

# Access Tax Documents for Former Colleagues



## STEP 1:

Enter the following URL into your web browser: [w2.mhsil.com](http://w2.mhsil.com).

## STEP 2:

Click the “click here” link to register for an account for the first time.



## Document Self-Service

Login credentials are needed to access Document Self-Service.

Login

Username:

Password:

*\* Credentials are case sensitive*

Login

To register for an account or to reset your password [click here.](#)

# Access Tax Documents for Former Colleagues



## STEP 3:

Click the "Register User" link.



Login credentials are needed to access Document Self-Service.

**Login**

Username:

Password:

*\* Credentials are case sensitive*

[Register User](#)

[Forgot your password?](#)

# Access Tax Documents for Former Colleagues



## STEP 4:

Enter the last 4 digits of your Social Security number (SSN), your date of birth in the MMDDYYYY format and the security code and then click the Submit button.



## Document Self-Service

Document Self-Service powered by:



MHC SOFTWARE  
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### Credential Verification

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

**Last 4 SSN:**

**Date of Birth:**  
  
(MMDDYYYY)



[Generate new security code](#)

**Submit**

# Access Tax Documents for Former Colleagues




## STEP 5:

Enter your personal email address in the Enter New Username field and in the Confirm New Username field then click the Submit button.



## Document Self-Service

Document Self-Service powered by:



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### 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:**

The system will send an email to the address entered.



## Document Self-Service

Document Self-Service powered by:



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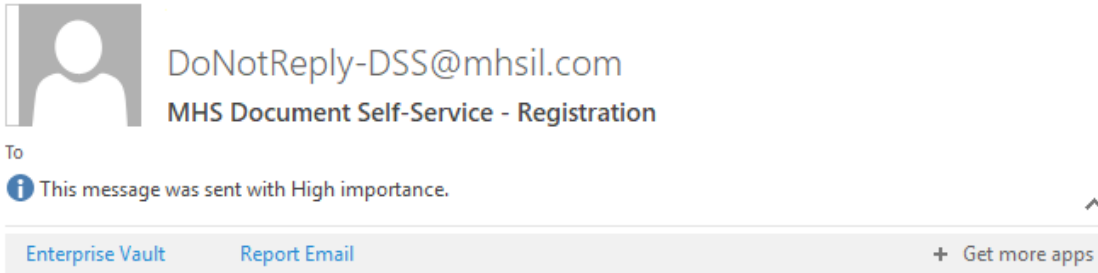
### User Registration

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

# Access Tax Documents for Former Colleagues

## STEP 6:

Locate your email and click the link provided to continue the registration process.



This automated message is from the Memorial Health System Document Self-Service system.

A request has been received to register this email address.

- Click the link below to perform this action.
- This link will expire in 60 minutes.

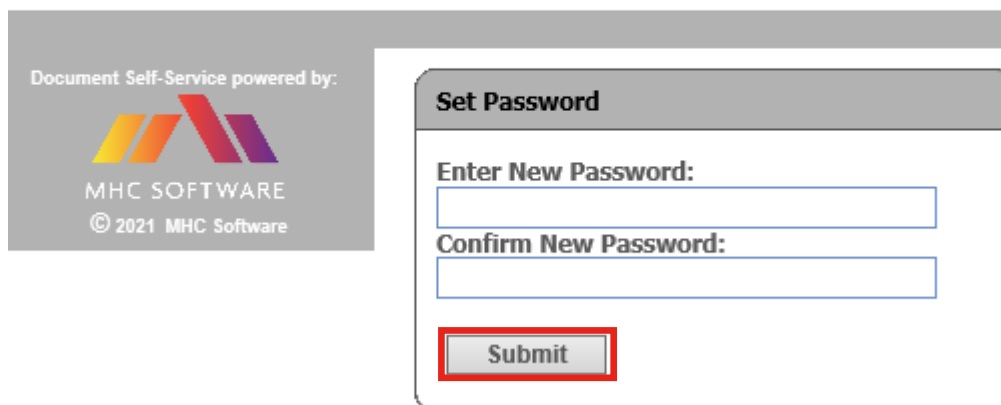
[Click here to finish user registration](#)

Thank you,  
Memorial Health System  
(217) 788-HELP [4357]


The link will take you to another credential verification screen where the last 4 digits of your SSN, your date of birth in the MMDDYYYY format and the security code will need to be entered. Then click the Submit button.

## STEP 7:

The system will prompt you to set a password. Click the Submit button when finished.



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**Set Password**

**Enter New Password:**

**Confirm New Password:**

**Submit**

# Access Tax Documents for Former Colleagues




## STEP 8:

Enter a secondary email address or check the box indicating that you do not wish to share one. Click the Submit button when finished.



## Document Self-Service

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### 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**


## STEP 9:

The registration process is now complete. Clicking the Login button returns you to the original login page.



## Document Self-Service

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### Registration Complete

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

**Login**

# Access Tax Documents for Former Colleagues



## OPT OUT OF ELECTRONIC TAX DOCUMENTS

### STEP 1:

Log in with your credentials.

MHC SOFTWARE Document Self-Service

Login credentials are needed to access Document Self-Service.

Login

Username:

Password:

\* Credentials are case sensitive

Login

### STEP 2:

Go to My Delivery Settings.

Home

**My Delivery Settings**

W-2

- ✓ Authorized

1095-C

- ✓ Authorized

View My Documents

My W-2

My 1095-C

Logout

Document Self-Service powered by:

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### STEP 3:

The default selection is marked Yes.

✓ Authorized

Yes  No  **Web Delivery**

Deliver my **W-2** 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.*

### STEP 4:

To opt out and receive mailed documents, choose No and Submit for both the W-2 tab and 1095-C tab.

W-2 1095-C

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

Yes  **No**  **Web Delivery**

Deliver my **W-2** document(s) via web access.

W-2 1095-C

Please choose your delivery options for your 1095-C documents.

Yes  **No**  **Web Delivery**

Deliver my **1095-C** document(s) via web access.