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.

2. From the "Welcome" screen under **My Delivery Settings** on the left side, click on **Authorization Required** under the "**W-2**" and "**1095-C**".

3. 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**".

4.   The authorization process has started. You are now ready to click "**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.

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

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