At the www.dmc.org hover over Login at the top of the website

(If you encounter difficulties logging into your DMC Citrix Desktop, contact the ISD Help Desk) 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.





Click on the **Globe** Icon, (next to the house Icon).



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Click on the word **"Bookmarks"** in the upper **left** hand corner below. You should now see an **"Employee Self-Service"** option.



[12:03:51 - Lewson] Ready

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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**".

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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).

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To view your Tax Withholdings click below on Tax Withholding.

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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**".

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