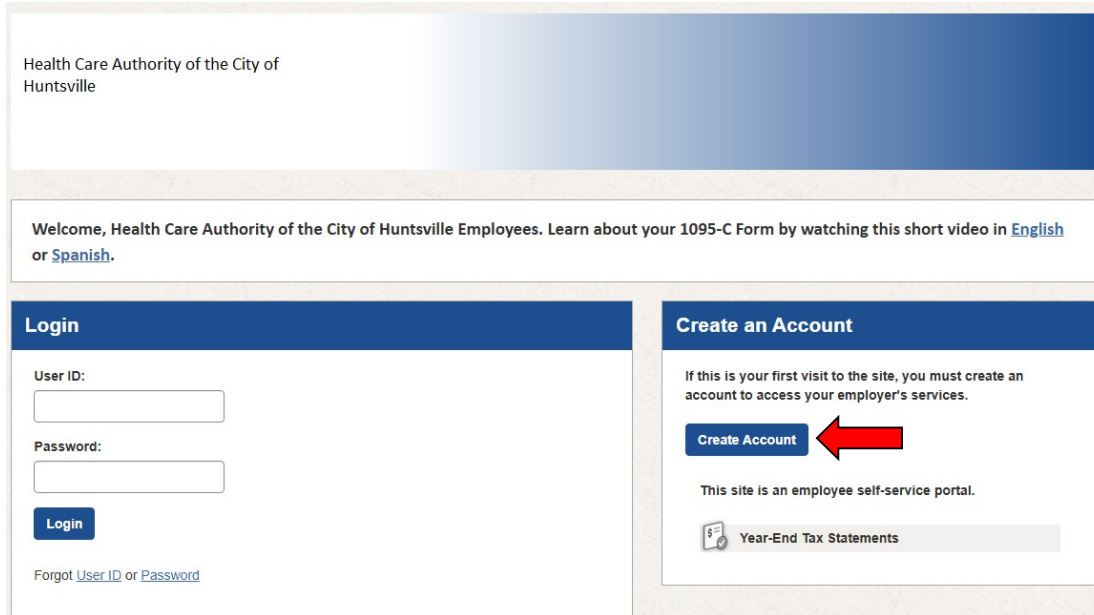


Creating an Account on PaperlessEmployee.com

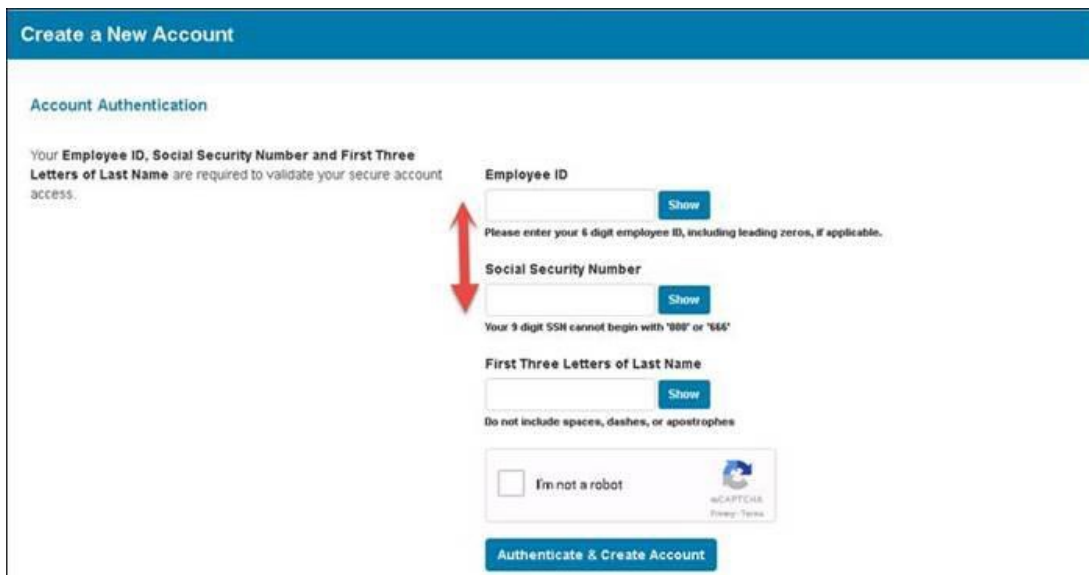
Begin by going to this website: <https://www.paperlessemployee.com/huntsvillehospitalhealthsystem>

1. Select the 'Create Account' button to begin the process.



The screenshot shows the homepage of the Health Care Authority of the City of Huntsville. At the top, it says "Health Care Authority of the City of Huntsville". Below that, a welcome message for employees is displayed. The page is divided into two main sections: "Login" on the left and "Create an Account" on the right. The "Create an Account" section contains a "Create Account" button, which is highlighted with a red arrow. Below the button, it states "This site is an employee self-service portal." and provides a link for "Year-End Tax Statements".

2. Enter your Social Security Number, Employee ID, and the first 3 letters of your last name.
NOTE: If your last name contains 2 or less letters, input only those letters. Do not use any punctuation.
3. Click the '**Authenticate & Create Account**' button.



The screenshot shows the "Create a New Account" form. The title is "Create a New Account" and the section is "Account Authentication". The instructions state: "Your Employee ID, Social Security Number and First Three Letters of Last Name are required to validate your secure account access." The form has three input fields: "Employee ID" (with a "Show" button and instruction: "Please enter your 6 digit employee ID, including leading zeros, if applicable."), "Social Security Number" (with a "Show" button and instruction: "Your 3 digit SSH cannot begin with '000' or '666'"), and "First Three Letters of Last Name" (with a "Show" button and instruction: "Do not include spaces, dashes, or apostrophes"). There is a checkbox for "I'm not a robot" and a CAPTCHA logo. At the bottom is a blue button labeled "Authenticate & Create Account". A red double-headed arrow is drawn over the Employee ID and Social Security Number fields.

4. Create your **'Account Name', 'User ID', and 'Password'** for future access to the site. You must have access to the phone number listed under 'Receive a Verification Code' in order to verify your identity and create an account. If you do not have access to the phone number listed, you will not be able to create an account with PaperlessEmployee; please contact your Human Resources department for further assistance. Once you have completed all the details on this screen, select the **'Create Account'** button. Make sure you save your User ID and Password in a safe place, as they will be required from this point forward to access the system.

Create a New Account

Account Name

The name entered here is only used as your user name. To make any legal or permanent name changes, please contact your employer.

First Name *

Middle Name

Last Name *

Create Your User ID

Enter a User ID *

User ID must be 6-15 characters using only letters and/or numbers.

Create a Password

- Is case sensitive
- May not contain your User ID
- Must be 8-100 characters in length

Your password must contain 3 of the 4 items:

- Uppercase characters
- Lowercase characters
- Numbers
- Symbols

Enter a New Password *

Confirm New Password *

Receive a Verification Code

Select a contact to receive a verification code to continue *

(***).***

Text Me

Call Me

Save and Continue

5. Enter responses to three personal **'Security Questions'** and click **'Save Security Questions'**.

Create a New Account

Security Questions

The answers to the below questions will be used to assist you in resetting a forgotten password. Your answers must match the original text and formatting used when you initially provided these answers.

Question 1 *
(Select a question) [dropdown]
Answer Question 1 * [text input]

Question 2 *
(Select a question) [dropdown]
Answer Question 2 * [text input]

Question 3 *
(Select a question) [dropdown]
Answer Question 3 * [text input]

Save Security Questions [button] [Reset Questions](#) [link]

6. Enter your **'Contact Information'**. The options can vary and may include any one, or all of the following:

- Email Address
- Alternate Email Address - *optional*
- Cell Phone

NOTE: This contact information may be used to assist in the resetting of a forgotten Password, or as the notification method to alert you that an electronic statement is available.

Create a New Account

Contact Information

The information you provide below is used for any notifications you opt to receive.

If you use a work email as one of your contact options, please add a personal email or cell phone number as an alternate contact method.

This information may be shared with your employer. Please see the [Privacy Policy](#) for details.

Primary Email Address
[text input] Enter your primary email address.

Retype Primary Email Address
[text input]

Alternate Email Address
[text input] This field is optional. If you choose to enter an Alternate Email Address, please enter a different email address than the Primary Email Address.

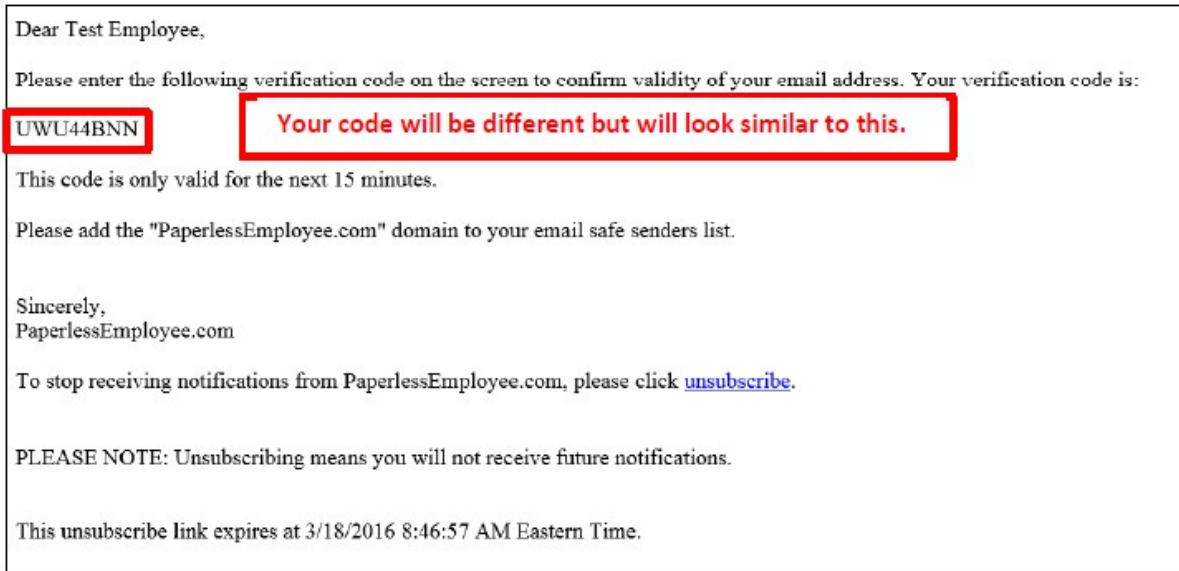
Retype Alternate Email Address
[text input]

Cell Phone Number
[text input] Please use a phone number capable of receiving SMS. Your carrier may charge fees for this service for which we are not responsible.

Test Messaging

Text Me [button] **Call Me** [button]

7. Next, you are required to validate your email. The validation code will be sent within a few minutes in an email to the email address you entered.



8. Enter the code from the email and click **Submit**.

Validate Email Address [Close]

Enter the Email Validation Code

Please verify your email address by entering the validation code that was sent to you via email.

Email Validation Code: *

 ←

NOTE: If your employer allows an electronic delivery option for Affordable Care Act statements there will be additional options to elect an electronic statement and a notification method, (a sample is on the following page).

Below is an example of the electronic delivery option you will be offered while creating an account. The delivery notification options indicate the method in which you would like to be notified when a form is available.

Once you have selected your delivery notification method, select **'Save Notification Option Settings'**

Sample of Opt-in and delivery notification options for an Affordable Care Act (ACA) Statement:
Electronic Statement Notification Options

If you are eligible for a 2024 Affordable Care Act (ACA) Form 1095, would you like to access this statement electronically?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Primary Email Address	Alternate Email Address	Cell Phone Number
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Form 1095 is an annual statement provided to individuals deemed eligible for health insurance through their employer. Your employer will determine by the end of the tax year if you meet the requirements to receive this form. For more information on this new form, please visit www.irs.gov/aca</p> <p>By choosing YES, you agree to the following:</p> <ol style="list-style-type: none">1. You will be notified when your form is available.2. You will need to download a pdf file and print your form, it will not be emailed to you.3. You will not receive a paper/postal copy.4. This registration will be carried over from year to year unless you choose to withdraw your consent.5. You may opt out at any time by returning to this site and selecting the "Account Settings" menu option.6. If you are terminated, your employer will inform you on how your forms can be attained moving forward. <p>You will receive a paper/postal copy if you do not choose a notification option. If you do not have software installed on your computer for viewing PDF documents, you can download the free Adobe® Reader®.</p>				

Would you like to receive lockout alert notifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Primary Email Address	Alternate Email Address	Cell Phone Number
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Notification Option Settings Cancel

9. You have now created an account. You may 'Logout'.

