MHC Document Self-Service Electronic 1099



Login registration MHC application

- Production link located on the vendor services page on the memorialhermann.org site or directly via https://mchsftwr.mhhs.org:1443/Auth/Login
- 2. Click on *Register User* link
- 3. Enter the Tax ID and Vendor Number on the next screen *Note: the security code should be numeric (example – Eight Hundred Nineteen should be entered as 819)





Login registration MHC application

- 1. Create unique password
- 2. Enter primary email address *Optional secondary email
- 3. Log in



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Login to Vendor DSS

- 1. Login with your Vendor Number and password
- 2. You will be logged into the application Welcome screen

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Delivery Settings

- **1.** Select drop down on My Documents
- 2. Select 1099 option
- 3. The first time you try to view a document and if you opted in, it redirects you to the delivery settings
- 4. You will see a compliance message on the bottom of the page, you must print a test page to authorize your account



View/print PDF 1099

 You must print and verify your test was successful before you agree.

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Complete Authorization for Web Viewing

- 1. Click on I agree to complete your authorization
- 2. Check Yes to authorize viewing your 1099 via the Web and submit

Authorization Started

We wish to receive our 1099s electronically via the Vendor Document Self-Service. We understand that we can receive our 1099 forms as a printed document at no charge. We understand that we will need to print our 1099s and that the 1099 forms will need to be included with our tax return(s). Our 1099s will be delivered as a PDF and we will use Adobe Reader (available at no charge) or an equivalent browser PDF viewer to view and print it. We were able to print the sample tax document successfully.

We understand that we may revoke our consent to receive 1099s electronically with 30 days advance notice anytime through December 1 of the current year. Otherwise, our consent will carry forward from year to year.

It is anticipated that the electronic 1099s will be available by January 15th, but in no case later than January 31. We will be notified via email when our 1099s are available online. Once published to Vendor Document Solf Control our 1000s will be available for searchest

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Document viewing

- 1. You are now in the My Documents screen
- You can see the 1099-MISC posted and can select the Year you want to view your other 1099's. Select the document and click on view selected button to see the 1099-MISC form
- Print or download the form once it is pulled up by selecting the printer icon (print) or the disk icon (save).





Thank You

