



County of DuPage

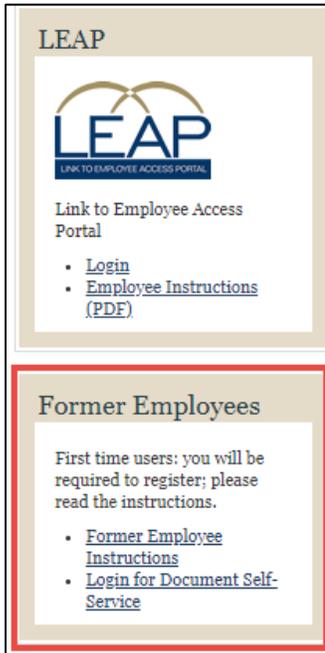


Document Self-Service for Former Employees

Instruction Manual

You must initially register to access your Paychecks, W-2 or 1095-C documents.

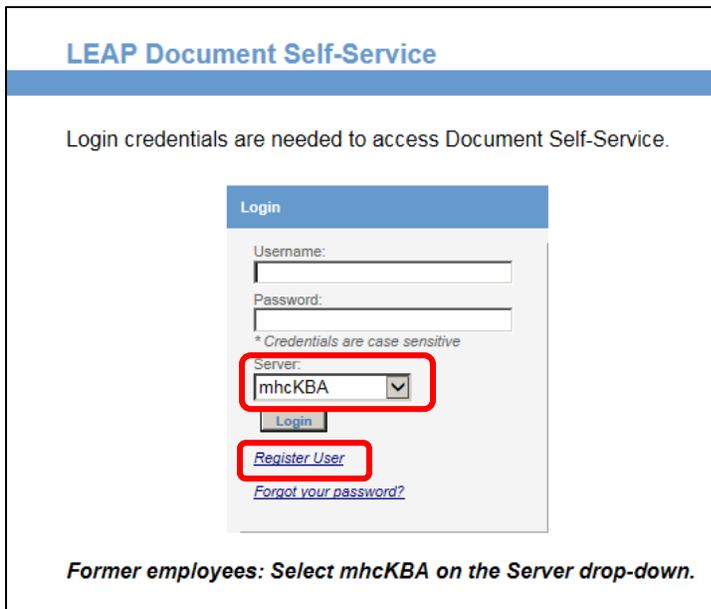
From www.dupageco.org/hr/ go to Former Employees, read all the instructions before proceeding to the link for Login.



The image shows two sections of a web portal. The top section is titled "LEAP" and contains a logo with the text "LINK TO EMPLOYEE ACCESS PORTAL". Below the logo, it says "Link to Employee Access Portal" and lists two items: "Login" and "Employee Instructions (PDF)". The bottom section is titled "Former Employees" and contains the text "First time users: you will be required to register; please read the instructions." followed by two items: "Former Employee Instructions" and "Login for Document Self-Service".

Or go to: <https://dss.dupageco.org>

Select Server: mhckBA from drop down list
Select Register User



The image shows a web page titled "LEAP Document Self-Service". Below the title, it says "Login credentials are needed to access Document Self-Service." There is a "Login" form with fields for "Username:" and "Password:". Below the password field, it says "* Credentials are case sensitive". There is a "Server:" dropdown menu with "mhckBA" selected. Below the dropdown menu, there is a "Login" button, a "Register User" link, and a "Forgot your password?" link. At the bottom of the page, it says "Former employees: Select mhckBA on the Server drop-down."

1. Credential Verification; complete all three security fields and security code.
 - a. Date of Birth: **must use the mm/dd/yyyy format**
 - b. Last ZIP on file: **must use the zip code on file at the time of separation**
 - c. Last 4 SSN: **enter the last four digits of your Social Security Number**
 - d. **Enter security code as seen**
 - e. Select Submit

The screenshot shows the 'LEAP Document Self-Service' interface. On the left, there is a logo for MHC Software, Inc. with the text 'Document Self-Service powered by: MHC SOFTWARE, INC. © 2019 MHC Software, Inc.' The main content area is titled 'Credential Verification' and contains the following elements:

- A header: 'Credential Verification'
- Instructional text: 'Please enter your personal information for each field below and then click Submit.'
- Form fields:
 - 'Date of Birth:' with a text input field and '(mm/dd/yyyy)' below it.
 - 'Last ZIP on file:' with a text input field.
 - 'Last 4 SSN:' with a text input field.
- A security code image showing 'knq#&'.
- A link: 'Generate new security code' with a refresh icon.
- A text input field: 'Enter security code shown above'.
- A 'Submit' button.

2. Registration of Username
 - a. Enter New Username; this is your personal email.
 - b. Confirm New Username
 - c. Select Submit

The screenshot shows the 'LEAP Document Self-Service' interface. On the left, there is a logo for MHC Software, Inc. with the text 'Document Self-Service powered by: MHC SOFTWARE, INC. © 2019 MHC Software, Inc.' The main content area is titled 'User Registration' and contains the following elements:

- A header: 'User Registration'
- Instructional text: 'Please enter a valid email address to be used as your Document Self-Service Username and Primary Email Address.'
- Form fields:
 - 'Enter New Username:' with a text input field.
 - 'Confirm New Username:' with a text input field.
- A 'Submit' button.

An informational User Registration pop-up window will appear

An email has been sent to: (New Username email)
Click on the link included in the email to continue.

The confirmation email will include an expiring link, good for one hour, to set your password.

3. Within the email: 'Click here to finish user registration'

Note: The link is not mobile compatible.

4. Credential Verification window will appear, same as step 1.
 - a. Enter Date of Birth
 - b. Enter Last ZIP on file
 - c. Enter Last 4 SSN
 - d. Enter security code
 - e. Select Submit
5. Set Password pop-up window will appear

Password rule: Minimum length 8 characters, must include at least one number, one upper case character, one lower case character, one special character

- a. Enter New Password
 - b. Confirm New Password
 - c. Select Submit
6. You have the option to set up a secondary email address.
 - a. *To receive notifications and/or PDFs (for non-tax documents)
~or~
 - b. Check the box 'I do not want a secondary email address on file'
 - c. Select Submit

***Note:** DuPage County does not have the feature to send PDFs.

Registration Complete pop-up window will appear and you may now login.

For further assistance or you are unable to login into LEAP, please contact the IT help desk line at 630-407-6992 during business hours of 8:00am – 4:30pm, Monday – Friday.