

SIGNING UP FOR ELECTRONIC W-2 AND 1095-C

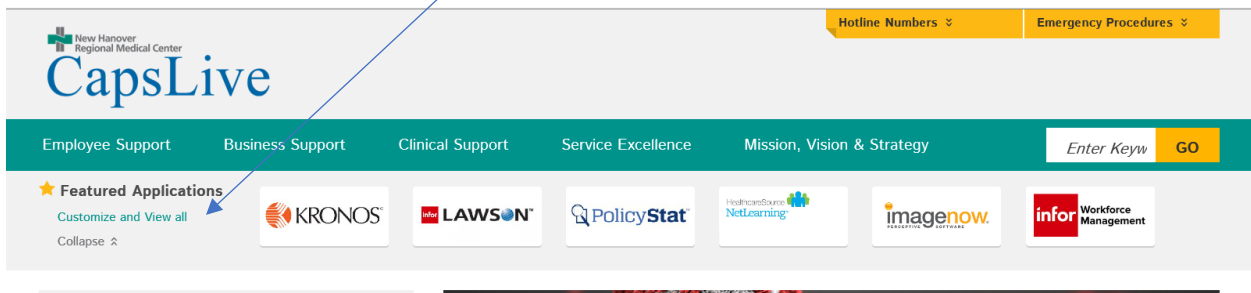
Log-In Location

Employees should use the link on Capslive to access Global HR through **CHROME**

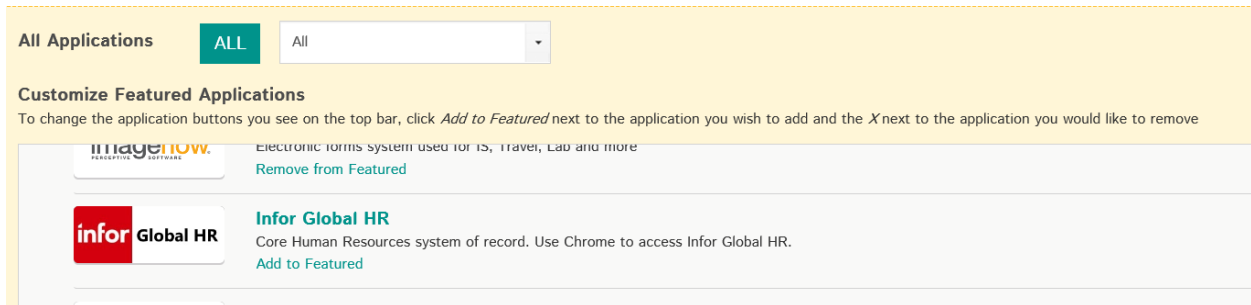
Accessing Global HR

Goto CapsLive

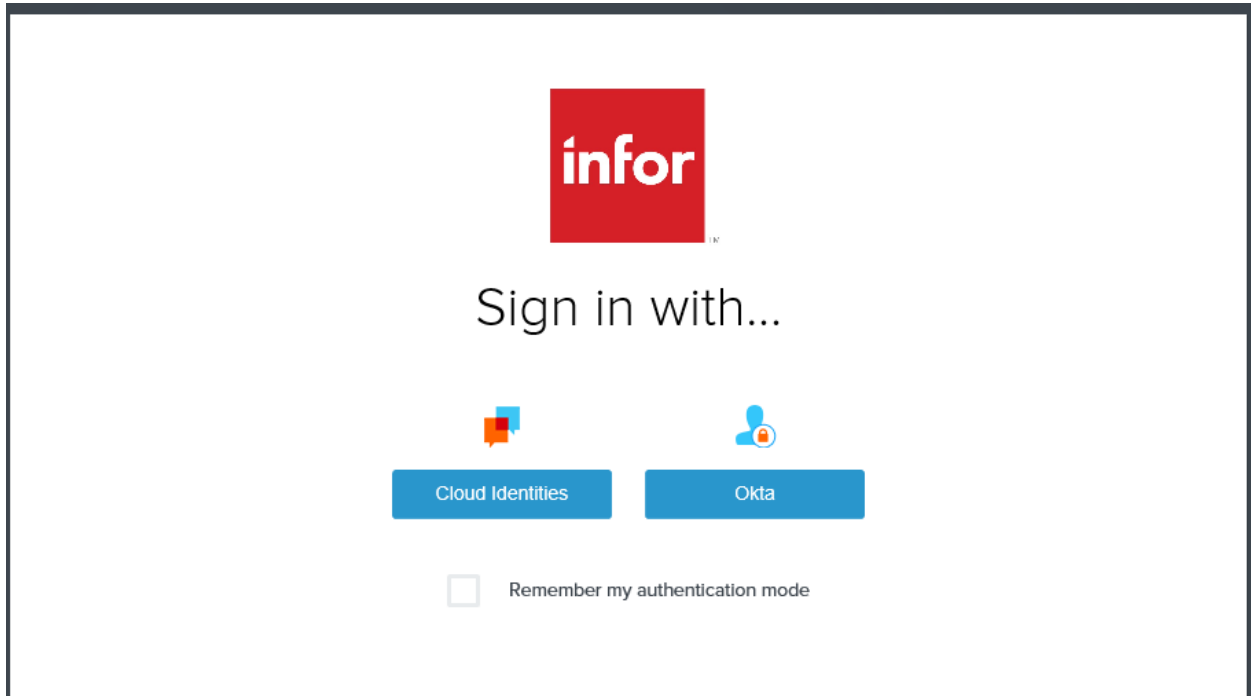
Select Customize and View all



Scroll down the list and Select Global HR

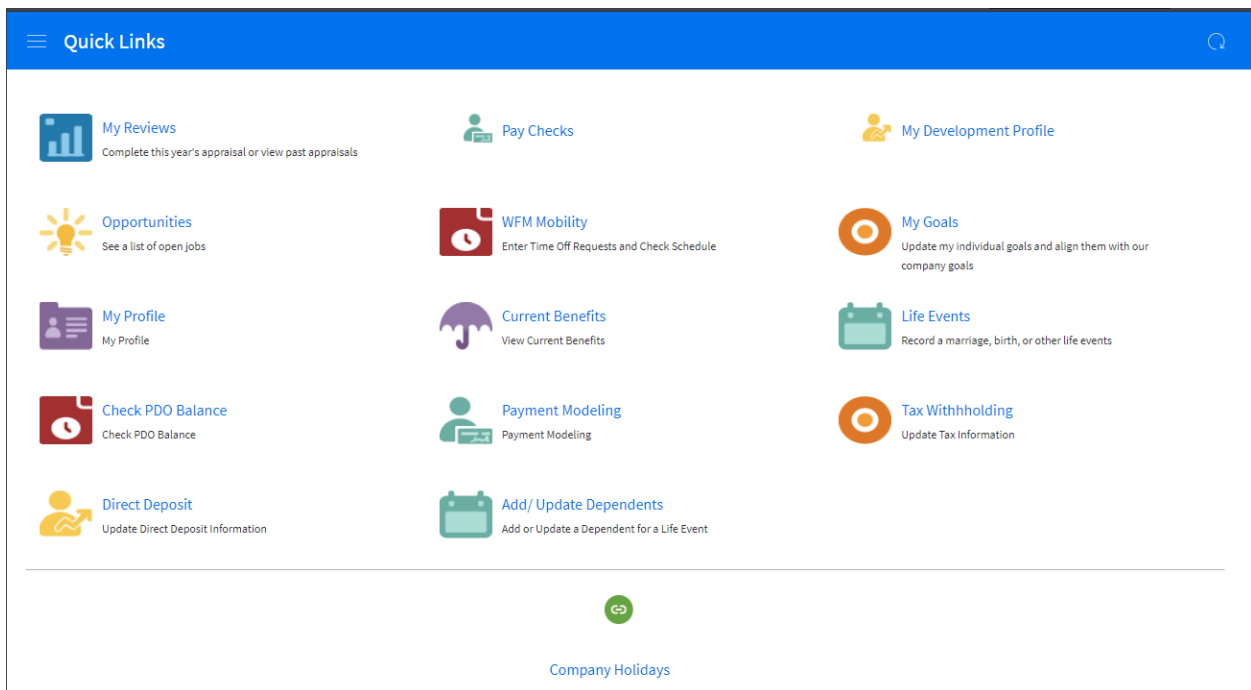


Sign in with Okta



Accessing Employee Self Service for Electronic Sign Up W2 / 1095-C

Select Pay checks



Log In using your network email address and password:



Document Self-Service

Please use your network email address and password to access payroll and tax documents.

Login

Username:

Password:

** Credentials are case sensitive*

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

The screenshot shows the Document Self-Service web application interface. At the top, there is a navigation bar with the Infor logo, the text "Lawson", and several icons. Below this is a "Bookmarks" section with links for "Lawson Home", "Help", "Preferences", and "Search...". The main content area features the New Hanover Regional Medical Center logo and the text "Document Self-Service" and "Welcome DE971837". A blue box on the left contains a navigation menu with the following items: "Home", "My Delivery Settings" (highlighted in blue), "1095-Cs" (with "Authorization Required" below it), "W2" (with "Authorized" below it), "Pay Stubs" (with "web" and "email" options below it), "View My Documents" (with "My 1095-Cs", "My W2", and "My Pay Stubs" below it), "Logout", and "Goto Administrative Tasks". At the bottom of the menu, it says "Document Self-Service powered by: MHC SOFTWARE, INC. © 2018 MHC Software, Inc.". The main content area displays a "Welcome" message with the heading "Welcome To Electronic Pay Vouchers!" and instructions on how to sign up for electronic delivery, sign up for electronic delivery, and view pay stubs.

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.

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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](#)

Please note – a test page may not print, you should click “Yes” anyway. You are just confirming that you want to receive your document electronically.

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

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You must successfully print a test page before you agree. [Print Test](#)

Print Test

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

Were you able to print it successfully?

[Yes](#) [No](#)

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

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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
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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