At the **www.dmc.org** Webpage, point the cursor to Staff Resources and click your left mouse button.

*(If you encounter difficulties logging into your DMC Citrix Desktop, contact the ISD Help Desk)*
From the Staff Resources, point your cursor to **Remote Access to Citrix**, and click your **left** mouse **Button**.
Log in page: Enter **User Name** (your Network ID) and your **Password**, then click on **Log On**.
Point your cursor to **Application Links**, and double click your **left** mouse button.
Left double click on Lawson **Employee Self Service**.
Enter your **User Name** (Network ID) and **Password**. The same **User Name** and **Password** that you use to log into **Citrix**. Left click on the **Login** button.
Click on the **Globe** Icon, (next to the house Icon).
Click on the word “Bookmarks” in the upper left hand corner below. You should now see an “Employee Self-Service” option.
Using your mouse, hover your cursor over the word “Pay”. You should now see the “Pay and Personal Information” options. Using your mouse, hover your cursor over the word “Pay”.
You should now see the “Pay Checks” and “Tax Withholding” options. Left click on “Pay Checks” and your Payments history will be presented, allowing you to View and/or Print your Stub(s).
To view your Tax Withholdings click below on Tax Withholding.
When you have printed all of the Check Stubs you want, **Log Out** by clicking on the **arrow** next to your **User Name**. You should now see a drop down box Click on the “Sign Out Log Out of this Site”.

If you would like to check your Benefit Balances, please proceed **without** Logging out of this Site.
To check your Benefit Balances click on **Leave Balances** below.