^s ^c Employee & Retiree Service Center

EPAYSTUB AND TAX DOCUMENT SELF-SERVICE Instructions for MCPS Retirees & Other Former Employees

REGISTER TO USE THE SYSTEM

To access your W-2s and 1095-Cs, you will need to log in to the ePaystub and Tax Document Self-Service system. To create an MCPS username and password that will enable you to log in—

- 1. Click the Log in to ePaystub and Tax Document Self-Service link found on the Pay and Tax Documents for Retirees and Other Former MCPS Employees web page.
- 2. Click Register User.
- 3. Under Credential Verification, enter your MCPS employee identification number, your last name (be sure to capitalize the first letter of your last name), and your social security number.
- 4. Enter the security code found in the blue box in the space below it.
- 5. Click Submit.

Login	
Username:	
Password:	se sensitive
Login Register User	Click Register User to begin the registration process.
Forgot your passwo	rd?

redential Verification	
lease enter your personal information fo ach input field and then click Submit.	r.
mployee Id:	
ast Name:	
ISN:	
001-101-10000()	<u> </u>
czxus	
Generate new security code	
Enter security code shown above	
Submit	

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- 6. Enter a username (a valid e-mail address).
- 7. Enter it again to confirm it.
- 8. Click Submit.
- 9. Important: Do NOT click the log-in button on the system screen. Instead, open your e-mail inbox.

You will receive a confirmation e-mail at the e-mail address you provided as your username. You will have one hour to—

- 10. Click the link provided in the e-mail.
- 11. Enter your employee ID (e-mail), last name, and social security number.
- 12. Enter the security code found in the blue box in the space below it.
- 13. Click Submit.
- 14. Enter a new password. Enter it again to confirm it.
- 15. Click Submit.

Once you have set your password, your registration will be complete. Although you will have the option of adding a second e-mail address to receive notifications, ERSC recommends you NOT use this option.

LOG IN

1. To log in to the ePaystub and Tax Document Self-Service system, from the log-in screen, enter your username and password and click **Login**.

Please enter	a calificanal address to be used as once has asset fail
Service User	a vano email address to be used as your pocument serv- name and Primary Email Address.
Enter New	Username:
Confirm No	aw Username:
tration@xyz.com M	
rived to use this er	nail address for your Document Self-Service profile.
Set Passy	Email Verification
Enter Nev	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.
Subm	Secondary Email Confirm Email
	I do not want to store a secondary email address on file.
	Enter New Confirm No ration@xyz.com M Set Passv Enter New Confirm N Subm



<u>Employee & Retiree Service Center</u>

EPAYSTUB AND TAX DOCUMENT SELF-SERVICE Instructions for MCPS Retirees & Other Former Employees

2. Read the welcome message.

Welcome to ePayatub and Tax Document Employee Self-Service

Through its Employee Self-Service (ESS) system, Montgomery County Public Schools (MCPS is providing employees with easier access to online benefit, pay, and retirement forms and resources.

You now access your biweekly effective on the from this website by dicking on **Hy** effective, which you will find under View My Documents on the lift side of this screen. All MCPS engloynes are preadbarching to your their effective from this screen. MiCPS does not print or distribute effective. MCPS does not access the service of the screen and the screen access and the s

You also can access your yearly W-2 and 1095-C tax forms via this web page by providing your authorization for web delivery. With web delivery, you can view and print a duplicate to 2 or 1095-C from this web page. MCPS does not provide paper copies of duplicate W-2s or 1095-Cs. You are responsible for printing your duplicate tax documents from this website.



-Cs. You are responsible for printing your duplicate fair documents from this website, a authorite web delivery, beginning in 2017, you will receive an e-mail in your MCP5 solt-lober notifying you when a new list document becomes available online. If you se not to authorize or revelae authorization of web delivery of your W-2 or 1095-C, or copy of each will be sent to you and your.

make your authorization, begin by dicking on the blue W 2 and/or 1995. C under My thorization Settings on the bit side of the screen, follow the ansaven instructions. After a have completed the required strap, your authorization will be indicated by a green obrank below the document arme.

beer you have authorized web delivery of your tax document(s), when they become available on will be able to view them by clicking the specific document name under View My locuments on the left side of the screen. You also can click on **View My Documents**, then in the document name on the resulting screen to view it.

Note: This application is not available on mobile devices such as smartphones or tab Thank you for using ellegistub and Tax Document (ESP

AUTHORIZE WEB DELIVERY

To access your tax documents, you will first need to authorize web delivery of them.

- 1. Deactivate your Internet browser's pop-up blocker by following **these instructions**.
- 2. Click on either the blue **W-2** or **1095-C** under My Authorization Settings on the left side of the screen.
- 3. Click on Click HERE to get authorized.





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EPAYSTUB AND TAX DOCUMENT SELF-SERVICE Instructions for MCPS Retirees & Other Former Employees

- 4. Read the authorization agreement
- 5. Click on **Print Test**. Follow the instructions to complete the print test.

- 6. Once you have successfully printed the sample tax document, click **Yes**.
- 7. Click the **I Agree** button.
- 8. Click **Submit** to complete your authorization.

Mby I	Delivery Settings - Tax Document - Authorization
my	Derivery Setungs - Tax Document - Addionzation
P	wish to receive my W-2 electronically via the MCPS Employee Self-Service (ESS) web age. I understand that instead of choosing web delivery, I have the option of having on 2 form printed at no charge each year.
l to (a	understand that by choosing web delivery, I will need to print my W-2 in order to attach o my tax returns. My W-2 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 W-2 successfully.
l a a	understand that I may revoke my consent to receive my W-2 electronically with 30 day dvance notice anytime through December 1 of each year. If I do not revoke my uthorization for web delivery, my 2016 and future W-2s will be available to me online o nd I will be responsible for printing them.
l yı m	understand that MCPS anticipates electronic W-2s will be available by January 15 eac ear, but no later than January 31 unless January 31 falls on a weekend. If it does, my t ay not be available until the first Monday that follows January 3 <mark>.</mark>
1	will be notified via e-mail when my W-2 is available online. Once published to ESS, my will be available for reprint through October 15th.
	You must successfully print a test page before you agree. Print Test
Print	T Fest
Wer	e you able to print it successfully? Yes No
l und year may I will 2 wil	derstand that MCPS anticipates electronic W-2s will be available by January 1 , but no later than January 31 unless January 31 falls on a weetend. If it does not be available until the first Monday that follows January 31. be notified via e-mail when my W-2 is available online. Once published to ES Il be available for reprint through October 15th.
Y	ou must successfully print a test page before you agree. Print Test IAgree
Test	Paystub and Tax Document Employee Self-Service
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My I	Delivery Settings
ePay	stub W-2 1095-C
You	ise choose your delivery options for your W-2 documents. will receive emails at your primary email address. anelefiz/824(g)yahoo.com
	Authorization Started - clicking Submit completes your authorization Yes No Web Delivering Image: Complete Started - clicking Submit completes your authorization Settings controlled by your system administrator dictate whether you will receive an email in utilication when information is available via the web.
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VIEW AND PRINT DOCUMENTS

To view and/or print your tax documents-

- Once authorized to receive web delivery, click on either My W-2 or My 1095-C under View My Documents. Some retirees will have the option of viewing a portion of their ePaystubs as well.
- 2. Click the magnifying glass icon under the View column that is next to the appropriate tax year.
- 3. In the Document Viewing Security window, enter your employee identification number in the box provided. Next, enter the security code (shown in the blue box) in the box underneath it.
- 4. To print your tax form, right click on it and choose Print.







Right click on your W-2 or 1095-C to print it.

