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

After submitting the information, you will be brought to the screen below. Please follow the instructions and enter an email address that will be used as your username and primary email address.
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.
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.
Congratulations, you are now able to view and print your year-end tax documents.