





## You will then need to Re-enter your Login Information

The screenshot shows a web browser window with the Lawson logo and navigation icons. The page title is "MHC Payroll Documents" and "Document Self-Service". A blue header bar contains the text "Please use the same username and password that you would use to access Lawson Employee Self Service." Below this is a "Login" form with fields for "Username:" and "Password:" and a "Login" button. A note states "Credentials are case sensitive".

## You will see a Blue box with Delivery Setting options

The screenshot shows the Lawson Document Self-Service dashboard. The page title is "MHC Payroll Documents" and "Document Self-Service". A blue header bar contains the text "Welcome DEBORAH JEWELL!". Below this is a "Welcome" message box with the text "Welcome To Electronic Pay Vouchers!" and instructions for electronic delivery. On the left side, there is a blue sidebar menu with the following options: "Home", "My Delivery Settings", "1095-Cs", "Authorization Required", "W2", "Authorized", "Pay Stubs", "web", "email", "View My Documents", "My 1095-Cs", "My W2", "My Pay Stubs", "Logout", "Goto Administrative Tasks", and "Document Self-Service powered by: MHC SOFTWARE, INC. © 2010 MHC Software, Inc." The top right corner shows "Logout DE971837".

## Click on Authorization Required under 1095-C then "Print Test"

Bookmarks ▾

MHC Payroll Documents

New Hanover Regional Medical Center

Document Self-Service

Logout DE971837

Welcome [REDACTED]

Home

My Delivery Settings

- 1095-Cs
  - Authorization Required**
- W2
  - ✓ Authorized
- Pay Stubs
  - ✓ web
  - ✓ email

View My Documents

- My 1095-Cs
- My W2
- My Pay Stubs

Logout

Goto Administrative Tasks

Document Self-Service powered by:

MHC SOFTWARE, INC.  
© 2018 MHC Software, Inc.

### My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095c electronically via the Company Self-Service Web Site. I understand that I could receive my 1095c form as a printed document at no charge. I understand that the 1095c form needs to be attached to my tax returns, and I need to print my 1095c. My 1095c will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095c successfully.

I understand that I may revoke my consent to receive my 1095c 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 1095cs will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095c is available on line. Once published to Self-Service, my 1095c will be available for re-print through October 15th.

You must successfully print a test page before you agree.

## Click "Yes" on Print Test screen

MHC Payroll Documents

New Hanover Regional Medical Center

Document Self-Service

Logout DE971837

Welcome DEBORAH JEWELL!

Home

My Delivery Settings

- 1095-Cs
  - Authorization Required
- W2
  - ✓ Authorized
- Pay Stubs
  - ✓ web
  - ✓ email

View My Documents

- My 1095-Cs
- My W2
- My Pay Stubs

Logout

Goto Administrative Tasks

Document Self-Service powered by:

MHC SOFTWARE, INC.  
© 2018 MHC Software, Inc.

### My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095c electronically via the Company Self-Service Web Site. I understand that I could receive my 1095c form as a printed document at no charge. I understand that the 1095c form needs to be attached to my tax returns, and I need to print my 1095c. My 1095c will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095c successfully.

I understand that I may revoke my consent to receive my 1095c 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 1095cs will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095c is available on line. Once published to Self-Service, my 1095c will be available for re-print through October 15th.

You must successfully print a test page before you agree.

**Print Test**

View a sample [Tax Document in PDF Format](#) and print it.

Were you able to print it successfully?

Click "I Agree"

MHC Payroll Documents



Logout DE971837

## Document Self-Service

Welcome DEBORAH JEWELL!

- Home
- My Delivery Settings
  - 1095-Cs
    - Authorization Started
  - W2
    - Authorized
  - Pay Stubs
    - web
    - email
- View My Documents
  - My 1095-Cs
  - My W2
  - My Pay Stubs
- Logout
- Goto Administrative Tasks

Document Self-Service powered by:  
  
MHC SOFTWARE, INC.  
© 2018 MHC Software, Inc.

### My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095c electronically via the Company Self-Service Web Site. I understand that I could receive my 1095c form as a printed document at no charge. I understand that the 1095c form needs to be attached to my tax returns, and I need to print my 1095c. My 1095c will be delivered as a PDF and I will use Adobe Reader (available at no charge) to print it. I was able to print the sample 1095c successfully.

I understand that I may revoke my consent to receive my 1095c 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 1095cs will be available by January 15th, but in no case later than January 31. I will be notified via email when my 1095c is available on line. Once published to Self-Service, my 1095c will be available for re-print through October 15th.

You must successfully print a test page before you agree.

[Print Test](#)

[I Agree](#)

Click "Submit"

Bookmarks

MHC Payroll Documents



Logout DE971837

## Document Self-Service

Welcome DEBORAH JEWELL!

- Home
- My Delivery Settings
  - 1095-Cs
    - Authorization Started
  - W2
    - Authorized
  - Pay Stubs
    - web
    - email
- View My Documents
  - My 1095-Cs
  - My W2
  - My Pay Stubs
- Logout
- Goto Administrative Tasks

Document Self-Service powered by:  
  
MHC SOFTWARE, INC.  
© 2018 MHC Software, Inc.

### My Delivery Settings

[Home](#) > [My Delivery Settings](#)

1095-Cs W2 Pay Stubs

Please choose your delivery options for your 1095-Cs 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 1095-Cs 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.

[Submit](#)

[Cancel](#)

You will Follow these exact same steps to Authorize your W2

This is also where you will go to print your W2 and 1095-C once you receive the email notification that it is available. Also copies of paystubs if needed

[MHC Payroll Documents](#)

New Hanover Regional Medical Center  
Document Self-Service

Welcome

**Home**

**My Delivery Settings**

1095-Cs  
✓ Authorized

W2  
✓ Authorized

Pay Stubs  
✓ web  
✓ email

**View My Documents**

My 1095-Cs  
My W2  
My Pay Stubs

**Logout**

**Goto Administrative Tasks**

Document Self-Service powered by:  
MHC SOFTWARE, INC.

**Welcome To Electronic Pay Vouchers!**

If you have already signed up for electronic delivery, you will see a check mark next to your selection.

If you would like to sign up for electronic delivery, click on "Electronic Delivery Options". You will be given a choice to receive your Pay Stub on-line through Self-Service, or as a PDF attached to an Email.

If you would like to view your Pay Stubs, click on "Download Pay Stubs", and follow the instructions.

Click on "My 1095-C", "My W2", or "My Pay Stubs"

[MHC Payroll Documents](#)

New Hanover Regional Medical Center  
Document Self-Service

Logout ST66806

Welcome STACEY GAINERY!

**Home**

**My Delivery Settings**

1095-Cs  
✓ Authorized

W2  
✓ Authorized

Pay Stubs  
✓ web  
✓ email

**View My Documents**

My 1095-Cs  
My W2  
My Pay Stubs

**Logout**

**Goto Administrative Tasks**

Document Self-Service powered by:  
MHC SOFTWARE, INC.  
© 2018 MHC Software, Inc.

**Welcome To Electronic Pay Vouchers!**

If you have already signed up for electronic delivery, you will see a check mark next to your selection.

If you would like to sign up for electronic delivery, click on "Electronic Delivery Options". You will be given a choice to receive your Pay Stub on-line through Self-Service, or as a PDF attached to an Email.

If you would like to view your Pay Stubs, click on "Download Pay Stubs", and follow the instructions.

Click magnifying glass next to the document you wish to view or print

New Hanover Regional Medical Center

Document Self-Service

Welcome STACEY G/

Home

My Delivery Settings

1095-Cs  
✓ Authorized

W2  
✓ Authorized

Pay Stubs  
✓ web  
✓ email

View My Documents

My 1095-Cs  
My W2  
My Pay Stubs

Logout

Goto Administrative Tasks

Document Self-Service powered by:  
MHC SOFTWARE, INC.  
© 2018 MHC Software, Inc.

### My W2 Documents

Welcome to Document Self-Service W-2s Home Page!

**\*\*INSTRUCTION UPDATE\*\***  
If your web browser does not have a "back" button, you may click "I Agree" instead of "Print Sample" to bypass the printing step. However, you should ensure that you can still print the W2. If you have already printed the sample and are logged out for any reason, you can bypass the printing step after logging back in. We apologize for the inconvenience.

If you would like to receive your W-2 electronically through Self-Service, select "Authorize Electronic W-2s" and follow the instructions. Notifications will be sent to your email address that is stored in Self-Service. Notifications will also be sent to a secondary Email address (such as your home) if you wish. To change your secondary email address, select "Change Secondary Email" and input the desired address.

If you have already signed up for electronic W-2s but have decided you would like to receive a paper copy only, select "Revoke Authorization" and follow the instructions.

[Home > My W2 Docu](#)

[Delivery Options](#)

Filter By Year:

Tax Year	Doc Type	View
2017	W-2	
2016	W-2	
2015	W-2	
2014	W-2	

Follow above steps to view and print 1095-C and Pay Stubs