

DSS

Document Self Service Registration &

USER MANUAL

2019



LEARN HOW TO

- Log in to DSS
- Register for DSS
- Set your preferences
- **Begin retrieving your documents electronically!**

V4.1

To begin registering for Document Self Service....

From your computer's web browser go to <https://dss.mncppc.org>. Click on "Register User".



Access to this system is restricted to authorized and registered users.

Click on [Register User](#) to register for an account.

A screenshot of a web login form titled 'Login'. It contains fields for 'Email Address' and 'Password', a dropdown menu for 'Server' set to 'mhcKBA', and a 'Login' button. Below the form are links for 'Register User' and 'Forgot your password?'. A green box highlights the 'Register User' link.

1. Click "Register User"

A screenshot of the 'Credential Verification' form. It includes instructions to enter personal information and fields for 'Last 4 SSN', 'Birth Date', and 'Last Name'. There is a security code field with a 'Generate new security code' link and a 'Submit' button.

2. Enter Your Information

- Complete the Credential Verification screen.
- Last 4 digits of your Social Security Number
 - Birth date (example. 01061960)
 - Last name (Capitalize the first letter, e.g. Smith)
 - Generated security code
 - Click on Submit.

If you get an error, retry entering the fields. If you still get an error, contact EOB IT Support Services at EOBHelpDesk@mncppc.org

Please do not include any personal information (SSN#, birth date, password) when messaging the EOB Help Desk.

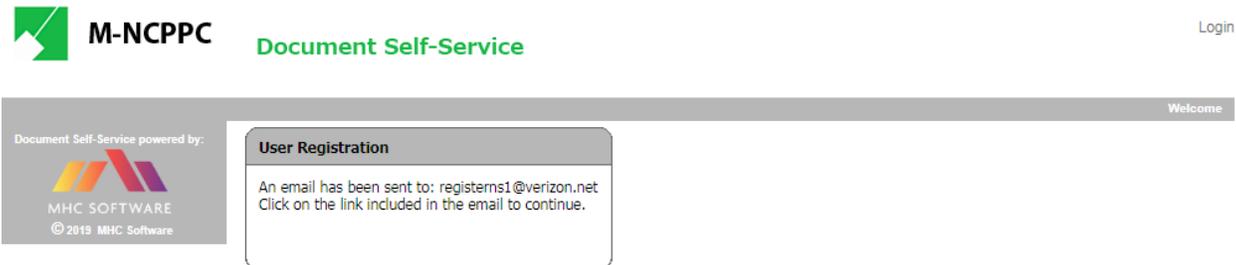
Enter Username and hit "Submit" ...

Enter your Username, which **must** be a **personal** email address (i.e. gmail, yahoo, hotmail).
(NOTE: A Commission email address is not allowed.)

When you click "Submit" you will see a User Registration box open directing you to check your email to continue.



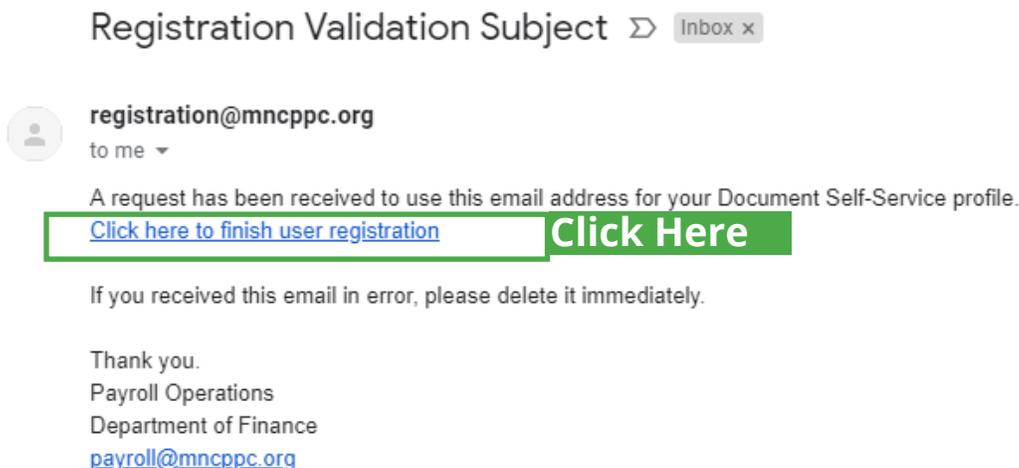
The screenshot shows the top of the Document Self-Service website. The header includes the M-NCPPC logo, the text "Document Self-Service", and a "Login" link. Below the header is a "Welcome" message. The main content area features a "User Registration" box with the following text: "Please enter a valid email address to be used as your Document Self-Service Username and Primary Email Address (must be a personal email address)." There are two input fields: "Enter New Email Address:" and "Confirm New Email Address:". A "Submit" button is located below the second field. Three green arrows point to the right side of the first input field, the right side of the second input field, and the left side of the "Submit" button.



The screenshot shows the same Document Self-Service website header. The main content area features a "User Registration" box with the following text: "An email has been sent to: registerns1@verizon.net. Click on the link included in the email to continue."

When you receive your confirmation email, click on the link...

Open the email sent to you and click on the link.



You will be asked to re-validate....

When you click on the link in your email, you'll be brought back to this screen. You will have to revalidate your information before moving on to setting your password.

Credential Verification

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

Last 4 SSN:

Birth Date:

(mm/dd/yyyy)

Last Name:

[Generate new security code](#)

r5k3r

Submit

2. Enter Your Information

Complete the Credential Verification screen.

- Last 4 digits of your Social Security Number
- Birth date (example 01061960)
- Last name (Capitalize the first letter, e.g. Smith)
- Generated security code
- Click on Submit.

If you get an error, retry entering the fields. If you still get an error, contact EOB IT Support Services at EOBHelpDesk@mncppc.org

Please do not include any personal information (SSN#, birth date, password) when messaging the EOB Help Desk.

Meet all password criteria...

This link will return you to Document Self-Service and prompt you for a password. Note the password criteria shown in red.

The screenshot shows the Document Self-Service interface. At the top left is the M-NCPPC logo and the text "Document Self-Service". At the top right is a "Logout" link. Below the logo is a banner for "Document Self-Service powered by MHC SOFTWARE" with the copyright notice "© 2013 MHC Software". A dark grey tooltip box is overlaid on the page, containing the text: "Password should meet the following password criteria:" followed by a list of requirements: "- Minimum of 10 characters", "- Must include at least 1 number", "- Must include at least 1 upper case character", "- Must include at least 1 lower case character", and "- Must include at least 1 special character". Below the tooltip is a "Set Password" form with two input fields labeled "Enter New Password:" and "Confirm New Password:", and a "Submit" button. A grey bar at the top right of the page contains the text "Welcome Michael Wigglesworth!".

A secondary email option box will return. Enter an alternative email if desired.
(NOTE: A Commission email address is not allowed.)

The screenshot shows the "Email Verification" form. The title "Email Verification" is at the top. Below it is a section titled "Secondary Email Address (OPTIONAL)". The text below this title reads: "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." There are two input fields: "Secondary Email" and "Confirm Secondary Email". Below these fields is a checkbox with the text "I do not want to store a secondary email address on file." At the bottom of the form is a "Submit" button.

“Registration Complete”...

Once you’ve entered all information, you should get a Registration Complete box with a Login button. Click on the Login and you will be back to the initial screen.

Registration Complete

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

Login

You’re now registered and ready to log-in...

Enter your login information.



Login credentials are needed to access Document Self-Service.

Login

Username:

Password:

** Credentials are case sensitive*

Server:
mhcKBA ▾

Login

[Register User](#)

[Forgot your password?](#)

Before you can receive your documents electronically...

You will now need to authorize the electronic delivery of your documents **for each area** "Payroll, W-2, and 1095-C".

M-NCPPC Document Self-Service

Welcome

Welcome to M-NCPPC Document Self-Service!

"M-NCPPC" is giving you the opportunity to receive your documents via the web and/or email. If you choose 'web' as a delivery setting, you will receive emails notifying you of when new information is available on our website. If you choose 'email' as a delivery setting, you will receive emails with PDF attachments when information is available.

You can choose any of the delivery settings displayed on the side menu. Click on **"My Delivery Settings"** or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.

After choosing your delivery settings, you can view any of the documents within the groups displayed on the side menu. Click on **"View My Documents"** and/or specific group. Then click on the document title to view the document.

Thanks for using Document Self-Service!

First, lets select "Payroll"...

Select "Payroll", read and decide on the delivery options you want. Click on the Yes radio buttons to authorize delivery. The primary email will default from your account, if you do not have a default email, the secondary e-mail will be used. If you have both, you will receive notices to both.

M-NCPPC Document Self-Service

Welcome

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

My Delivery Settings

Payroll W-2 1095-C

Please choose your delivery options for your Payroll documents.

You will receive emails at your **primary email address:** [Redacted]

as well as your **secondary email address:** [Input Field]

Yes **No** **Web Delivery**
Deliver my **Payroll** 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.

If you would like to receive copies of your pay stubs via the MNCPPC Self-Service site, select **?Yes?** to opt-in for web delivery. A green check mark in the left menu will indicate your acceptance. An email confirmation will be sent to the email address on file through Self-Service. You will also receive an email notification each time new pay stubs are published.

Yes **No** **Email Delivery**
Deliver my **Payroll** document(s) via email.

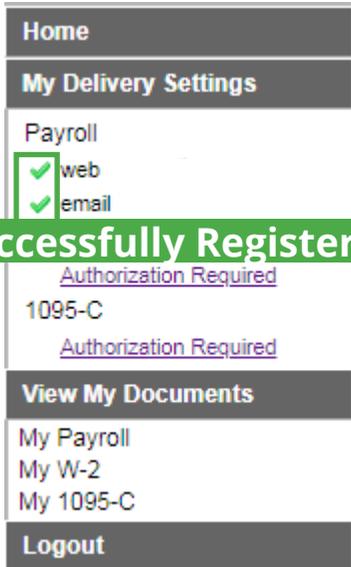
If you would like to receive copies of your pay stub as encrypted PDF attachments to an email, select **?Yes?** to opt-in for email delivery. A green check mark in the left menu will indicate your acceptance. An email confirmation will be sent to the email address on file through Self-Service.

When you receive your pay stub via email, you will need to enter the password you have chosen in order to open it.

Set a password for paystub delivery...

You will be prompted to enter a password for the paystub delivery. Paystubs are encrypted for security and this password will allow you to unlock it upon delivery. After making your selections, click on the submit button to update your options.

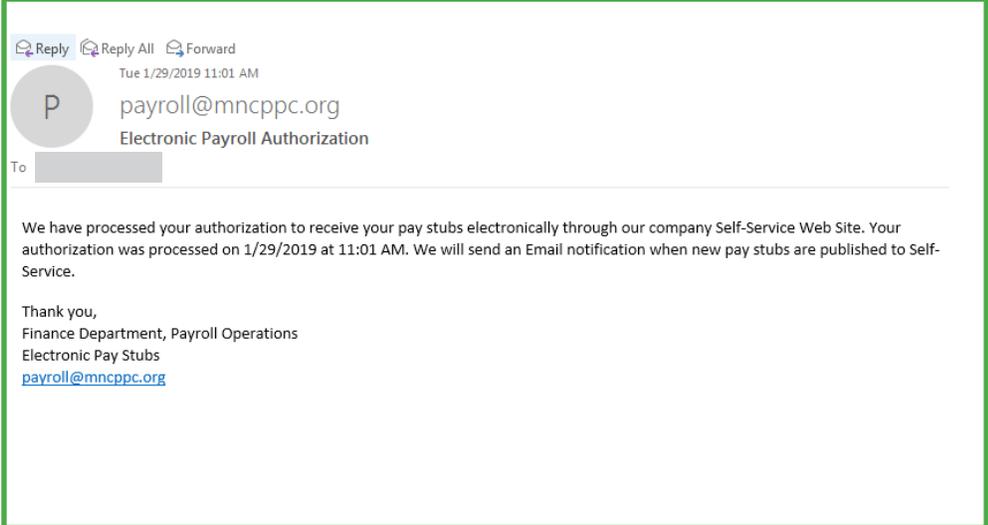
After submission, the delivery settings in the box to the left will update with a check mark confirming the update. You will also receive email confirmations.



The screenshot shows a web portal with a sidebar menu. The menu items are: Home, My Delivery Settings, Payroll, web (with a green checkmark), email (with a green checkmark), Authorization Required (with a link), 1095-C, Authorization Required (with a link), View My Documents, My Payroll, My W-2, My 1095-C, and Logout.

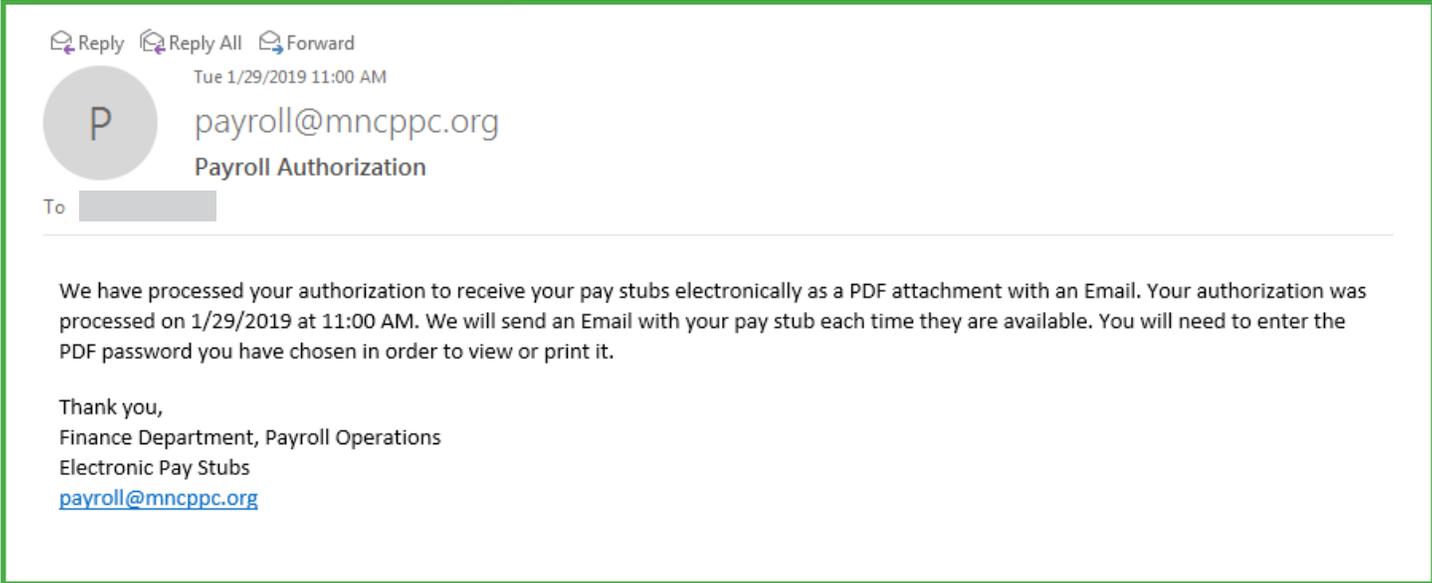
Successfully Registered

E-mail Confirmation



The screenshot shows an email confirmation message. The header includes 'Reply', 'Reply All', and 'Forward' buttons, and the date 'Tue 1/29/2019 11:01 AM'. The sender is 'payroll@mncppc.org' with a profile picture 'P' and the subject 'Electronic Payroll Authorization'. The recipient is redacted. The body text reads: 'We have processed your authorization to receive your pay stubs electronically through our company Self-Service Web Site. Your authorization was processed on 1/29/2019 at 11:01 AM. We will send an Email notification when new pay stubs are published to Self-Service. Thank you, Finance Department, Payroll Operations Electronic Pay Stubs payroll@mncppc.org'.

E-mail Confirmation



The screenshot shows an email confirmation message. The header includes 'Reply', 'Reply All', and 'Forward' buttons, and the date 'Tue 1/29/2019 11:00 AM'. The sender is 'payroll@mncppc.org' with a profile picture 'P' and the subject 'Payroll Authorization'. The recipient is redacted. The body text reads: 'We have processed your authorization to receive your pay stubs electronically as a PDF attachment with an Email. Your authorization was processed on 1/29/2019 at 11:00 AM. We will send an Email with your pay stub each time they are available. You will need to enter the PDF password you have chosen in order to view or print it. Thank you, Finance Department, Payroll Operations Electronic Pay Stubs payroll@mncppc.org'.

Next, click on “W-2” under “My Delivery Settings” ...

Open the W-2 settings page and click on the “Click HERE to get authorized” link If you wish to access your W-2’s.

Home > My Delivery Settings

My Delivery Settings

Payroll W-2 1095-C

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

You will receive emails at your **primary email address:** [redacted]

as well as your **secondary email address:** [input field]

***** You MUST be authorized to receive your Tax Documents via the web.**

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

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

[Click HERE to get authorized](#) **1. Click Here**

Submit Cancel

My Delivery Settings - Tax Document - Authorization

I wish to receive my W-2 electronically via the M-NCPPC 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' 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 by January 25th, but in no case 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 for reprint.

You must successfully print a test page before you agree.

Print Test

2. Click Here

Print Test

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

Were you able to print it successfully?

Yes No

3. Answer Question

My Delivery Settings - Tax Document - Authorization

I wish to receive my W-2 electronically via the M-NCPPC 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' 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 by January 25th, but in no case 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 for reprint.

You must successfully print a test page before you agree.

Print Test

I Agree

4. Click Here

You can sync your W-2 with Turbo Tax ...

If you use TurboTax to prepare your taxes, you can have your W-2 uploaded to Intuit for automatic import into the tax software. This option is available after you submit the Web Delivery authorization.

My Delivery Settings

Payroll | **W-2** | 1095-C

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

Yes **No** **eTax Delivery**
Deliver my W-2 data to an Electronic Tax preparation software provider.
You can choose the 'Yes' option to submit your W-2 information electronically from [the M-NCPPC] Self-Service Web Site to Intuit TurboTax for tax preparation. If you have documents in multiple Tax/W-2 Document image groups for the same year, you MUST set your eTax Delivery opt status to 'Yes' in ALL image groups before your information will be submitted to Intuit TurboTax.

Look for the green check to know you're done...

After your authorization another green check mark will appear confirming your selection and you will receive a confirmation email. You can now proceed with viewing your Paystub and/or W-2.

Home

My Delivery Settings

Payroll
✓ web
✓ email
W-2
✓ Authorized ←
1095-C
[Authorization Required](#)

View My Documents

My Payroll
My W-2
My 1095-C

Logout

Document Self-Service powered by:

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My Delivery Settings

Home > My Delivery Sett

Payroll | **W-2** | 1095-C

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

You will receive emails at your **primary email address**:

as well as your **secondary email address**:

✓ **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.

Yes **No** **eTax Delivery**
Deliver my W-2 data to an Electronic Tax preparation software provider.
You can choose the 'Yes' option to submit your W-2 information electronically from [the M-NCPPC] Self-Service Web Site to Intuit TurboTax for tax preparation. If you have documents in multiple Tax/W-2 Document image groups for the same year, you MUST set your eTax Delivery opt status to 'Yes' in ALL image groups before your information will be submitted to Intuit TurboTax.

Last, lets click on "1095-C" under "My Delivery Settings" ...

The final authorization is for your 1095-C tax document. Click on the "Authorization Required" link.

Home

My Delivery Settings

Payroll
✓ web
✓ email

W-2
✓ Authorized

1095-C
[Authorization Required](#)

View My Documents

My Payroll
My W-2
My 1095-C

Logout

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My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the MNCPPC Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that I need to print my 1095-C and that the 1095-C form needs to be included with my tax return(s). My 1095-C 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 1095-C 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 1095-Cs will be available by January 25th, but in no case later than January 31. I will be notified via email when my 1092-C is available on line. Once published to Self-Service, my 1095-C will be available for reprint.

You must successfully print a test page before you agree.

3. Answer Question

Print Test [X]

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

Were you able to print it successfully?

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the MNCPPC Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that I need to print my 1095-C and that the 1095-C form needs to be included with my tax return(s). My 1095-C 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 1095-C 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 1095-Cs will be available by January 25th, but in no case later than January 31. I will be notified via email when my 1092-C is available on line. Once published to Self-Service, my 1095-C will be available for reprint.

You must successfully print a test page before you agree.

4. Click Here

Decide on your 1095-C ...

Once again decide on the delivery options you want. Click on the Yes radio buttons to authorize delivery.

Payroll W-2 1095-C

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

You will receive emails at your primary email address: [redacted]@MNCPPC.ORG

as well as your secondary email address: [redacted]

Authorization Started - clicking Submit completes your authorization

Web Delivery
Yes No
Deliver my 1095-C 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.

eTax Delivery
Yes No
Deliver my 1095-C data to an Electronic Tax preparation software provider.
You can choose the ?Yes? option to submit your W-2 information electronically from [the Company] Self-Service Web Site to Intuit TurboTax for tax preparation. If you have documents in multiple Tax/W-2 Document image groups for the same year, you MUST set your eTax Delivery opt status to ?Yes? in ALL image groups before your information will be submitted to Intuit TurboTax.
MHC NOTE: ***Only enter the last sentence when applicable; multiple image group?***

Submit Cancel

Look for the green check to know you're done...

After your authorization another green check mark will appear confirming your selection and a confirmation email. Once you have completed all authorizations, you should see green check marks under Payroll, W-2, and 1095-C.

Home

My Delivery Settings

Payroll
✓ web
✓ email

W-2
✓ Authorized

1095-C
✓ Authorized ←

View My Documents

My Payroll
My W-2
My 1095-C

Logout

Document Self-Service powered by:
MHC SOFTWARE
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Home > My Delivery Settings

My Delivery Settings

Payroll W-2 1095-C

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

You will receive emails at your primary email address: [redacted]@MNCPPC.ORG

as well as your secondary email address: [redacted]

✓ Authorized ←
Yes No
Deliver my 1095-C 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.

Yes No eTax Delivery
Deliver my 1095-C data to an Electronic Tax preparation software provider.
You can choose the ?Yes? option to submit your W-2 information electronically from [the Company] Self-Service Web Site to Intuit TurboTax for tax preparation. If you have documents in multiple Tax/W-2 Document image groups for the same year, you MUST set your eTax Delivery opt status to ?Yes? in ALL image groups before your information will be submitted to Intuit TurboTax.
MHC NOTE: ***Only enter the last sentence when applicable; multiple image group?***

Submit Cancel

You are now able to access your documents from work or from home as needed. Questions or concerns should be directed to EOB IT Support Services at EOBHelpDesk@mncppc.org

Please do not include any personal information (SSN#, birth date, password) when messaging the EOB Help Desk.

Viewing your Payroll stub, W-2, and 1095-C by looking...

Under the **“View My documents”**, you will see **“My Payroll”**, **“My W-2”**, and **“My 1095-C”**.

- Click on the desired document type and your document(s) will be selectable for viewing.
- Click the magnifying glass icon under **“View”** and your document will appear in a new tab.

Home > [My Payroll Documents](#)

My Payroll Documents

Please click the Preview 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.

[Delivery Options](#)

Filter By Year: 2019 ▼

Document Date	Document #	Doc Type	View
5/31/2019		Direct Deposit	
5/17/2019		Direct Deposit	
5/3/2019		Direct Deposit	
4/19/2019		Direct Deposit	
4/5/2019		Direct Deposit	
3/22/2019		Direct Deposit	

M-NCPPC Document Self-Service

THE MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION

DIRECT DEPOSIT REMITTANCE ADVICE
01/25/19

Net Pay of [redacted] was deposited as follows:
[redacted]

NON-NEGOTIABLE

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION PAY STATEMENT

Name	Employee No.	Pay Period Ending	Deposit Date	Net Pay
[redacted]	[redacted]	01/12/19	01/25/19	[redacted]

EARNINGS/PAYMENTS

Description	Hours	Rate	Amount	Y.T.D.
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

DEDUCTIONS (non-taxable)

Description	Amount	Y.T.D.
[redacted]	[redacted]	[redacted]

Online Viewing

Your document may appear to the left of this message or open in a separate window. In order to print your document, either right-click on the document and choose to print or use the Adobe toolbar icon showing a printer. If the document opened in the same window, use the browser back button to go back to your available documents.

Lastly, if you need to update Delivery Settings...

If you need to update your delivery settings, click the **“My Delivery Settings”**, then select the appropriate document type **“Payroll, W-2, and/or 1095-C”** to then edit. Furthermore, If you forget your password for the emailed **PDF** paystub or want to change it, you can find options under the **“Payroll”** setting.

Home > My Delivery Settings

My Delivery Settings

Payroll W-2 1095-C

Please choose your delivery options for your Payroll documents.

You will receive emails at your primary email address: [redacted]
as well as your secondary email address: [redacted]

Yes **No** Web Delivery
 Deliver my Payroll document(s) via web access.

If you would like to receive copies of your pay stubs via the MNCPPC Self-Service site, select **?Yes?** to opt-in for web delivery. A green check mark in the left menu will indicate your acceptance. An email confirmation will be sent to the email address on file through Self-Service. You will also receive an email notification each time new pay stubs are published.

Yes **No** Email Delivery
 Deliver my Payroll document(s) via email.

If you would like to receive copies of your pay stub as encrypted PDF attachments to an email, select **?Yes?** to opt-in for email delivery. A green check mark in the left menu will indicate your acceptance. An email confirmation will be sent to the email address on file through Self-Service.

When you receive your pay stub via email, you will need to enter the password you have chosen in order to open it.

[I Forgot My PDF Password](#)
[Change My PDF Password](#)

Submit Cancel

Congratulations!! You have now successfully...

Congratulations!! You have now successfully registered your account, and authorized electronic delivery of your Paystub, W-2, and 1095-C !!

For help registering or questions regarding any information in this manual, contact
EOBHelpdesk@mncppc.org

Please do not include any personal information (SSN#, birth date, password) when messaging the EOB Help Desk.

