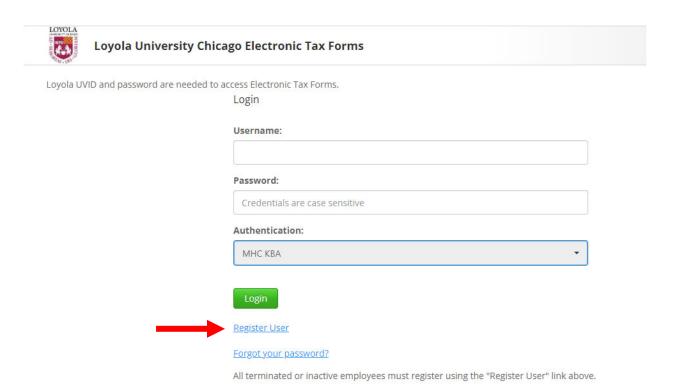
How to register for the Loyola University Chicago Electronic Tax Forms Website

The Loyola University Chicago Electronic Tax Forms (Document Self-Service) website was created to allow terminated and inactive Loyola employees the opportunity to access their year-end tax documents electronically.

In order to register, please go to https://www.LUC.edu/dss and select 'Register User'. If you have already gone through the registration process, you can use your username and password to proceed through this section.



A new page will populate and you will be asked to enter your personal details to verify your identify. Please note that your last name should be entered in all CAPs.



Loyola University Chicago Electronic Tax Forms

Credential Verification						
Please enter your personal information for each input field and then click Submit.						
Date of Birth (mmddyyyy)						
LUC Email Address						
Last Name (Case Sensitive)						
Zip Code						
Security code						
One Hundred Sixty &						
Please enter the numeric equivalent of the image text above						
Submit						

After submitting the information, you will be brought to the screen below. Please follow the instructions and enter an email address that will used as your username and primary email address.

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
Submit

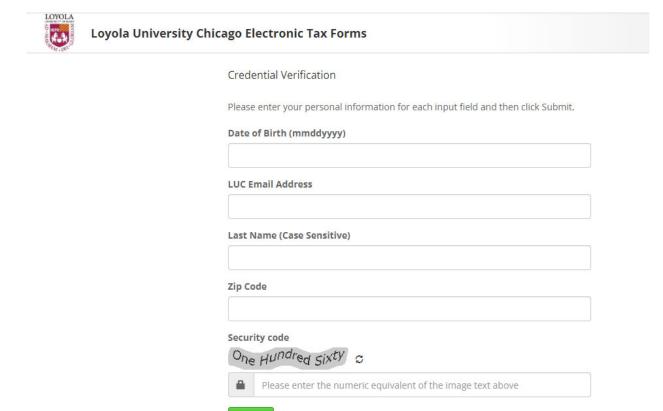
Once you have completed these steps and your information has been accepted; you will be sent a new user registration email from Payroll@luc.edu with a link to finish your registration.

Status

An email has been sent to: Test@luc.edu

Click on the link included in the email to continue.

After clicking on the link provided in the email, you will have to reconfirm your credentials.

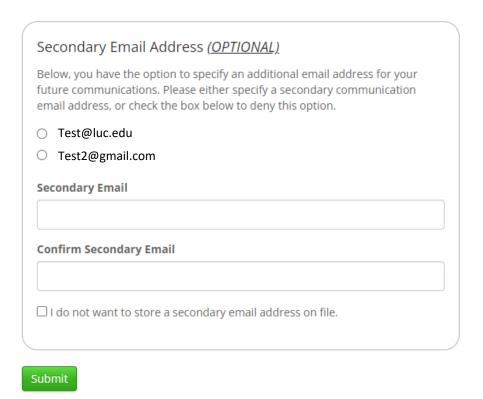


On the next screen, you will have to set up your password.

Set password		
Enter New Password		
Confirm New Password		
Submit		

After creating the password and clicking the submit button, you will have the option to specify an additional email address for your communications. Please enter your secondary email address or if you do not want one stored, check the box at the bottom.

Email Verification



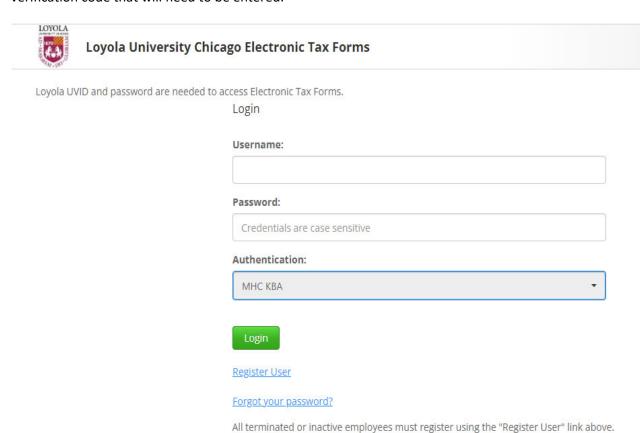
Now that your secondary email selection has been made; you have now successfully completed the registration process. You can go ahead and click on 'Login'.

Status

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

<u>Login</u>

You will be returned to the login page and once you submit the information you will be emailed a verification code that will need to be entered.



Code Verification

An email has been sent to Test@luc.edu Please find the code in the email and enter it below:	
Submit	

Congratulations, you are now able to view and print your year-end tax documents.

