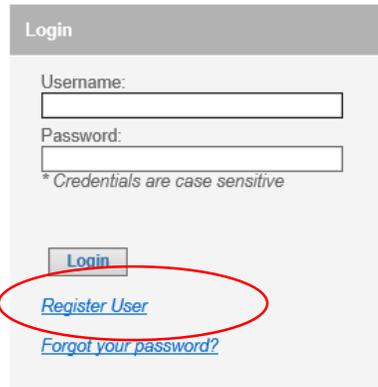


Accessing Pay Stubs and W-2 Remotely or for Termed Employees

1. Access the Employee Portal on the Yuma Regional home page:
<https://www.yumaregional.org/Careers/Employee-Portal>
2. Select the View - Print W-2 and Pay Stubs link.
3. On the login screen – if you are a first time user- select the register user link, if a returning user enter your username and password. Your username is in an email format.

Login credentials are needed to access Document Self-Service.



Username:

Password:

* Credentials are case sensitive

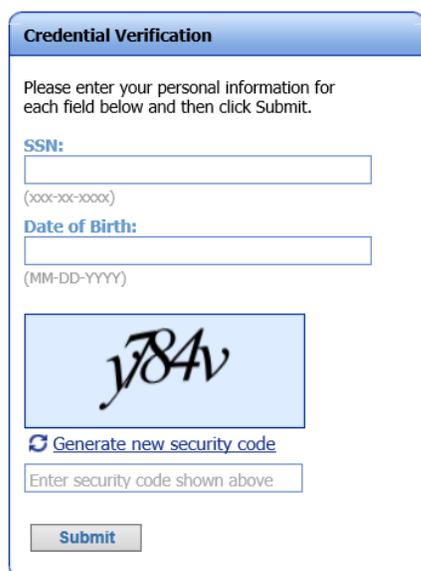
[Register User](#)

[Forgot your password?](#)

Inactive users can register to use this site by clicking [HERE](#) and then clicking "Register User" on the resulting page.

For Login issues, please contact the Help Desk at (928) 336-7290.

4. Enter the requested information into the fields on the Credential Verification Screen. Select submit.



Credential Verification

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

SSN:

(xxx-xx-xxxx)

Date of Birth:

(MM-DD-YYYY)



[Generate new security code](#)

5. On the next screen, enter an email address. This email address will be your username.
6. You will receive an email (at the email address provided in step 5) to complete your registration. Click on the link in the email.

Sample Email:

A request has been received to use this email address for your Document Self-Service profile. (view/print only ability).
[Click here to finish user registration](#)

If you received this email in error, please delete it immediately.

Thank you.
Payroll Group, Yuma Regional Medical Center
payrollgroup@yumaregional.org
928-336-7163

7. You will then need to enter your Social Security Number, Date of Birth and security code again on the Credential Verification screen.
8. Enter a password, select submit.
9. Provide a secondary email address if desired, select submit.
10. You will receive a registration completed notice. Select the login button.
11. Enter your username (the email you used for registration) and password, select login.

Login credentials are needed to access Document Self-Service.



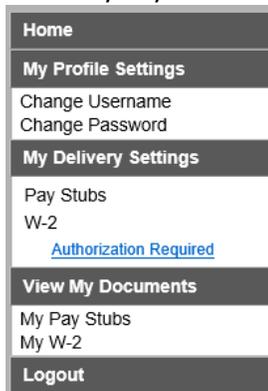
The screenshot shows a login form with the following elements:

- Login** (header)
- Username:** [input field]
- Password:** [input field]
- * Credentials are case sensitive*
- Login** (button)

Inactive users can register to use this site by clicking [HERE](#) and then clicking "Register User" on the resulting page.

For Login issues, please contact the Help Desk at (928) 336-7290.

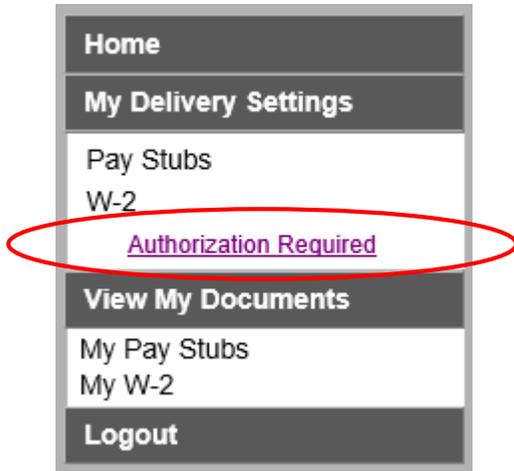
12. Select My Pay Stubs to view/print your pay stub.



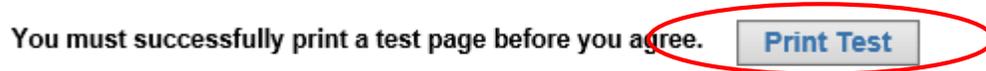
The screenshot shows a vertical navigation menu with the following items:

- Home**
- My Profile Settings**
 - Change Username
 - Change Password
- My Delivery Settings**
 - Pay Stubs
 - W-2
 - [Authorization Required](#)
- View My Documents**
 - My Pay Stubs
 - My W-2
- Logout**

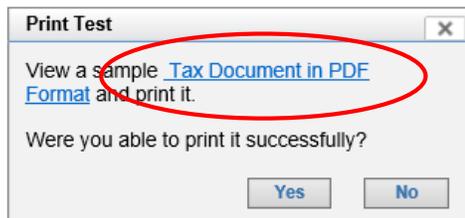
13. To view/print W-2s, complete the W-2 electronic authorization process outlined below.
14. Select the Authorization Required hyperlink



15. Review the authorization statement. Select the Print Test button.



16. In the pop up window, select the Tax Document in PDF Format hyperlink. You must have a PDF viewer installed.

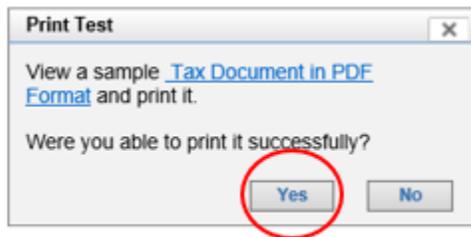


17. A sample tax document will appear, print this document. Close the window by selecting the X circled in red below.



a Control number 001	1 Wages, tips, other compensation 6216.00	2 Federal income tax withheld 699.36	a Control number 001
OMB NO. 1545-0008	3 Social security wages 8160.00	4 Social security tax withheld 505.92	OMB NO. 1545-0008
This information is being furnished to the Internal Revenue Service.	5 Medicare wages and tips 8160.00	6 Medicare tax withheld 118.32	
c Employer's name address and ZIP code			c Employer's name address and ZIP code

18. If you were able to print the sample tax form, please select the Yes button.



19. Select the I Agree button, confirming you were able to print the test page.

You must successfully print a test page before you agree.

[Print Test](#)

[I Agree](#)

20. Email notifications will automatically go to your email address that you used to register. You can enter an alternate email to receive notifications at if you so desire. Verify the Yes button is selected and then select Submit.

[Home](#) > [My Delivery Settings](#)

My Delivery Settings

Pay Stubs | **W-2**

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

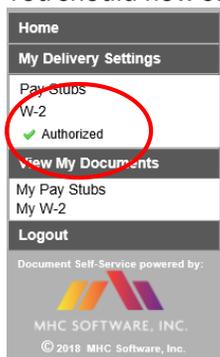
You will receive emails at your primary email address: [redacted]
as well as your secondary email address: [input field]

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](#)

21. You should now see 2 green check marks indicating Authorized.



My Delivery Settings

Pay Stubs | **W-2**

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

You will receive emails at your primary email address: [redacted]
as well as your secondary email address: [input field]

Authorized

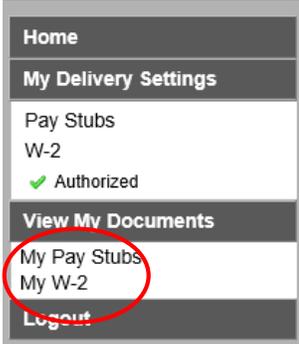
Yes **No** **Web Delivery**
Deliver my W-2 document(s) via web access.
Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.

[Submit](#) [Cancel](#)

22. You will receive an email to the email address you used for registration and to a secondary email address (if you entered one) confirming your selection.

23. When W-2s are posted to Employee Space, you will receive an email notification. To access your W-2, go to <https://www.yumaregional.org/Careers/Employee-Portal>, select the View- Print W-2

and Pay Stubs link, follow the login prompts, then select the My W-2 option under View My Documents.



24. Select the W-2 document you would like to view by selecting the magnifying glass.

My W-2 Documents

[Home](#) > [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 Yuma Regional Medical Center determined settings.

 [Delivery Options](#)

Filter By Year: ▼

Tax Year	Doc Type	View
2017	W-2c	
2017	W-2	

25. Your W-2 will open. You will need to print the document to include with your tax return.