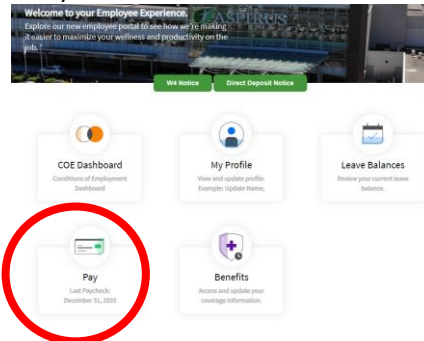


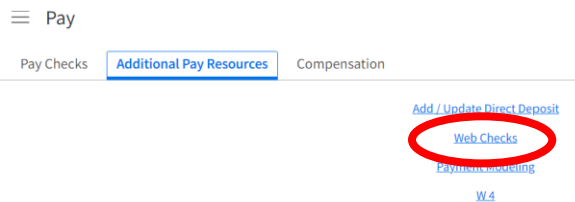
## Receiving your Paycheck Stub via Email

\*Please note: Aspirus does not mail paystubs - you may elect to receive a password protected copy of your paystub via email.

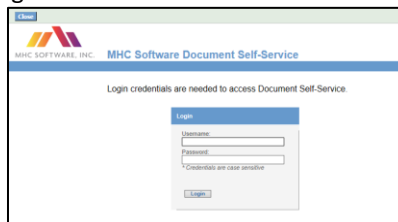
In Infor GHR, under Employee, click on “Pay”



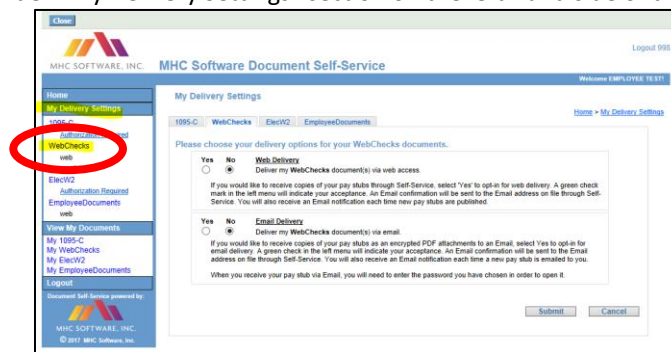
Under “Additional Pay Resources” click on Web Checks:



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”.



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



**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.

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Welcome EMPLOYEE TEST!

Home > 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: personal-mail@gmail.com

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

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

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

Welcome EMPLOYEE TEST!

Home > 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: personal-mail@gmail.com

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

**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.

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Welcome ABIGAIL SINGER!

Home > 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