

Blount Memorial W-2 and 1095-C Tax Forms Online

We are very excited to introduce an alternate delivery option to view and/or print copies of your W-2 and 1095-C tax forms. Instead of waiting to receive mailed forms, you will now have the option to view and print your tax forms from home. This is how it will work. . .

1. You will receive an email each year to your Blount Memorial email address and/or secondary email address with a link to **Blount Memorial Document Self-Service** (BMDSS)
2. You will be able to log into BMDSS with your **Blount Memorial Username and Password**. This can be done from any computer inside or outside the organization. You will then be able to view and/or print copies of your W-2 and 1095-C tax forms.

To get things started, you must first log in to the BMDSS system **before January 12**, using your Blount Memorial Username and Password to complete the required authorization. This can be done two different ways:

1. Type <https://bmhpaystub.bmnet.com> directly into your internet browser
2. Go to www.blountmemorial.org and click on the **Physician and Employee Intranet Login** link in the lower left corner. Then, click the **Employee Document Self-Service** link.

The instructions provided below will guide you in completing the required authorization.

1. From the Document Self-Service login screen, type your **Blount Memorial Username and Password** to login.



Blount Memorial Document Self-Service

Login credentials are needed to access Document Self-Service.

A screenshot of a web login form. At the top is a blue header with the word "Login" in white. Below the header are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below the password field is a small italicized note: "* Credentials are case sensitive". At the bottom of the form is a blue button with the word "Login" in white.

- From the “Welcome” screen under **My Delivery Settings** on the left side, click on [Authorization Required](#) under the “W-2” and “1095-C”.



Blount Memorial Document Self-Service

Home

My Delivery Settings

1095-C
[Authorization Required](#)

Payroll

✓ web

✓ email

W-2
[Authorization Required](#)

View My Documents

My 1095-C

My Payroll

My W-2

Logout

Welcome

Blount Memorial is giving you the opportunity to receive copies of your pay checks and tax forms via the web and email. You will receive emails notifying you when new copies of these documents are available on our website. In addition, you may also choose 'email' as a delivery setting for your pay checks. By choosing 'email', you will receive emails with PDF attachments containing a copy of your pay check when it is available.

You can choose any of the delivery settings displayed on the left side menu. Click on "**My Delivery Settings**" to make your selection. Your personal settings will be indicated with a green checkmark on the side menu.

After choosing your delivery settings, you can view any of the documents. Under "**View My Documents**," click on the document you want to view

Thanks for using Document Self-Service!

- You must be able to print a test page before you agree. Click “**Print Test**” and wait for a dialog box to open. In the dialog box click “**Tax Document in PDF Format**“. If you successfully printed a test page, click “**Yes**”.



Blount Memorial Document Self-Service

Home

My Delivery Settings

1095-C
[Authorization Required](#)

Payroll

✓ web

✓ email

W-2
[Authorization Required](#)

View My Documents

My 1095-C

My Payroll

My W-2

Logout

Goto Administrative Tasks

Document Self-Service powered by:

My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Blount Memorial Document Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that I need to print my 1095-C and that the 1095-C form needs to be included with my tax return(s). My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) or an equivalent browser PDF viewer to view and print it. I was able to print the sample tax document successfully.

I understand that I may revoke my consent to receive my 1095-C electronically anytime before delivery of tax forms. Otherwise, my consent will carry forward from year to year.

It is anticipated that the electronic 1095-C's will be available no later than January 31. I will be notified via email when my 1095-C is available online. Once published to Document Self-Service, my 1095-C will be available for re-print.

You must successfully print a test page before you agree. [Print Test](#)

Print Test

View a sample [Tax Document in PDF Format](#) and print it.

Were you able to print it successfully?

Yes No

4. The authorization process has started. You are now ready to click “I Agree”.



My Delivery Settings - Tax Document - Authorization

I wish to receive my 1095-C electronically via the Blount Memorial Document Self-Service Web Site. I understand that I could receive my 1095-C form as a printed document at no charge. I understand that I need to print my 1095-C and that the 1095-C form needs to be included with my tax return(s). My 1095-C will be delivered as a PDF and I will use Adobe Reader (available at no charge) or an equivalent browser PDF viewer to view and print it. I was able to print the sample tax document successfully.

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You must successfully print a test page before you agree. [Print Test](#) [I Agree](#)

5. On the My Delivery Settings screen, you will need to choose “Yes” and click “Submit” on the W-2 and 1095-C tabs to complete the authorization process.



My Delivery Settings

Welcome Administrator Admin

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

[1095-C](#) [Payroll](#) [W-2](#)

Please choose your delivery options for your 1095-C documents.

You will receive emails at your **primary email address**:
as well as your **secondary email address**: *

Authorization Started - clicking Submit completes your authorization

Yes **No** **Web Delivery**
Deliver my 1095-C 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.

* required information [Submit](#) [Cancel](#)

- When you see “**Authorized**” on the W-2 and 1095-C, the process is complete. You can **logout** of Document Self-Service.



Blount Memorial Document Self-Service

Welcome Administrator Admini

Home > My Delivery S

Home

My Delivery Settings

1095-C **Authorized**

Payroll

✓ web
email

W-2

Authorization Started

View My Documents

My 1095-C

My Payroll

My W-2

Logout

My Delivery Settings

1095-C Payroll W-2

Please choose your delivery options for your 1095-C documents.

You will receive emails at your **primary email address**:

as well as your **secondary email address**: *

Authorized

Yes No **Web Delivery**

Deliver my **1095-C** 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.

* required information

Submit Cancel

- After the authorization process is complete, you will receive a confirmation e-mail from E-notification@bmnet.com.