

# Blount Memorial Paycheck Online

We are very excited to introduce an alternate delivery option to view and/or print copies of your current and previous paychecks. Instead of receiving paper copies, you will now be able to view this information from home. This is how it will work. . .

1. You will receive an email each pay day to your Blount Memorial email address with a link to **Blount Memorial Document Self-Service (BMDSS)**
2. You will be able to log into BMDSS with your Lawson 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 current and previous paychecks.

**To get things started**, you must first log in to the BMDSS system **before December 4<sup>th</sup>**, using your Lawson Username and Password. This can be done two different ways:

1. Type <https://bmhpaystub.bmnet.com> directly into your internet browser
2. Go to [www.blountmemorial.org](http://www.blountmemorial.org) and click on the **Physician and Employee Intranet Login** link in the upper right corner. Then, click the **BMH Paycheck Online Access** link.

**Other delivery options** are available to you if you choose to use them. You can chose to setup either option, both options, or neither. It's completely up to you! Here are those options. . .

1. Enter a **secondary email** address to have your pay information sent to your personal email in addition to your Blount Memorial email. This option is preferred since it will allow you link to the BMDSS from a home computer and/or your smart phone.
2. Receive a **copy of your paycheck** in an email as a password-protected **PDF attachment**.

**The instructions provided below will guide you to the additional delivery options.**

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



## Blount Memorial Document Self-Service

**Login credentials are needed to access Document Self-Service.**

Login

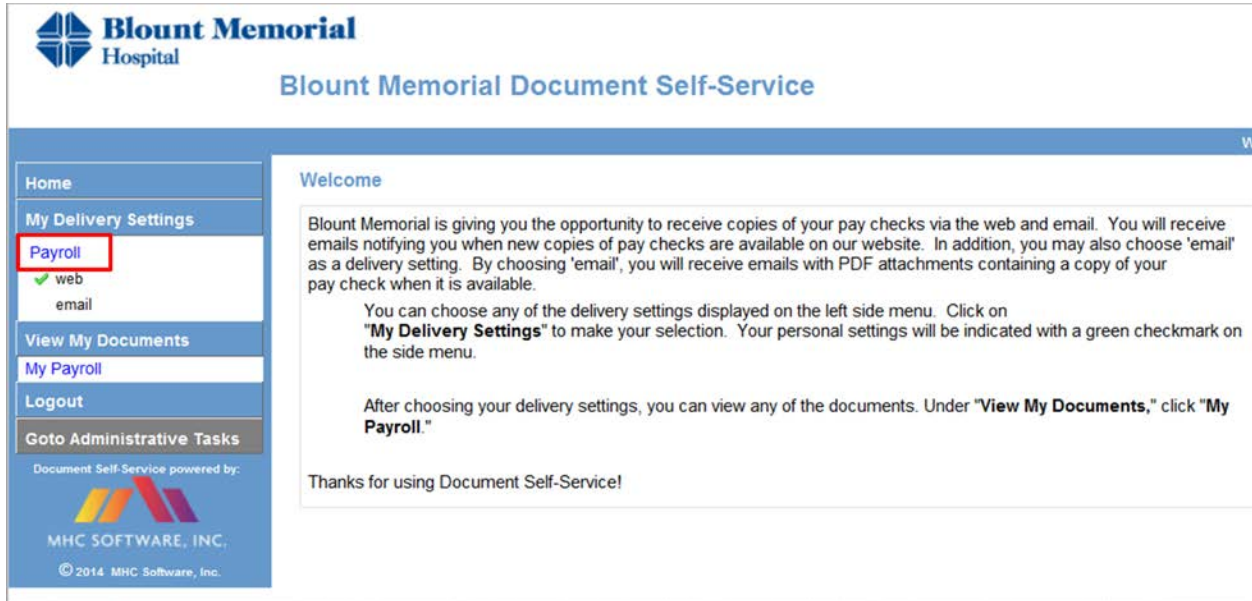
Username:

Password:

*\* Credentials are case sensitive*

Login

2. From the “Welcome” screen, click on the “**Payroll**” option under **My Delivery Settings** on the left side.



3. On the My Delivery Settings screen, you may choose to take advantage of the following options:
- Add a secondary email address
  - Receive a PDF version of your pay stub in an email when it is available
4. You can also view previous pay stubs or print copies by clicking on the “**My Payroll**” option under **View My Documents** section on the left side

