

Please note if you have a “My Account” with the CRA you can retrieve your T4 there.

GUIDE for Remote Access to CAMH Document Self -Serve Employees

For Pay Statements and CRA Tax documents.

1) You can log onto CAMH Document Self -Serve by accessing of the following link through your web browser. <https://cps.camh.ca/login.aspx>

2) To ‘Register’ and access the CAMH Document Self-Service. Follow the steps outlined below:

Your identity will be authenticated through the

Registration process. To Start the Registration process



CAMH Document Self-Service

All CAMH users who are inactive must Register through the "Register User" link on **THIS page**.

A screenshot of the CAMH Document Self-Service Login page. The page has a blue header with the word "Login" in white. Below the header, there are two input fields: "Username:" and "Password:". Below the password field, there is a note: "* Credentials are case sensitive". Below the input fields, there is a "Login" button. Below the button, there is a link "Register User" which is circled in red. At the bottom, there is a link "Forgot your password?".

Double Click on the ‘THIS page’

Terminated Employee cannot use your CAMH Log on Credentials – click Register User

3) Registration requires Authentication, enter information as

prompted. Date of Birth (MMDDYYYY)

Social Insurance Number

(Last 3 digits) Employee ID#

Enter Security Code assigned and ‘SUBMIT’

Document Self-Service powered by:



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Credential Verification

Please enter your personal information for each field below and then click Submit.

DateOfBirth:

(MMDDYYYY)

SIN:

(last 3 digits)

EmployeeID:

ls°/a32

[Generate new security code](#)

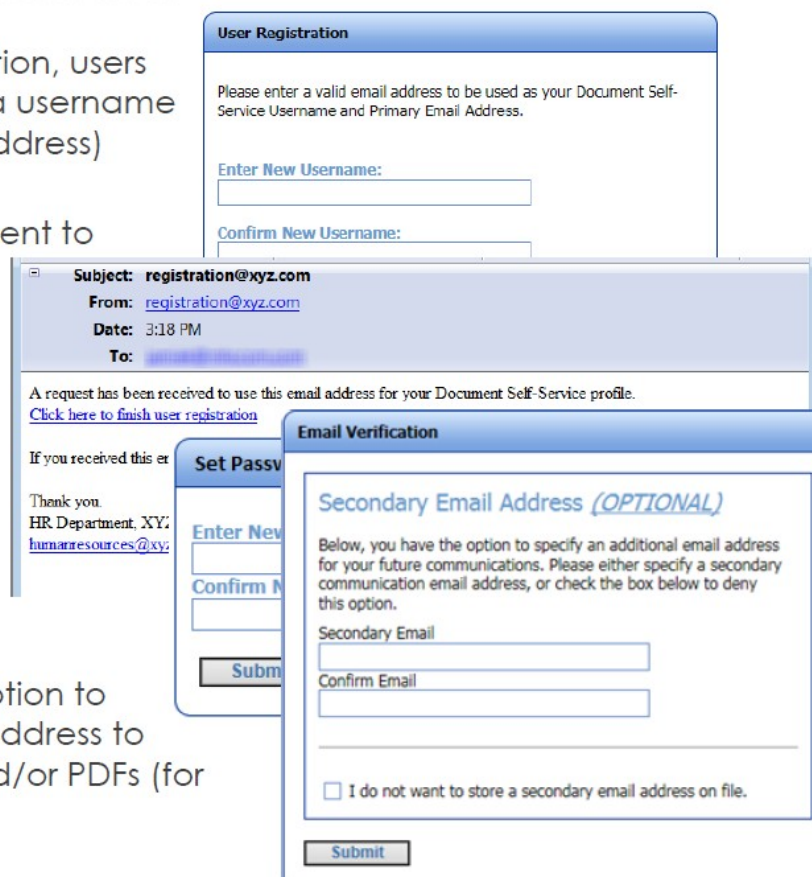
Enter security code shown above

Submit

Should you require assistance, please contact Payroll.

Username and Password

- ✓ After credential verification, users are prompted to enter a username (usually, a valid email address)
- ✓ A confirmation email is sent to the username that includes an expiring link to set their password
- ✓ Password rules can be configured to ensure users choose a secure password
- ✓ The user then has the option to set a secondary email address to receive notifications and/or PDFs (for non-tax documents)



The image displays two overlapping web forms. The top form, titled 'User Registration', prompts the user to enter a valid email address for their Document Self-Service Username and Primary Email Address. It includes input fields for 'Enter New Username:' and 'Confirm New Username:'. The bottom form, titled 'Email Verification', shows an email header with 'Subject: registration@xyz.com', 'From: registration@xyz.com', 'Date: 3:18 PM', and 'To: [redacted]'. The body of the email states: 'A request has been received to use this email address for your Document Self-Service profile. Click here to finish user registration'. Below this, it says 'If you received this email, please click the link below to set your password.' and 'Thank you. HR Department, XYZ. humanresources@xyz.com'. The 'Email Verification' form itself has a section for 'Secondary Email Address (OPTIONAL)' with instructions: 'Below, you have the option to specify an additional email address for your future communications. Please either specify a secondary communication email address, or check the box below to deny this option.' It includes input fields for 'Secondary Email' and 'Confirm Email', and a checkbox labeled 'I do not want to store a secondary email address on file.' Both forms have 'Submit' buttons.

NOTE: Employees, who have terminated will need to set up a Personal Email Address as your User Name and Personal Password.

Inactive/Terminated Employee User Experience

Once registered, the self-service user experience works the same as it does for active employees



CAMH Document Self-Service

Home

My Delivery Settings

PayStubs

- ✓ web
- email

T4-Statement

- ✓ Authorized


View My Documents

My PayStubs

My T4-Statement

Logout

Goto Administrative Tasks

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Welcome

Welcome to Electronic Pay Statement Document Self-Service!

CAMH is giving you the opportunity to receive your Pay Statement via the web and email. All paystatements will be delivered by 'web' delivery, you will receive emails notifying you of when new pay statements are available on our website. If you choose 'email' as a delivery setting, you will receive emails with PDF attachments when pay statements are available.

After choosing your delivery settings, view your Pay Statement from the side menu. Click on "**View My Documents**"

Thanks for using Electronic Pay Statement Self-Service!