

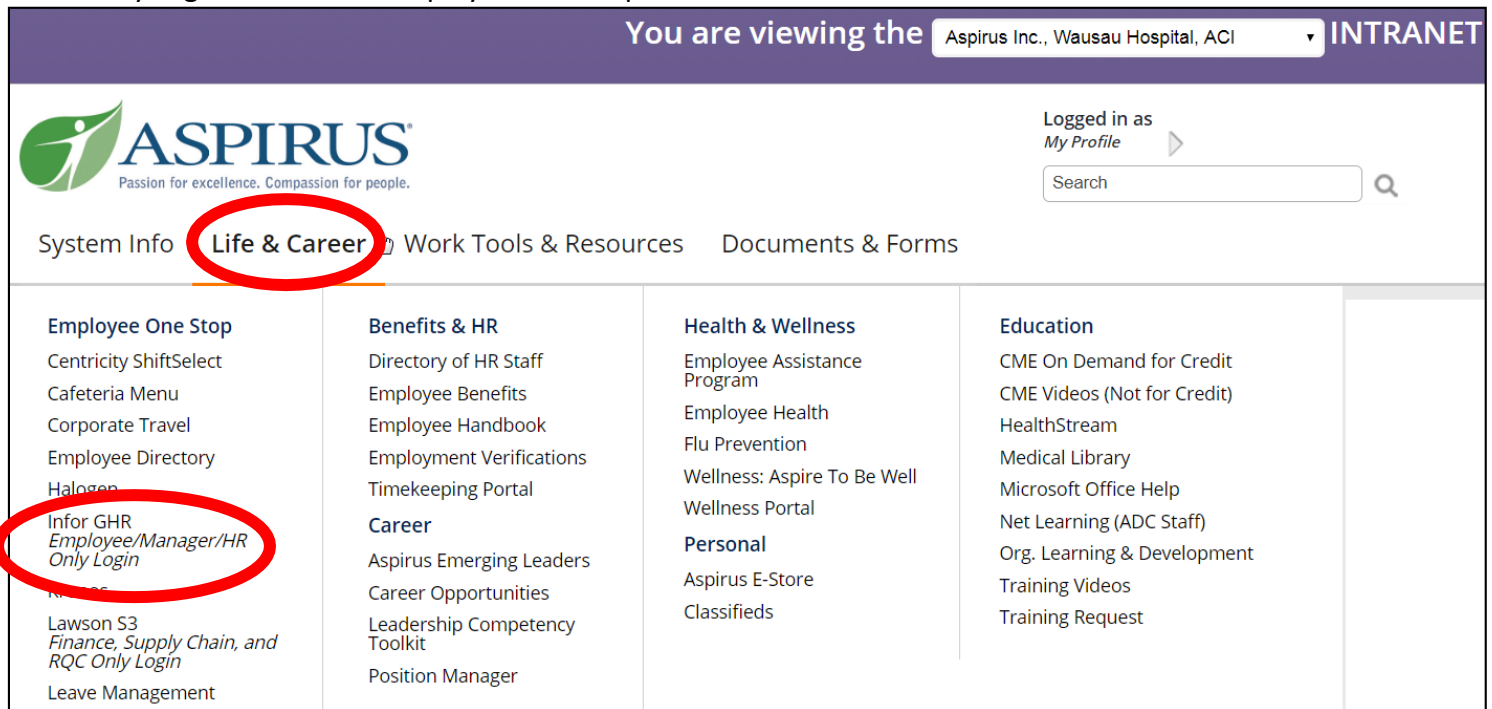


# Adjust WebChecks, W2, and 1095C delivery settings:

## Logging into Infor GHR

1. Login to the Aspirus Intranet in Google Chrome (recommended)  or Internet Explorer 
2. From the intranet home page click on "Life & Career" and then click on "Infor GHR – Employee /Manager/ HR Only Login " from the "Employee One Stop" section



You are viewing the Aspirus Inc., Wausau Hospital, ACI INTRANET

ASPIRUS  
Passion for excellence. Compassion for people.

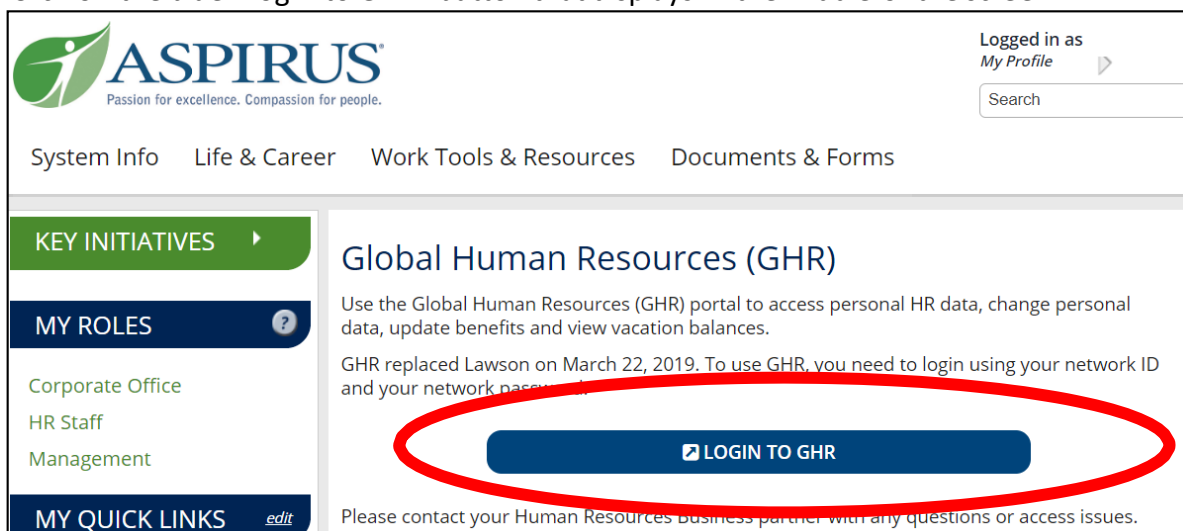
Logged in as My Profile

Search

System Info **Life & Career** Work Tools & Resources Documents & Forms

Employee One Stop	Benefits & HR	Health & Wellness	Education
Centricity ShiftSelect	Directory of HR Staff	Employee Assistance Program	CME On Demand for Credit
Cafeteria Menu	Employee Benefits	Employee Health	CME Videos (Not for Credit)
Corporate Travel	Employee Handbook	Flu Prevention	HealthStream
Employee Directory	Employment Verifications	Wellness: Aspire To Be Well	Medical Library
Halogen	Timekeeping Portal	Wellness Portal	Microsoft Office Help
<b>Infor GHR Employee/Manager/HR Only Login</b>	<b>Career</b>	<b>Personal</b>	Net Learning (ADC Staff)
Lawson S3 Finance, Supply Chain, and RQC Only Login	Aspirus Emerging Leaders	Aspirus E-Store	Org. Learning & Development
Leave Management	Career Opportunities	Classifieds	Training Videos
	Leadership Competency Toolkit		Training Request
	Position Manager		

3. Click on the blue "Login to GHR" button that displays in the middle of the screen



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Passion for excellence. Compassion for people.

Logged in as My Profile

Search

System Info Life & Career Work Tools & Resources Documents & Forms

**KEY INITIATIVES**

**MY ROLES**

- Corporate Office
- HR Staff
- Management

**MY QUICK LINKS** [edit](#)

### Global Human Resources (GHR)

Use the Global Human Resources (GHR) portal to access personal HR data, change personal data, update benefits and view vacation balances.

GHR replaced Lawson on March 22, 2019. To use GHR, you need to login using your network ID and your network password.

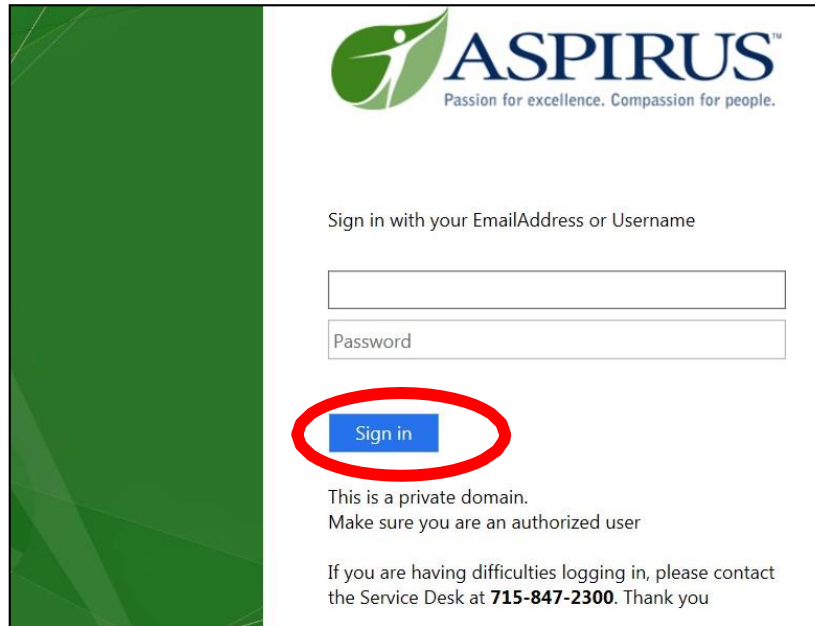
**LOGIN TO GHR**

Please contact your Human Resources Business partner with any questions or access issues.


4. Enter your username and password and click "Sign In"

**Username:** Your network/Enterprise ID


**Password:** Your network/enterprise ID password – the password you created and use to login to the computer

The image shows the Aspirus login page. On the left is a green vertical bar with a leaf-like pattern. The main content area is white. At the top right is the Aspirus logo, which consists of a green leaf icon and the word "ASPIRUS" in blue, with the tagline "Passion for excellence. Compassion for people." below it. Below the logo, the text "Sign in with your EmailAddress or Username" is displayed. There are two input fields: the first is for the email address or username, and the second is for the password, labeled "Password". Below the password field is a blue "Sign in" button, which is circled in red. At the bottom, there is a message: "This is a private domain. Make sure you are an authorized user" and another message: "If you are having difficulties logging in, please contact the Service Desk at 715-847-2300. Thank you".







5. Once Infor GHR has loaded you will see the landing page below. Make sure "Employee" is selected.




Infor Global HR



Employee ▾



 Search

Home

View Compensation

My Profile

Find A Coworker

Take Notes

+ To Do

Benefits

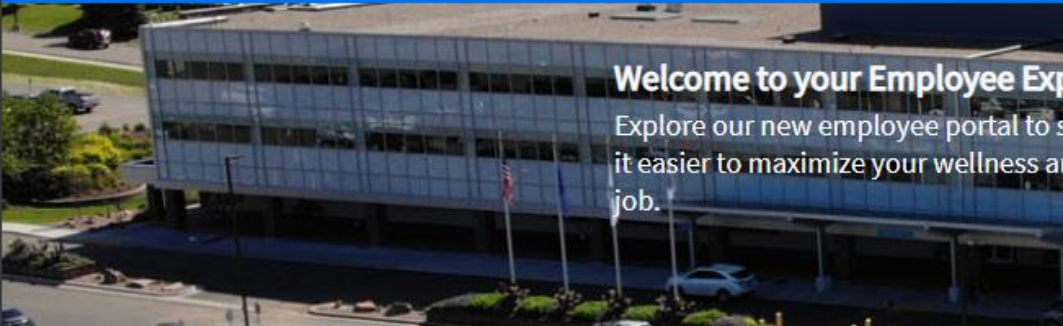
+ Health And Safety

Proxy

User Context


Set 'As Of Date'

Home




Welcome to your Employee Exp

Explore our new employee portal to s  
it easier to maximize your wellness a  
job.



COE Dashboard

Conditions of Employment  
Dashboard



Pay

Last Paycheck:  
August 12, 2021

Please note the software used for this next set of instructions has been running very slow. When you click to open each page it will appear as if nothing is happening, but the next page will open within the next couple of minutes.

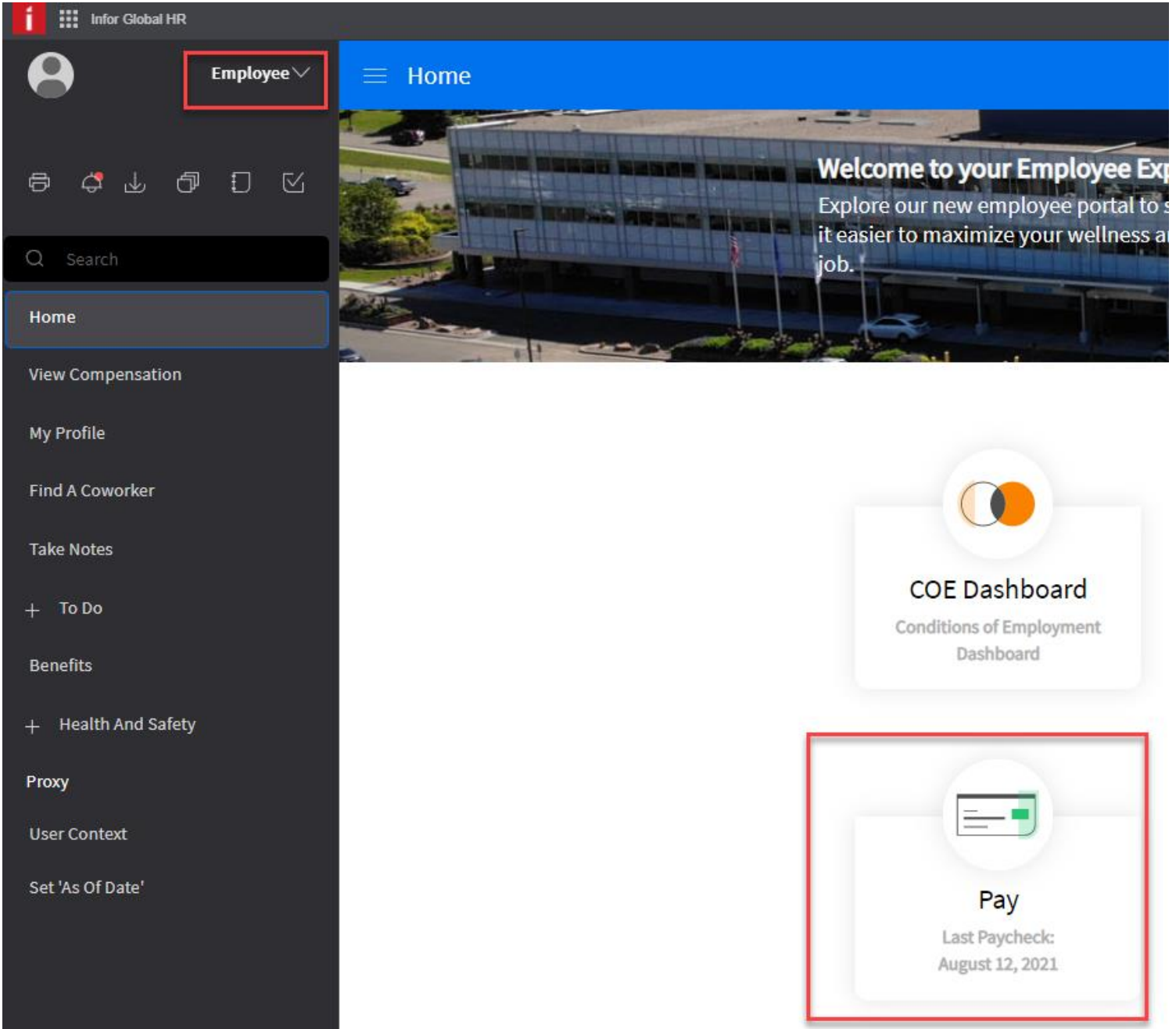
This set of instructions shows you how to sign up to receive your paystubs via email and to receive your 1095-C and W-2 forms via web delivery. You are not required to sign up for these options; your settings are defaulted to receive your paystubs via MHC Software Document Self Service and your 1095-C and W-2 forms via US Postal mail.

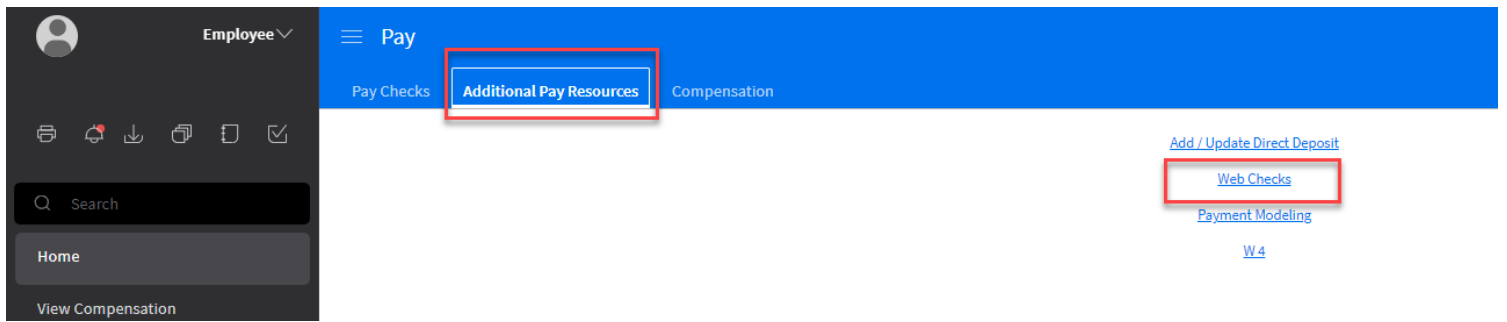
Thank you in advance for your patience!

# Enter WebChecks Information

Please note Aspirus does not mail paystubs - you may view your paystub in MHC Software Document Self Service and/or you may elect to receive a password protected copy of your paystub via email.

1. In Infor GHR Employee Space click the “Pay” tile. Once the Pay page loads, click on the “Additional Pay Resources” tab and then the “Webchecks” link.





2. The following login box will appear. Enter your login information – it will be the same as you entered to login to Infor GHR Employee Space – and click “Login”.

The screenshot shows a login box titled 'MHC Software Document Self-Service'. The box has a 'Close' button in the top left corner. Below the title bar, there is a message: 'Login credentials are needed to access Document Self-Service.' Below this message is a 'Login' form. The form has two input fields: 'Username:' and 'Password:'. Below the password field is a note: '\* Credentials are case sensitive'. At the bottom of the form is a 'Login' button, which is highlighted with a red circle.



3. Click on “WebChecks” under “My Delivery Settings” section on the left-hand side of the screen.

Close

MHC SOFTWARE, INC. MHC Software Document Self-Service Logout 998

Welcome EMPLOYEE TEST!

Home

My Delivery Settings

1095-C

Authorization Required

WebChecks

web

email

ElecW2

Authorization Required

EmployeeDocuments

web

View My Documents

My 1095-C

My WebChecks

My ElecW2

My EmployeeDocuments

Logout

Document Self-Service powered by:

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My Delivery Settings

1095-C WebChecks ElecW2 EmployeeDocuments

Please choose your delivery options for your WebChecks documents.

Yes No **Web Delivery**

☐ ☒ Deliver my WebChecks document(s) via web access.

If you would like to receive copies of your pay stubs through Self-Service, 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 WebChecks document(s) via email.

If you would like to receive copies of your pay stubs as an encrypted PDF attachments to an Email, select Yes to opt-in for email delivery. A green check 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 a new pay stub is emailed to you.

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

Submit Cancel

4. **Web Delivery** Option: Select "Yes" if you would like to receive an e-mail notification for when your paystub is available to view in MHC Software Document Self Service. Clicking “Yes” will open the e-mail entry area.
- Primary email address & Secondary email address:** You may enter up to two email addresses you would like the email notification sent to. For example you could list your work and personal email addresses. Click “Submit” in the lower right area of the screen.

Close

MHC SOFTWARE, INC. MHC Software Document Self-Service Logout 998

Welcome EMPLOYEE TEST!

Home

My Delivery Settings

1095-C

Authorization Required

WebChecks

web

email

ElecW2

Authorization Required

EmployeeDocuments

web

View My Documents

My 1095-C

My WebChecks

My ElecW2

My EmployeeDocuments

Logout

Document Self-Service powered by:

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My Delivery Settings

1095-C WebChecks ElecW2 EmployeeDocuments

Please choose your delivery options for your WebChecks documents.

You will receive emails at your primary email address: test.employee@aspirus.org

as well as your secondary email address: personale-mail@gmail.com x

Yes No **Web Delivery**

☒ ☐ Deliver my WebChecks 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 through Self-Service, 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 WebChecks document(s) via email.

If you would like to receive copies of your pay stubs as an encrypted PDF attachments to an Email, select Yes to opt-in for email delivery. A green check 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 a new pay stub is emailed to you.

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

Submit Cancel

5. You will now see a green check mark next to "web" under WebChecks. This tells you that you have authorized this area of WebChecks.

Close

MHC SOFTWARE, INC. MHC Software Document Self-Service Logout 998

Welcome EMPLOYEE TEST!

Home

My Delivery Settings

1095-C

Authorization Required

WebChecks

✓ web

email

ElecW2

Authorization Required

EmployeeDocuments

web

View My Documents

My 1095-C

My WebChecks

My ElecW2

My EmployeeDocuments

Logout

Document Self-Service powered by:

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My Delivery Settings

1095-C WebChecks ElecW2 EmployeeDocuments

Please choose your delivery options for your WebChecks documents.

You will receive emails at your primary email address: test.employee@aspirus.org as well as your secondary email address: personale-mail@gmail.com

Yes No Web Delivery

☒ ☐ Deliver my WebChecks document(s) via web access.

If you would like to receive copies of your pay stubs through Self-Service, 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 WebChecks document(s) via email.

If you would like to receive copies of your pay stubs as an encrypted PDF attachments to an Email, select Yes to opt-in for email delivery. A green check 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 a new pay stub is emailed to you.

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

Submit Cancel

6. **Email Delivery Option:** Select "Yes" if you want a password protected copy of your paystub e-mailed to you. If you choose "Yes", you will be prompted to create a PDF password; this is the password you will use when opening your paystub in your e-mail.

**Primary email address & Secondary email address:** You may enter up to two email addresses you would like your paystub sent to. For example you could list your work and personal email addresses.

Click "Submit" in the lower right area of the screen.

Now there should be a green check mark next to "email" below WebChecks.

Close

MHC SOFTWARE, INC. MHC Software Document Self-Service Logout 28375

Welcome ABIGAIL SINGER!

Home

My Delivery Settings

1095-C

Authorization Required

WebChecks

✓ web

email

ElecW2

Authorization Required

EmployeeDocuments

web

View My Documents

My 1095-C

My WebChecks

My ElecW2

My EmployeeDocuments

Logout

Document Self-Service powered by:

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My Delivery Settings

1095-C WebChecks ElecW2 EmployeeDocuments

Please choose your delivery options for your WebChecks documents.

You will receive emails at your primary email address: john.test@aspirus.org as well as your secondary email address: personal@gmail.com

Yes No Web Delivery

☒ ☐ Deliver my WebChecks document(s) via web access.

If you would like to receive copies of your pay stubs through Self-Service, 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 WebChecks document(s) via email.

If you would like to receive copies of your pay stubs as an encrypted PDF attachments to an Email, select Yes to opt-in for email delivery. A green check 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 a new pay stub is emailed to you.

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

A PDF password will be required to open your email attachment. You are only able to set this PDF password once. Please take note of it.

PDF Password: \*

Confirm PDF Password: \*

\* required information Submit Cancel



# Enter 1095-C and W-2 Information

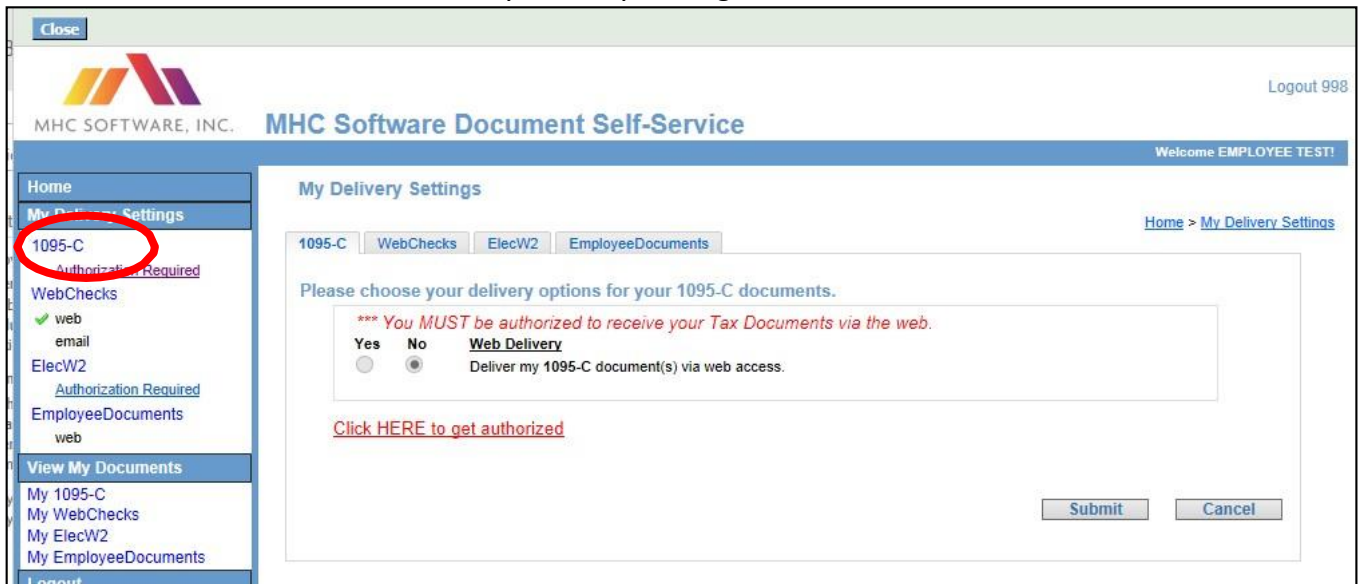
You have a choice to receive a hard copy of your 1095C and W-2 forms in the mail or you may opt to have your 1095-C and W-2 forms stored in MHC Software Document Self Service where you will be able to print or save such forms.

1. If you would like to receive a hard copy of your 1095-C and W-2 forms in the mail, skip ahead to the "Update Employee Documents Settings" section.

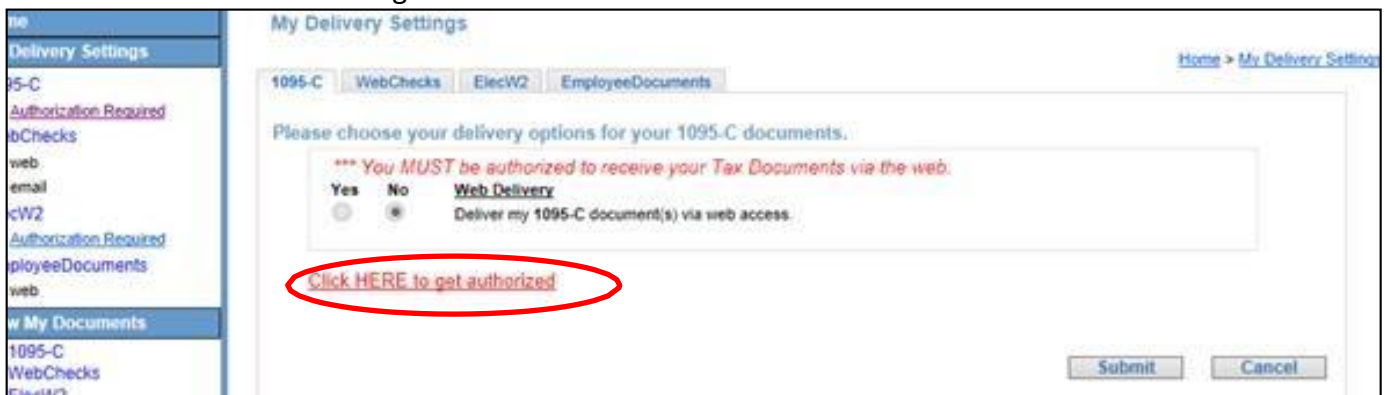
OR

If you prefer to be able to print a copy of your 1095-C and W-2 forms from MHC Software Document Self Service (and not receive a hard copy in the mail) you must give authorization to do so. Please go through the following steps:

Click on blue "1095-C" link from the "My Delivery Settings" on the left side of the screen.



2. Click on the red "Click HERE to get authorized" link



3. Click on "Print Test"

Close

MHC SOFTWARE, INC. MHC Software Document Self-Service

Welcome EMPLOYE

Home

My Delivery Settings

1095-C

Authorization Required

WebChecks

web

email

ElecW2

Authorization Required

EmployeeDocuments

web

View My Documents

My 1095-C

My WebChecks

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Company 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 for documentation purposes and that it does not need 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 the electronic 1095-C will be available by February 5th, but no later than March 31. I will be notified via email when my 1095-C is available online. Once published to Self-Service, my 1095-C will be available for reprint.

You must successfully print a test page before you agree. **Print Test**

4. To bypass the system, click "Yes" to the "Were you able to print it successfully?" question on the Print Test box.

MHC SOFTWARE, INC. MHC Software Document Self-Service

Logout 998

Welcome EMPLOYEE TEST!

Home

My Delivery Settings

1095-C

Authorization Required

WebChecks

web

email

ElecW2

Authorization Required

EmployeeDocuments

web

View My Documents

My 1095-C

My WebChecks

My ElecW2

My EmployeeDocuments

Logout

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My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Company 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 for documentation purposes and that it does not need 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 the electronic 1095-C will be available by February 5th, but no later than March 31. I will be notified via email when my 1095-C is available online. Once published to Self-Service, my 1095-C will be available for reprint.

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?

Yes No

5. Please read the text and click "I agree" to continue.

The screenshot shows the 'MHC Software Document Self-Service' interface. The left sidebar contains a navigation menu with 'Home', 'My Delivery Settings', '1095-C', 'WebChecks', 'ElecW2', 'EmployeeDocuments', and 'View My Documents'. The main content area is titled 'My Delivery Settings - Tax Document - Authorization'. It contains a paragraph of text about receiving the 1095-C electronically, followed by a paragraph about revoking consent. At the bottom, there are two buttons: 'Print Test' and 'I Agree'. The 'I Agree' button is circled in red.

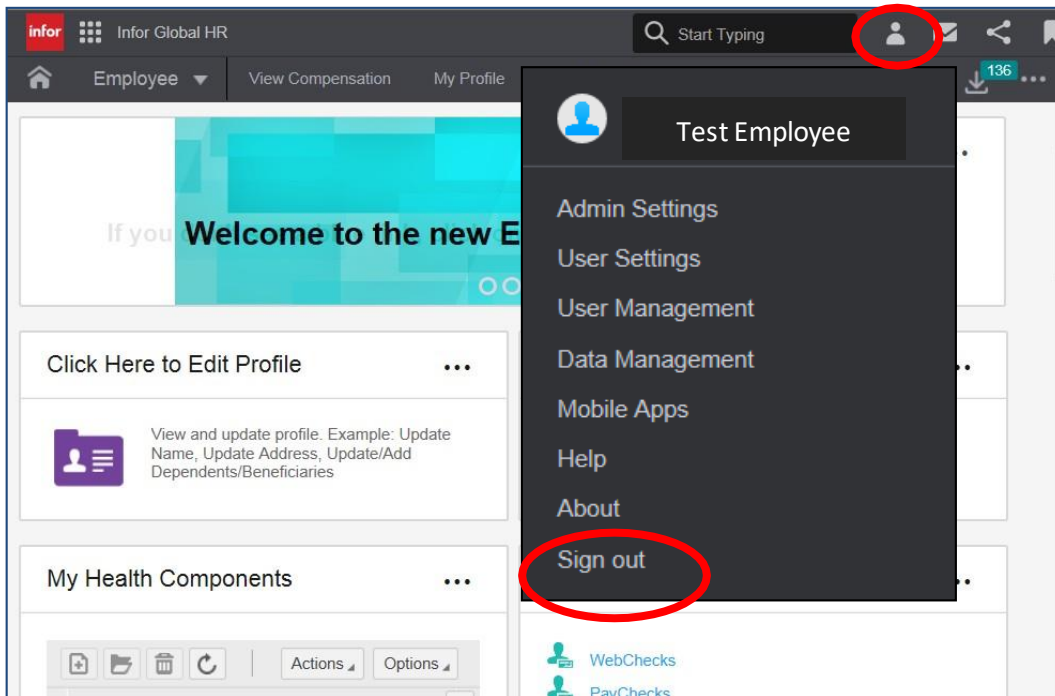
6. You may only enter one e-mail address; it can be a personal or work email.  
Click "Submit" and you will know it has been setup correctly when a green check mark and "Authorized" appear under "1095-C".

The screenshot shows the 'MHC Software Document Self-Service' interface. The left sidebar contains a navigation menu with 'Home', 'My Delivery Settings', '1095-C', 'WebChecks', 'ElecW2', 'EmployeeDocuments', and 'View My Documents'. The main content area is titled 'My Delivery Settings'. It contains a section for '1095-C' with a sub-section for 'WebChecks'. The '1095-C' section shows a green check mark and the word 'Authorized'. The 'WebChecks' section shows a green check mark and the word 'Authorized'. The 'ElecW2' section shows a green check mark and the word 'Authorized'. The 'EmployeeDocuments' section shows a green check mark and the word 'Authorized'. The 'WebChecks' section has a text input field for 'primary email address' with the value 'personal@aspirus.org'. Below this is a 'Web Delivery' section with a 'Yes' radio button selected and a 'No' radio button. The 'Submit' button is highlighted with a red arrow.

7. You will follow the same steps (steps 1 through 6) for your W-2 if you choose to have it stored in MHC Software Document Self-Service for you to view or print (and not have a hard copy mailed to you). You will know it has been setup correctly when a green check mark and "Authorized" appear under "ElecW2".

## Logging Out of Infor GHR

1. Log out of Infor GHR Employee Space by clicking the person icon located in the upper right corner of screen and select "Sign Out" option from drop down list.



2. Wait for the following confirmation screen to appear, then completely close out of your web browser (this means all tabs and windows you have open within that web browser need to be closed) to complete the sign out process.

