



MHC Former Employee Payroll Document Access Instructions

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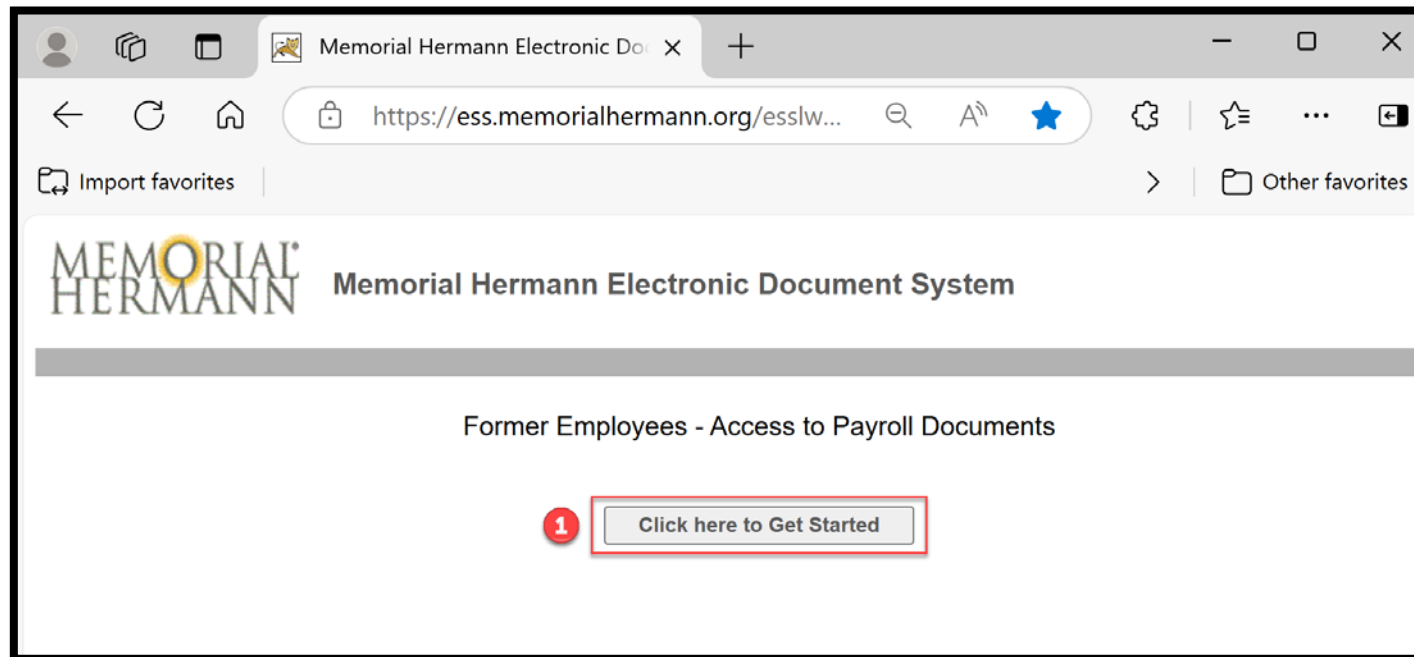
Former Employee MHC Registration Process

Former Employee MHC Registration Process

1. Open the following link in your browser

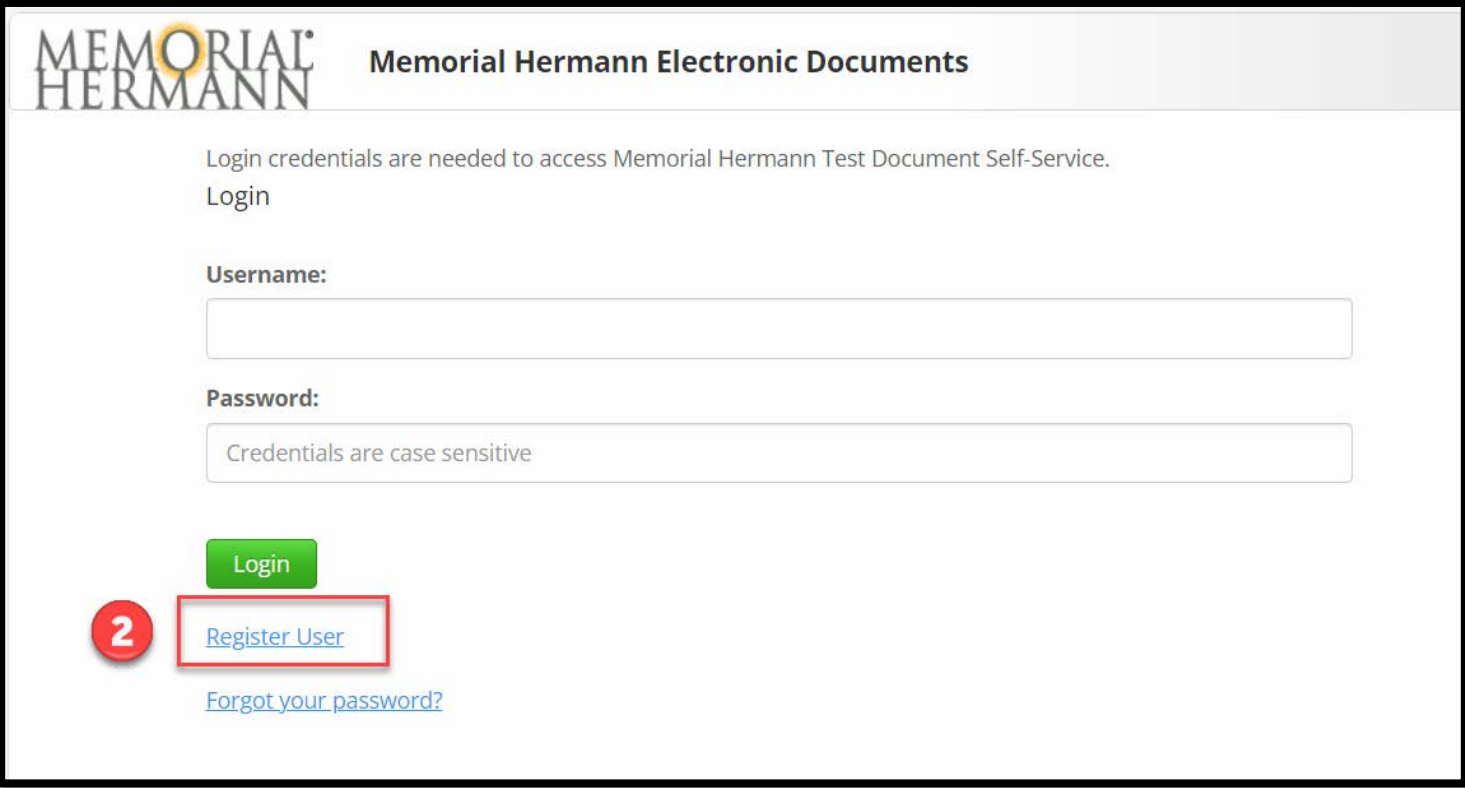
https://ess.memorialhermann.org/esslw/per/mhc_register.jsp and click on the 'Click here to Get Started' button to begin

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



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Memorial Hermann Electronic Documents

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

Login

Username:

Password:

Credentials are case sensitive

Login

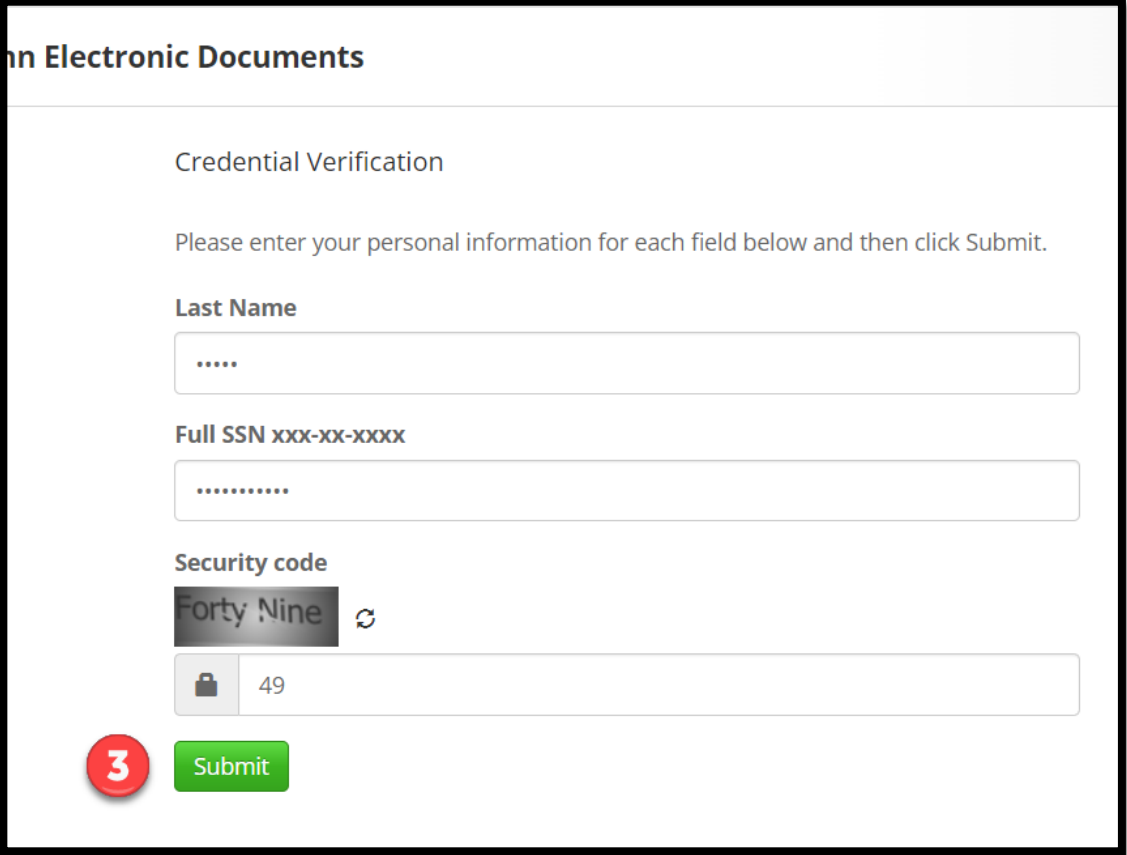
2 Register User

[Forgot your password?](#)

Former Employee MHC Registration Process

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

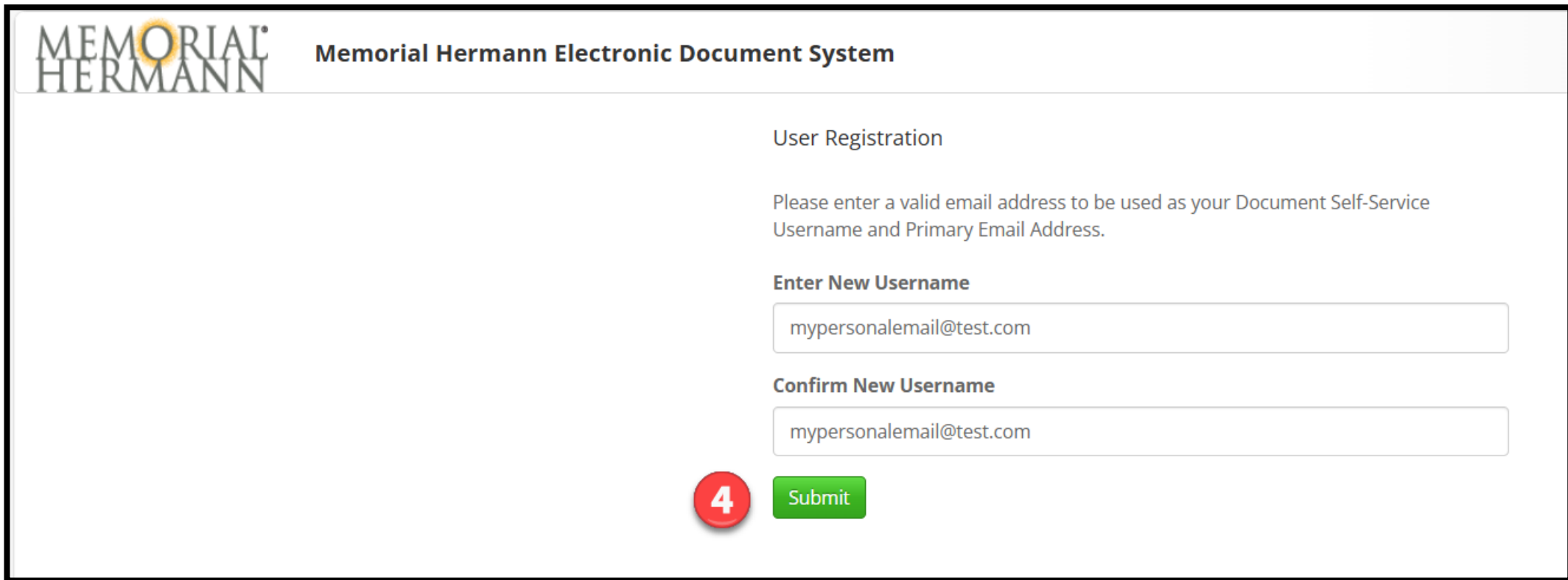
- Last Name (case sensitive, first letter capitalized i.e. Johnson)
- Full SSN xxx-xx-xxxx (include dashes)
- Security code should be entered in the numeric equivalent of the image text (i.e. 49)



The screenshot shows a web form titled "Electronic Documents" with a sub-header "Credential Verification". Below this, a message states: "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 visual security code "Forty Nine" and a refresh icon). Below the security code field is a numeric input field containing "49". At the bottom left of the form is a red circular icon with the number "3", and at the bottom right is a green "Submit" button.

Former Employee MHC Registration Process

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



The screenshot shows the 'User Registration' page of the Memorial Hermann Electronic Document System. The page has a header with the Memorial Hermann logo and the system name. Below the header, the title 'User Registration' is centered. A message instructs the user to enter a valid email address to be used as their Document Self-Service Username and Primary Email Address. There are two input fields: 'Enter New Username' and 'Confirm New Username', both containing the text 'mypersonalemail@test.com'. A red circle with the number '4' is positioned to the left of a green 'Submit' button.

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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

mypersonalemail@test.com

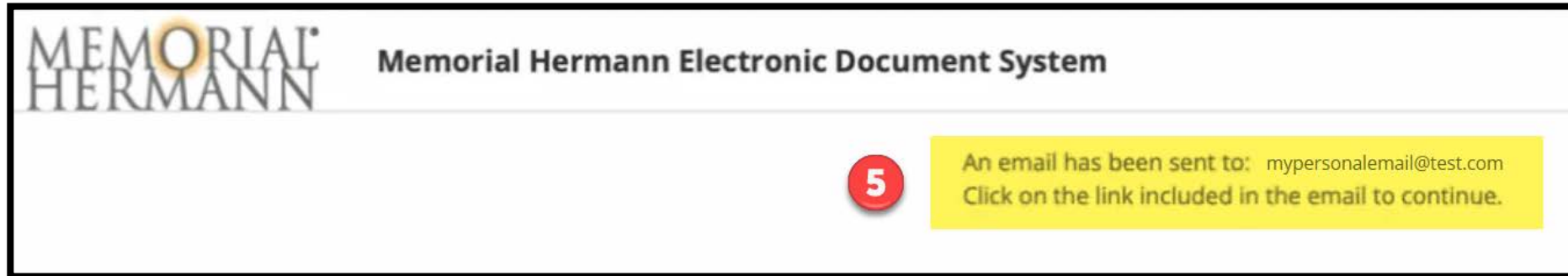
Confirm New Username

mypersonalemail@test.com

4 Submit

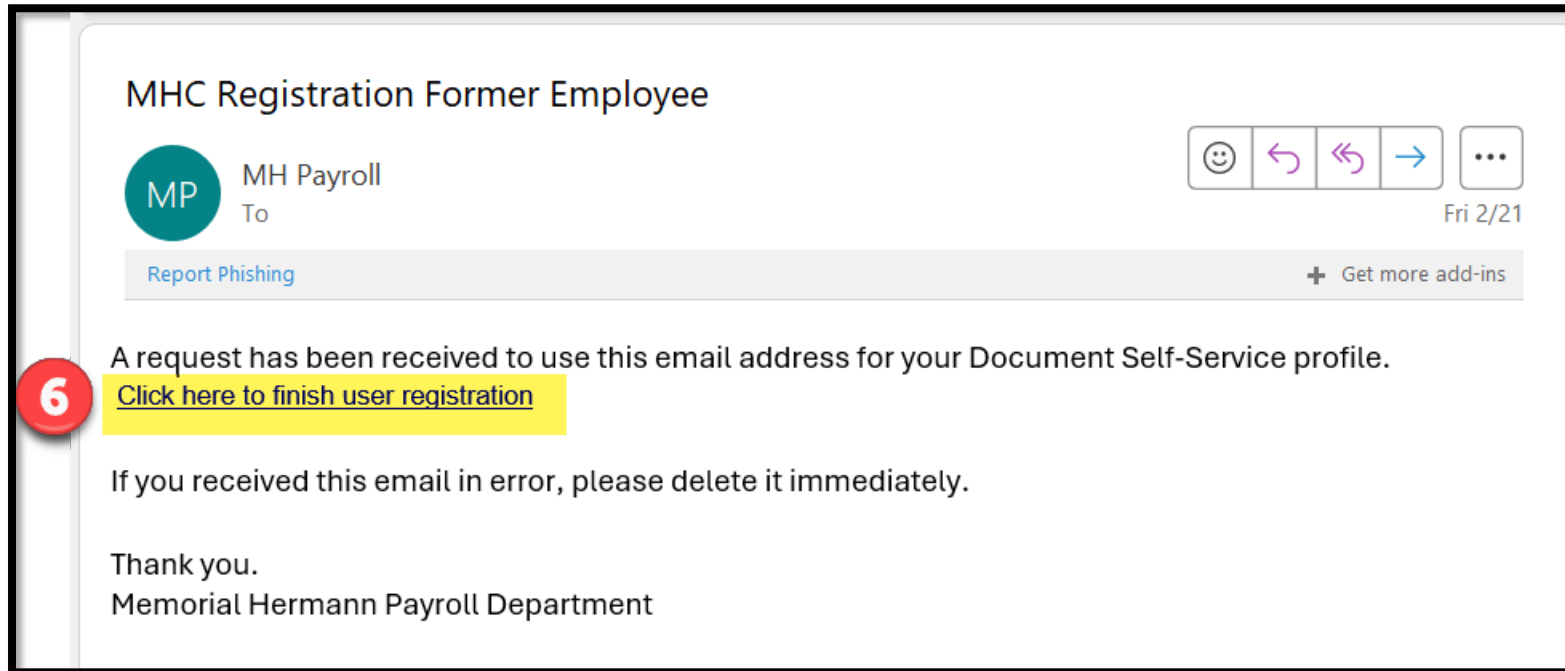
Former Employee MHC Registration Process

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



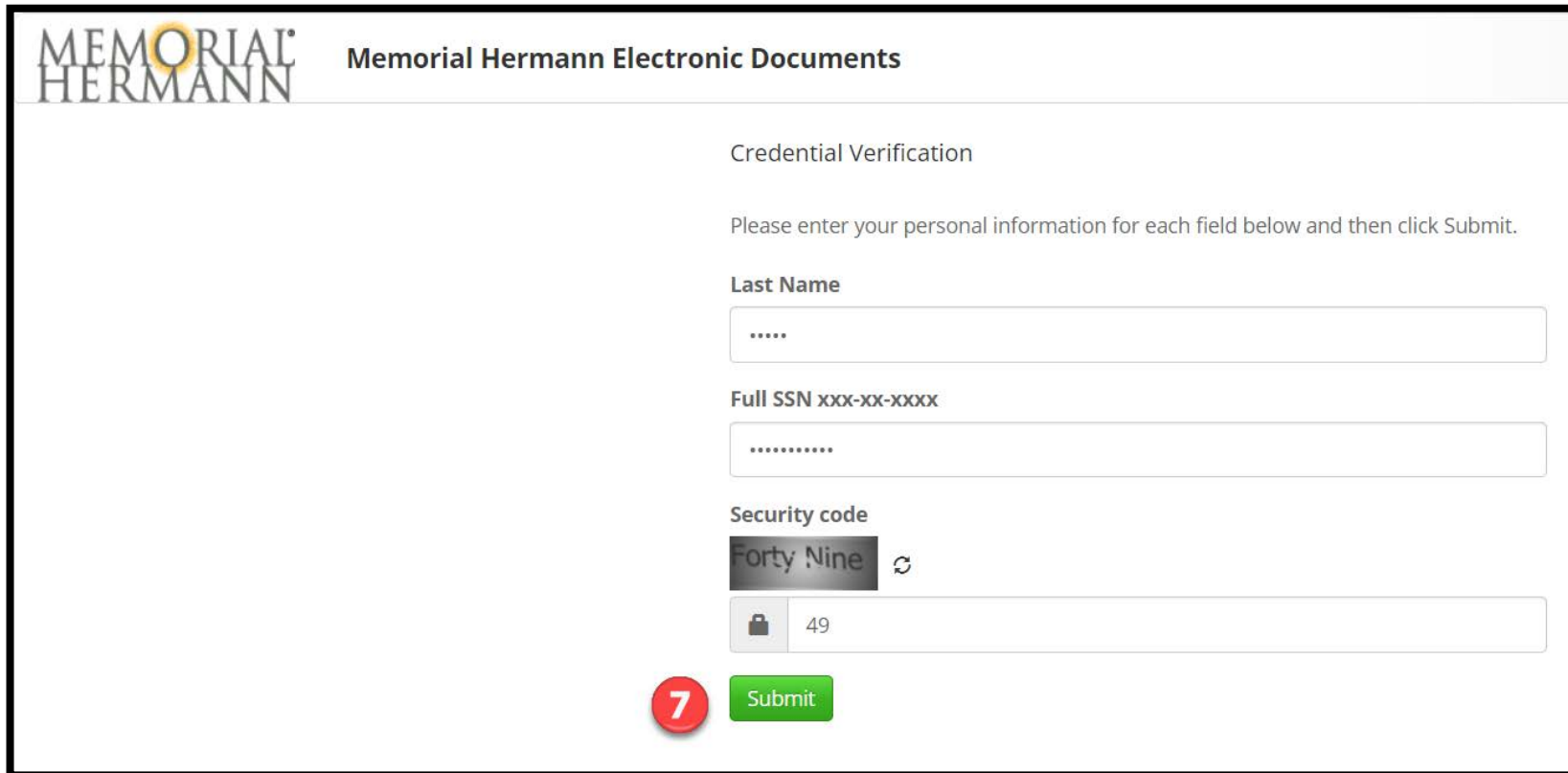
Former Employee MHC Registration Process

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. It includes instructions to enter personal information and fields for Last Name, Full SSN, and Security code. A security code image shows "Forty Nine" and a refresh button. A "Submit" button is at the bottom right, with a red circle containing the number "7" next to it.

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Memorial Hermann 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

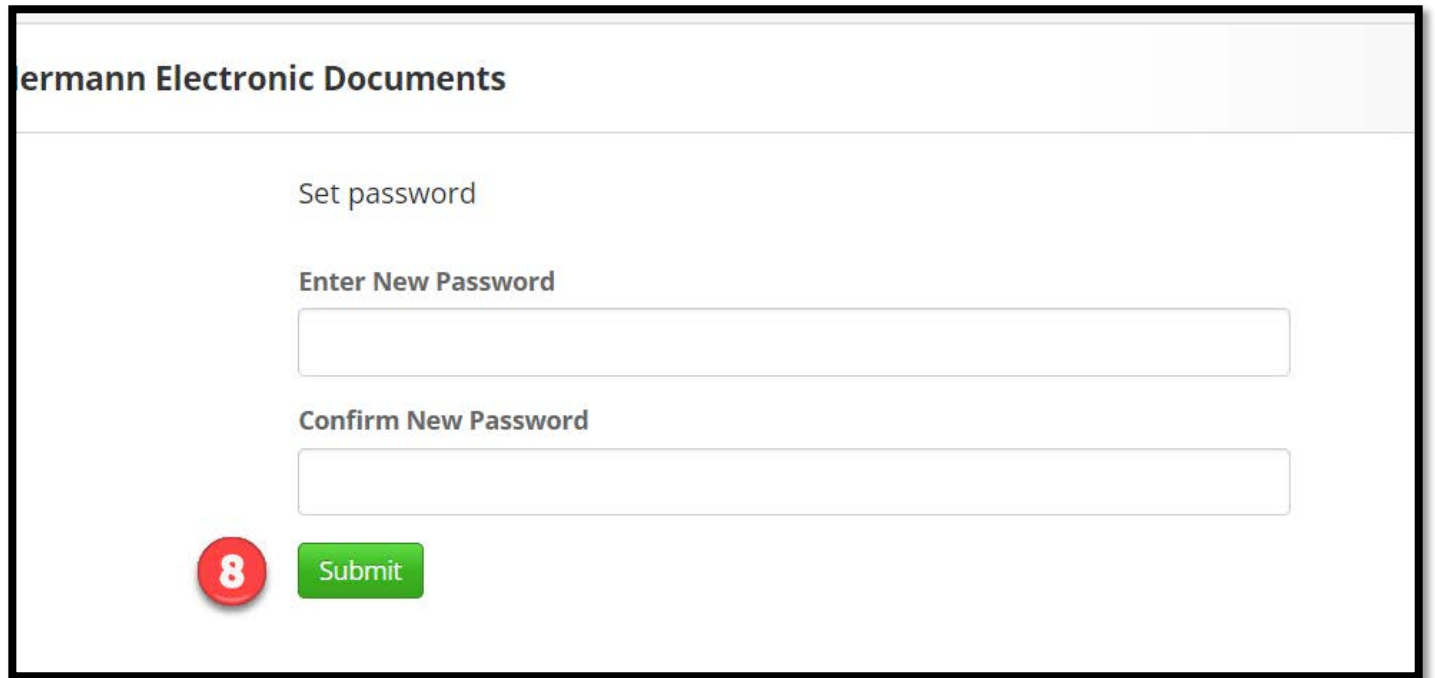
49

7 Submit

Former Employee MHC Registration Process

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

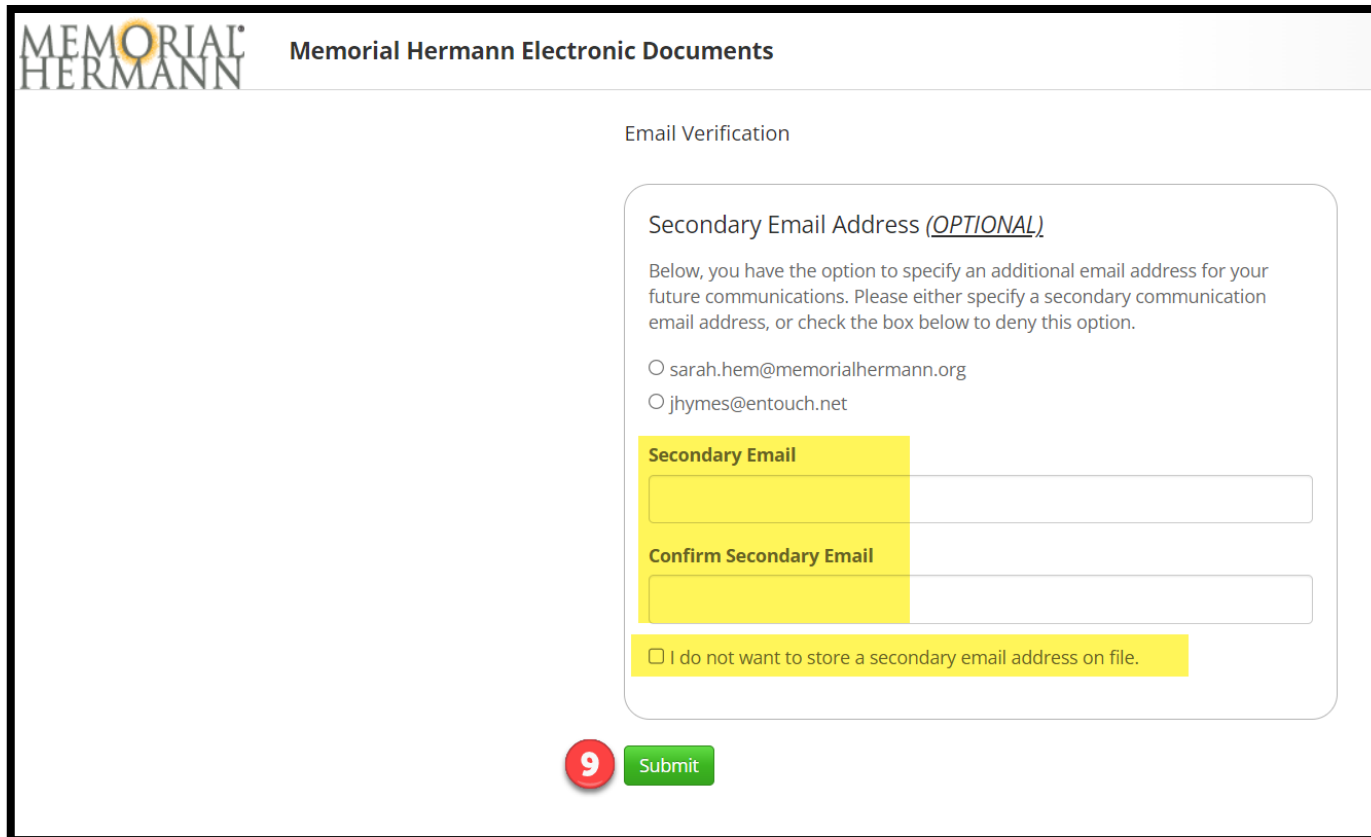
- Minimum 10 characters
- Includes one uppercase
- Includes one lowercase
- Includes one number



The screenshot shows a web form titled "Memorial Hermann Electronic Documents". The form is for setting a password. It includes a heading "Set password", followed by the label "Enter New Password" and an empty text input field. Below that is the label "Confirm New Password" and another empty text input field. At the bottom left of the form is a red circular icon with the number "8". To the right of the icon is a green rectangular button with the text "Submit".

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 'Memorial Hermann Electronic Documents' website. The page title is 'Email Verification'. The main content area is titled 'Secondary Email Address (OPTIONAL)'. It contains the following 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.' There are two radio button options: 'sarah.hem@memorialhermann.org' and 'jhymes@entouch.net'. Below these are two text input fields labeled 'Secondary Email' and 'Confirm Secondary Email'. At the bottom of the form is a checkbox labeled 'I do not want to store a secondary email address on file.' A red circle with the number '9' is positioned to the left of a green 'Submit' button.

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Memorial Hermann Electronic Documents

Email Verification

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.

☐ sarah.hem@memorialhermann.org

☐ jhymes@entouch.net

Secondary Email

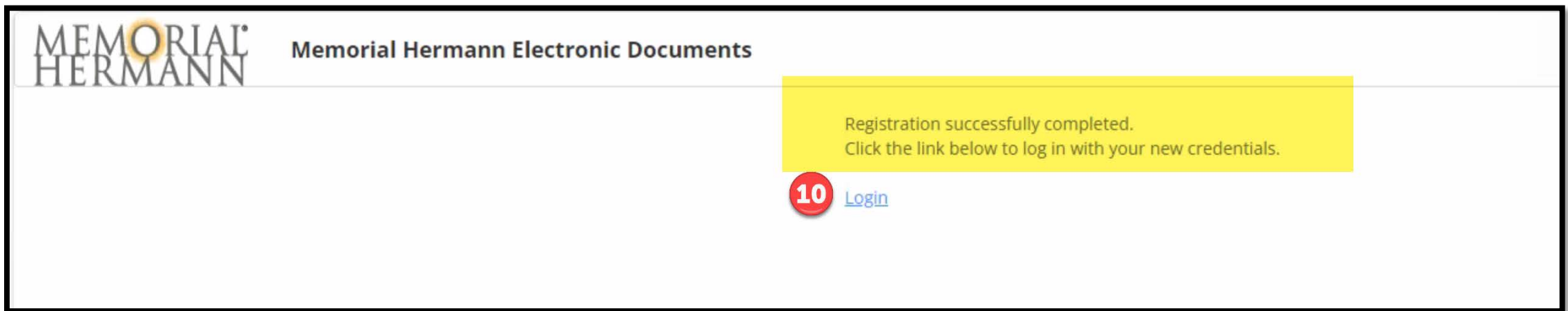
Confirm Secondary Email

☐ I do not want to store a secondary email address on file.

9 Submit

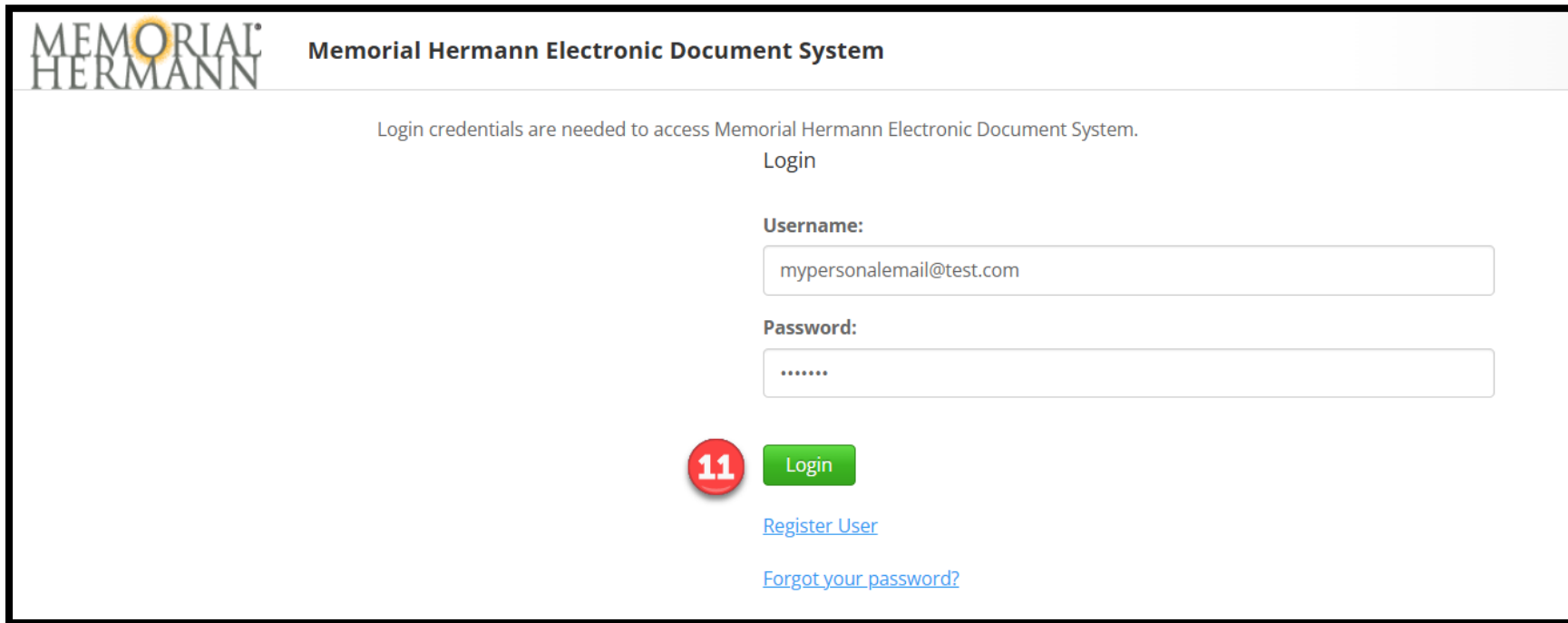
Former Employee MHC Registration Process

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**.



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Memorial Hermann Electronic Document System

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

Login

Username:

mypersonalemail@test.com

Password:

.....

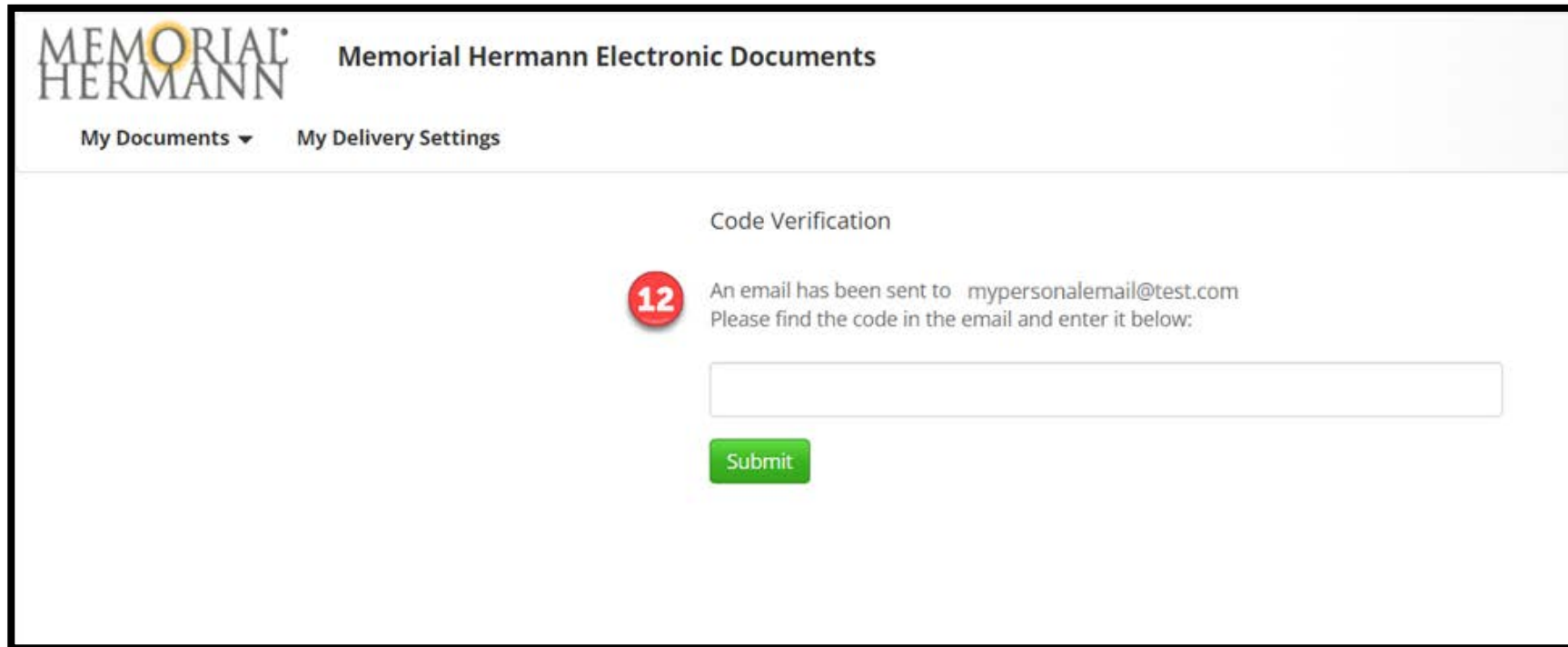
11 Login

[Register User](#)

[Forgot your password?](#)

Former Employee MHC Registration Process

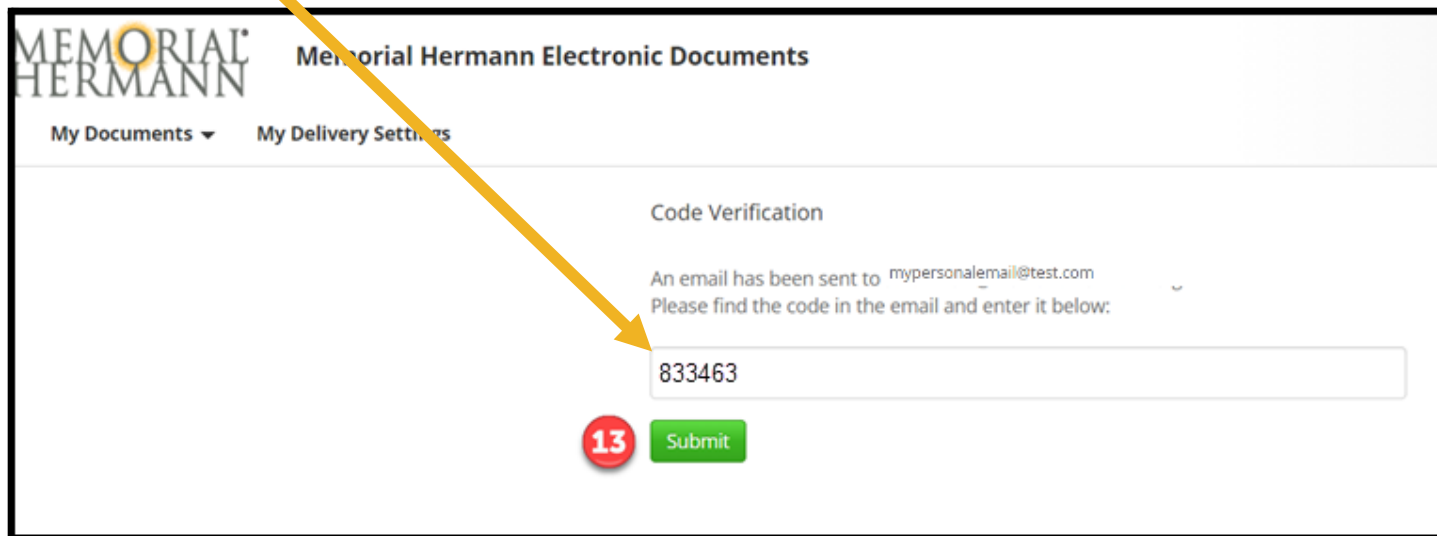
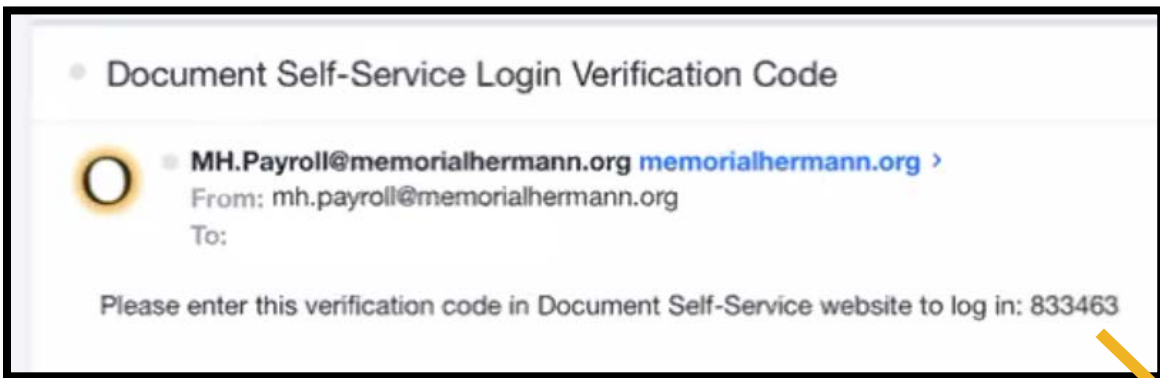
12. A verification code will be sent via email for security purposes for every login attempt.



The screenshot shows 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 links: 'My Documents' with a dropdown arrow and 'My Delivery Settings'. The main content area is titled 'Code Verification'. It features a red circular icon with the number '12'. To the right of the icon, the text reads: '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**.

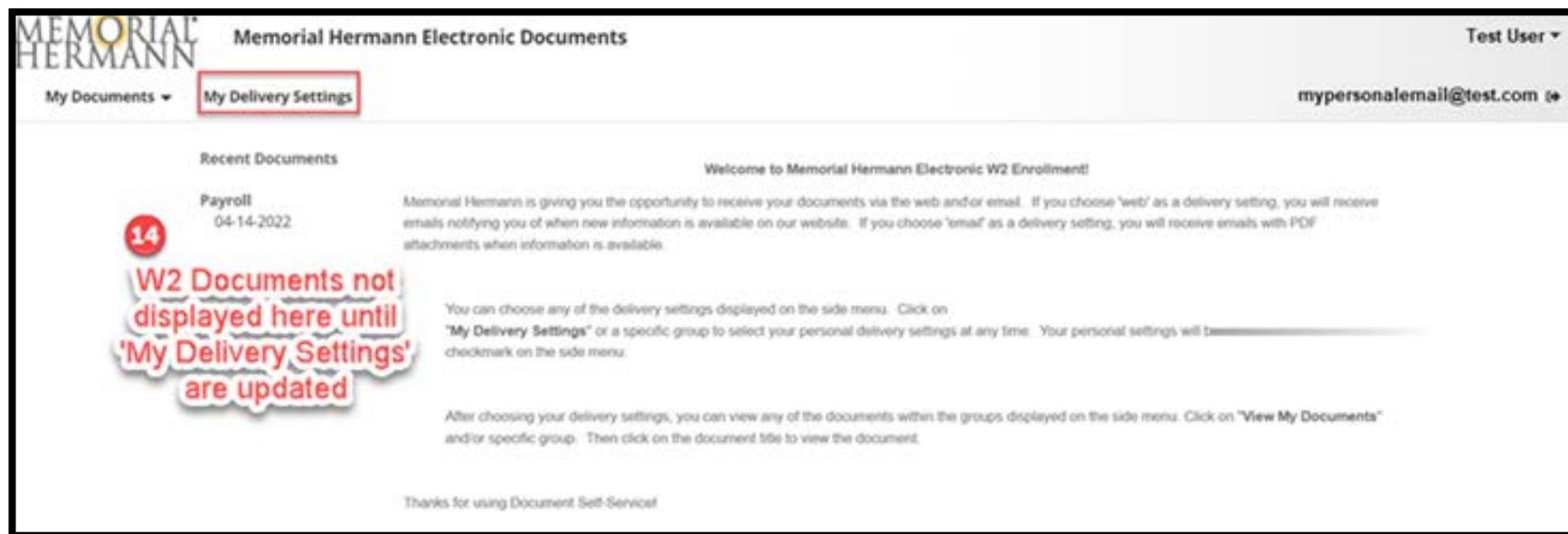


This screenshot shows the "Memorial Hermann Electronic Documents" website. The page has a header with the Memorial Hermann logo and navigation links for "My Documents" and "My Delivery Settings". The main content area is titled "Code Verification" and contains the text: "An email has been sent to mypersonalemail@test.com. Please find the code in the email and enter it below:". Below this text is a text input field containing the code "833463". At the bottom of the form, there is a red circle with the number "13" and a green "Submit" button. A yellow arrow points from the code "833463" in the input field to the "Submit" button.

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**

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My Documents ▲

Payroll

W-2

My Delivery Settings

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 portal. At the top, the Memorial Hermann logo is on the left, and the title 'Memorial Hermann Electronic Documents' is on the right. Below the title, there are two tabs: 'My Documents' and 'My Delivery Settings'. The 'My Delivery Settings' tab is highlighted with a red box and a red circle with the number '1' next to it. Under the 'My Delivery Settings' tab, there is a section titled 'My Delivery Settings' with a 'Collapse All' button. Below this, there is a list of document groups: 'Payroll' and 'W-2'. Under the 'W-2' group, there is a 'Web Delivery' option with a red 'x' icon next to it. To the right of the settings, there is a section titled 'My Delivery Settings Instructions' which provides instructions on how to set delivery settings and a legend for the icons used.

Memorial Hermann Electronic Documents

My Documents ▾ **My Delivery Settings**

My Delivery Settings

^ Collapse All

Payroll

▾ W-2

1 Web Delivery

My Delivery Settings Instructions

Please refer to the instructions below to set your delivery settings.

- To view documents online, select **Web Delivery** under each document group, and follow the instructions to opt in.
- To receive documents as a PDF attachment via email, select **Email Delivery** under each document group, and follow the instructions to opt in.

NOTE: Each delivery option displays an icon that identifies your document delivery setting.

- indicates no delivery setting has been selected
- indicates you are opted in
- indicates you are opted out
- indicates you have started the tax document authorization process, but have not completed it

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

Yes

No

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

I Agree

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.

7 You will receive emails at your **primary email address:** mypersonalemail@test.com *
as well as your **secondary email address:** mypersonalemail@test.com *

8 **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.

9

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*.

The image shows two overlapping screenshots. The background screenshot is the 'Memorial Hermann Electronic Documents' 'My Delivery Settings' page. It features a sidebar with a red circle containing the number '10' next to the 'W-2' section, which has a green checkmark next to 'Web Delivery'. The main content area has a heading 'My Delivery Settings' and a list of delivery methods. A legend on the right explains the status icons: an orange arrow for 'not set up', a green checkmark for 'successfully authorized', a red X for 'not authorized', and a yellow warning triangle for 'pending'. The foreground screenshot is an email titled 'Electronic W-2 Consent Acceptance' from 'MH Payroll' to 'To'. It includes a 'Report Phishing' link and a '+ Get more add-ins' button. The email body text reads: '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**.

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Memorial Hermann Electronic Documents

My Documents ▲

My Delivery Settings

11

Payroll

W-2

My W-2 Documents

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.

Filter By Year:

2016 ▼

View Selected

Tax Year

▼

Doc Type

2016

W-2

Advancing health. Personalizing care.

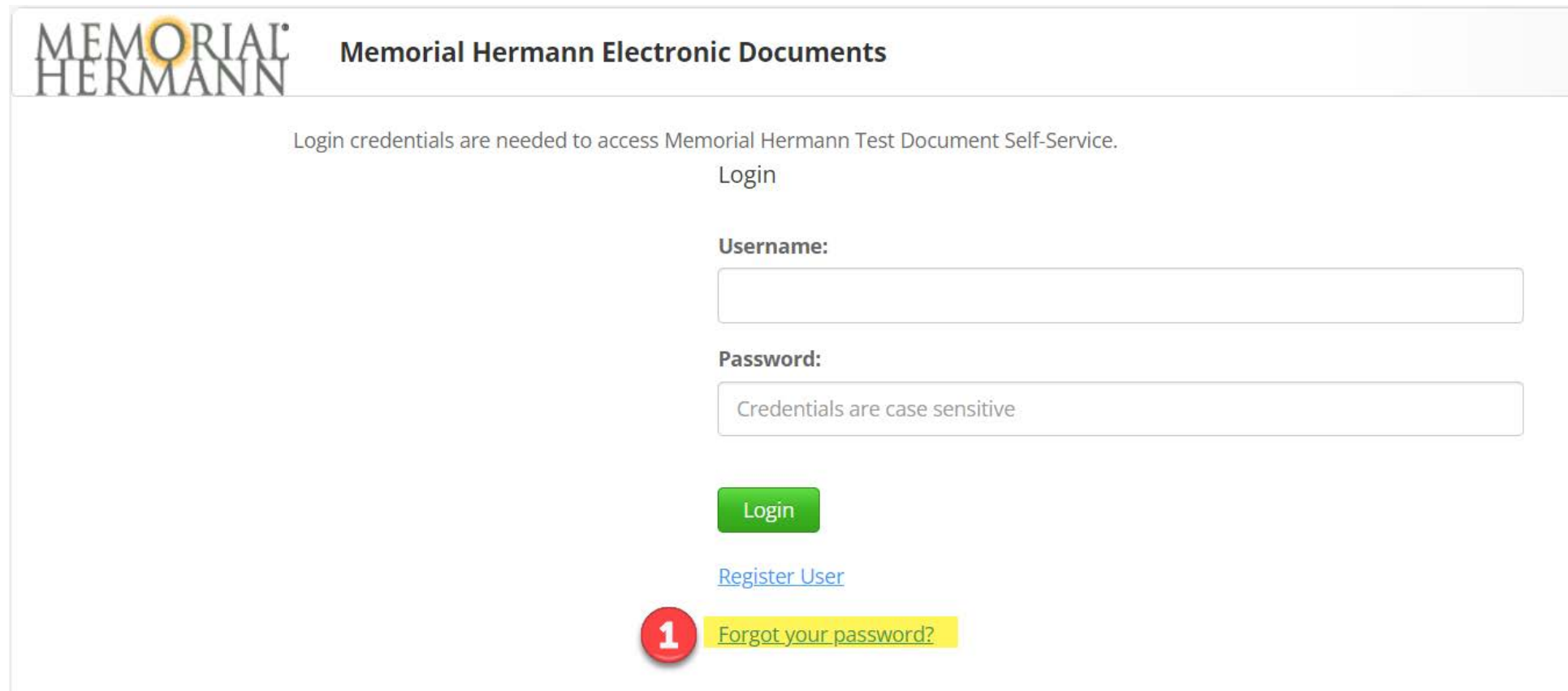
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Forgot My Password Process

Forgot My Password Process

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



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Memorial Hermann Electronic Documents

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

Login

Username:

Password:

Credentials are case sensitive

Login

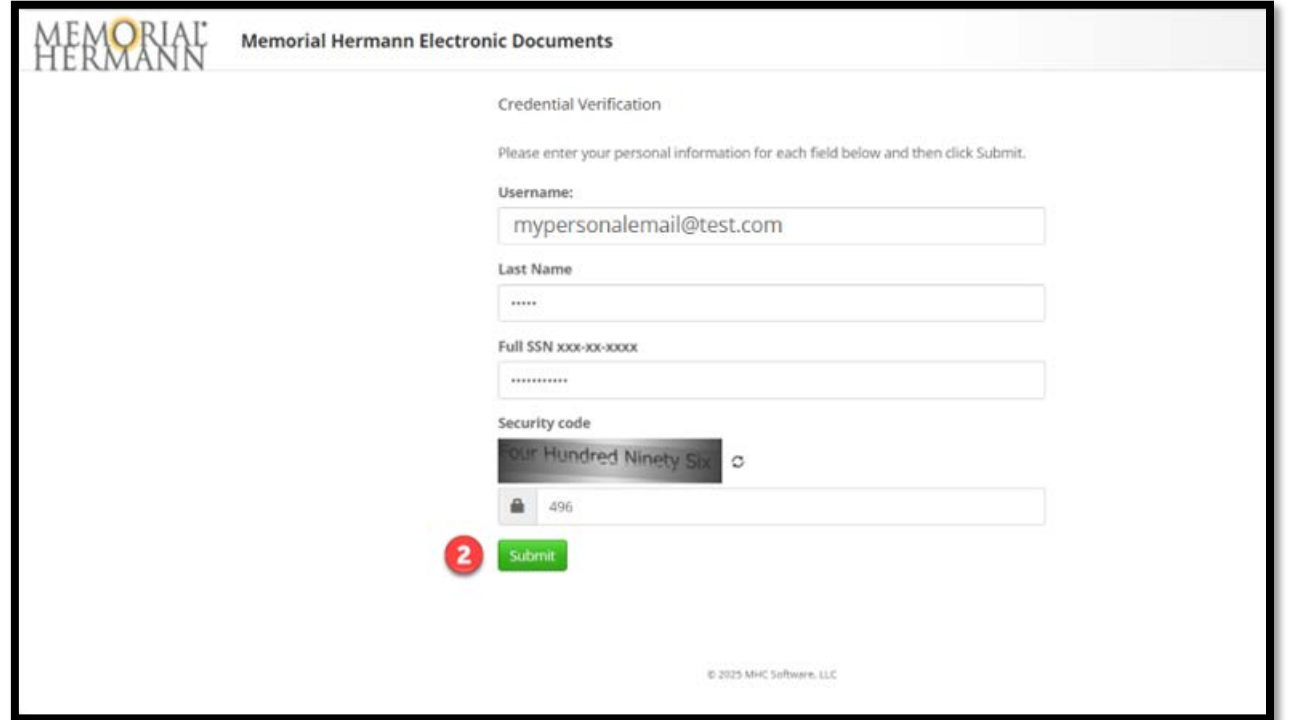
[Register User](#)

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 a web form titled "Memorial Hermann Electronic Documents" with a "Credential Verification" section. The form includes fields for Username, Last Name, Full SSN, and Security code. The Username field contains "mypersonalemail@test.com". The Last Name field contains "*****". The Full SSN field contains "*****". The Security code field contains a CAPTCHA image showing the text "Four Hundred Ninety Six" and the numeric input "496". A red circle with the number "2" is next to the "Submit" button. The footer of the form reads "© 2025 MHC Software, LLC".

MEMORIAL HERMANN Memorial Hermann Electronic Documents

Credential Verification

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

Username:
mypersonalemail@test.com

Last Name

Full SSN xxx-xx-xxxx

Security code
Four Hundred Ninety Six

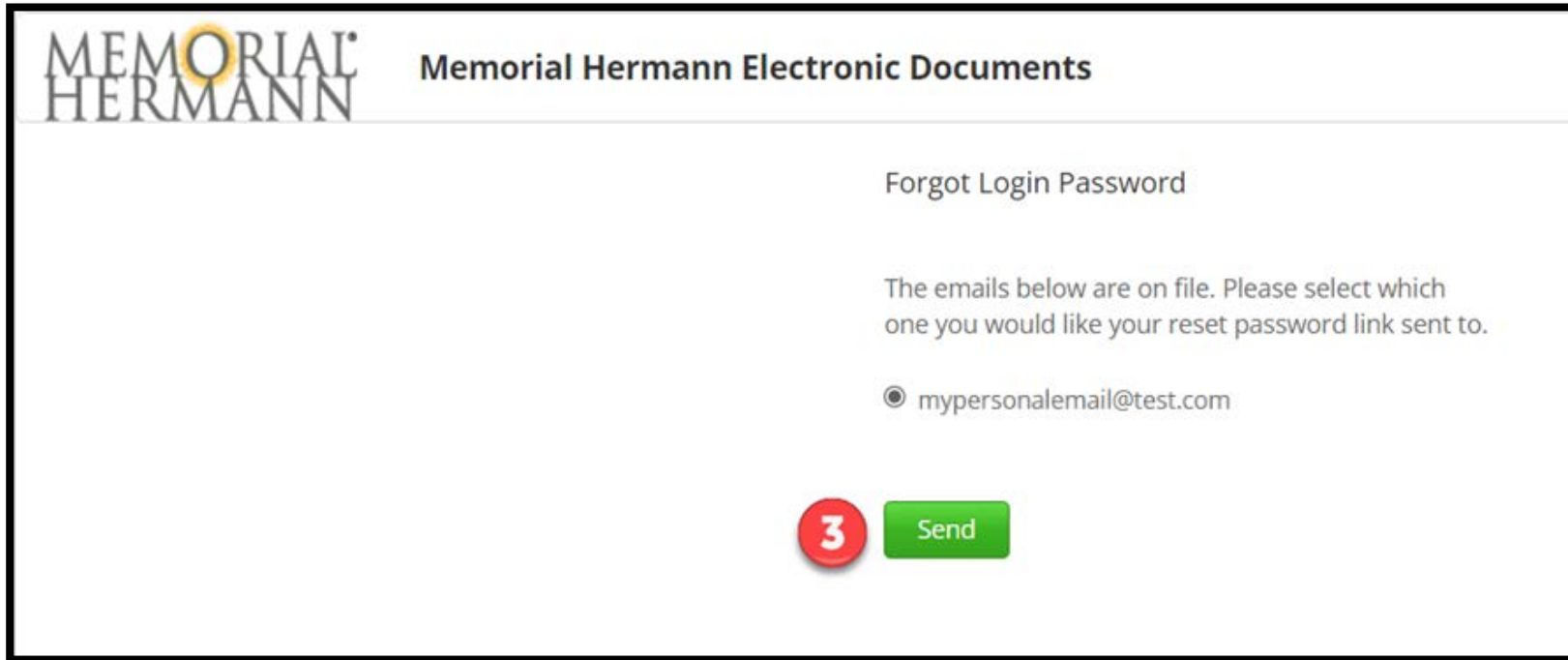
496

2 Submit

© 2025 MHC Software, LLC

Forgot My Password Process

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



The screenshot shows a web form titled "Memorial Hermann Electronic Documents" with the Memorial Hermann logo. The form is for "Forgot Login Password". It instructs the user to select an email from a list to receive the reset password link. In this case, the list contains one email: "mypersonalemail@test.com", which is selected with a radio button. At the bottom of the form, there is a red circle with the number "3" and a green "Send" button.

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Memorial Hermann Electronic Documents

Forgot Login Password

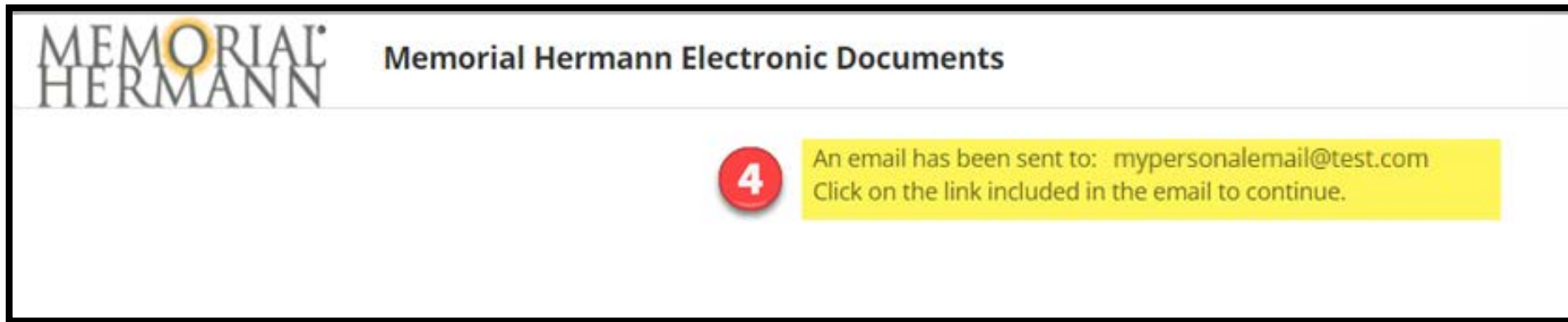
The emails below are on file. Please select which one you would like your reset password link sent to.

☒ mypersonalemail@test.com

3 Send

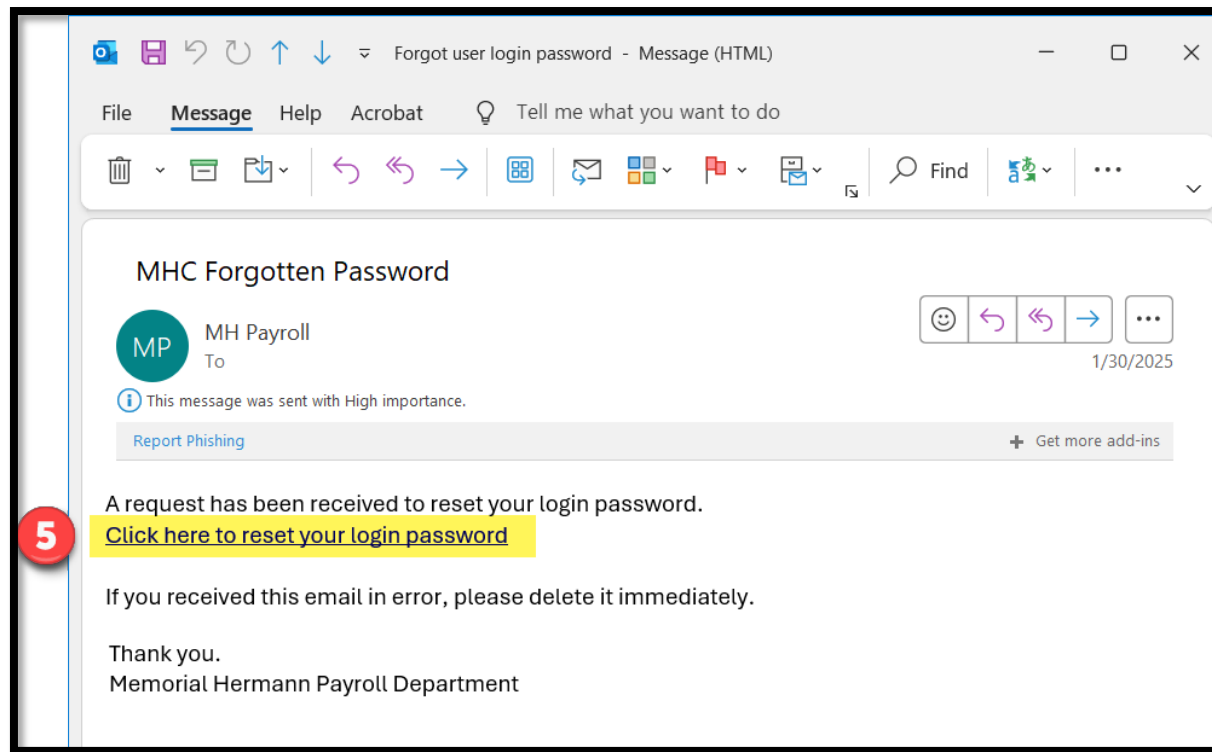
Forgot My Password Process

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



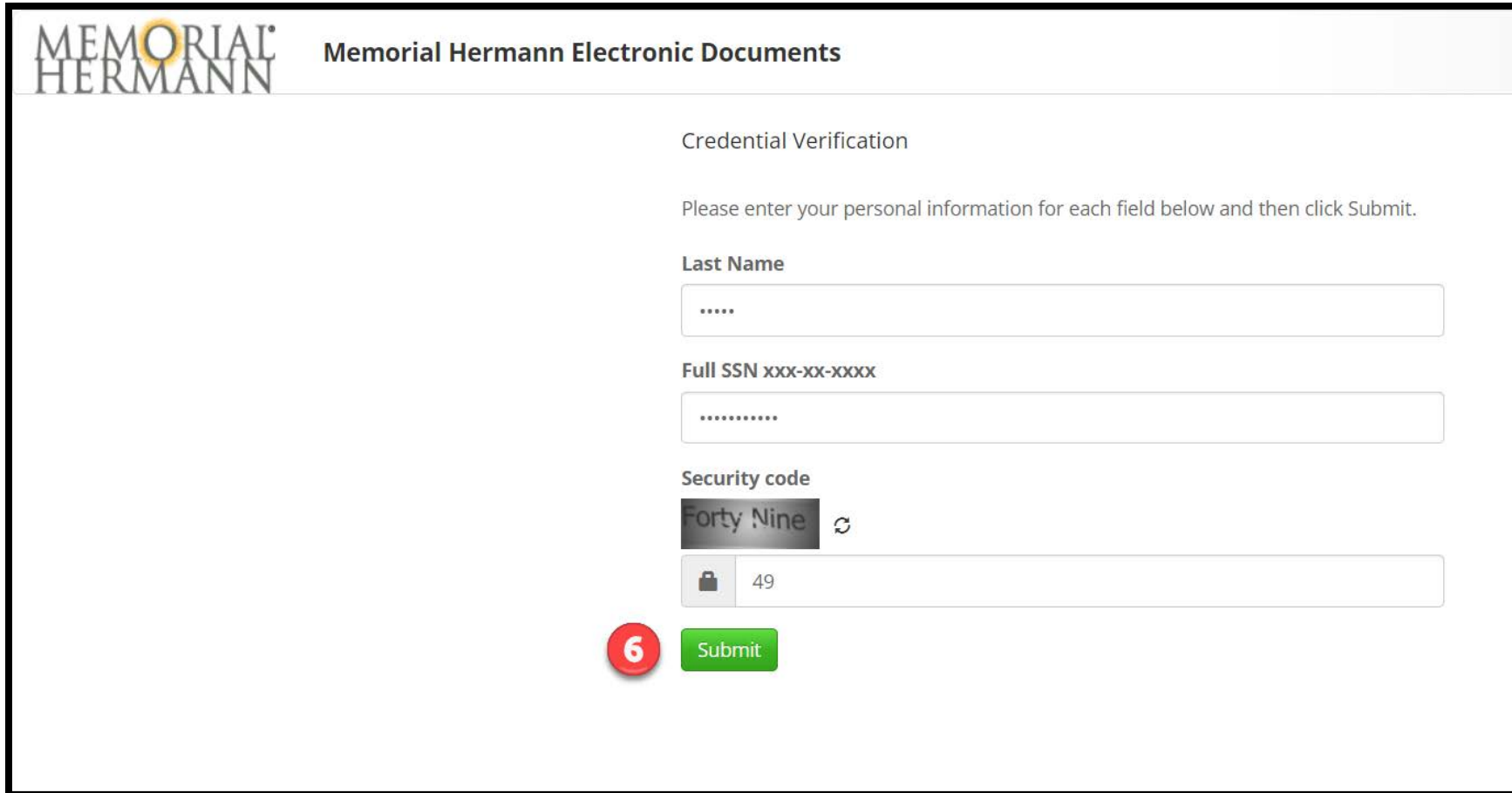
Forgot My Password Process

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 the 'Memorial Hermann Electronic Documents' web interface. At the top left is the Memorial Hermann logo. The page title is 'Memorial Hermann Electronic Documents'. Below this is a section titled 'Credential Verification'. A message states: 'Please enter your personal information for each field below and then click Submit.' There are three input fields: 'Last Name' with five asterisks, 'Full SSN xxx-xx-xxxx' with seven asterisks, and 'Security code' which displays 'Forty Nine' in a dark box with a refresh icon. Below the security code is a password field with a lock icon and the number '49'. At the bottom left of the form is a red circle with the number '6'. To the right of this is a green 'Submit' button.

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Memorial Hermann 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

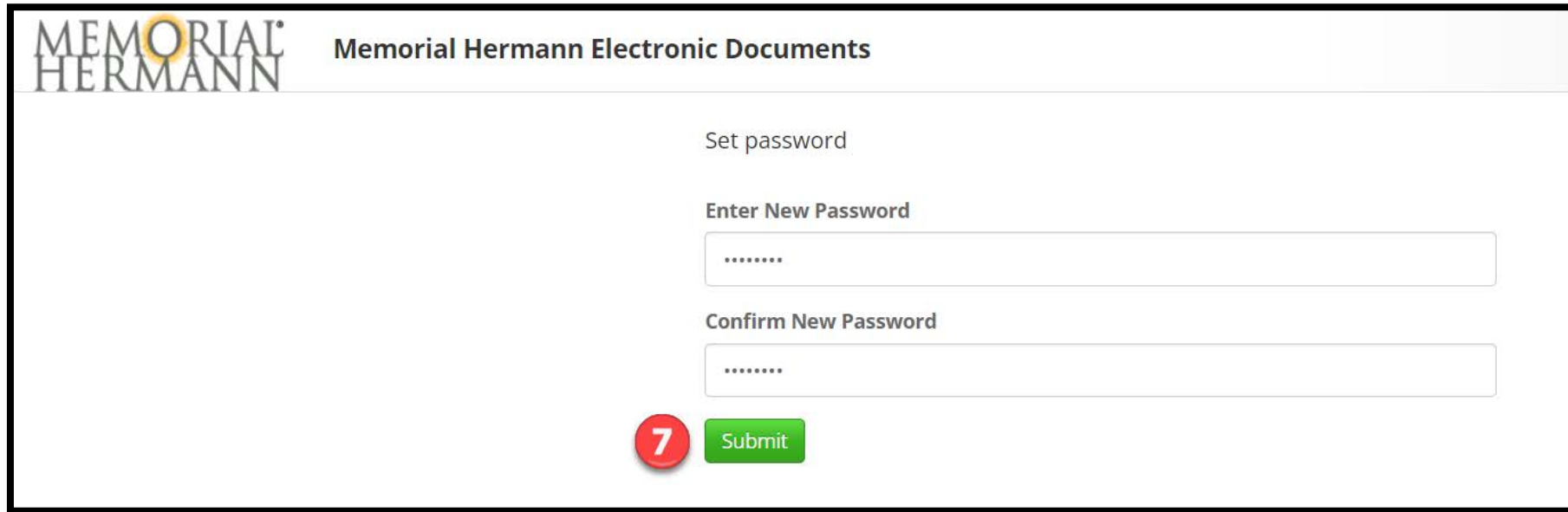
Forty Nine

49

6 Submit

Forgot My Password Process

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



The screenshot shows a web interface for Memorial Hermann. At the top left is the Memorial Hermann logo. To its right is the text "Memorial Hermann Electronic Documents". Below this, the text "Set password" is displayed. Underneath, there are two input fields: "Enter New Password" and "Confirm New Password", both containing masked characters (dots). At the bottom of the form area, there is a red circular icon with the number "7" and a green "Submit" button.

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**.

MEMORIAL HERMANN Memorial Hermann Electronic Documents

Email Verification

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.

☒ mypersonalemail@test.com

Secondary Email

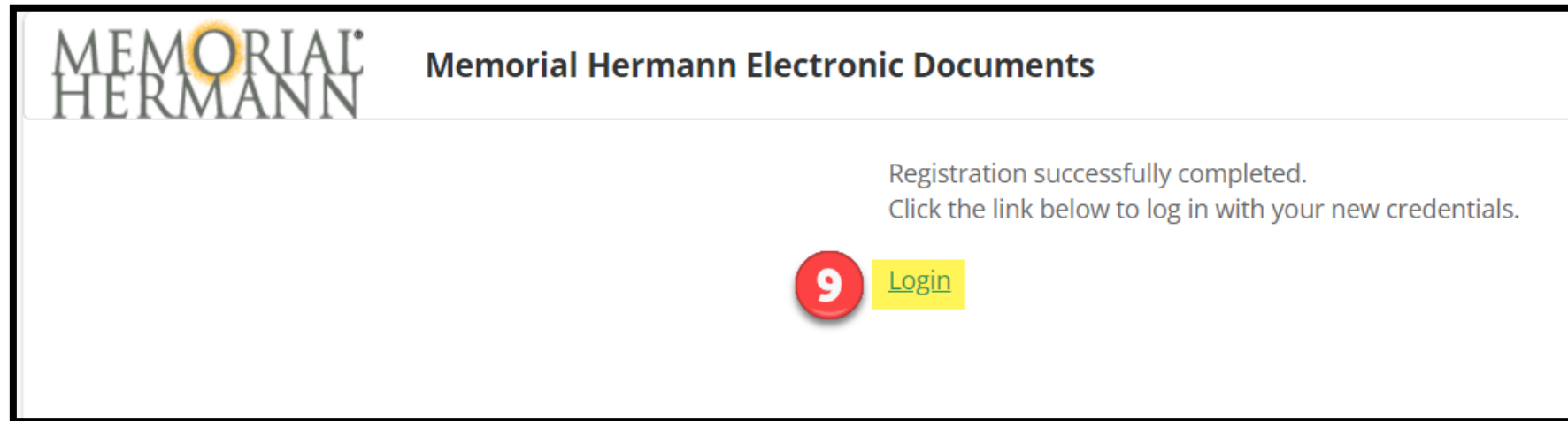
Confirm Secondary Email

☐ I do not want to store a secondary email address on file.

8 Submit

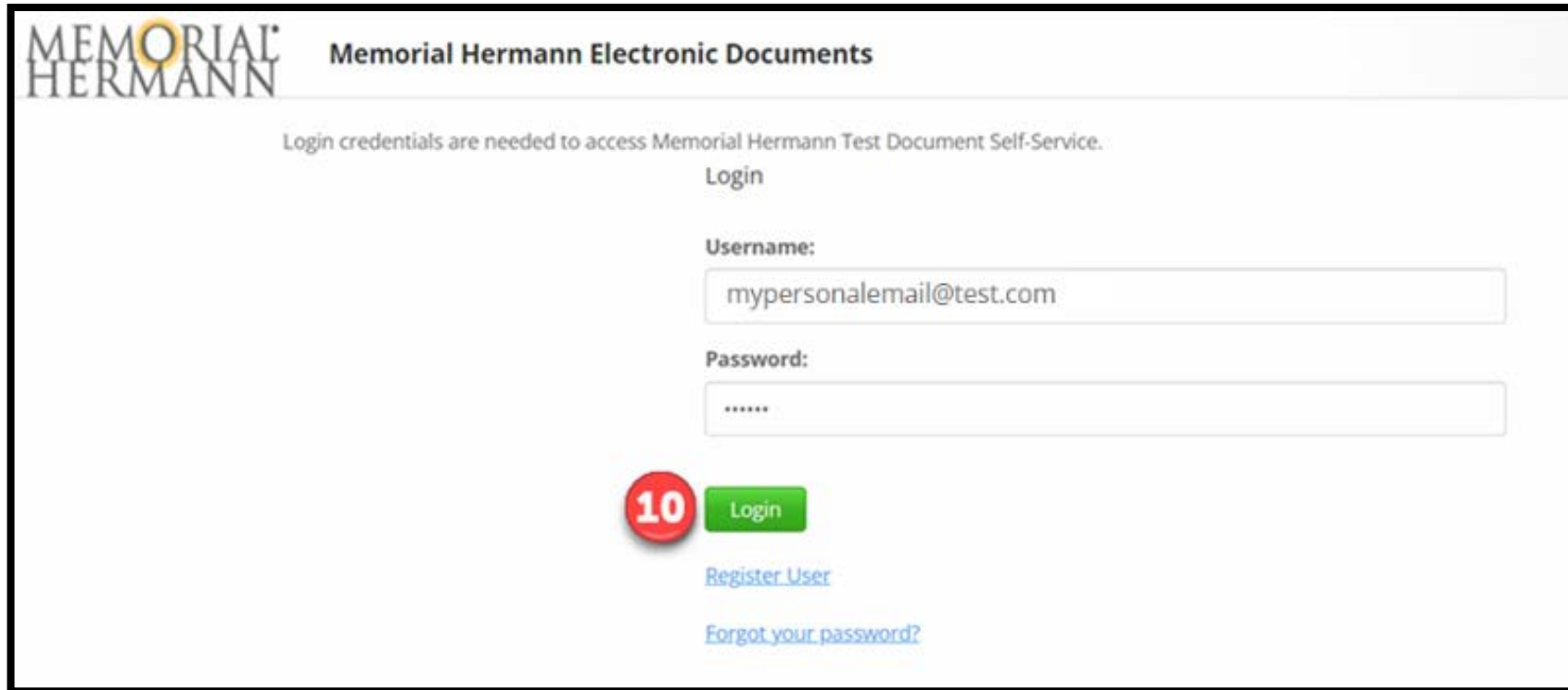
Forgot My Password Process

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:

mypersonalemail@test.com

Password:

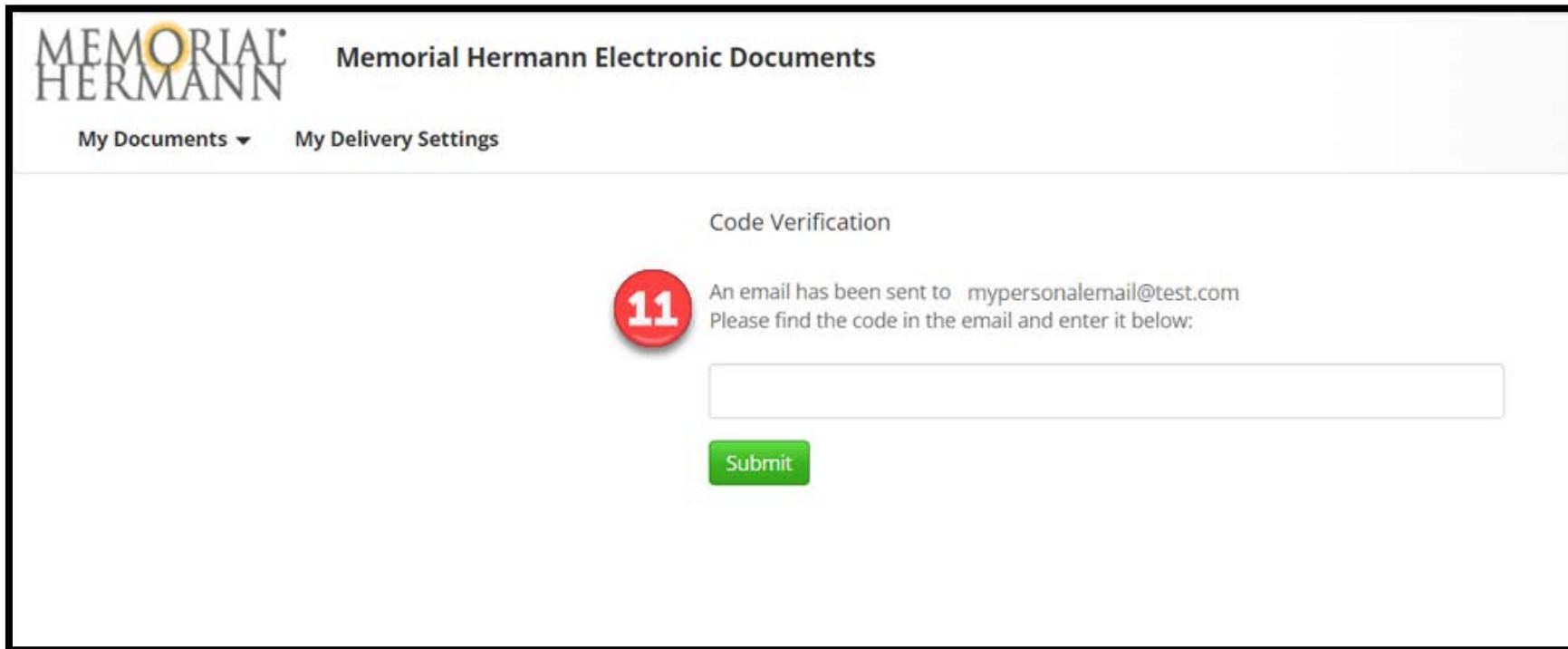
10 Login

[Register User](#)

[Forgot your password?](#)

Forgot My Password Process

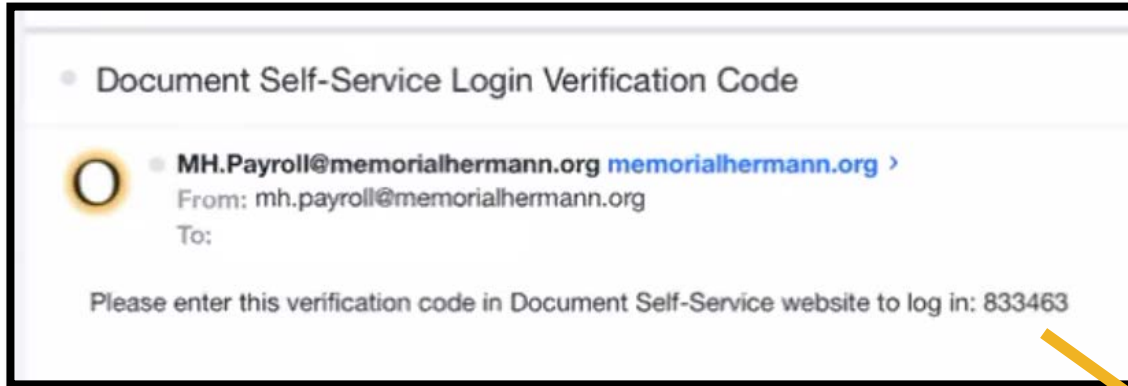
11. See multi-factor authentication prompt.



The screenshot shows 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 links: "My Documents" with a dropdown arrow and "My Delivery Settings". The main content area is titled "Code Verification". It features a red circular icon with the number "11". To the right of the icon, the text reads: "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.

Forgot My Password Process

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



MEMORIAL HERMANN

Memorial Hermann Electronic Documents

My Documents ▼ My Delivery Settings

Code Verification

An email has been sent to mypersonalemail@test.com. Please find the code in the email and enter it below:

833463

12 Submit

Forgot My Password Process

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

