Beginning April 1, 2019, you can view your paycheck and update tax exemptions with EEP web access thru www.DCHweb.org, anytime, anywhere on any device.

As of March 31, 2019, your email direct deposit notification will end.

Details on how to navigate the EEP web & mobile access enclosed.
DCHweb Home Screen
- Log-in to www.dchweb.org
- Click the 3 white lines in the top right corner

DCHweb Menu Screen
- Select “For Employees” in the menu at the bottom
Employee Web Home Page
➢ Click “Express Employee Portal (EEP) to log-in

Employee Login Screen
➢ Use your DCH network user name and password to log-in
EEP Main Screen

1 – Announcements: used to post a message for employees
2 – Profile: view or edit employee name, address, phone, email and contacts
3 – Pay Advices: view current pay check details
4 – Pay Check: view pay check summary
5 – Direct Deposit: view banking accounts
6 – Tax Exemptions: view or edit tax exemptions
7 – W-2 Forms: view or print past 4 years

Profile Personal Screen

- Review or edit your demographic information including: name, marital status, address, phone, email and contacts
Profile Personal Screen
- Click “Update” at the bottom of the page to change your information

Profile Personal Screen
- Scroll down to update phone, email or contact information
Profile Personal Screen
- Edit your information then click “Submit” at the top right corner of the page

Profile Contacts Screen
- Contact section used to edit information then “Submit” at the top right corner of the page
Tax Exemptions Screen

- View or edit your tax status, exemptions and additional withholdings
- Click “Update” to edit your information

Tax Exemptions Screen

- Click “Submit” at the top right corner
**Tax Exemptions Screen**
- Note: the tax changes submitted will appear in **RED** after you click submit and until HR has processed your request
- Do not resubmit another request
- Changes submitted are processed once a week on Tuesday

**Pay Advice Detail Latest Screen**
- View the current pay check details
- Benefits section displays the PTO and Sick and Safe Leave balances
- Note: the pay advice email notice will no longer be sent to employees
- Employees must log-in to view pay checks on the EEP
Pay Advice Historical Screen
- View your previous pay checks from prior years
- Click the pay check date or year that you would like to view

Direct Deposit Screen
- View your Direct Deposit banking information
- Note: to update your Direct Deposit, please come to the Human Resources department to complete a form
W-2 Forms Screen

- To view electronic W-2’s, you must click “Consent”.

W-2 Forms Screen

- Click “Accept” to give consent to receive your W-2 electronic on EEP.
W-2 Forms Screen
- Note: if you elected to “Consent to Receive Electronic W-2”, you will see your current and previous year forms

Submission Screen for All Changes
- The message above will appear after you click “Submit”
- Note: the Submission Response will be sent after any changes submitted on the Web or Mobile device.

If you have questions, feel free to contact us.
Pam Nicholson-Flora, Avion Joseph-Sutherland & Linda David
Human Resources & Payroll Departments
Email: mybenefits@DCHweb.org