



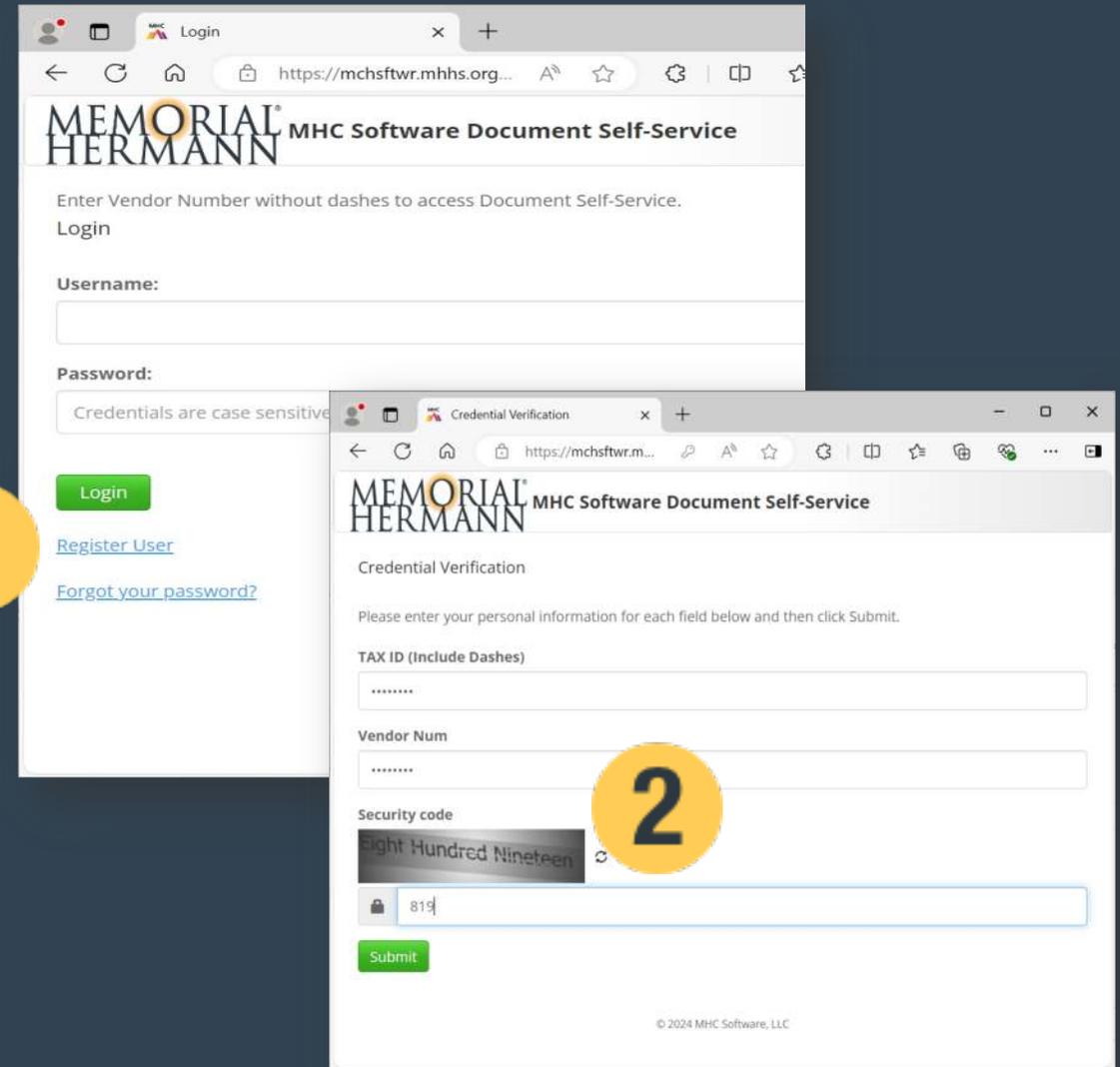
# MHC Document Self-Service

Electronic 1099

MEMORIAL<sup>®</sup>  
HERMANN

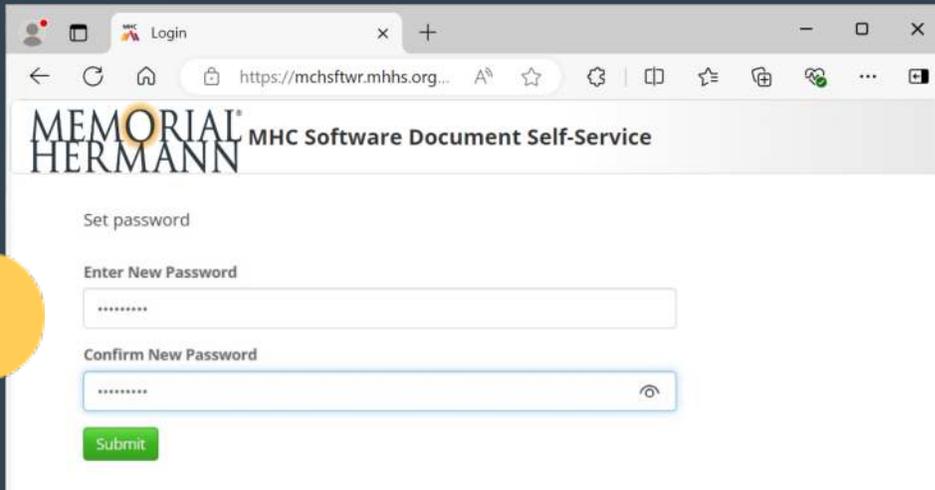
# Login registration MHC application

1. Production link located on the vendor services page on the [memorialhermann.org](https://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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Set password

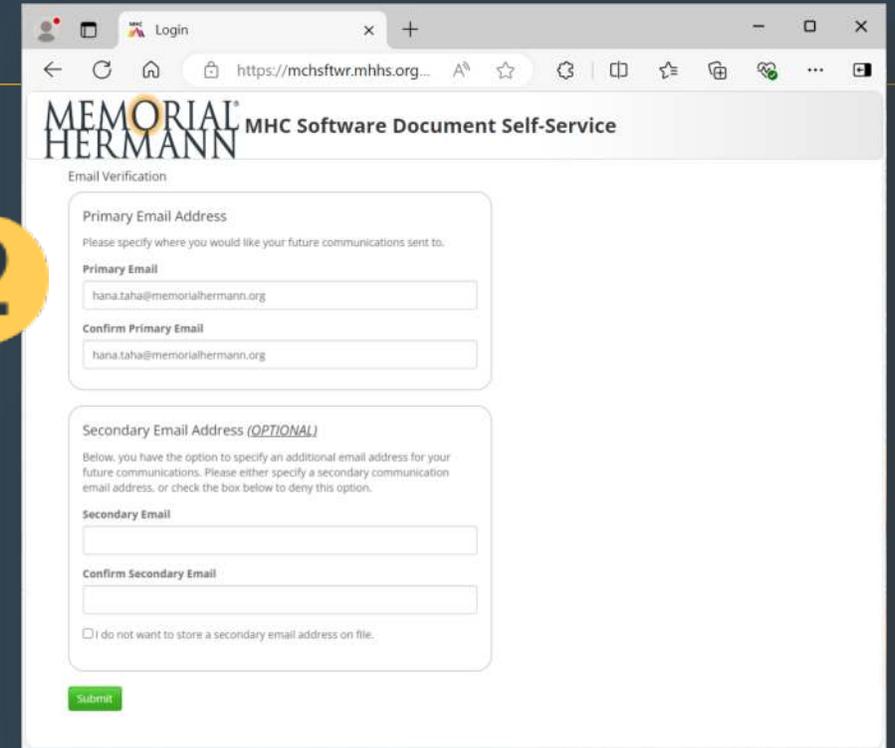
Enter New Password

Confirm New Password

Submit

A large yellow circle with the number '1' is overlaid on the left side of the screenshot.

2



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Email Verification

Primary Email Address  
Please specify where you would like your future communications sent to.

Primary Email  
hana.taha@memorialhermann.org

Confirm Primary Email  
hana.taha@memorialhermann.org

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

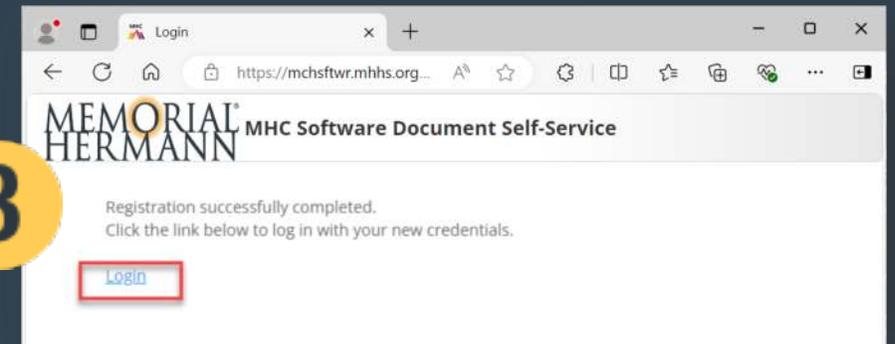
Confirm Secondary Email

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

Submit

A large yellow circle with the number '2' is overlaid on the left side of the screenshot.

3



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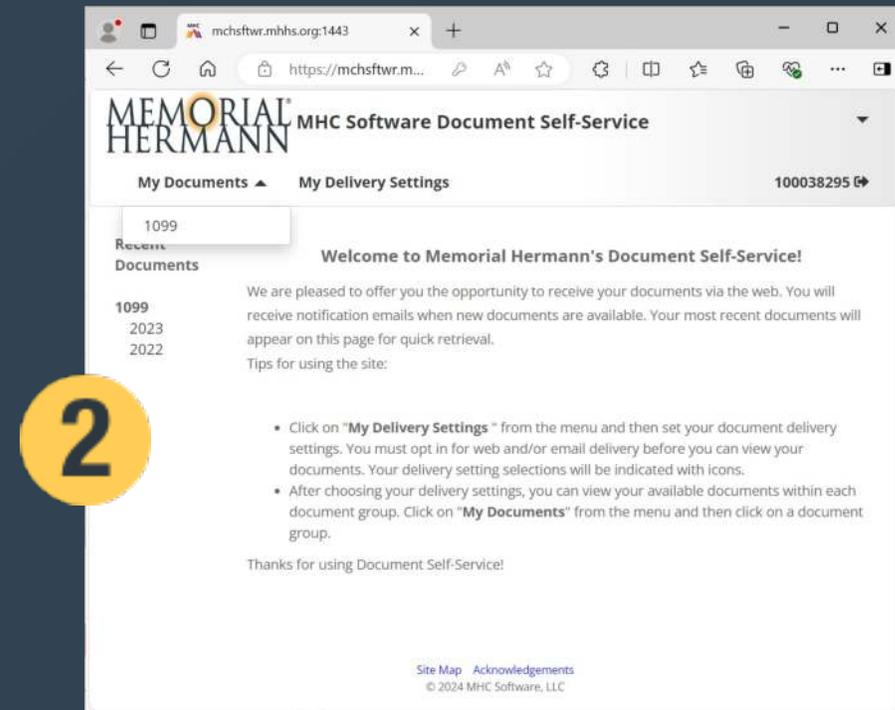
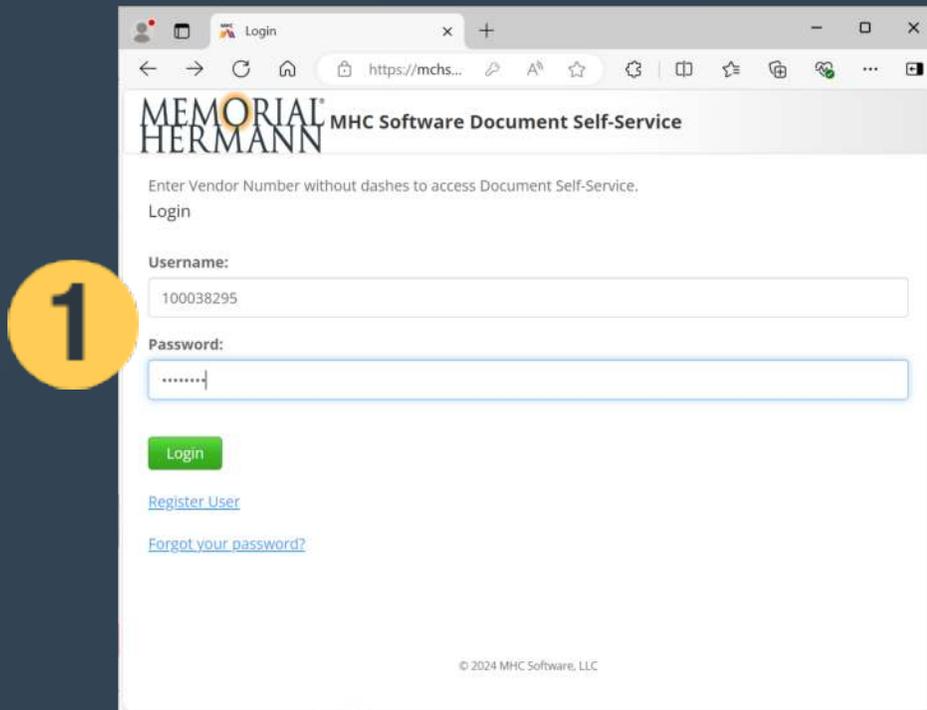
Registration successfully completed.  
Click the link below to log in with your new credentials.

Login

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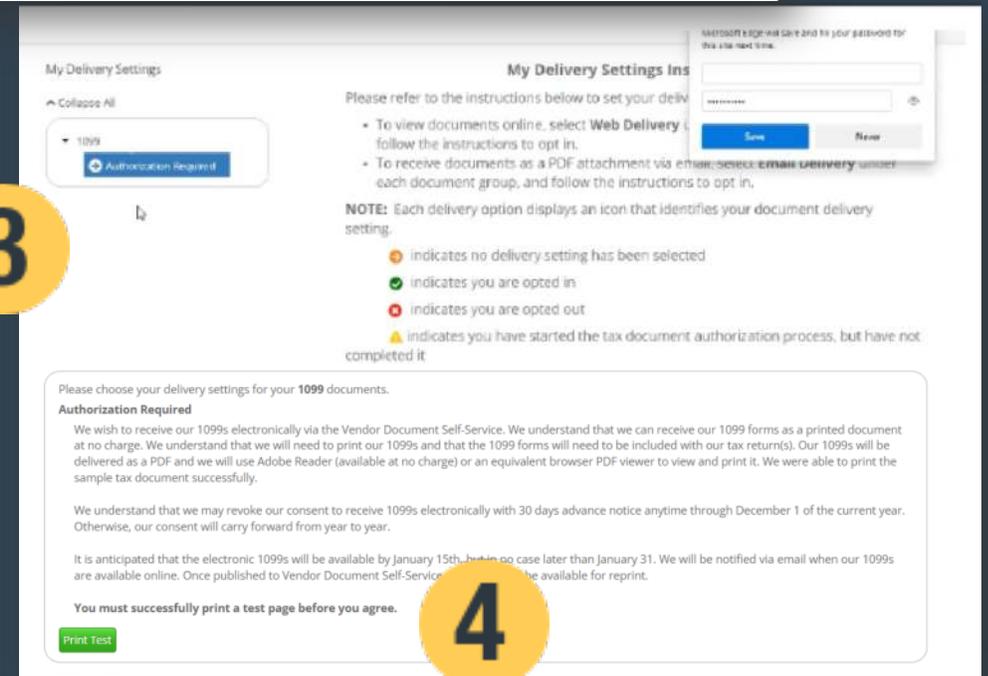
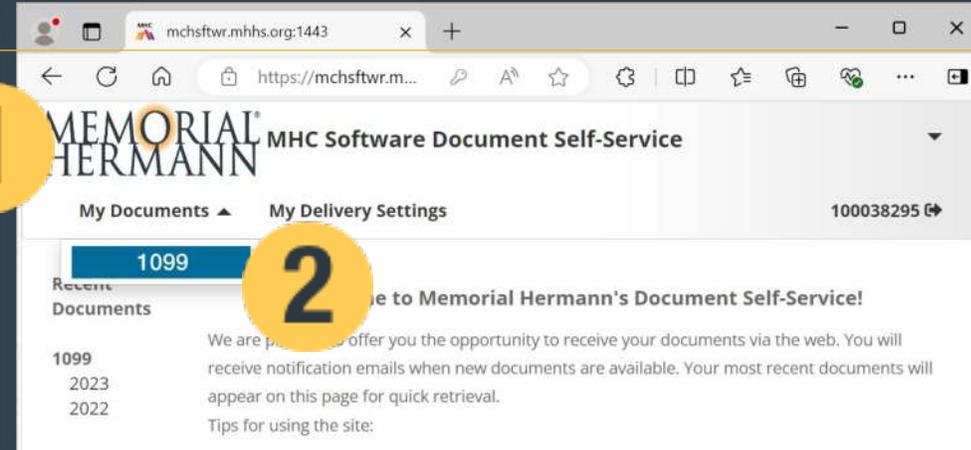
# Login to Vendor DSS

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



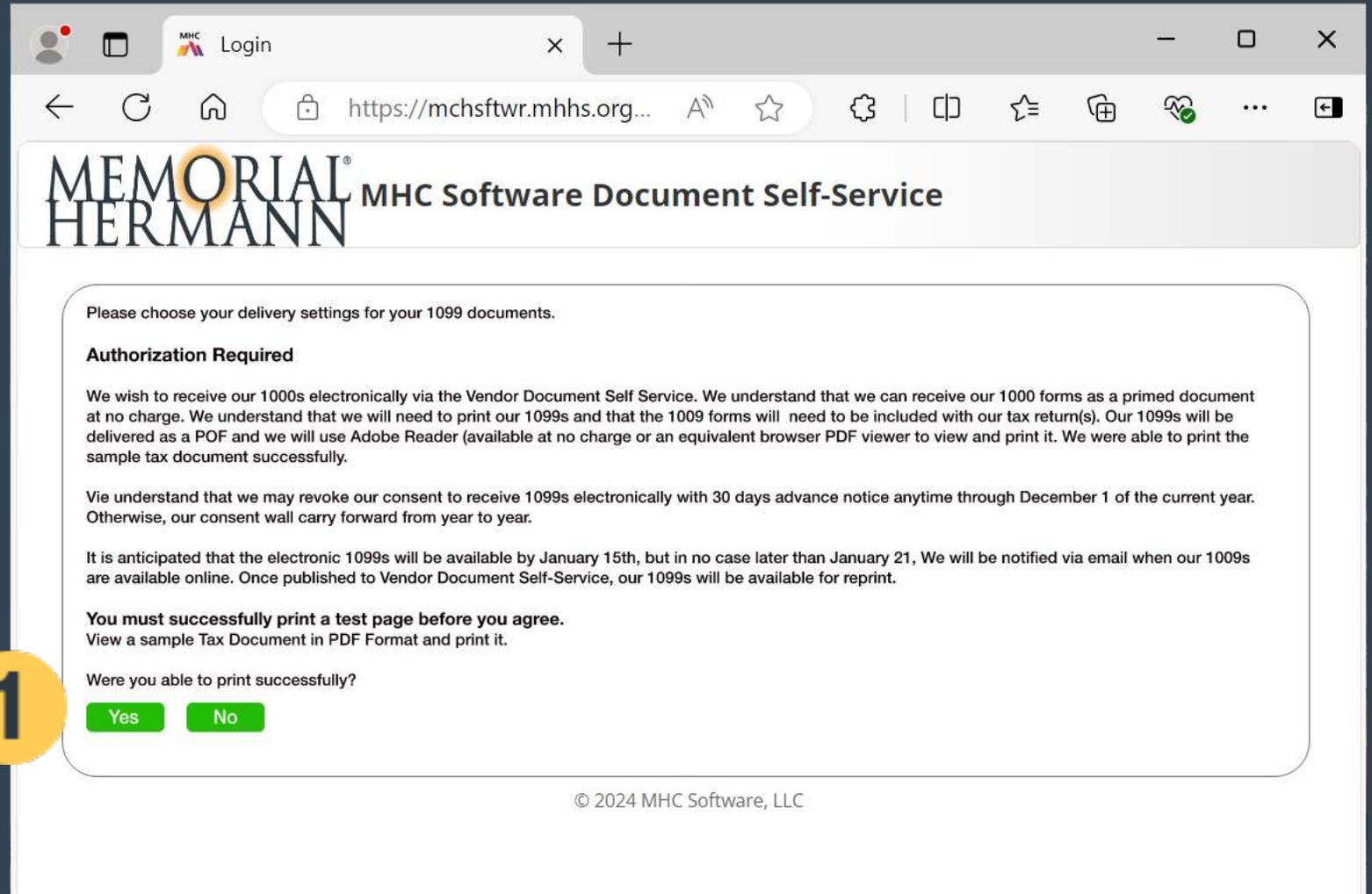
# Delivery Settings

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

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



The screenshot shows a web browser window with the URL <https://mchsftwr.mhhs.org...> and the page title "MEMORIAL HERMANN MHC Software Document Self-Service". The main content area contains a form with the following text:

Please choose your delivery settings for your 1099 documents.

**Authorization Required**

We wish to receive our 1000s electronically via the Vendor Document Self Service. We understand that we can receive our 1000 forms as a primed document at no charge. We understand that we will need to print our 1099s and that the 1009 forms will need to be included with our tax return(s). Our 1099s will be delivered as a POF 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.

Vie 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 wall 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 21, We will be notified via email when our 1009s are available online. Once published to Vendor Document Self-Service, our 1099s will be available for reprint.

**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 successfully?

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1

# 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 Self-Service, our 1099s will be available for receipt.

**1**

**2**

Please choose your delivery settings for your 1099 documents.

You will receive emails at your **primary email address:** hana.taha@memorialhermann.org \*  
as well as your **secondary email address:**

**Web Delivery**

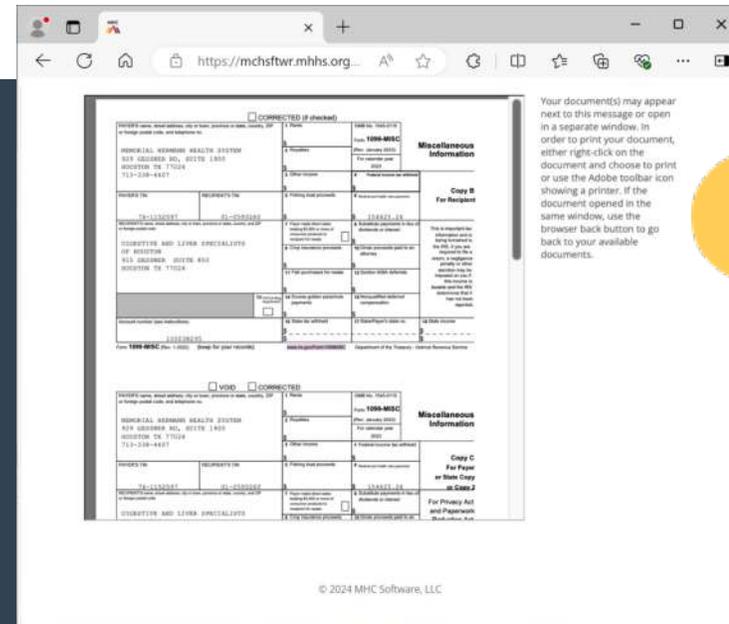
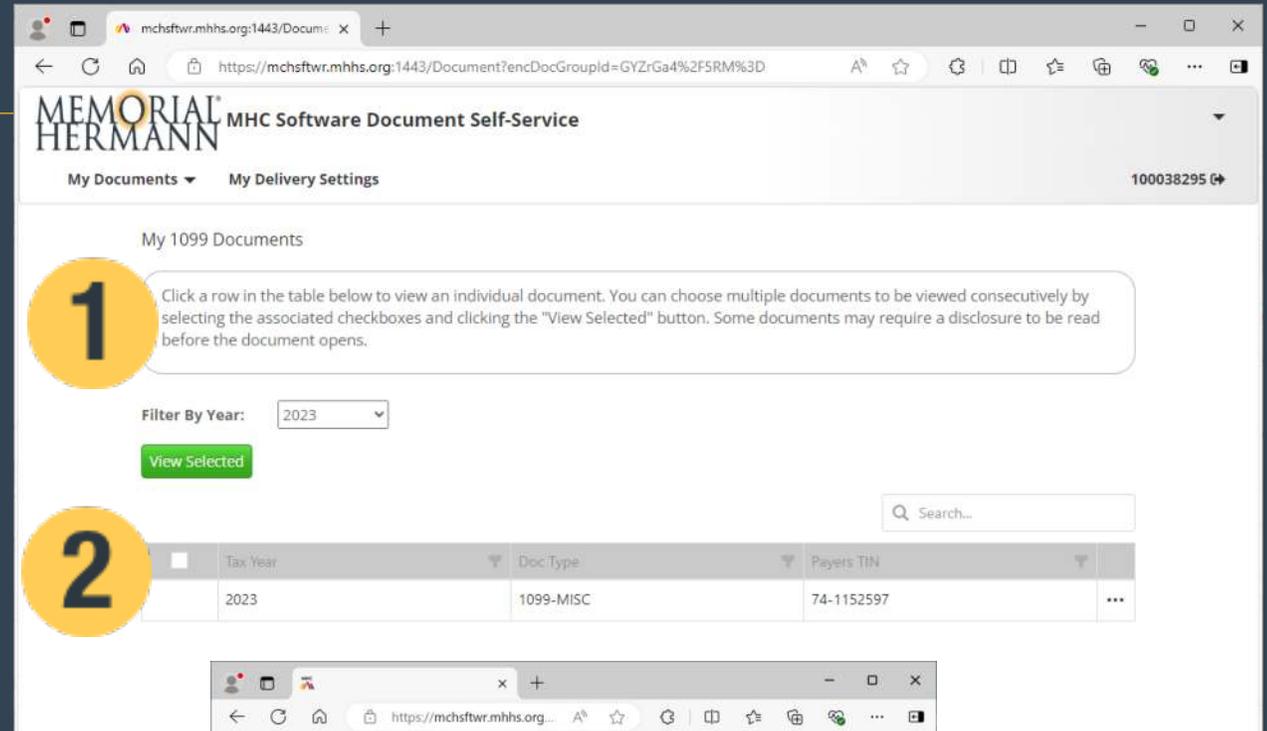
Authorization Started - clicking Submit completes your authorization

Yes  No

*Settings controlled by your system administrator dictate whether you will receive an email notification when information is available via the web.*

# Document viewing

1. You are now in the My Documents screen
2. 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
3. Print or download the form once it is pulled up by selecting the printer icon (print) or the disk icon (save).





Thank You

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