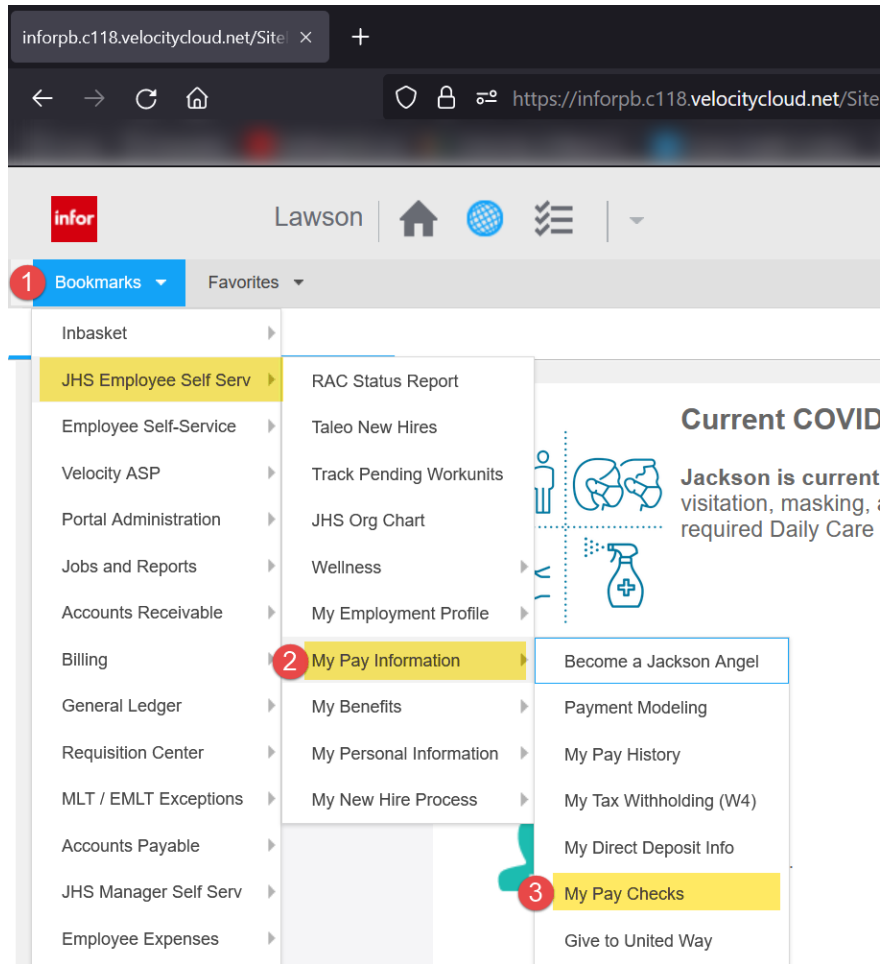
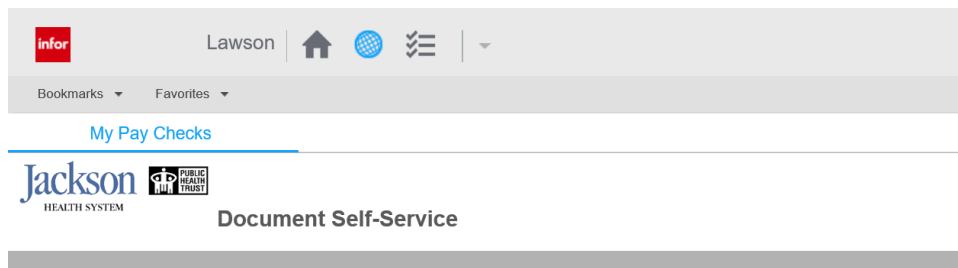


Email Paystubs Opt-In Instructions

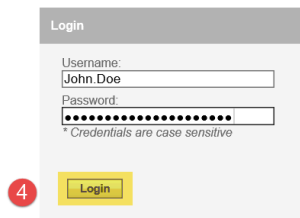
1. Log into Lawson. Click on **Bookmarks**, select **My Pay Information** and click on **My Pay Checks**.



2. Enter your Jackson Active Directory user name and password and click on the **Login** button.




Please login again with your Lawson username and password.



- Once you have logged in, click on **Pays Stubs** under the **My Delivery Settings** pane. Make sure you have the **Pay Stubs** tab selected and click on **Yes** under **Email Delivery** and click on **Submit**.

Home

Jackson  HEALTH SYSTEM

Logout

Document Self-Service

Welcome Leticia Ruiz!

Home > [My Delivery Settings](#)

Home

My Delivery Settings

1095-Cs
✓ Authorized

W-2s
✓ Authorized


Pay Stubs 5
✓ web
✓ email

View My Documents

My 1095-Cs
My W-2s
My Pay Stubs

Logout

Go to Administrative Tasks

Document Self-Service powered by:

MHC SOFTWARE
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My Delivery Settings

1095-Cs W-2s **6 Pay Stubs**

Please choose your delivery options for your Pay Stubs documents.
You will receive emails at your **primary email address:**

7 **Yes** **No** **Web Delivery**
Deliver my **Pay Stubs** 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.

7 **Yes** **No** **Email Delivery**
Deliver my **Pay Stubs** 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.


[I Forgot My PDF Password](#)
[Change My PDF Password](#)

8 **Password Complexity Rules:** Your password must be at least eight characters long. It must include at least one number, one uppercase character, one lower case character, and one special character.

8 **Submit** **Cancel**

- Next, you will need to retrieve your password. Click on **I Forgot My PDF Password**

Home

Jackson  HEALTH SYSTEM

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Document Self-Service

Welcome Leticia Ruiz!

Home > [My Delivery Settings](#)

Home

My Delivery Settings

1095-Cs
✓ Authorized

W-2s
✓ Authorized


Pay Stubs
✓ web
✓ email

View My Documents

My 1095-Cs
My W-2s
My Pay Stubs

Logout

Go to Administrative Tasks

Document Self-Service powered by:

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My Delivery Settings

1095-Cs W-2s **Pay Stubs**

Please choose your delivery options for your Pay Stubs documents.
You will receive emails at your **primary email address:**

9 **Yes** **No** **Web Delivery**
Deliver my **Pay Stubs** 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.

9 **Yes** **No** **Email Delivery**
Deliver my **Pay Stubs** 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.

9 **I Forgot My PDF Password**
[Change My PDF Password](#)

Password Complexity Rules: Your password must be at least eight characters long. It must include at least one number, one uppercase character, one lower case character, and one special character.

Submit **Cancel**

5. You will receive an email with your current PDF password. Copy the password and click on the **Change My PDF Password** link. Paste or enter the password you received via email into the **Current PDF Password** text box and enter your new password in both the **New PDF Password** and **Confirm PDF Password** text boxes. Click **Reset** to save your new password.

Password Complexity Rules: Your password must be at least eight characters long. It must include at least one number, one uppercase character, one lower case character, and one special character

The screenshot shows the 'Document Self-Service' interface. The main page is titled 'My Delivery Settings' and includes a left-hand navigation menu with options like 'Home', 'My Delivery Settings', '1095-Cs', 'W-2s', 'Pay Stubs', 'View My Documents', and 'Logout'. The main content area is for '1095-Cs' settings, with tabs for '1095-Cs', 'W-2s', and 'Pay Stubs'. A modal window titled 'Change My PDF Password' is overlaid on the page. This modal contains a warning message: '*** WARNING: You will be able to retrieve previously published documents with your old password. All future published documents will use your new PDF Password. ***'. It features three input fields: 'Current PDF Password' (with a red circle 11), 'New PDF Password' (with a red circle 12), and 'Confirm PDF Password' (with a red circle 12). A yellow 'Reset' button (with a red circle 13) and a 'Cancel' button are at the bottom right of the modal. In the background, a 'Change My PDF Password' link (with a red circle 10) is visible in the 'Web Delivery' section. At the bottom of the page, the 'Password Complexity Rules' are repeated.

Please note that when Paystubs are published (this happens on Payroll Week Wednesdays), the password you had in the system at the time will be used to protect your PDF paystub. If you did not reset your password prior to the latest posting, you should be able to use the password you received after performing step 4 for these instructions to access the PDF paystub.