

The upgrade to our new Staff Member Self-Service is now conveniently located on the Internet and available to you from any computer any time.

You can access SMSS, from the Scottsdale Healthcare intranet, at www.shc.org/benefits, and on the Benefits contact page. Use your current SMSS log-in (employee number and password). You will then be prompted to answer three challenge questions. The answers to the questions will be necessary in the event you forget your password or if you wish to reset your password.

If you are using SMSS for the first time, enter your employee number and birth date, mmddyyyy, (example: if your birth date is February 4, 1960, it would be entered as 02041960 – no dashes or slashes). You will then be prompted to change your password. Please choose a password you can remember with a minimum of 8-15 characters. *Your password must include at least one upper case letter, one lower case letter and one number.*

On the new SMSS home page, notice that items are now accessed on a horizontal bar. Do not click on 'Myself'....simply **hover** over 'Myself', and all items you can view will appear. Click on the category item you would like to view, and then all additional options will appear in tabs horizontally.

Use SMSS for viewing and printing your payroll statements. The older pay statement website has been discontinued.