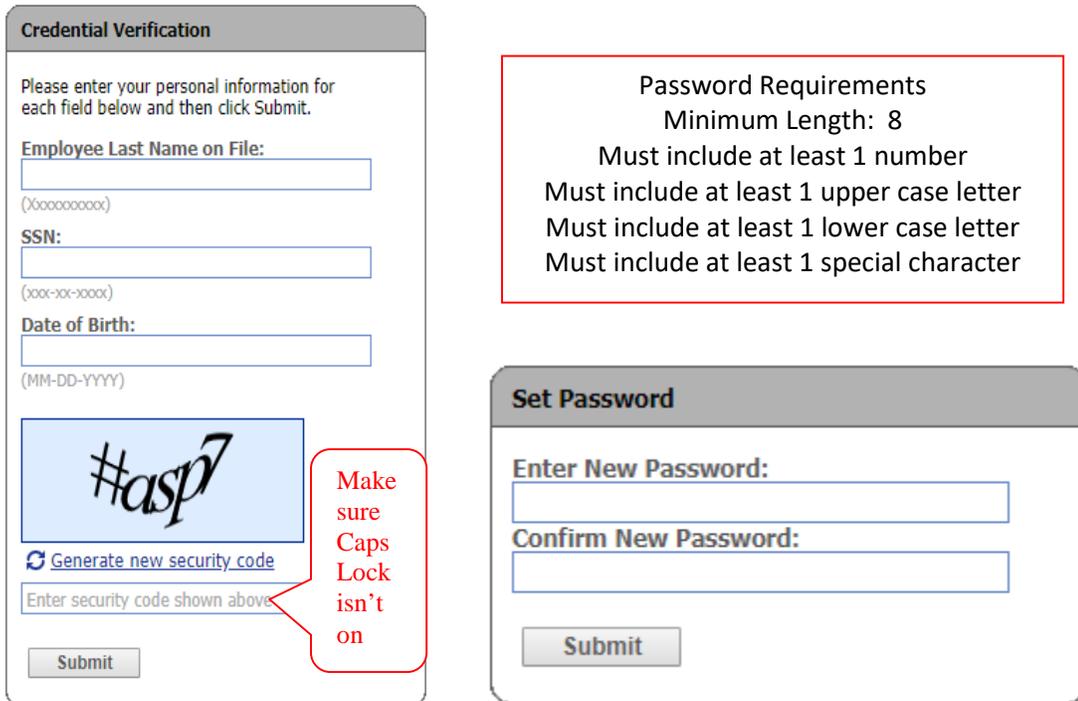
Make sure Caps Lock isn't on

Make sure to include dashes in SSN and Date of Birth

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 on the left is updated to show "My Pay Stubs" under "View My Documents". The main content area has a heading "My Pay Stubs Documents" and a breadcrumb trail "Home > My Pay Stubs Documents". A message box states: "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 table lists the documents:

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

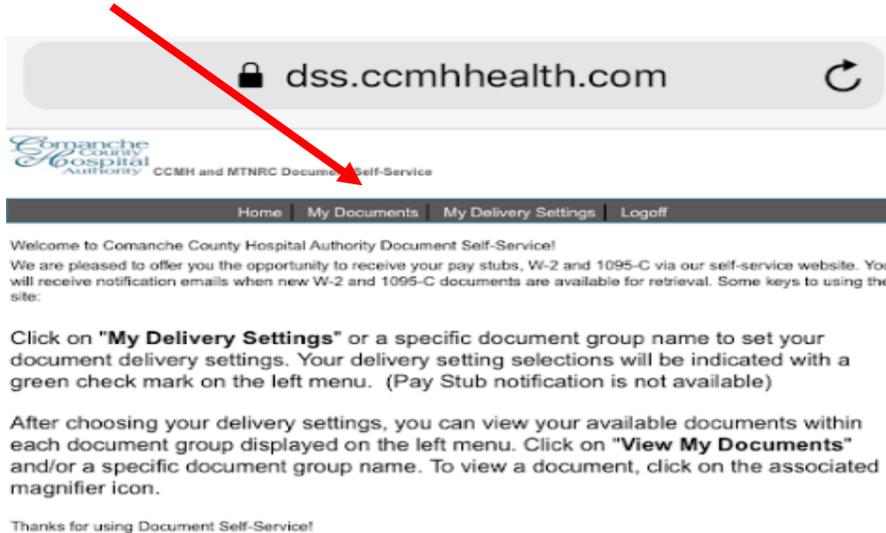
A red arrow points from the magnifying glass icon in the table to the "View" column header.

**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.

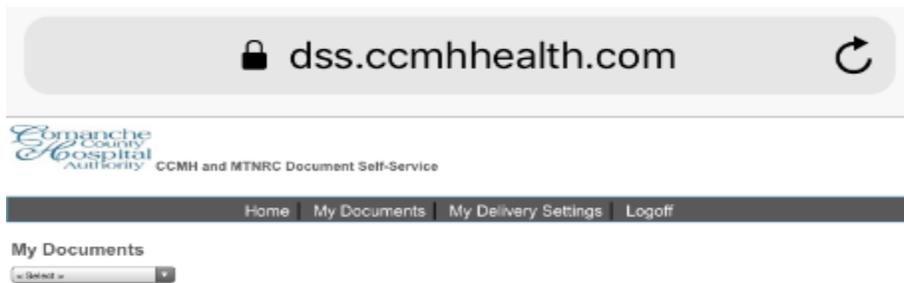
# PAY STUBS VIEW/PRINT ON PHONE

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

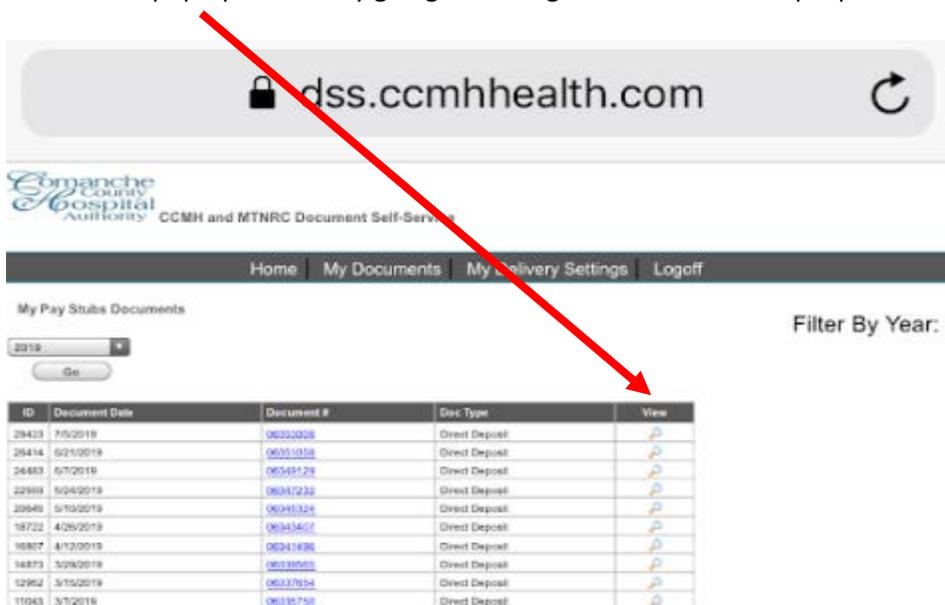
Click on My Documents to view pay stubs.



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

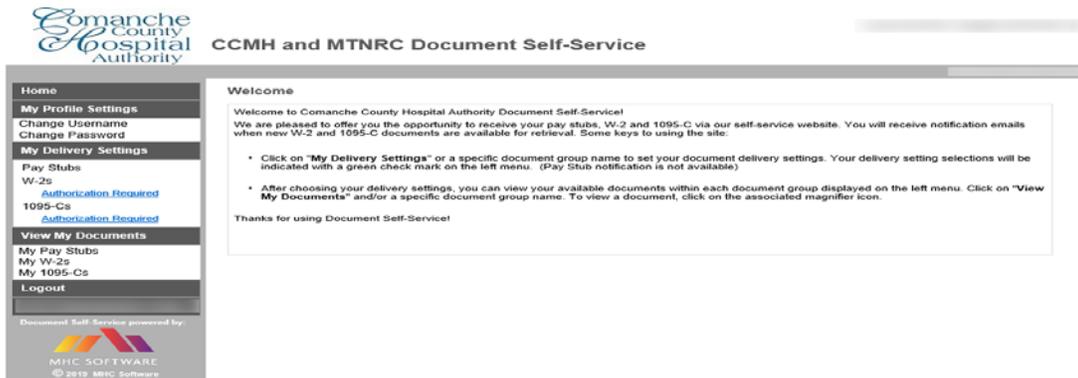


Click the **View** icon  and document will open. If pay stub does not open for Apple devices, including iPhone, you will need to turn off the pop-up blocker by going to Settings > Safari > Block Pop-Ups.

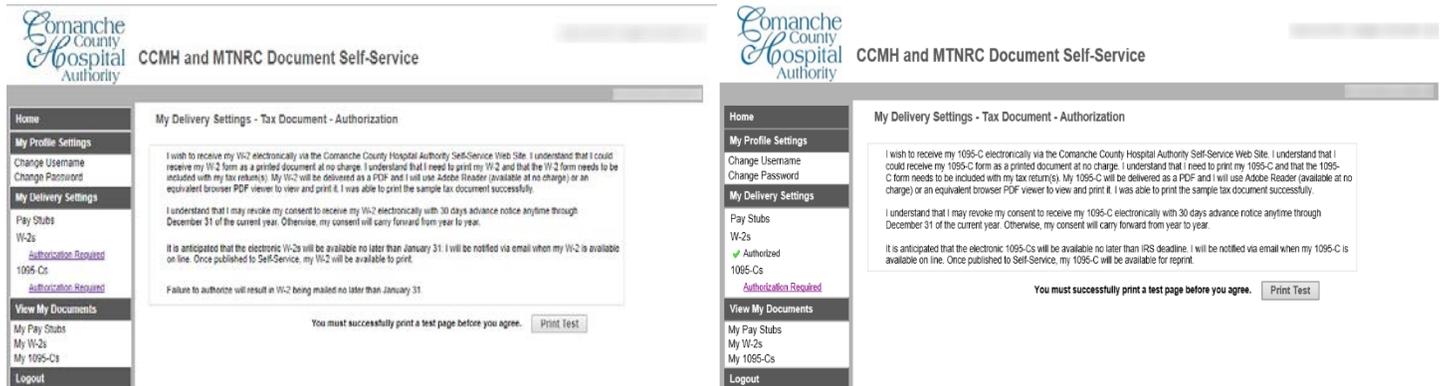


# W-2 & 1095C AUTHORIZATION/VIEW/PRINT

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.

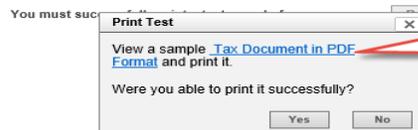
## My Delivery Settings - Tax Document - Authorization

I wish to receive my W-2 electronically via the Comanche County Hospital Authority Self-Service Web Site. I understand that I could receive my W-2 form as a printed document at no charge. I understand that I need to print my W-2 and that the W-2 form needs to be included with my tax return(s). My W-2 will be delivered as a PDF and I will use Adobe Reader (available at no charge) or an equivalent browser PDF viewer to view and print it. I was able to print the sample tax document successfully.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic W-2s will be available no later than January 31. I will be notified via email when my W-2 is available on line. Once published to Self-Service, my W-2 will be available to print.

Failure to authorize will result in W-2 being mailed no later than January 31.



Click on Tax Document in PDF Format to open document and select print icon. Click yes after successful printing.

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

### My Delivery Settings - Tax Document - Authorization

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Failure to authorize will result in W-2 being mailed no later than January 31.

You must successfully print a test page before you agree.

### My Delivery Settings

Pay Stubs | **W-2s** | 1095-Cs

Please choose your delivery options for your W-2s documents.

You will receive emails at your primary email address:

as well as your secondary email address:

**Authorization Started - clicking Submit completes your authorization**

Yes  No  **Web Delivery**  
Deliver my W-2s document(s) via web access.  
Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

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.

### My W-2s Documents

[Home > My W-2s Documents](#)

Please click the View icon to view your W-2.  
Your document will display in the same or different window depending on settings your administrator has chosen.

[Delivery Options](#)

Filter By Year:

| Tax Year | Doc Type | View  |
|----------|----------|---|
| 2018     | W-2      |  |

**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.