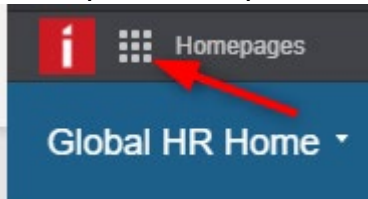


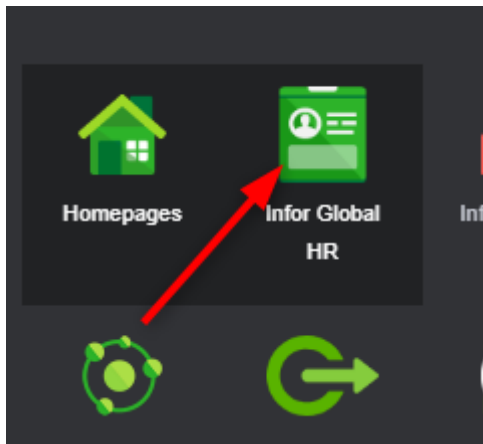
Viewing your W2/1095C

1) Log into GHR with at this address: https://mingle-portal.inforcloudsuite.com/COUNTYOFROANOKE_PRD.

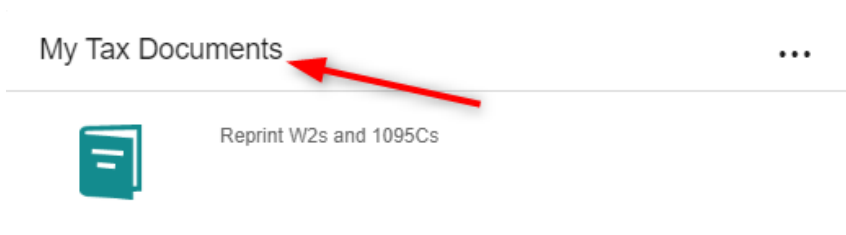
2) Once you are in you can click on the Tic Tac Toe icon in the upper left of the screen.



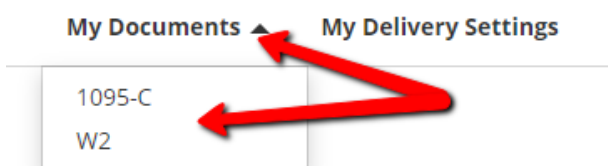
3) Then choose Infor Global HR.



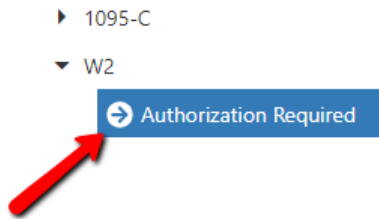
4) From the Global HR Home screen, select My Tax Documents.



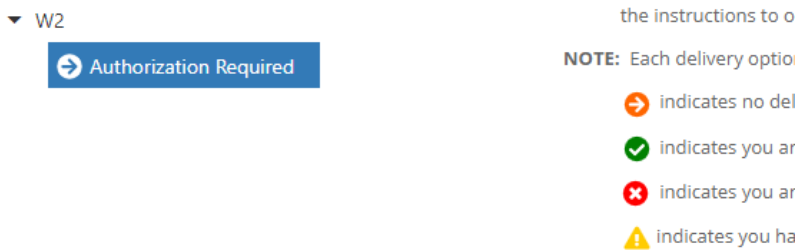
5) This will navigate you to the MHC website where you can view your W2 and 1095C. From here click on My Documents and choose the appropriate form you would like to see.



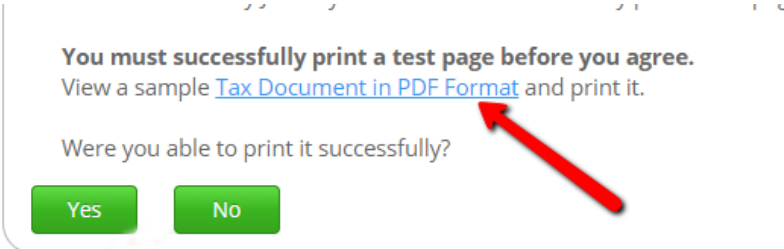
6) The first time you visit the site you must give Authorization for each document. To do so, click on Authorization Required.



7) Once you have click Authorization Required you need to click Print Test down below.



8) On the next screen click on Tax Document in PDF Format




9) This will open a test document.

The image shows two identical W-2 Wage and Tax Statements side-by-side. The top section (a-f) is for the employer 'BIG COMPANY LEVEL #3' with address 'HEAD3 PL ADDRESS, HEAD3 MN 55102'. It lists wages of 6216.00, federal income tax withheld of 699.36, social security wages of 8160.00, social security tax withheld of 505.92, Medicare wages of 8160.00, and Medicare tax withheld of 118.32. The bottom section (g-h) is for the employee 'SALLY SAMPLE' at '380 St Michael, St. Paul MN 55102'. It shows a state I.D. No. of 20XX, state wages of 1584.00, and local wages of 360.00. The form includes checkboxes for various plans and a 'W-2 Wage and Tax Statement' title.

10) Assuming the test document opened and you could print it, you need to close the test document and then click Yes where it says "Were you able to print it successfully?".

The dialog box contains the text: "You must successfully print a test page before you agree. View a sample [Tax Document in PDF Format](#) and print it." Below this is the question "Were you able to print it successfully?" and two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

11) You then need to click I Agree for the Authorization. 

The dialog box is titled "Authorization Started" and contains the text: "I wish to have the ability to download a copy of my W-2 electronically. I wish to have the ability to use Adobe Reader (available at no charge) to print my W-2. This authorization will be available by January 31st. You must successfully print a test page before you agree." Below the text is a green button labeled "I Agree". A red arrow points to the "I Agree" button.

- 12) Choose Yes for Web Delivery (**This does not mean that you have chosen only Web Delivery. You will still receive a paper W2 and 1095C in the mail in 2021**) and click Submit.

Please choose your delivery settings for your **W2** documents.

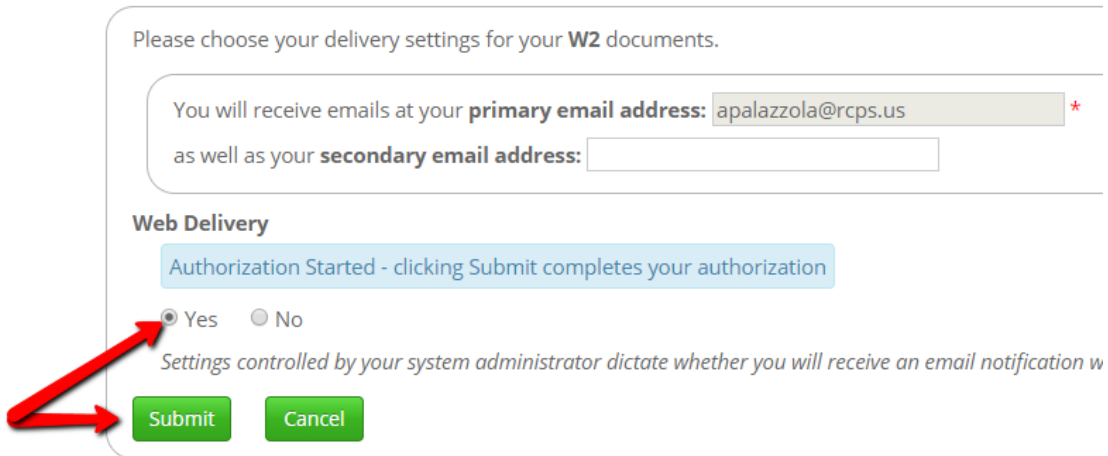
You will receive emails at your **primary email address:** *
as well as your **secondary email address:**

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 w



- 13) At this point you need to choose the year that you would like to view, select the document, and click View Selected. Your document will open in a separate window.

Filter By Year:

<input checked="" type="checkbox"/>	Tax Year	Doc Type
<input checked="" type="checkbox"/>	2019	W-2



- 14) You will need to repeat this process for both your W2 and 1095C.