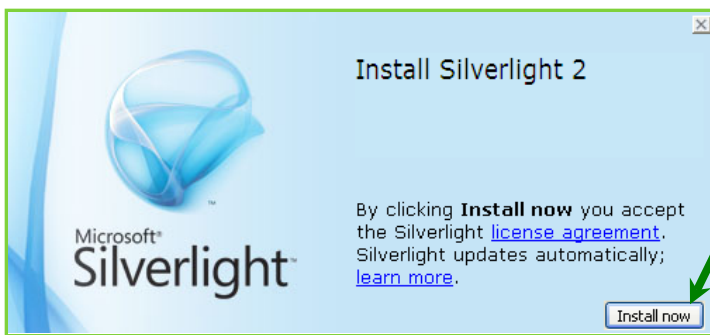


We are excited about a new development that will allow you to view and/or print copies of your stored paychecks and W-2's. These detailed instructions that follow help you to visit the Payroll Document Services site, create your own user id and password and access your stored document data. There are two ways to access the Document Services Viewer site.

1. Visit www.mtnbrook.k12.al.us Select [Finance](#) / [Forms & Processes](#) / [Document Services](#)
2. The following statement will be included on all email from payroll@mtnbrook.k12.al.us
 "View your stored documents **online:** [Document Services Viewer](#)"

Step #1 - Click on [Document Services Viewer](#) link in your payroll@mtnbrook email, *or* the link on the Finance page of the Mountain Brook Schools website.

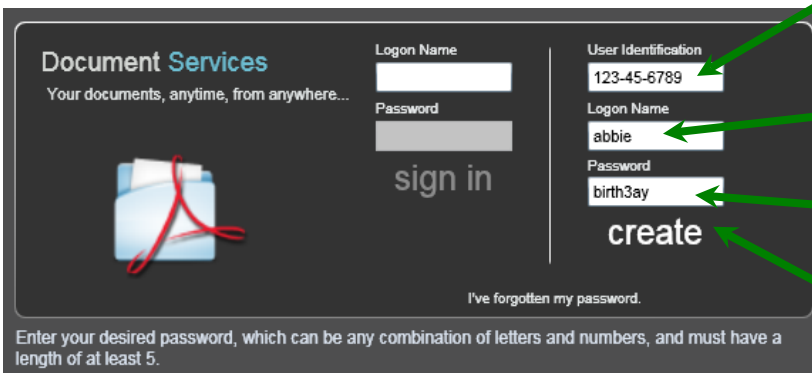


On your first visit you will be prompted to install MS Silverlight 2.

Follow the onscreen instructions for installation.

Document Services Sign In - On your first visit you will create an account.

- Enter your User Identification number.
- Type a Logon Name.
- Type a Password.



User Identification Number - this is your Social Security number. Enter the number in the format shown. (123-45-6789)

Logon Name - Create any logon name you want. Be sure it is something you will remember.

Password - Use at least five (5) numbers and letters to create a password.

Click Create

CAUTION: Write down your Logon Name & Password in case you forget it.

Document Services Sign In – view and/or print your stored records.

Note: Payroll checks and/or direct deposit statements issued since January 2009 are available.
W-2's for 2008 are available.

- Enter your Logon Name
- Enter your Password (use this same password to open your stored documents)
- Click “Sign-In”
- Select “Sign Out” in the upper right corner when you are finished

Document Services

CSI Technology Outfitters
Computers. Software. Innovations.

CREATING, STORING AND VIEWING
YOUR BUSINESS DOCUMENTS
EVERY DAY

CSI-McAler Stored Documents Viewer

Site Administration | CSI-McAler Home | Support

● Stored Documents

- ▶ 1099 - No Data Found.
- ▶ Checks
- ▶ Contracts- Not Yet Implemented
- ▶ Letters - Not Yet Implemented
- ▶ Purchase Orders - No Data Found.
- ▶ W2's

sign out

Checks – select this option to view your stored checks. A list of available documents will appear.

- Click on the ITEM you want to view.
- Click on DOWNLOAD. You may need to scroll down on the screen
- A Pop-Up window will appear – Click OPEN.
- Type your PASSWORD
 - **This file is password protected using the password you created for this site.**

W-2's – select this option to view your stored W-2. A list of available documents will appear.

- Click on the ITEM you want to view.
- Click on DOWNLOAD. You may need to scroll down on the screen
- A Pop-Up window will appear – Click OPEN.
- Type your PASSWORD
 - **This file is password protected using the password you created for this site.**

**Use the password you created for
Document Services to open your stored documents**