ERSC 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:

* Credentials are case sensitive

Login

Register User ← Click **Register User** to begin the registration process.

Forgot your password?

Credential Verification

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

Employee Id:

Last Name:

SSN:

(xxx-xx-xxxx)

CZXv$

🔄 Generate new security code

Enter security code shown above

Submit

MCPS

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**.

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:

Subject: registration@xyz.com
From: registration@xyz.com
Date: 3:18 PM
To:

A request has been received to use this email address for your Document Self-Service profile.
Click here to finish user registration

If you received this er

Thank you
HR Department, XY.
humanresources@xy;

Set Passw

Enter Nev

Confirm N

Subm

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.

Secondary Email

Confirm Email

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

Submit

Login

Username:

Password:

Credentials are case sensitive

Login

MCPS

2. Read the welcome message.
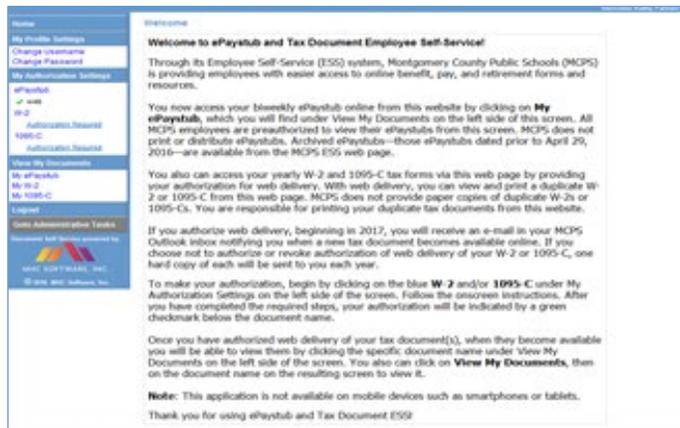
AUTHORIZE WEB DELIVERY

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**.
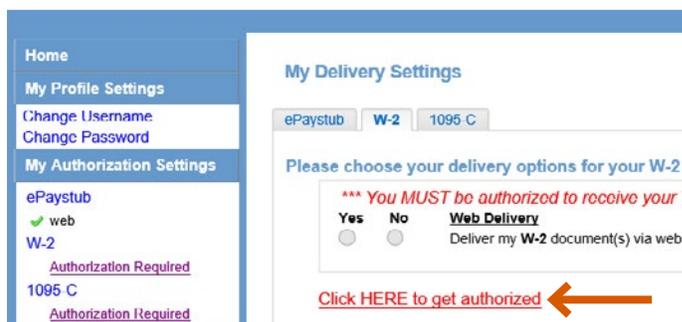
MCPS

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

Test ePaystub and Tax Document Employee Self-Service

My Delivery Settings - Tax Document - Authorization

I wish to receive my W-2 electronically via the MCPS Employee Self-Service (ESS) web page. I understand that instead of choosing web delivery, I have the option of having one W-2 form printed at no charge each year.

I understand that by choosing web delivery, I will need to print my W-2 in order to attach it to 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.

I understand that I may revoke my consent to receive my W-2 electronically with 30 days advance notice anytime through December 1 of each year. If I do not revoke my authorization for web delivery, my 2016 and future W-2s will be available to me online only, and I will be responsible for printing them.

I understand that MCPS anticipates electronic W-2s will be available by January 15 each year, but no later than January 31 unless January 31 falls on a weekend. If it does, my W-2 may not be available until the first Monday that follows January 31.

I will be notified via e-mail when my W-2 is available online. Once published to ESS, my W-2 will be available for reprint through October 15th.

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

6. Once you have successfully printed the sample tax document, click **Yes**.

Print Test ✕

View a sample Tax Document in PDF Format and print it.

Were you able to print it successfully?

Yes **No**

7. Click the **I Agree** button.

I understand that MCPS anticipates electronic W-2s will be available by January 1 year, but no later than January 31 unless January 31 falls on a weekend. If it does may not be available until the first Monday that follows January 31.

I will be notified via e-mail when my W-2 is available online. Once published to ES 2 will be available for reprint through October 15th.

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

8. Click **Submit** to complete your authorization.

Test ePaystub and Tax Document Employee Self-Service

Welcome John Jo

Home > My Delivery S

My Delivery Settings

ePaystub | W-2 | 1095-C

Please choose your delivery options for your W-2 documents.
You will receive emails at your **primary email address:** aneleh2424@yahoo.com

Authorization Started - clicking **Submit** completes your authorization
Yes No **Web Delivery**
● ○ Deliver my **W-2** 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.

Submit **Cancel**

MCPS

Employee & Retiree Service Center

EPAYSTUB AND TAX DOCUMENT SELF-SERVICE

Instructions for MCPS Retirees & Other Former Employees

VIEW AND PRINT DOCUMENTS

To view and/or print your tax documents—

1. 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.

View My Documents

My ePaystub
My W-2
My 1095-C

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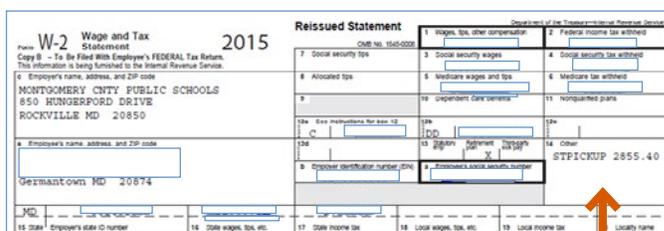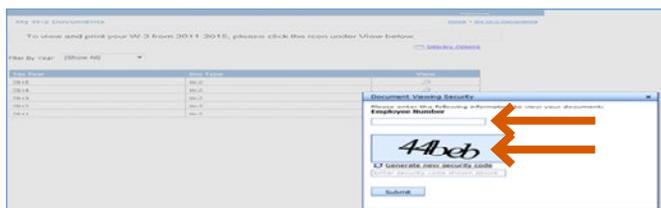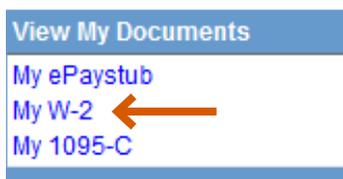
Right click on your W-2 or 1095-C to print it.

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