

How to register for the Loyola University Chicago Electronic Tax Forms Website

The Loyola University Chicago Electronic Tax Forms (Document Self-Service) website was created to allow terminated and inactive Loyola employees the opportunity to access their year-end tax documents electronically.

In order to register, please go to <https://www.LUC.edu/dss> and select 'Register User'. If you have already gone through the registration process, you can use your username and password to proceed through this section.



Loyola University Chicago Electronic Tax Forms

Loyola UVID and password are needed to access Electronic Tax Forms.

Login

Username:

Password:

Authentication:

Login



[Register User](#)

[Forgot your password?](#)

All terminated or inactive employees must register using the "Register User" link above.

A new page will populate and you will be asked to enter your personal details to verify your identify. Please note that your last name should be entered in all CAPS.



Loyola University Chicago Electronic Tax Forms

Credential Verification

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

Date of Birth (mmdyyy)

LUC Email Address

Last Name (Case Sensitive)

Zip Code

Security code

One Hundred Sixty 3

Submit

After submitting the information, you will be brought to the screen below. Please follow the instructions and enter an email address that will used as your username and primary email address.

User Registration

Please enter a valid email address to be used as your Document Self-Service Username and Primary Email Address.

Enter New Username

Confirm New Username

Submit

Once you have completed these steps and your information has been accepted; you will be sent a new user registration email from Payroll@luc.edu with a link to finish your registration.

Status

An email has been sent to: `Test@luc.edu`
Click on the link included in the email to continue.

After clicking on the link provided in the email, you will have to reconfirm your credentials.



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

Date of Birth (mmdyyy)

LUC Email Address

Last Name (Case Sensitive)

Zip Code

Security code

One Hundred Sixty 2

Submit

On the next screen, you will have to set up your password.

Set password

Enter New Password

Confirm New Password

Submit

After creating the password and clicking the submit button, you will have the option to specify an additional email address for your communications. Please enter your secondary email address or if you do not want one stored, check the box at the bottom.

Email Verification

Secondary Email Address (*OPTIONAL*)

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.

- Test@luc.edu
- Test2@gmail.com

Secondary Email

Confirm Secondary Email

I do not want to store a secondary email address on file.

Submit

Now that your secondary email selection has been made; you have now successfully completed the registration process. You can go ahead and click on 'Login'.

Status

Registration successfully completed.
Click the link below to log in with your new credentials.

[Login](#)

You will be returned to the login page and once you submit the information you will be emailed a verification code that will need to be entered.



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Login

Username:

Password:

Authentication:

Login

[Register User](#)

[Forgot your password?](#)


All terminated or inactive employees must register using the "Register User" link above.

Code Verification

An email has been sent to **Test@luc.edu**
Please find the code in the email and enter it below:

Submit

Congratulations, you are now able to view and print your year-end tax documents.

**Loyola University Chicago Electronic Tax Forms**[Redacted]

[My Documents](#) ▾ [My Delivery Settings](#) [Redacted]@luc.edu ↗

Recent Documents [Welcome to Loyola University Chicago's Document Self-Service!](#)

1095-Cs	Loyola University Chicago is giving you the opportunity to receive your Tax Forms electronically via the web. When you choose 'web' as a delivery setting, you will receive emails notifying you of when new information is available on our website.
2020	
2019	
W-2s	You can choose any of the delivery settings displayed on the side menu. Click on "My Delivery Settings" or a specific group to select your personal delivery settings at any time. Your personal settings will be indicated with a green checkmark on the side menu.
2020	
2019	

Remember to set your delivery options by January 22nd to receive your W-2 electronically!

Thanks for using Document Self-Service!