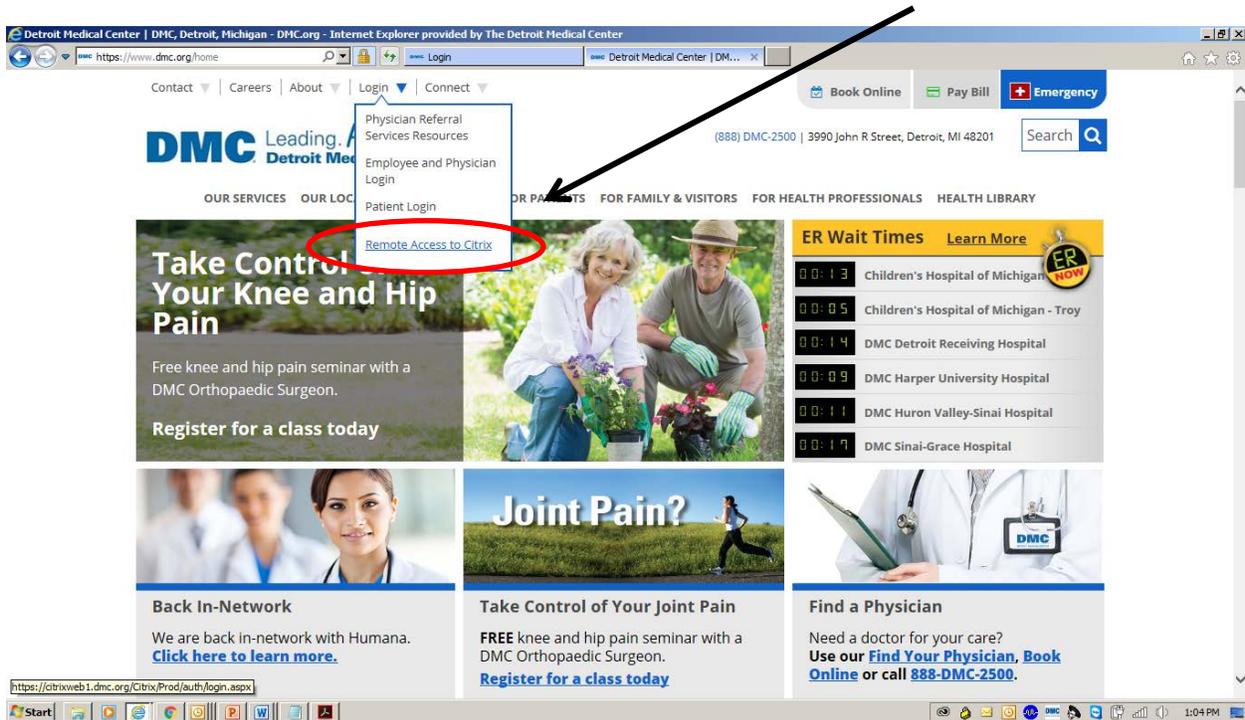


At the www.dmc.org hover over **Login** at the top of the website
(If you encounter difficulties logging into your DMC Citrix Desktop, contact the ISD Help Desk)
Point your cursor to **Remote Access to Citrix**, and click your left mouse button.



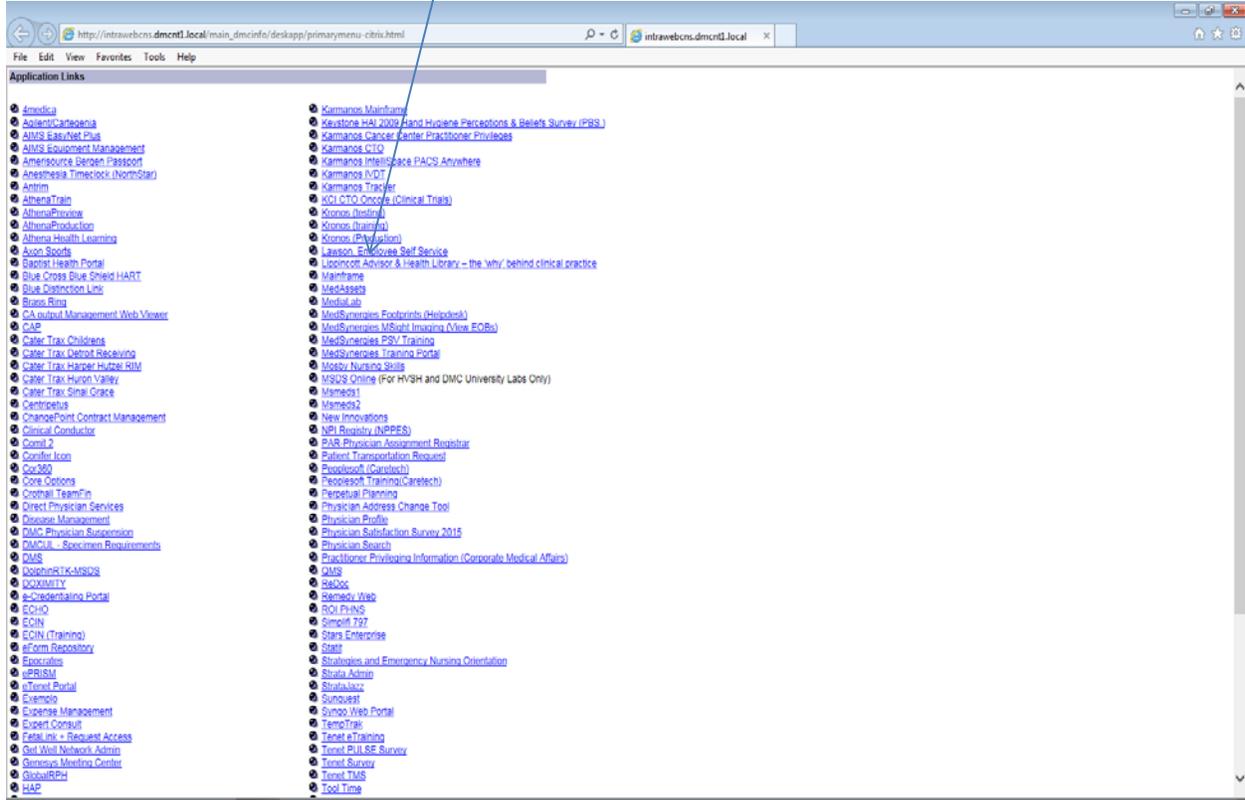
Log in page: Enter **User Name** (your Network ID) and your **Password**, then click on **Log On**.



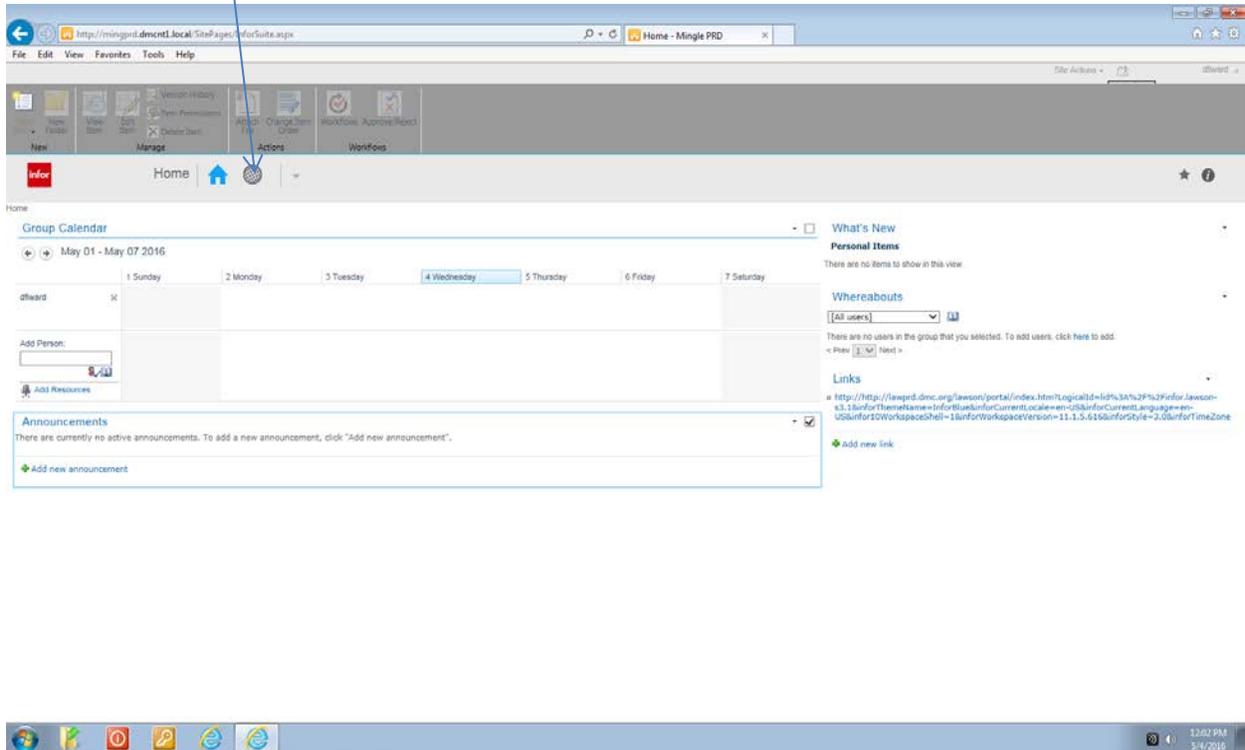
Point your cursor to **Application Links**, and double click your **left** mouse button.



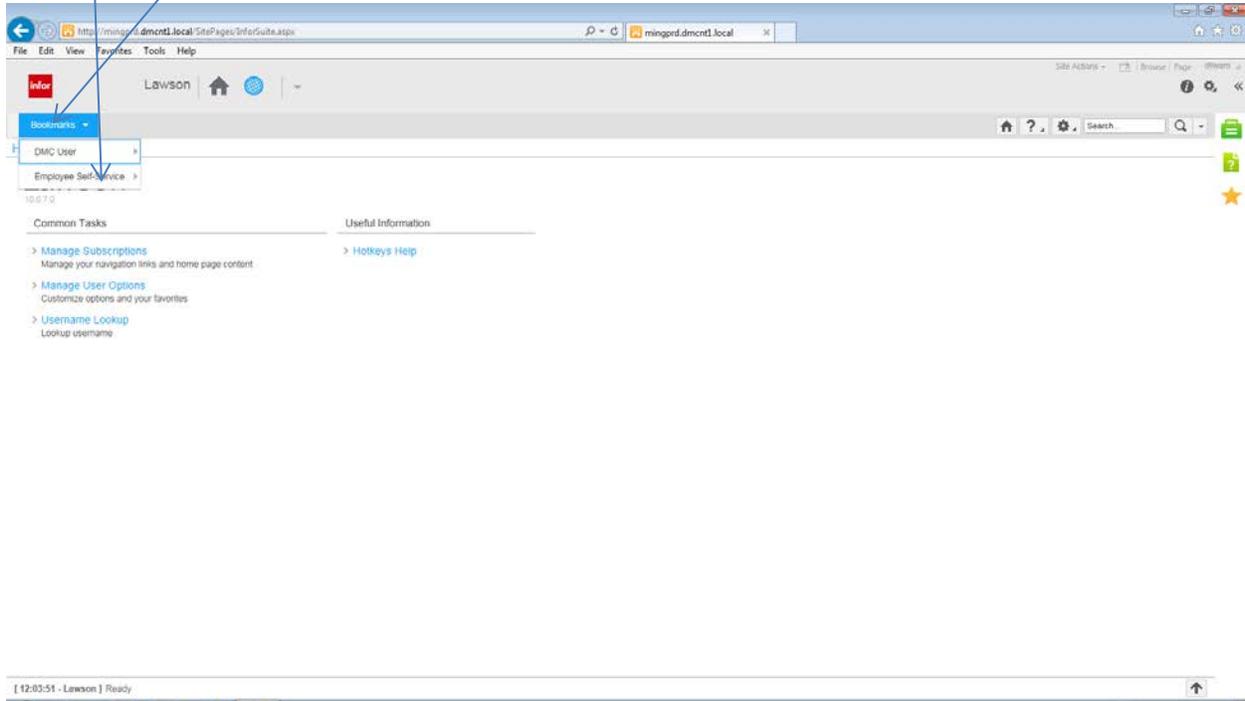
Left double click on Lawson Employee Self Service.



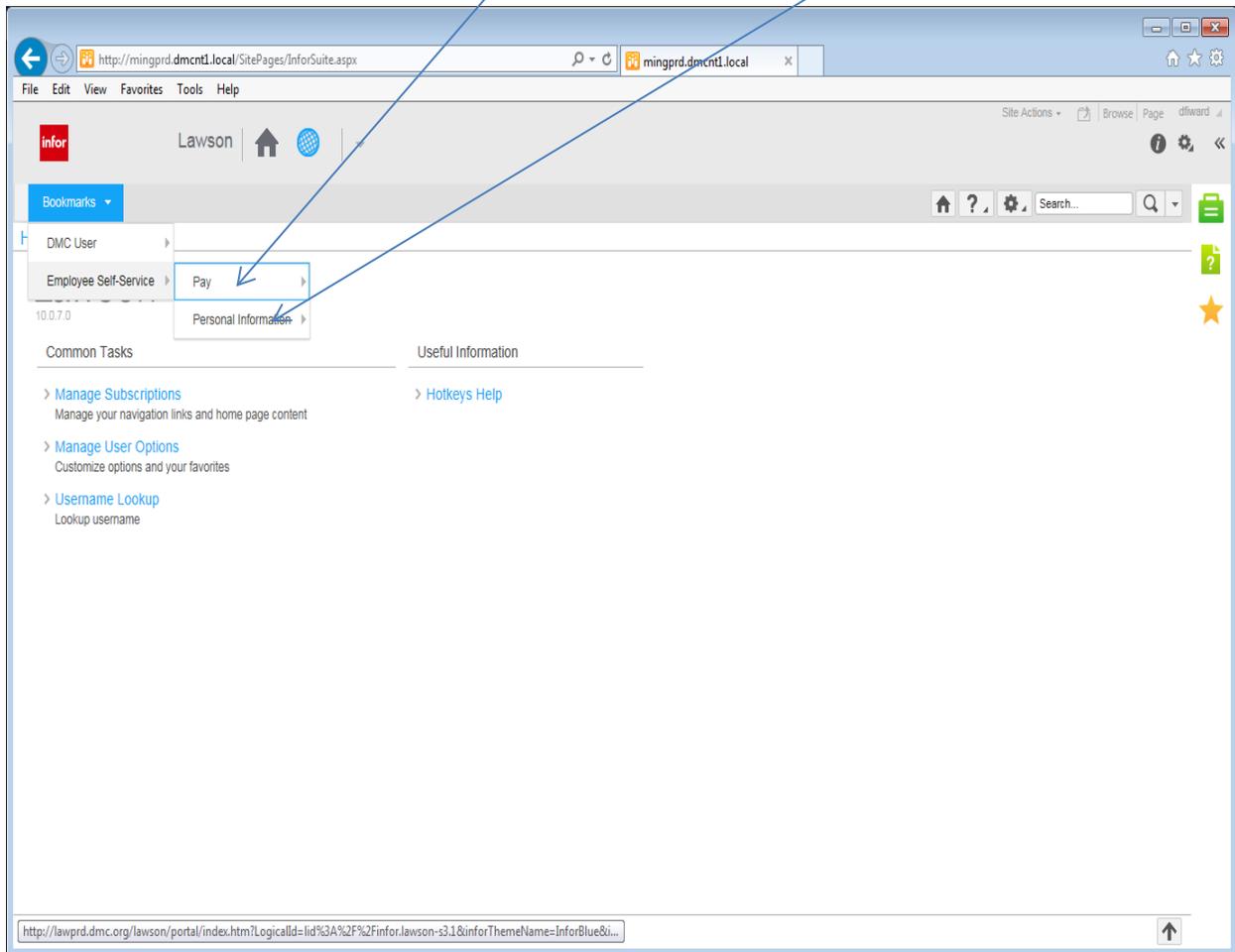
Click on the **Globe** Icon, (next to the house Icon).



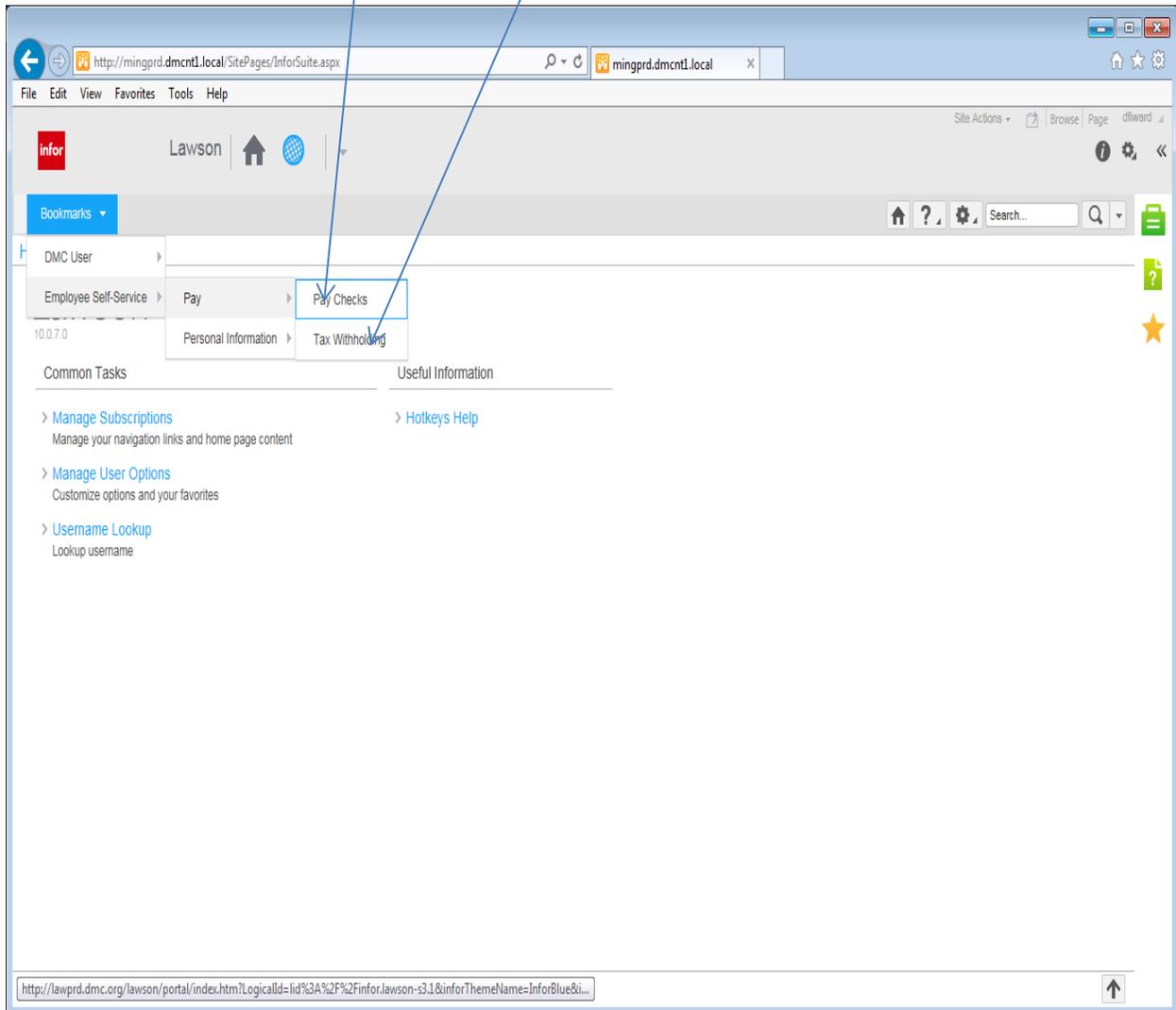
Click on the word **“Bookmarks”** in the upper **left** hand corner below. You should now see an **“Employee Self-Service”** option.



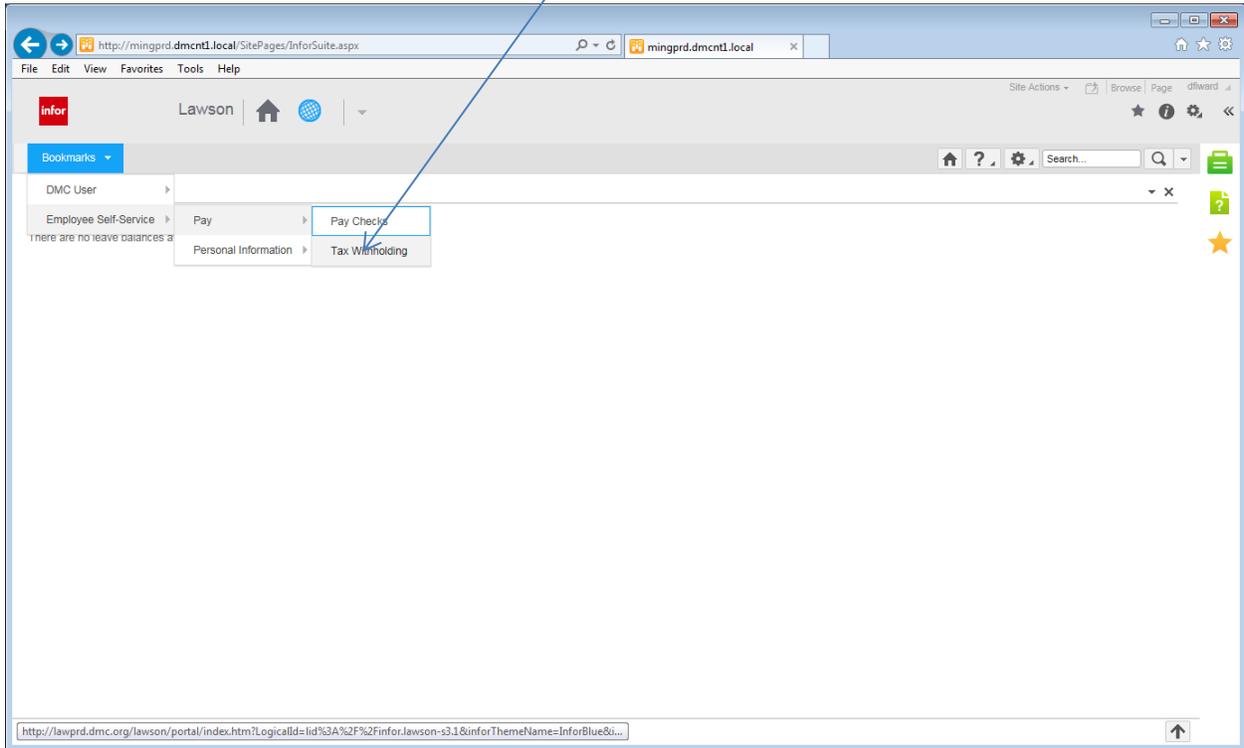
Using your mouse, **hover** your cursor over the word **“Pay”**. You should now see the **“Pay and Personal Information”** options. Using your mouse, **hover** your cursor over the word **“Pay”**.



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).

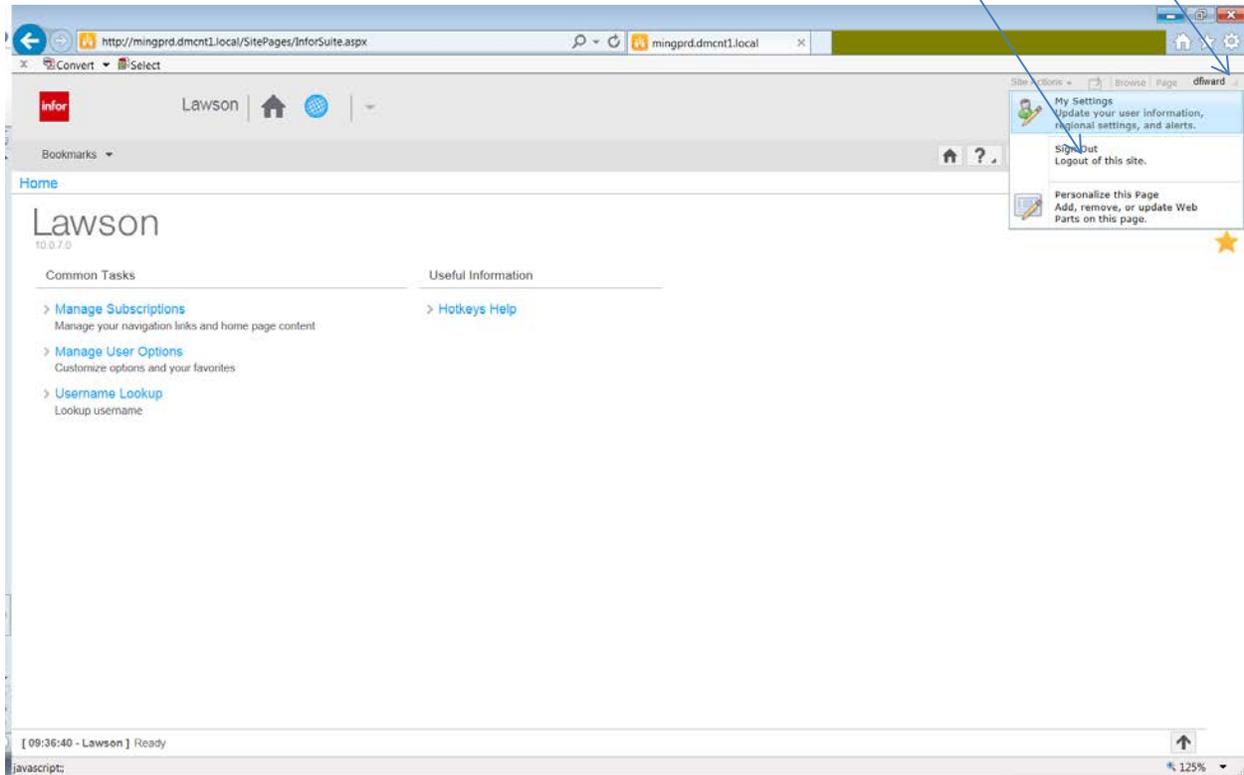


To view your Tax Withholdings click below on Tax Withholding.



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.

