



MHC Former Employee Payroll Document Access Instructions

MEMORIAL[®]
HERMANN

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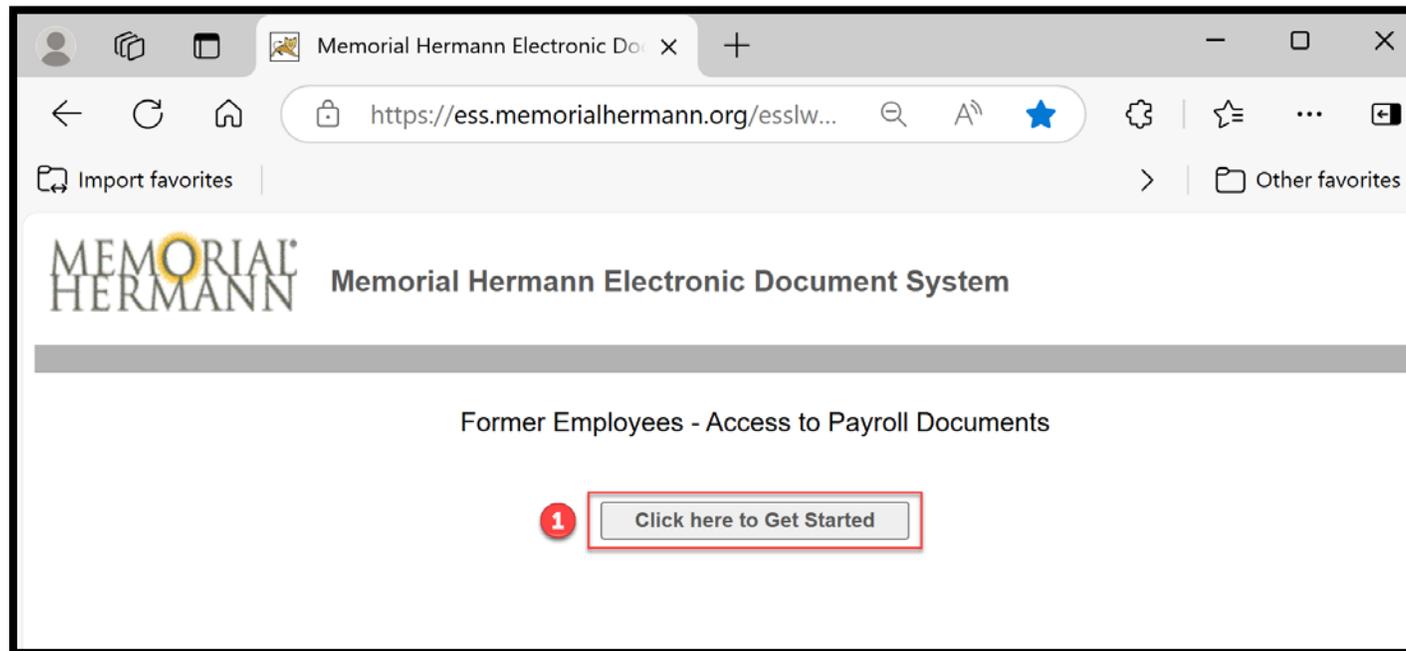
Former Employee MHC Registration Process

Former Employee MHC Registration Process

1. Open the following link in your browser

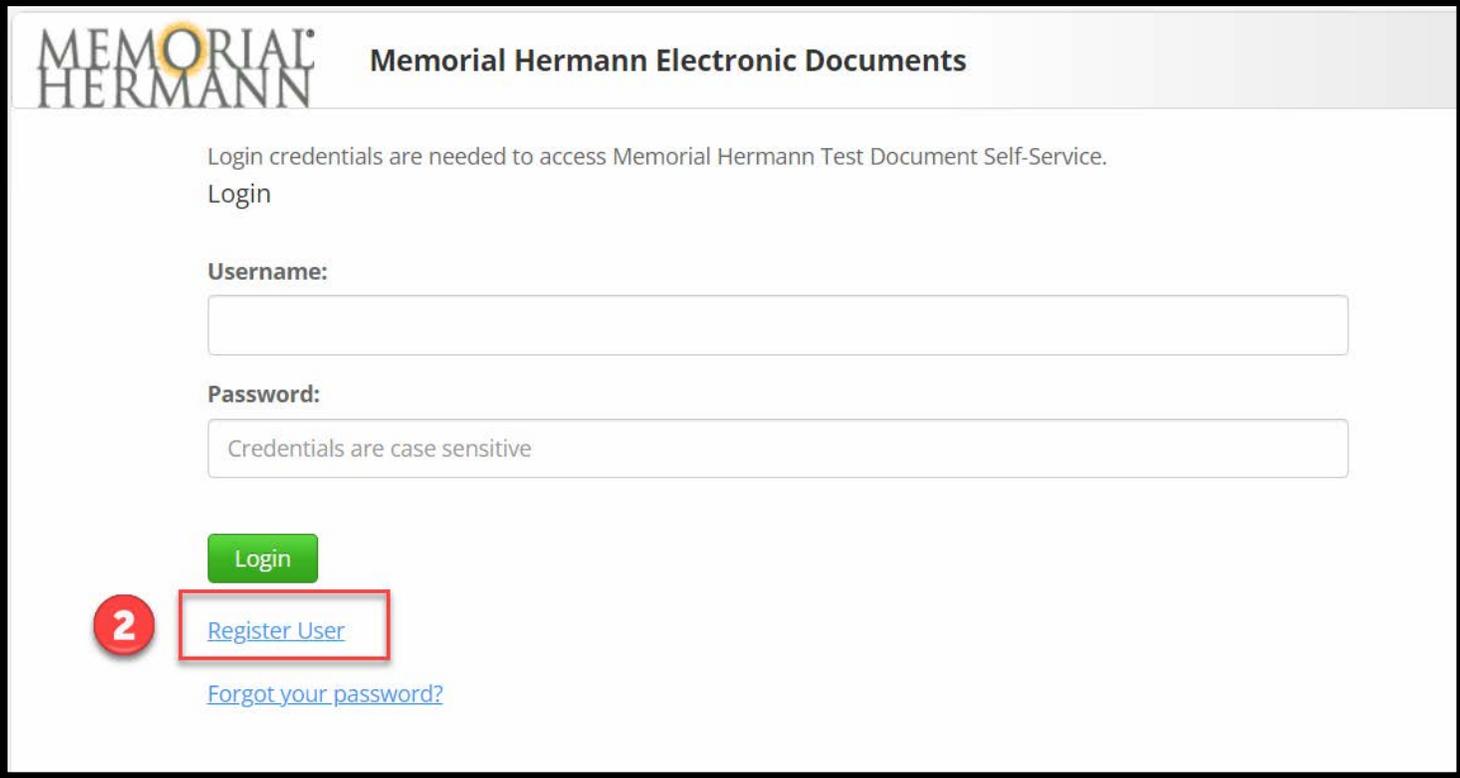
https://ess.memorialhermann.org/esslw/per/mhc_register.jsp and click on the 'Click here to Get Started' button to begin

Note: Users must start from the below page to properly register



Former Employee MHC Registration Process

2. From the login screen, click on the *Register User* link



MEMORIAL HERMANN

Memorial Hermann Electronic Documents

Login credentials are needed to access Memorial Hermann Test Document Self-Service.

Login

Username:

Password:

Login

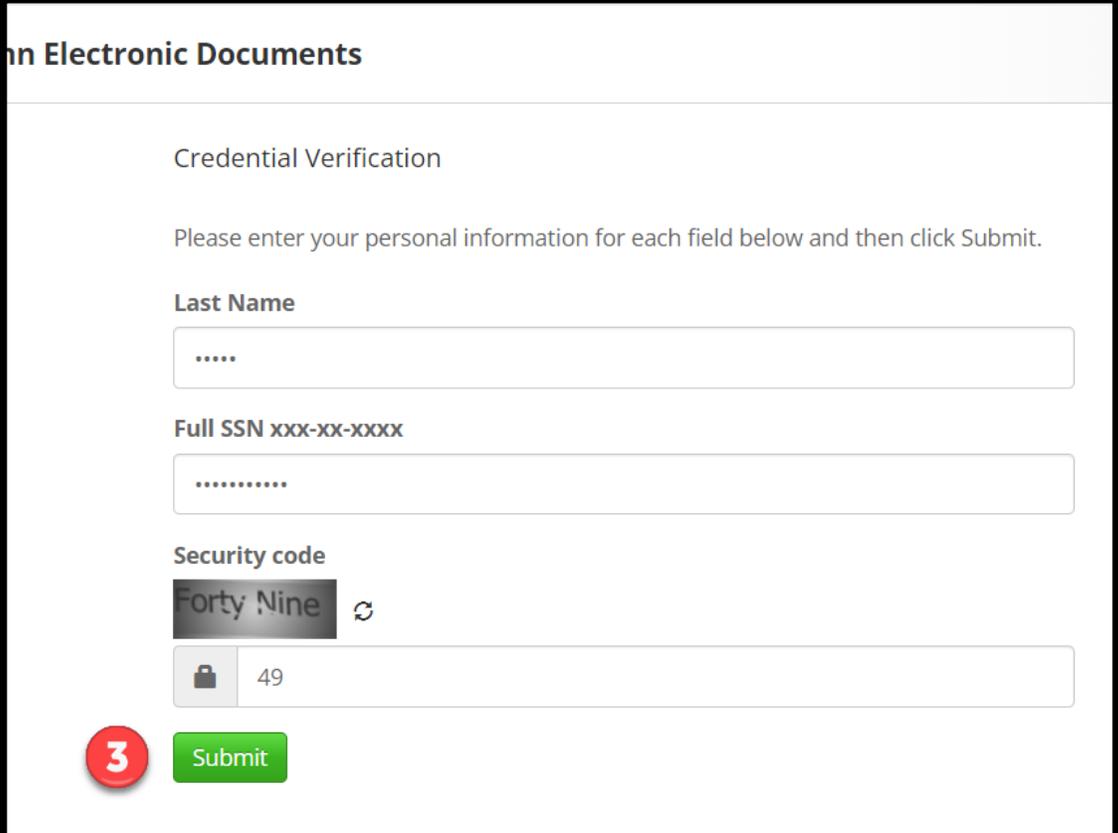
2 [Register User](#)

[Forgot your password?](#)

Former Employee MHC Registration Process

3. Enter your personal information as noted below and click **Submit**:

- Last Name (case sensitive, first letter capitalized i.e. Johnson)
- Full SSN xxx-xx-xxxx (include dashes)
- Security code should be entered in the numeric equivalent of the image text (i.e. 49)



Online Electronic Documents

Credential Verification

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

Last Name

Full SSN xxx-xx-xxxx

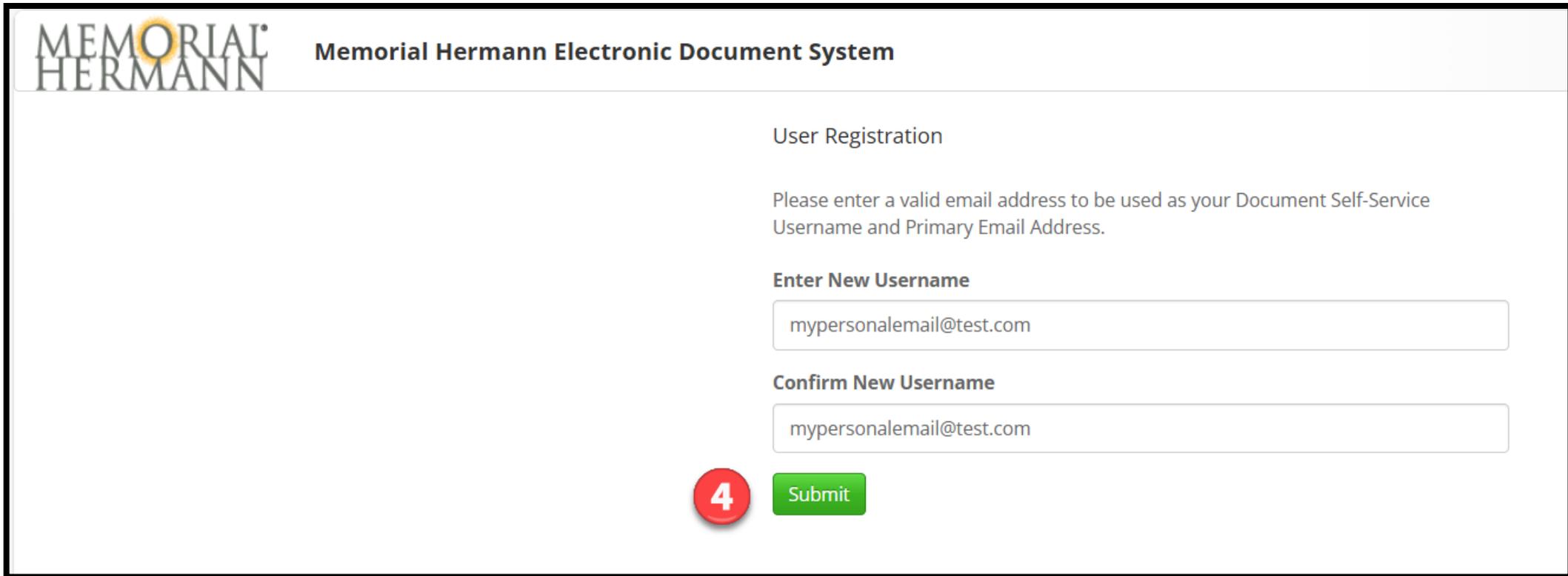
Security code

Forty Nine 



Former Employee MHC Registration Process

4. Enter a valid email address as a username and click **Submit**



MEMORIAL HERMANN Memorial Hermann Electronic Document System

User Registration

Please enter a valid email address to be used as your Document Self-Service Username and Primary Email Address.

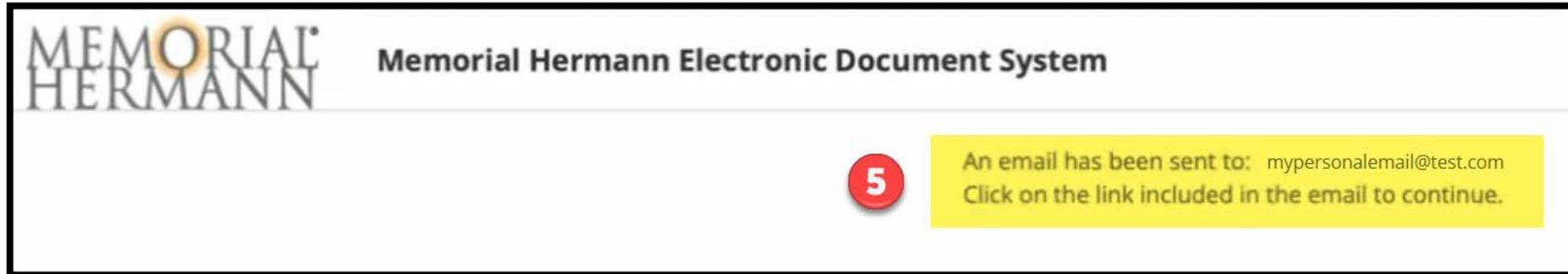
Enter New Username

Confirm New Username

4 **Submit**

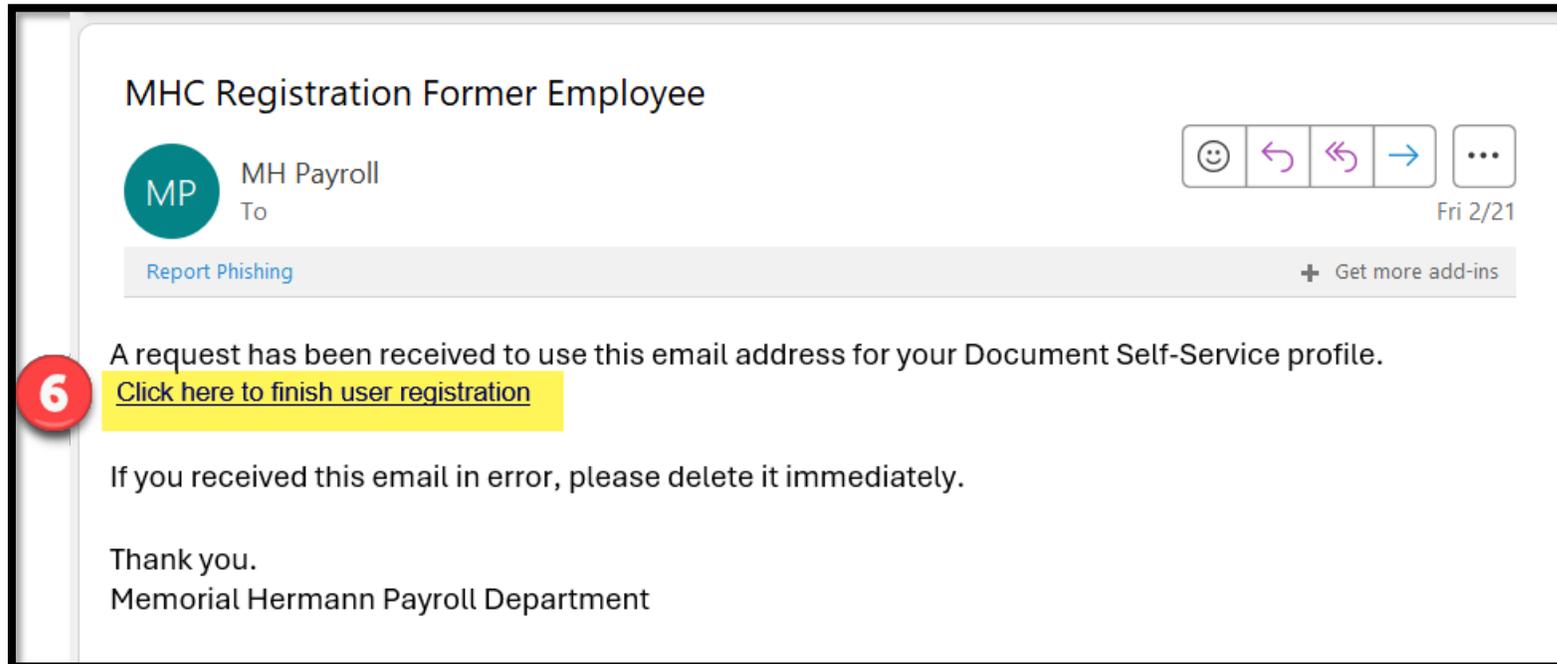
Former Employee MHC Registration Process

5. Confirmation email from MH.Payroll@memorialhermann.org will be sent to the provided email address to continue the registration process.



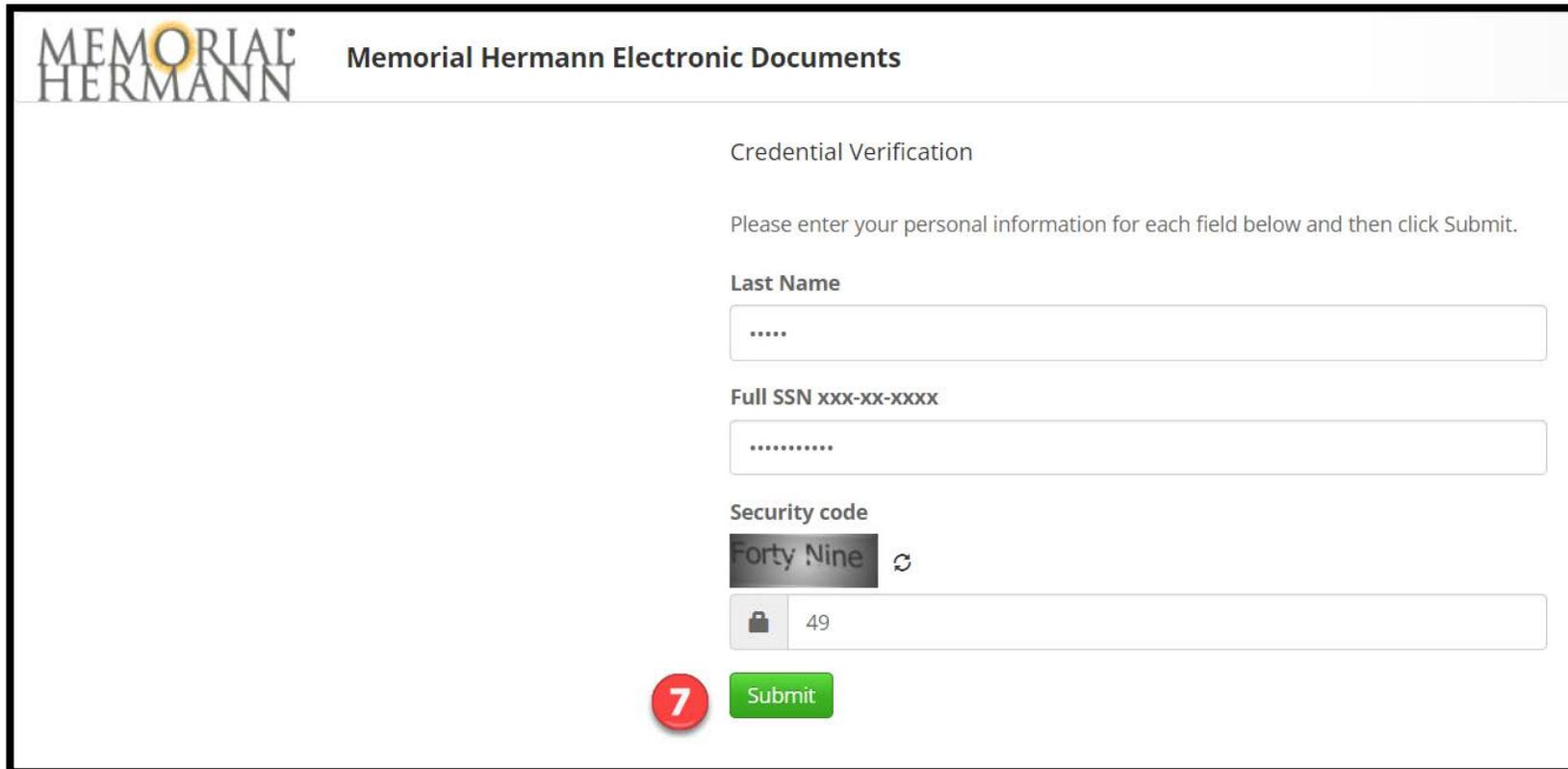
Former Employee MHC Registration Process

6. Locate the email sent from MH.Payroll@memorialhermann.org with subject line: **MHC Registration Former Employee**. Click on the link in the email to continue the registration process.



Former Employee MHC Registration Process

7. Enter your personal information again to verify and click **Submit**.

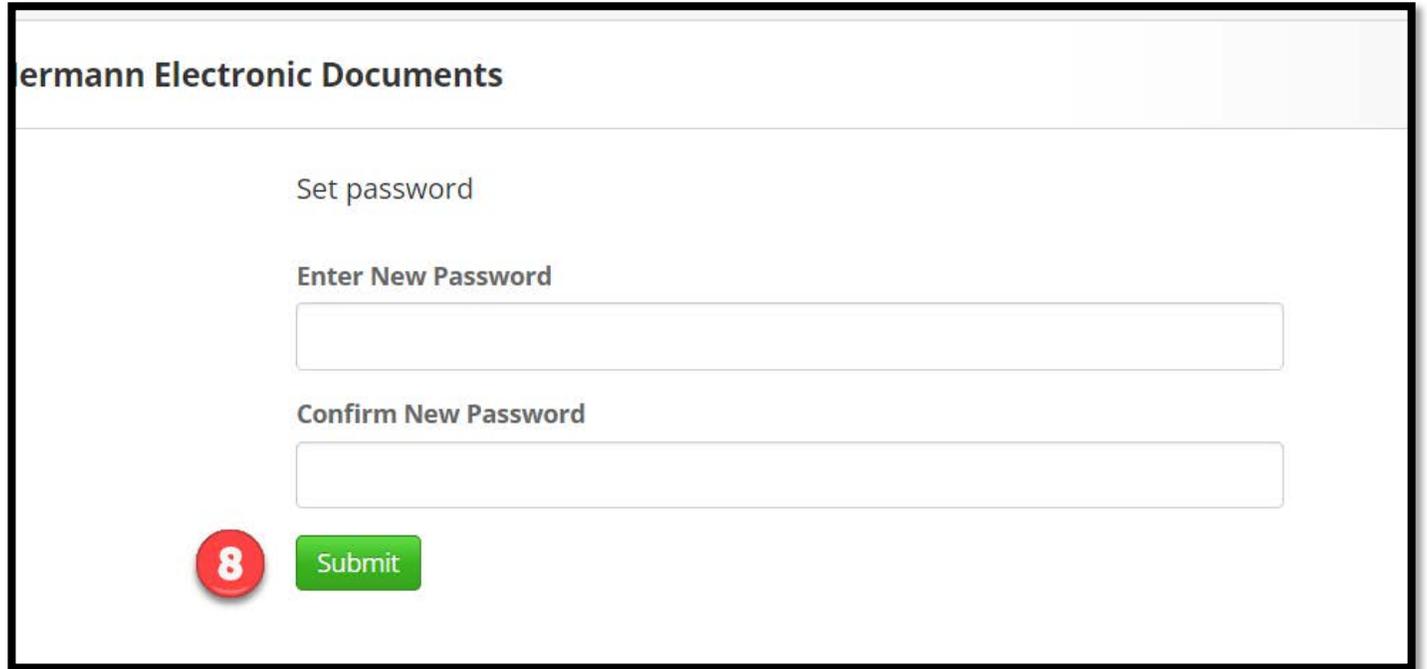


The screenshot shows a web form titled "Memorial Hermann Electronic Documents" with a "Credential Verification" section. The form includes a header with the Memorial Hermann logo and the text "Memorial Hermann Electronic Documents". Below the header, the text "Credential Verification" is displayed. A message reads: "Please enter your personal information for each field below and then click Submit." The form contains three input fields: "Last Name" with a masked value ".....", "Full SSN xxx-xx-xxxx" with a masked value ".....", and "Security code" with a masked value "Forty Nine" and a refresh icon. Below the security code field is a small lock icon and the number "49". A red circle with the number "7" is positioned to the left of a green "Submit" button.

Former Employee MHC Registration Process

8. Create a password and click **Submit**. Password requirements are as follows:

- Minimum 10 characters
- Includes one uppercase
- Includes one lowercase
- Includes one number



The screenshot shows a web form titled "Memorial Hermann Electronic Documents". The form is titled "Set password" and contains two input fields: "Enter New Password" and "Confirm New Password". Below the input fields is a green "Submit" button. A red circular icon with the number "8" is positioned to the left of the "Submit" button, indicating the current step in the registration process.

Former Employee MHC Registration Process

9. Enter a secondary email to receive communications or select the checkbox 'I do not want to store a secondary email on file' and click **Submit**.

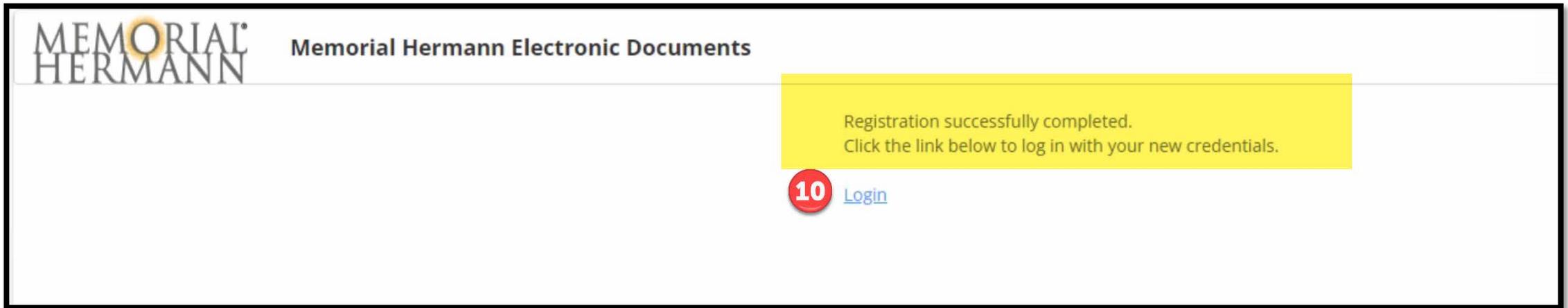
The screenshot shows the 'Email Verification' step of the registration process. At the top left is the Memorial Hermann logo, and to its right is the text 'Memorial Hermann Electronic Documents'. The main heading is 'Email Verification'. Below this is a rounded rectangular box containing the following elements:

- Secondary Email Address (OPTIONAL)**
- Text: '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.'
- Two radio button options:
 - sarah.hem@memorialhermann.org
 - jhymes@entouch.net
- Two text input fields, both highlighted in yellow, labeled 'Secondary Email' and 'Confirm Secondary Email'.
- A checkbox option, also highlighted in yellow: I do not want to store a secondary email address on file.

At the bottom center of the form is a red circle with the number '9' and a green 'Submit' button.

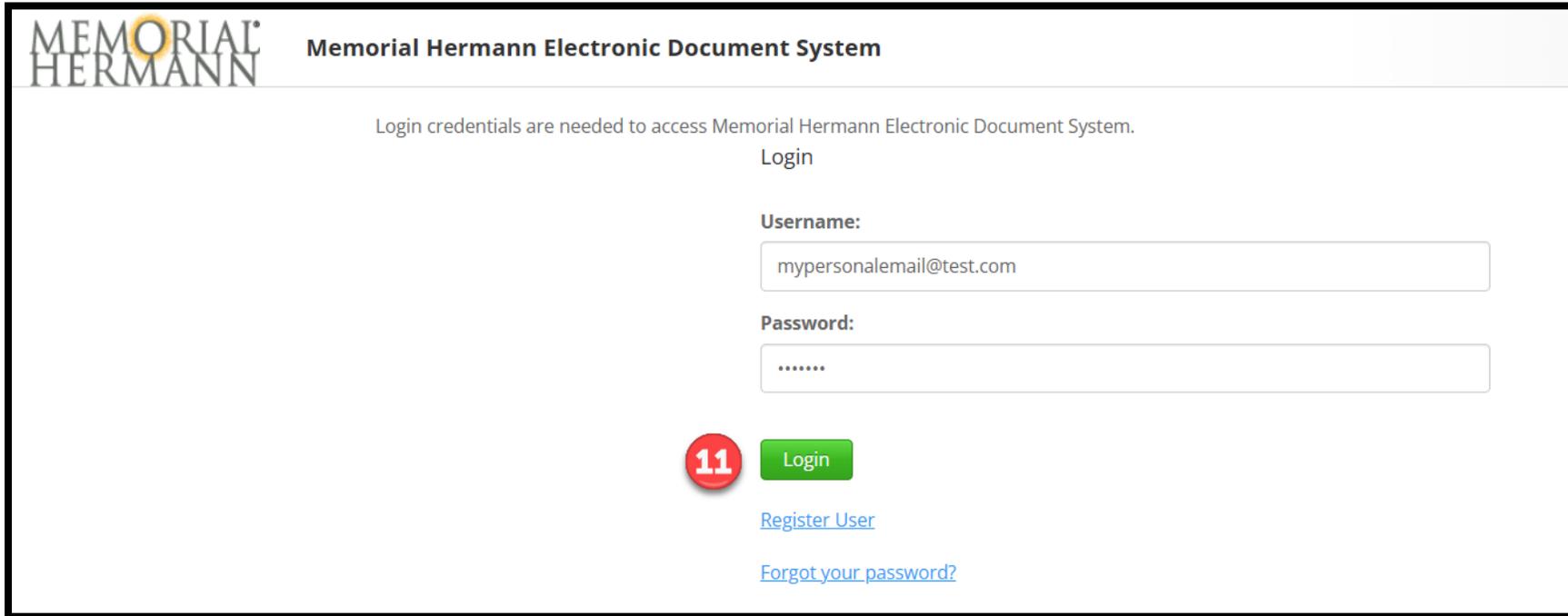
Former Employee MHC Registration Process

10. See confirmation message “Registration successfully completed. Click the link below to log in with your new credentials.” Click *Login* link.



Former Employee MHC Registration Process

11. From the login screen, enter your newly created username and password. Click **Login**.



MEMORIAL HERMANN

Memorial Hermann Electronic Document System

Login credentials are needed to access Memorial Hermann Electronic Document System.

Login

Username:

Password:

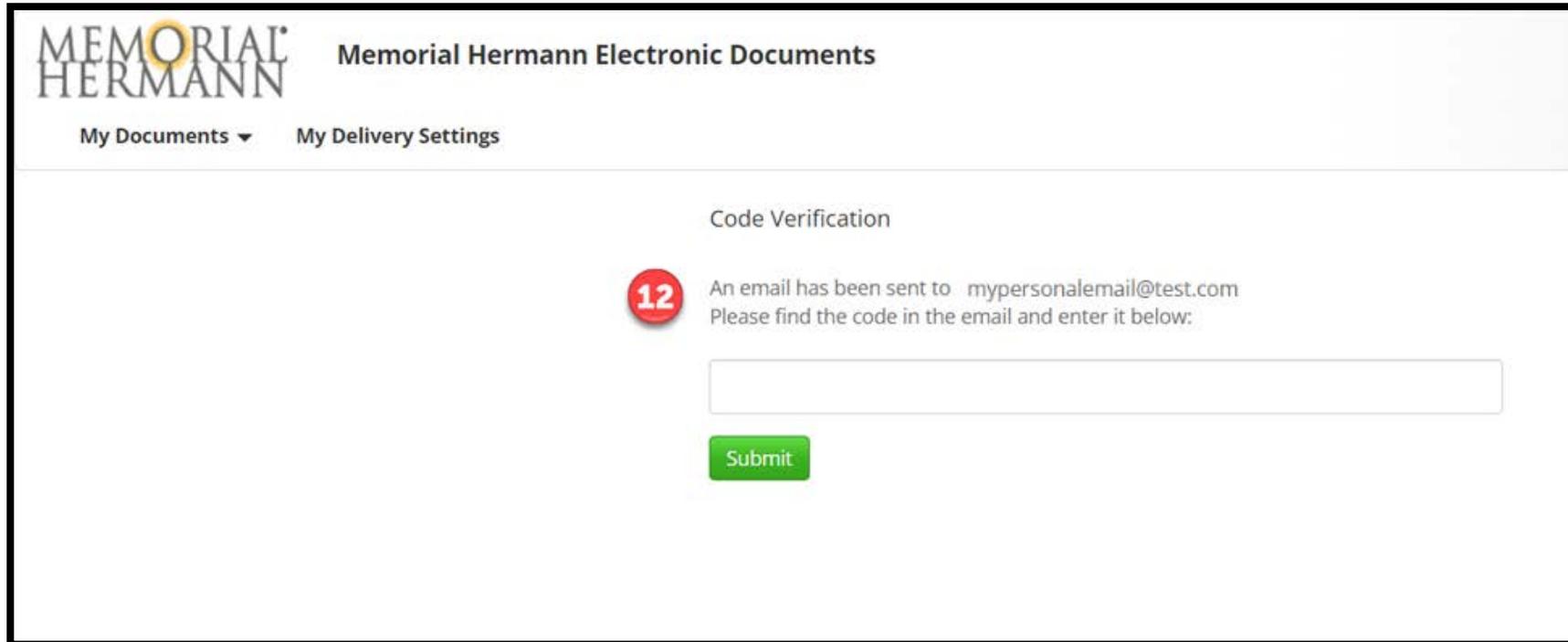
11 Login

[Register User](#)

[Forgot your password?](#)

Former Employee MHC Registration Process

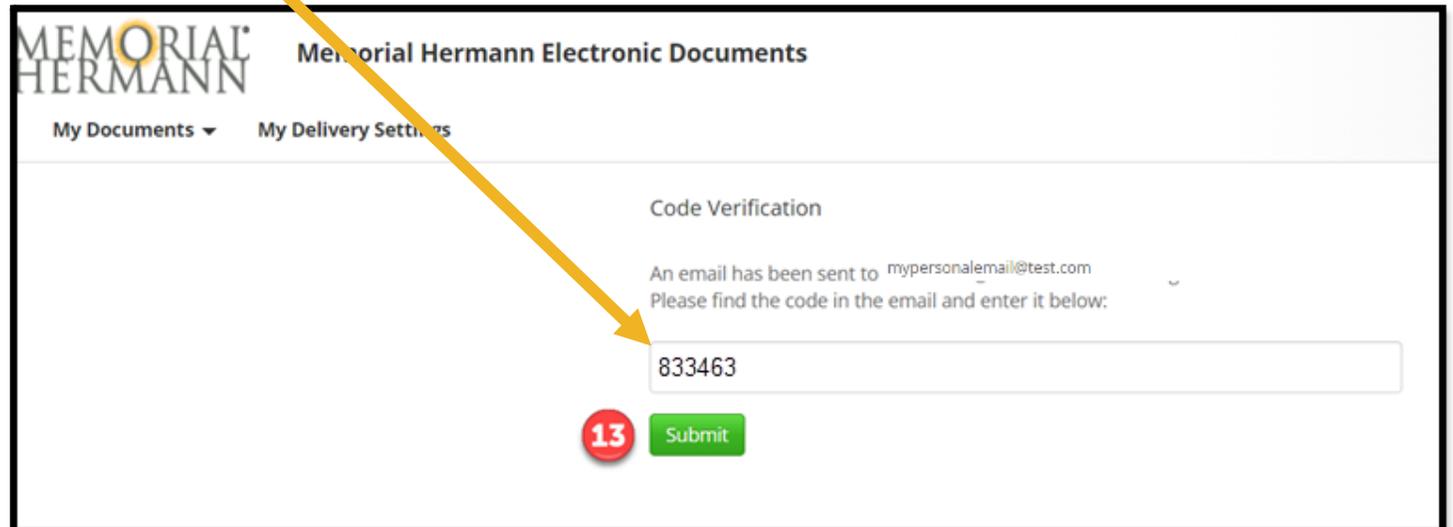
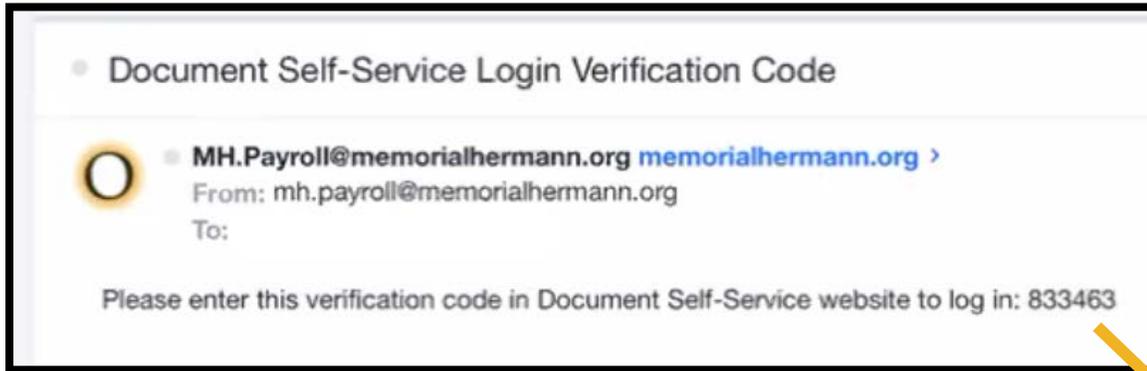
12. A verification code will be sent via email for security purposes for every login attempt.



The screenshot displays the Memorial Hermann Electronic Documents interface. At the top left is the Memorial Hermann logo. To its right is the text "Memorial Hermann Electronic Documents". Below the logo are two navigation links: "My Documents" with a dropdown arrow and "My Delivery Settings". The main content area is titled "Code Verification". A red circular icon with the number "12" is positioned to the left of the text: "An email has been sent to mypersonalemail@test.com. Please find the code in the email and enter it below:". Below this text is a long, empty text input field. At the bottom of the input field is a green "Submit" button.

Former Employee MHC Registration Process

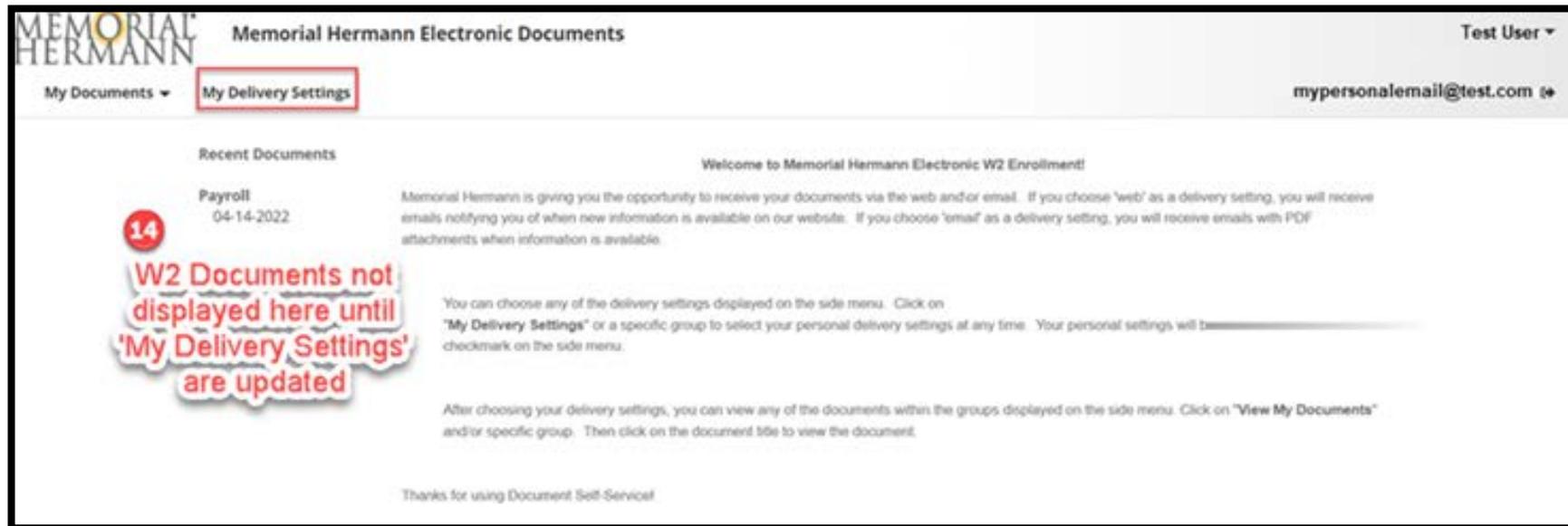
13. Check your email for the verification code provided and enter in the form. Click **Submit**.



Former Employee MHC Registration Process

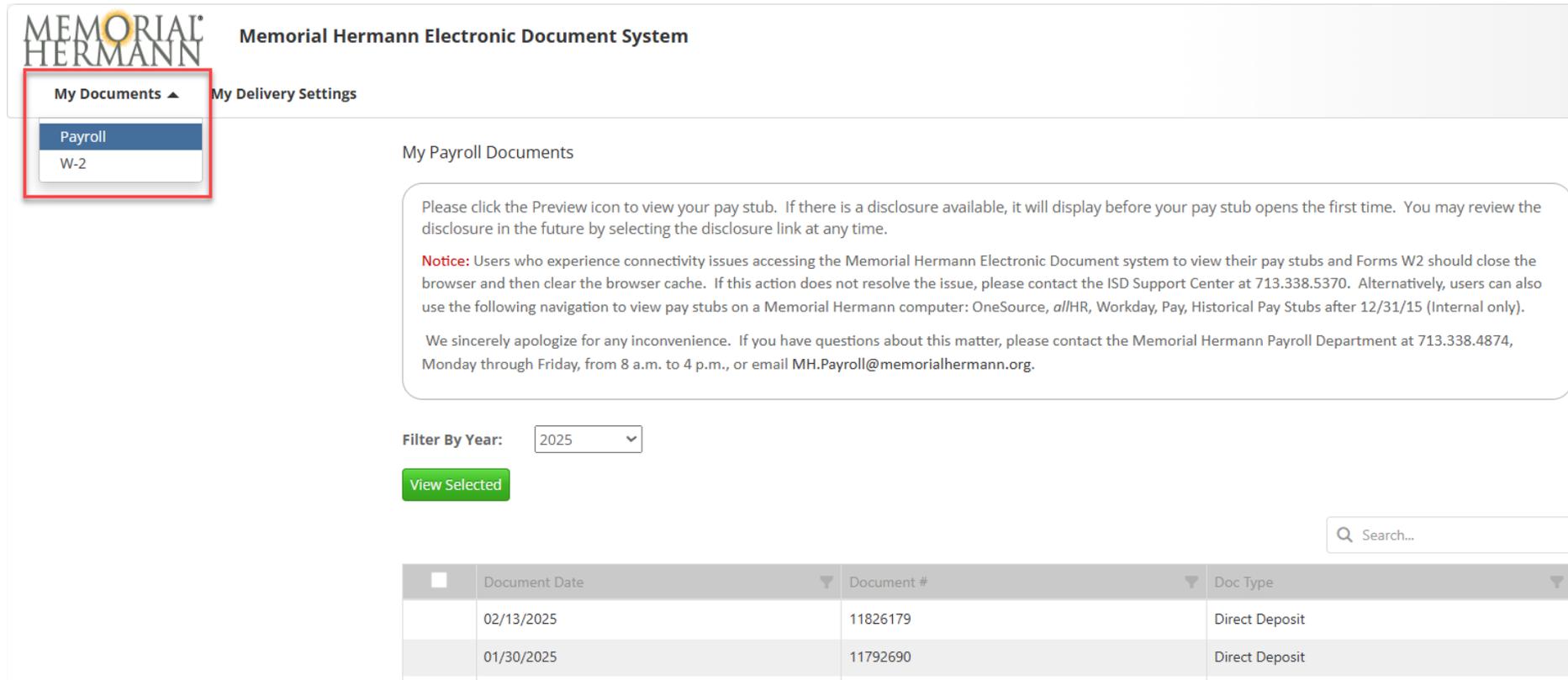
14. See home screen for MHC with access to documents.

- If W-2 documents are not displayed under Recent Documents in left column, user will need to update ‘My Delivery Settings’. See following section for instructions on how to ‘*Update My Delivery Settings*’.
- If W-2 documents are displayed under Recent Documents, no need to update *My Delivery Settings*.



Former Employee MHC Registration Process

15. To view your available electronic documents, click on **My Documents** tab and select **Payroll** or **W-2**



MEMORIAL HERMANN Memorial Hermann Electronic Document System

My Documents ▲ My Delivery Settings

- Payroll
- W-2

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.

Notice: Users who experience connectivity issues accessing the Memorial Hermann Electronic Document system to view their pay stubs and Forms W2 should close the browser and then clear the browser cache. If this action does not resolve the issue, please contact the ISD Support Center at 713.338.5370. Alternatively, users can also use the following navigation to view pay stubs on a Memorial Hermann computer: OneSource, *all*HR, Workday, Pay, Historical Pay Stubs after 12/31/15 (Internal only).

We sincerely apologize for any inconvenience. If you have questions about this matter, please contact the Memorial Hermann Payroll Department at 713.338.4874, Monday through Friday, from 8 a.m. to 4 p.m., or email MH.Payroll@memorialhermann.org.

Filter By Year: 2025 ▼

View Selected

Search...

	Document Date ▼	Document # ▼	Doc Type ▼
	02/13/2025	11826179	Direct Deposit
	01/30/2025	11792690	Direct Deposit

Update My Delivery Settings

Update My Delivery Settings

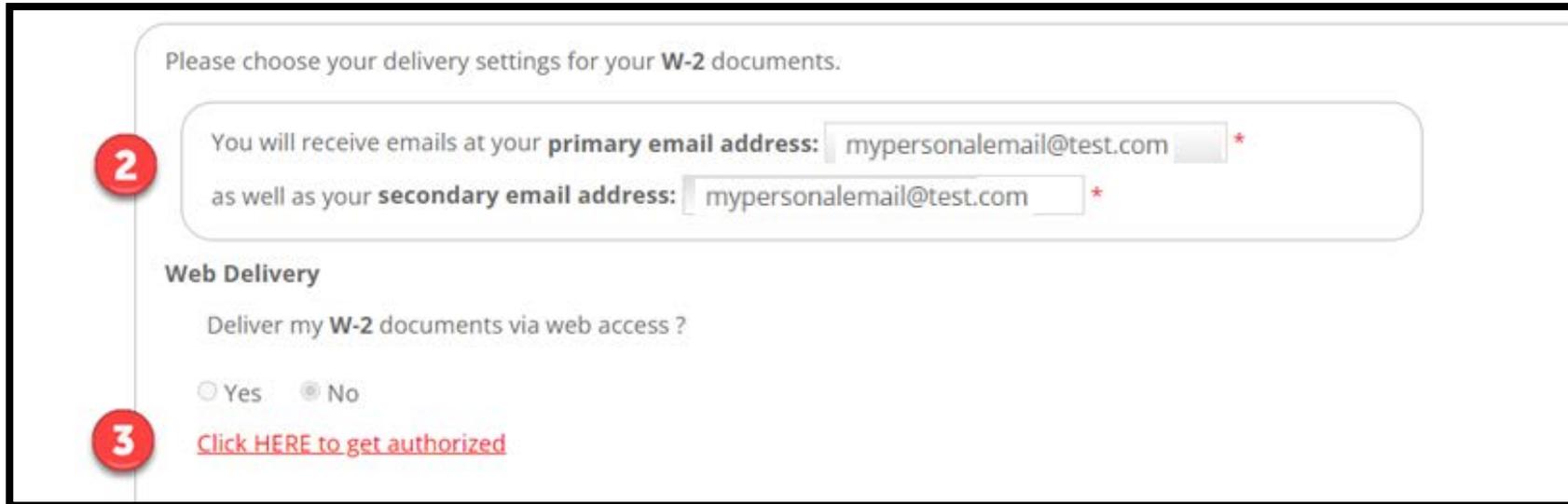
1. Click on the **My Delivery Settings** tab at the top and see the 'x' next to Web Delivery denoting you are currently opted out. Click on **Web Delivery** under W2 to start the authorization process.

The screenshot displays the Memorial Hermann Electronic Documents interface. At the top left, the Memorial Hermann logo is visible. The main header reads "Memorial Hermann Electronic Documents". Below this, there are two tabs: "My Documents" and "My Delivery Settings", with the latter highlighted by a red box. The "My Delivery Settings" section is expanded, showing a "Collapse All" button and a list of document groups: "Payroll" and "W-2". Under the "W-2" group, the "Web Delivery" option is listed with a red "x" icon next to it, indicating it is opted out. A red circle with the number "1" is placed next to the "Web Delivery" option. To the right of the settings, there is a "My Delivery Settings Instructions" section. It contains a paragraph of instructions and a list of icons: a red arrow pointing right (no setting selected), a green checkmark (opted in), a red "x" (opted out), and a yellow warning triangle (authorization process started but not completed).

Update My Delivery Settings

2. Enter a primary and secondary address to receive email notifications. (You may use the same email address for both)

3. Click on the *Click HERE to get authorized* link



Please choose your delivery settings for your **W-2** documents.

2 You will receive emails at your **primary email address:** *
as well as your **secondary email address:** *

Web Delivery

Deliver my **W-2** documents via web access ?

Yes No

3 [Click HERE to get authorized](#)

Update My Delivery Settings

4. Start the Print Test by clicking **Print Test**. You must be able to successfully print the sample document to proceed.

Authorization Started

I consent to receive my Form W-2 electronically (eW-2) via the Memorial Hermann OneSource intranet site or the Memorial Hermann internet website. My consent remains in effect during my employment and ends when I terminate employment with Memorial Hermann Health System. I may request a paper Form W-2 as needed. My request for a paper Form W-2 does not withdraw my consent to receive an eW-2 each year during my employment. I understand that my eW-2 will be delivered as a PDF file. I will use Adobe Reader software (available at no charge) to print the form. I acknowledge that I have access to a computer which allows me to view, print or download the form and was provided the opportunity to test the eW-2 functionality.

I understand that I may withdraw my consent to receive an eW-2. If I choose to withdraw my consent, I must withdraw my consent by January 6, 2017 for the 2016 Form W-2 through the Memorial Hermann OneSource intranet site, using the following navigation: All HR/Workday/Pay/eW-2 or through the Memorial Hermann internet website by selecting For Employees/Log into Employee Access/Workday/Pay/eW-2. My consent withdrawal does not affect previously issued eW-2s. I will be notified via email when my consent to eW-2 is withdrawn. Once consent is withdrawn, the Payroll Department will resume providing me with paper W-2 and W-2c forms. A paper Form W-2 will be mailed by January 31st each year to my address on file.

I understand that the Payroll Department anticipates that the eW-2s will be available approximately on January 20, 2017 but in no case later than January 31, 2017. I will be notified via email when my eW-2 is available via the Memorial Hermann OneSource intranet site and the Memorial Hermann internet website.

You must successfully print a test page before you agree.

4 [Print Test](#)

Update My Delivery Settings

5. Confirm that you can print the sample page successfully by clicking **Yes**.

Authorization Started

I consent to receive my Form W-2 electronically (eW-2) via the Memorial Hermann OneSource intranet site or the Memorial Hermann internet website. My consent remains in effect during my employment and ends when I terminate employment with Memorial Hermann Health System. I may request a paper Form W-2 as needed. My request for a paper Form W-2 does not withdraw my consent to receive an eW-2 each year during my employment. I understand that my eW-2 will be delivered as a PDF file. I will use Adobe Reader software (available at no charge) to print the form. I acknowledge that I have access to a computer which allows me to view, print or download the form and was provided the opportunity to test the eW-2 functionality.

I understand that I may withdraw my consent to receive an eW-2. If I choose to withdraw my consent, I must withdraw my consent by January 6, 2017 for the 2016 Form W-2 through the Memorial Hermann OneSource intranet site, using the following navigation: All HR/Workday/Pay/eW-2 or through the Memorial Hermann internet website by selecting For Employees/Log into Employee Access/Workday/Pay/eW-2. My consent withdrawal does not affect previously issued eW-2s. I will be notified via email when my consent to eW-2 is withdrawn. Once consent is withdrawn, the Payroll Department will resume providing me with paper W-2 and W-2c forms. A paper Form W-2 will be mailed by January 31st each year to my address on file.

I understand that the Payroll Department anticipates that the eW-2s will be available approximately on January 20, 2017 but in no case later than January 31, 2017. I will be notified via email when my eW-2 is available via the Memorial Hermann OneSource intranet site and the Memorial Hermann internet website.

You must successfully print a test page before you agree.
View a sample [Tax Document in PDF Format](#) and print it.

Were you able to print it successfully?

5

Update My Delivery Settings

6. Click on 'I Agree' to consent to receive your W2 electronically.

Authorization Started

I consent to receive my Form W-2 electronically (eW-2) via the Memorial Hermann OneSource intranet site or the Memorial Hermann internet website. My consent remains in effect during my employment and ends when I terminate employment with Memorial Hermann Health System. I may request a paper Form W-2 as needed. My request for a paper Form W-2 does not withdraw my consent to receive an eW-2 each year during my employment. I understand that my eW-2 will be delivered as a PDF file. I will use Adobe Reader software (available at no charge) to print the form. I acknowledge that I have access to a computer which allows me to view, print or download the form and was provided the opportunity to test the eW-2 functionality.

I understand that I may withdraw my consent to receive an eW-2. If I choose to withdraw my consent, I must withdraw my consent by January 6, 2017 for the 2016 Form W-2 through the Memorial Hermann OneSource intranet site, using the following navigation: All HR/Workday/Pay/eW-2 or through the Memorial Hermann internet website by selecting For Employees/Log into Employee Access/Workday/Pay/eW-2. My consent withdrawal does not affect previously issued eW-2s. I will be notified via email when my consent to eW-2 is withdrawn. Once consent is withdrawn, the Payroll Department will resume providing me with paper W-2 and W-2c forms. A paper Form W-2 will be mailed by January 31st each year to my address on file.

I understand that the Payroll Department anticipates that the eW-2s will be available approximately on January 20, 2017 but in no case later than January 31, 2017. I will be notified via email when my eW-2 is available via the Memorial Hermann OneSource intranet site and the Memorial Hermann internet website.

6

Update My Delivery Settings

7. Confirm the email addresses listed to receive future W2 notifications.
8. Select 'Yes' for Web Delivery
9. Click **Submit**

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

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

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

Web Delivery

Authorization Started - clicking Submit completes your authorization

Yes No

Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

The screenshot shows a form titled "Update My Delivery Settings" with three numbered callouts. Callout 7 points to the email address fields, callout 8 points to the "Web Delivery" section, and callout 9 points to the "Submit" button. The form includes a "Web Delivery" section with a "Yes" radio button selected and a "Submit" button.

Update My Delivery Settings

10. Web Delivery under the W-2 section will now have a green checkmark indicating successful authorization has been setup. You should also receive a confirmation email with subject line: *Electronic W-2 Consent Acceptance*.

Memorial Hermann Electronic Documents

My Delivery Settings

My Delivery Settings

^ Collapse All

Payroll

W-2

Web Delivery

NOTE: Each delivery method has specific instructions. Please refer to the instructions below to set your delivery method.

- To view documents
- To receive documents

→ indicates not set up

✓ indicates successfully set up

✗ indicates not authorized

⚠ indicates not authorized

Electronic W-2 Consent Acceptance

MH Payroll

To

Tue 11:55 AM

Report Phishing

+ Get more add-ins

You are receiving this email from Memorial Hermann's MHC-eW2 system regarding your eW-2 account. This email is to confirm that the Memorial Hermann Payroll Department has received your consent to receive electronic W-2 and W-2c forms. You will be notified via email when your eW2 is

Update My Delivery Settings

11. To view your available W-2 electronic documents, click on **My Documents** tab and select **W-2**.

The screenshot displays the Memorial Hermann Electronic Documents portal. At the top left is the Memorial Hermann logo. The page title is "Memorial Hermann Electronic Documents". Below the title are two tabs: "My Documents" (selected) and "My Delivery Settings". A dropdown menu under "My Documents" shows "Payroll" and "W-2" (highlighted in blue). A red circle with the number "11" is positioned to the left of the "W-2" option. The main content area is titled "My W-2 Documents" and contains a message: "Please click the Preview icon to view your W-2 and/or W-2c. Your document will display in the same or different window depending on settings your administrator has chosen." Below this message is a "Filter By Year:" dropdown menu set to "2016" and a green "View Selected" button. A search bar is located on the right side of the page. At the bottom, a table lists the available documents:

<input type="checkbox"/>	Tax Year	Doc Type
<input type="checkbox"/>	2016	W-2

Forgot My Password Process

Forgot My Password Process

1. From the login screen, click on the *Forgot my password?* link

MEMORIAL HERMANN Memorial Hermann Electronic Documents

Login credentials are needed to access Memorial Hermann Test Document Self-Service.

Login

Username:

Password:

Login

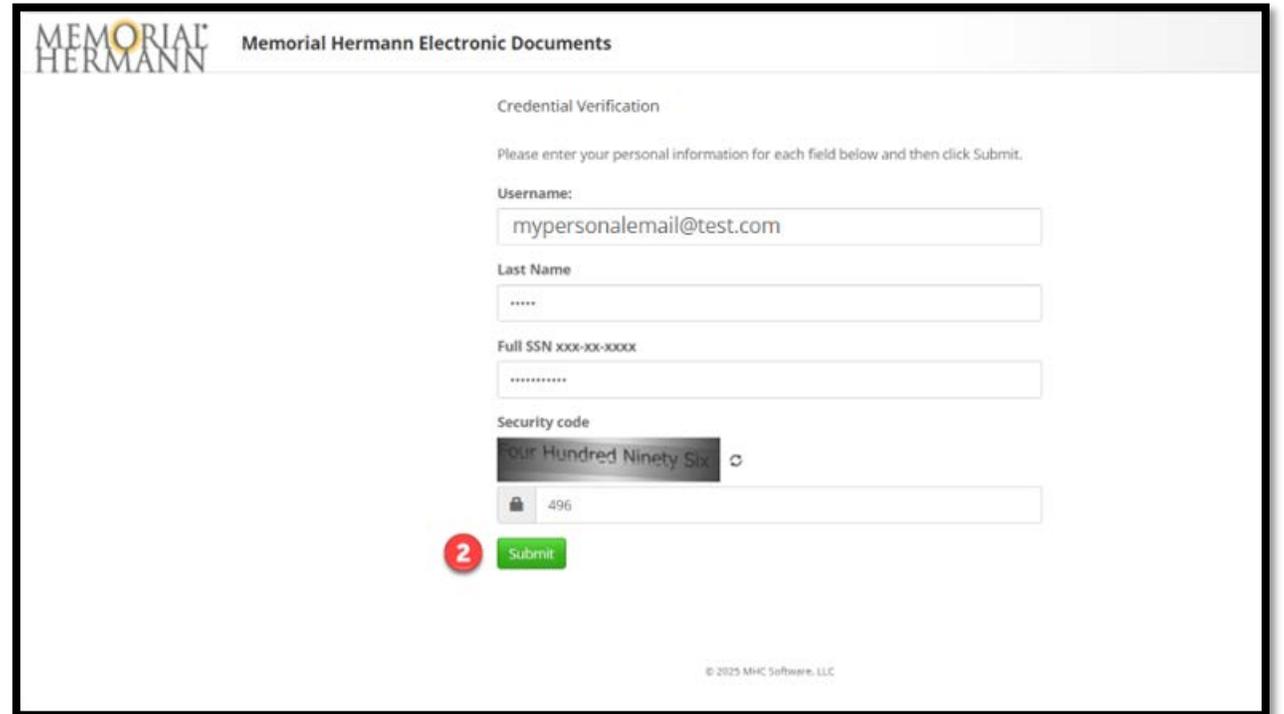
[Register User](#)

1 [Forgot your password?](#)

Forgot My Password Process

2. Enter user information and click **Submit**.

- Username (email address used for registration)
- Last Name (case sensitive, i.e. first letter is capitalized i.e. Johnson)
- Full SSN xxx-xx-xxxx (including dashes)
- Security code should be entered in the numeric equivalent of the image text (i.e. 49)



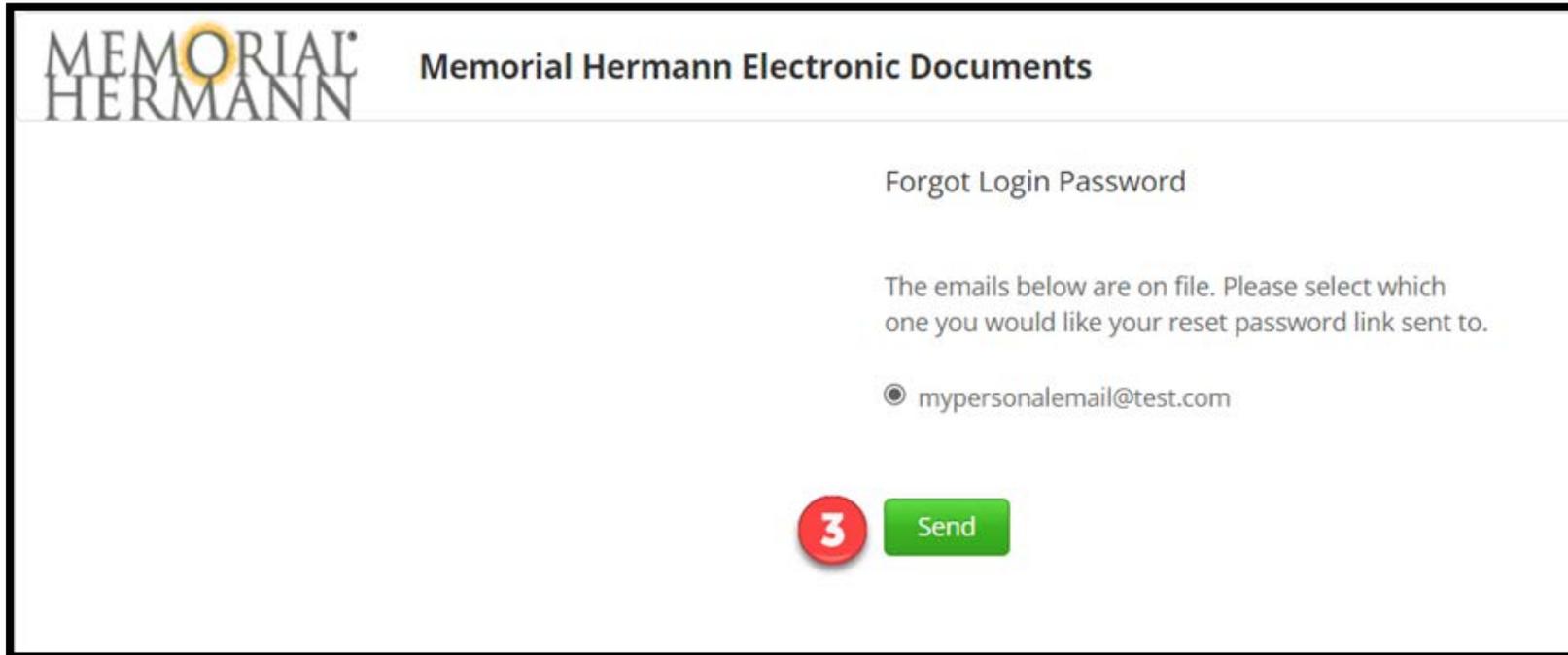
The screenshot shows the 'Memorial Hermann Electronic Documents' login page. The title is 'Memorial Hermann Electronic Documents'. Below the title, it says 'Credential Verification'. A message reads: 'Please enter your personal information for each field below and then click Submit.' The form contains the following fields:

- Username:** mypersonalemail@test.com
- Last Name:** *****
- Full SSN xxx-xx-xxxx:** *****
- Security code:** A CAPTCHA image showing the text 'Our Hundred Ninety Six' with a refresh icon.
- Security code input:** A field containing the numeric equivalent '496'.

A green 'Submit' button is located below the security code input field. A red circle with the number '2' is positioned to the left of the button. At the bottom right of the page, there is a copyright notice: '© 2025 MHC Software, LLC'.

Forgot My Password Process

3. Select which email to send reset password link to and click **Send**.



MEMORIAL HERMANN Memorial Hermann Electronic Documents

Forgot Login Password

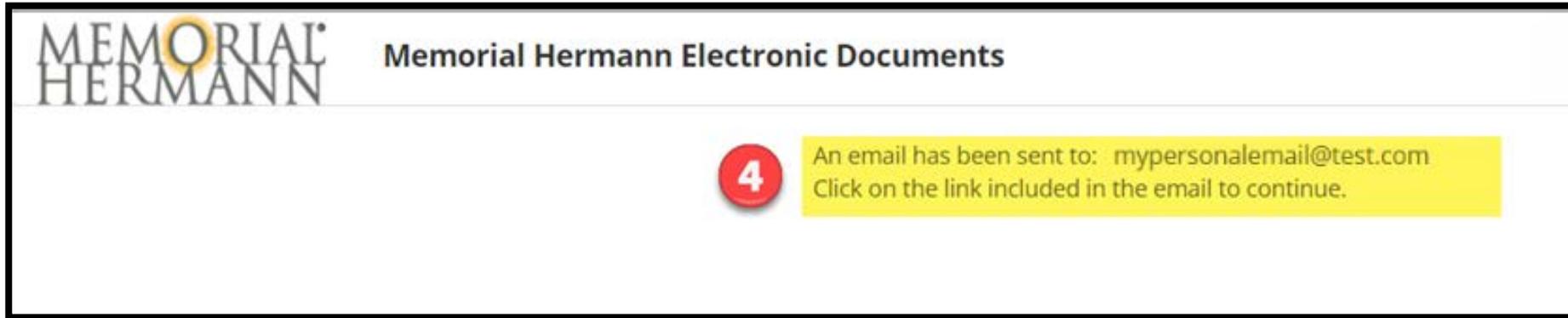
The emails below are on file. Please select which one you would like your reset password link sent to.

mypersonalemail@test.com

3 Send

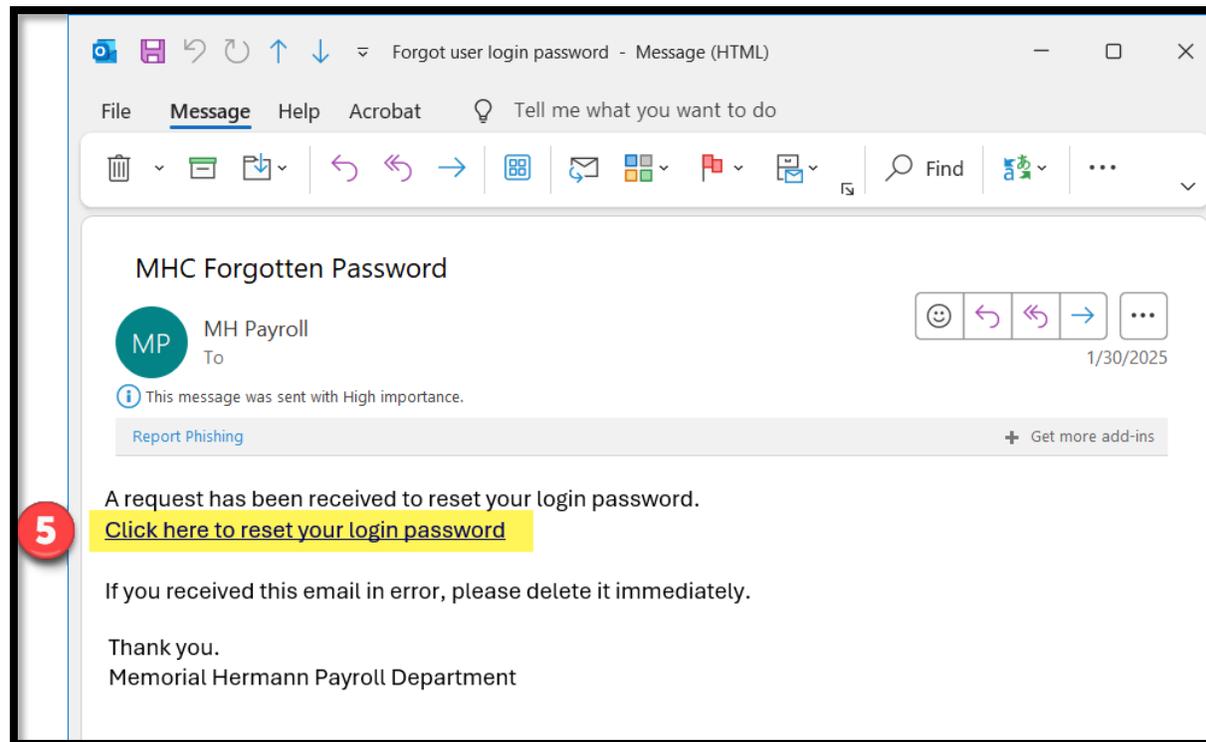
Forgot My Password Process

4. See confirmation message saying “An email has been sent to: [email address] Click on the link included in the email to continue.”



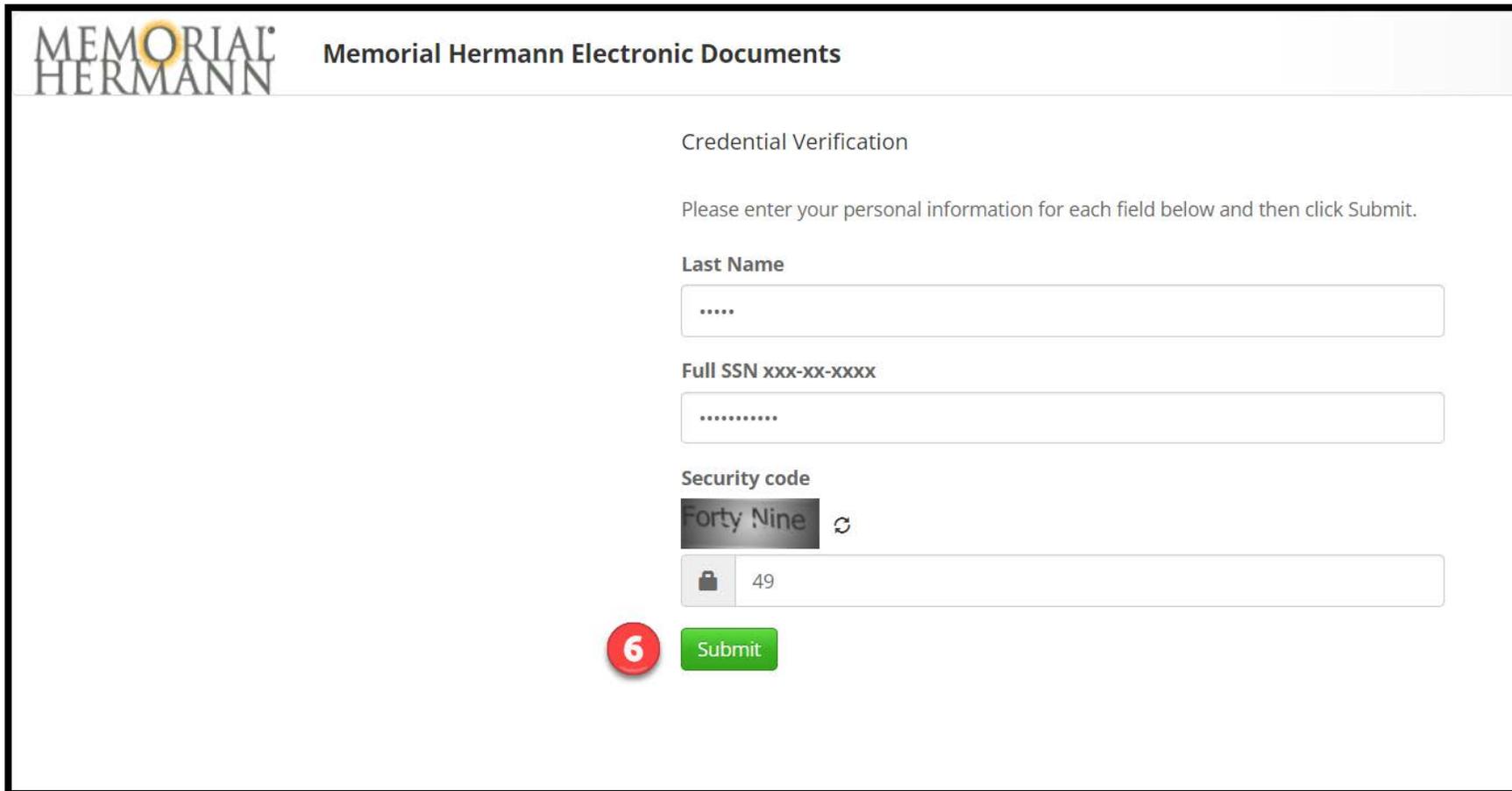
Forgot My Password Process

5. Open link in email and click on *Click here to reset your login password* link to reset your login password.



Forgot My Password Process

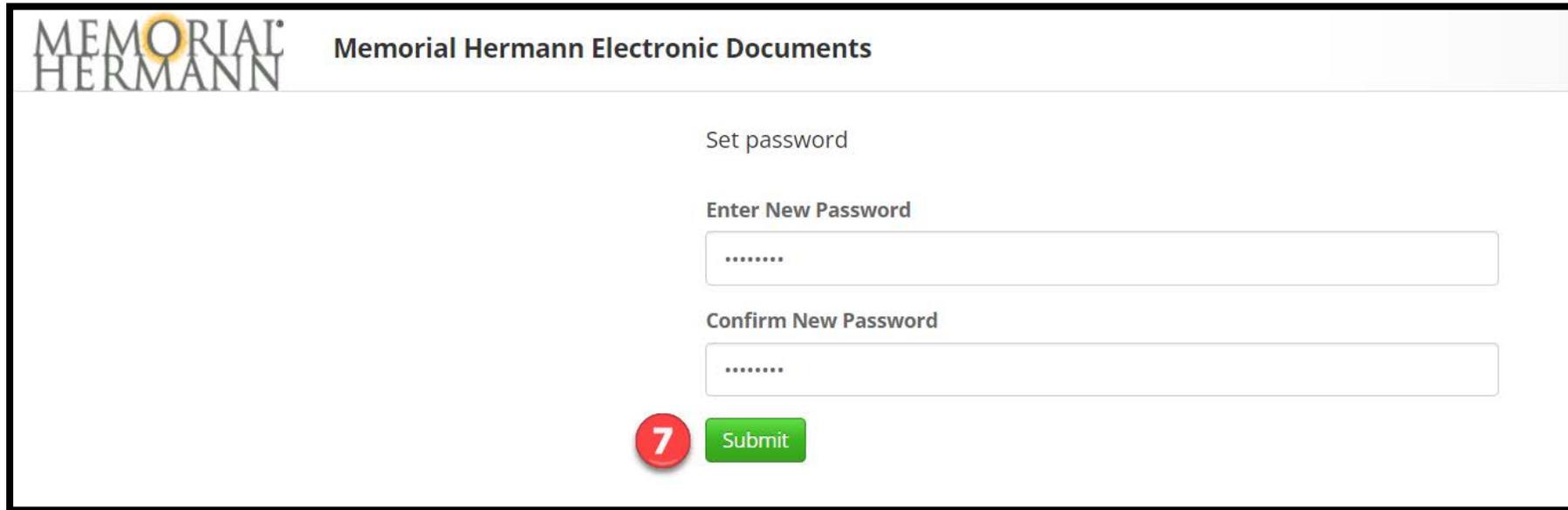
6. Enter personal information to verify and click **Submit**.



The screenshot shows a web page titled "Memorial Hermann Electronic Documents" with a "Credential Verification" section. The page includes a header with the Memorial Hermann logo and the text "Memorial Hermann Electronic Documents". Below the header, the text "Credential Verification" is displayed, followed by the instruction "Please enter your personal information for each field below and then click Submit." There are three input fields: "Last Name" with a masked value "****", "Full SSN xxx-xx-xxxx" with a masked value "*****", and "Security code" with a visual security code "Forty Nine" and a refresh icon. Below the security code field is a password field with a lock icon and the value "49". A red circle with the number "6" is positioned to the left of a green "Submit" button.

Forgot My Password Process

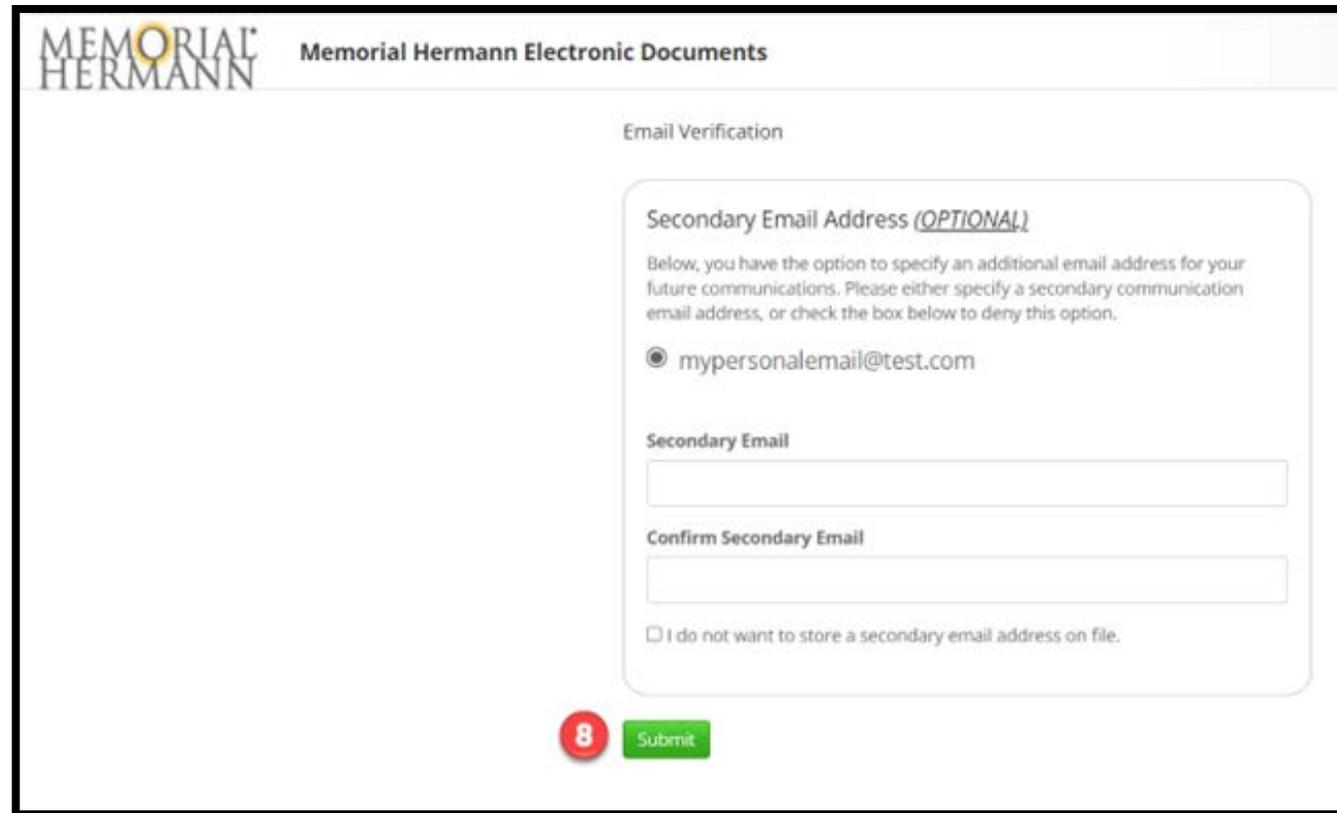
7. Enter new password and click **Submit**.



The screenshot shows a web form for setting a new password. At the top left is the Memorial Hermann logo. To its right is the text "Memorial Hermann Electronic Documents". Below this is the heading "Set password". There are two input fields: "Enter New Password" and "Confirm New Password", both containing seven dots. A green "Submit" button is at the bottom right, with a red circle containing the number "7" overlaid on it.

Forgot My Password Process

8. Indicate a secondary email (OPTIONAL) or select checkbox 'I do not want to store a secondary email on file' and click **Submit**.

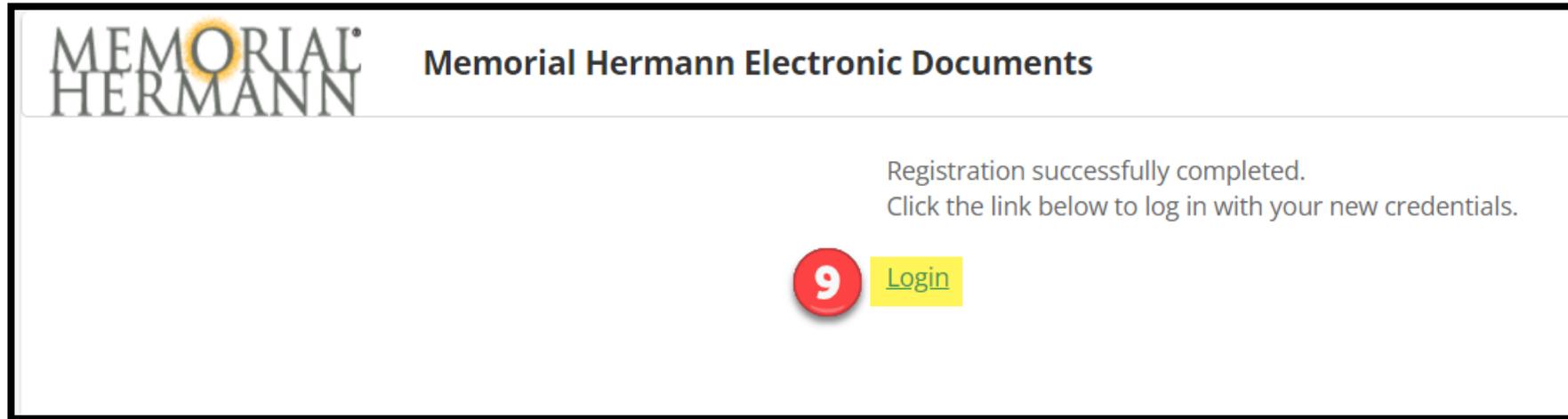


The screenshot shows a web form titled "Memorial Hermann Electronic Documents" with a sub-header "Email Verification". The form contains the following elements:

- Secondary Email Address (OPTIONAL)**: A heading for the optional email field.
- Text**: "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."
- Radio Button**: A selected radio button next to the email address "mypersonalemail@test.com".
- Secondary Email**: A text input field for specifying a secondary email address.
- Confirm Secondary Email**: A text input field for confirming the secondary email address.
- Checkbox**: An unchecked checkbox with the label "I do not want to store a secondary email address on file."
- Submit Button**: A green button labeled "Submit" with a red circle containing the number "8" next to it.

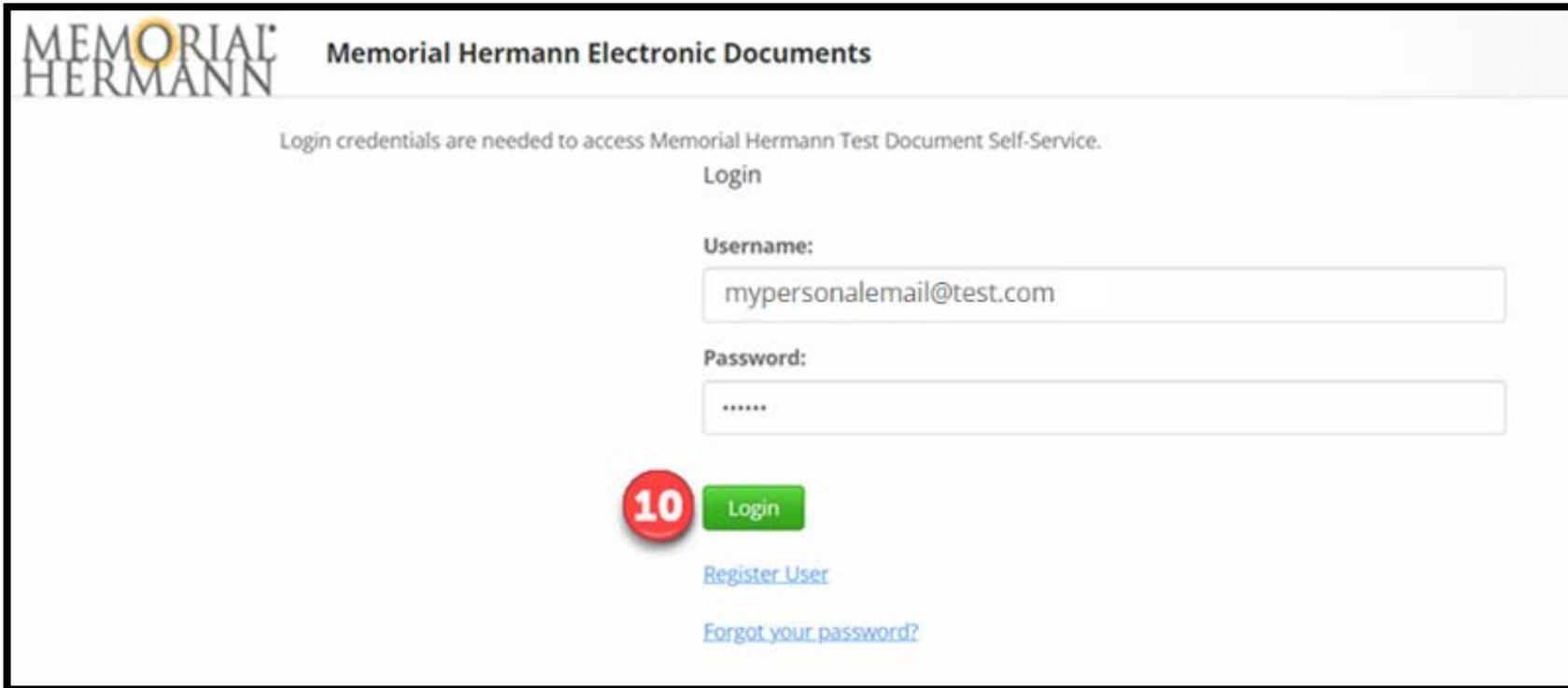
Forgot My Password Process

9. See confirmation message and click *Login* link.



Forgot My Password Process

10. Enter your username (the email address used for registration) and new password. Click **Login**



MEMORIAL HERMANN Memorial Hermann Electronic Documents

Login credentials are needed to access Memorial Hermann Test Document Self-Service.

Login

Username:

Password:

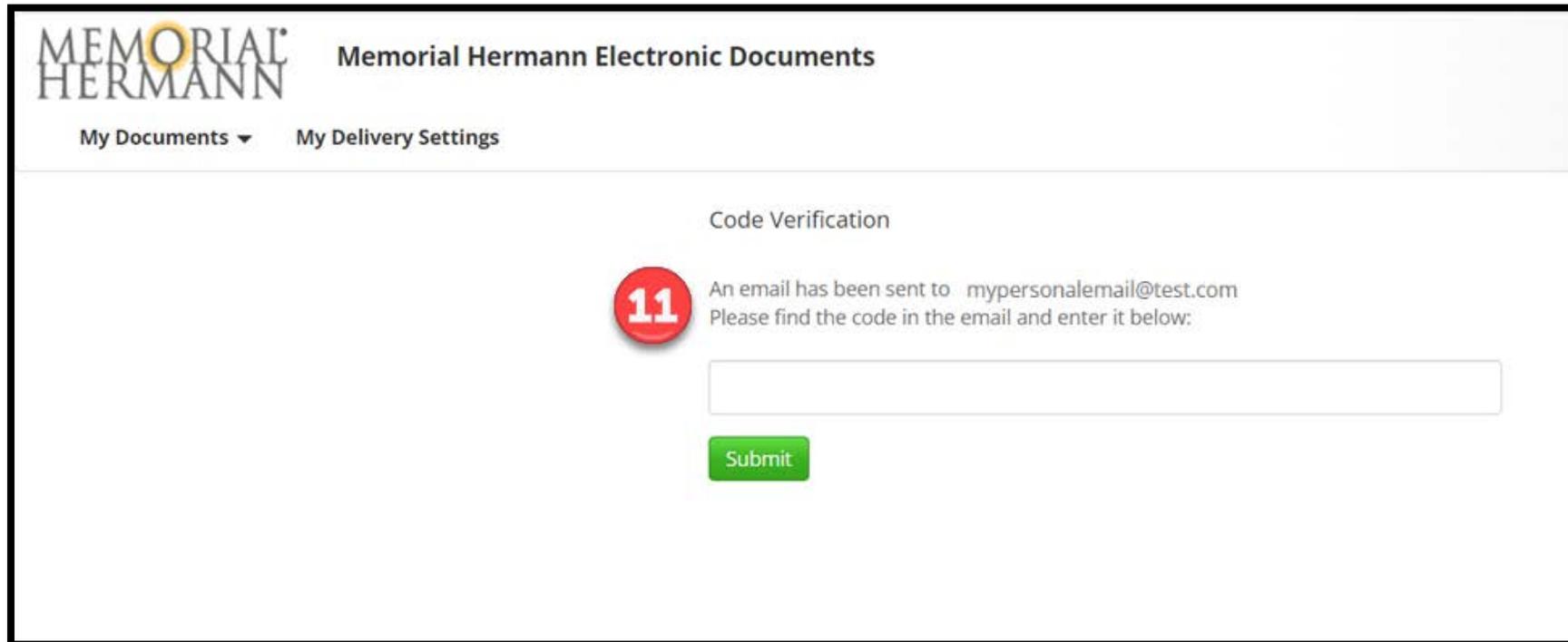
10 Login

[Register User](#)

[Forgot your password?](#)

Forgot My Password Process

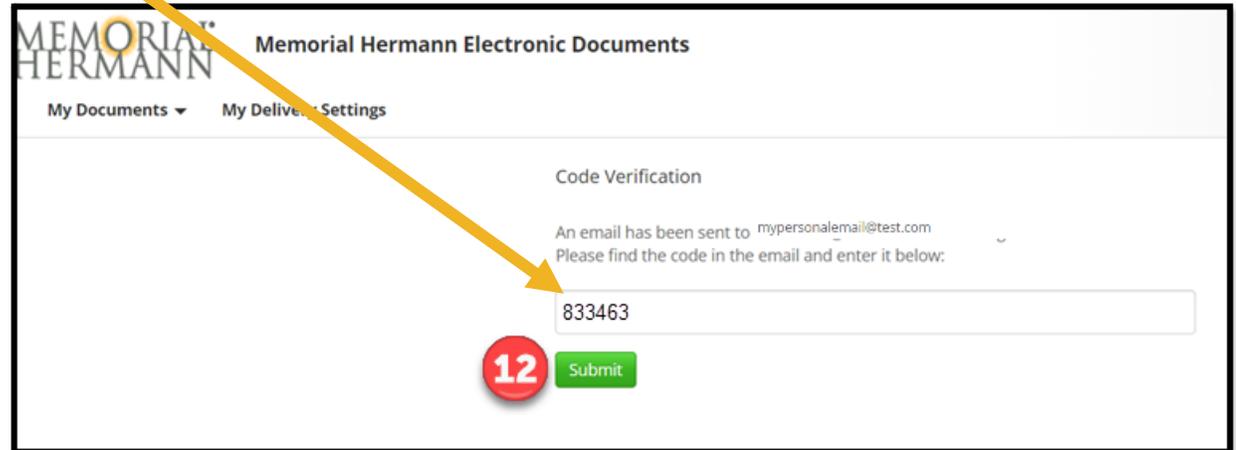
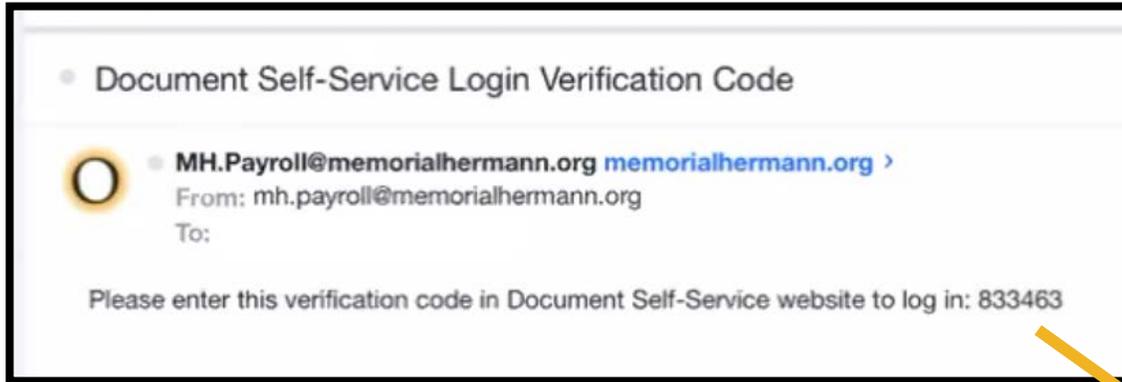
11. See multi-factor authentication prompt.



The screenshot shows a web interface for Memorial Hermann Electronic Documents. At the top left is the Memorial Hermann logo. To its right is the text "Memorial Hermann Electronic Documents". Below the logo are two navigation links: "My Documents" with a dropdown arrow and "My Delivery Settings". The main content area is titled "Code Verification". A red circular icon with the number "11" is positioned to the left of a message: "An email has been sent to mypersonalemail@test.com. Please find the code in the email and enter it below:". Below the message is a text input field and a green "Submit" button.

Forgot My Password Process

12. Check email for verification code and enter in form. Click **Submit**.



Forgot My Password Process

13. See home screen for MHC with access to documents.

