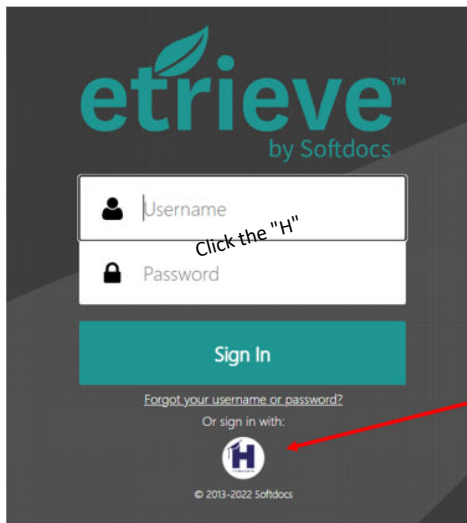


**OVERVIEW:** On August 1, 2022, *MyDocs* officially transitioned to a new online platform called [Etrieve Central](#). To view digital copies of direct deposits, pay stubs, W-2 tax documents, teacher contracts, and/or other personnel documents, all employees must use their Henry County email account to access the new Etrieve Central portal.

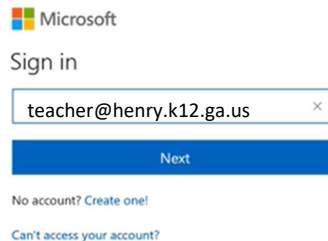
### How to Login to Etrieve Central Self-Service for HENRY COUNTY EMPLOYEES

To access the new Etrieve Central portal, click the HCS icon (  ). This icon will authenticate you into the new portal.

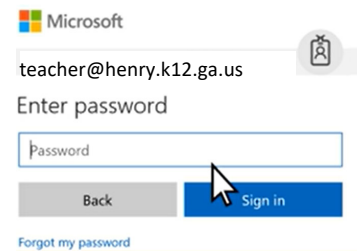


If it is your first-time logging into the portal, you may be prompted to enter your Microsoft (HCS email) credentials (see below).

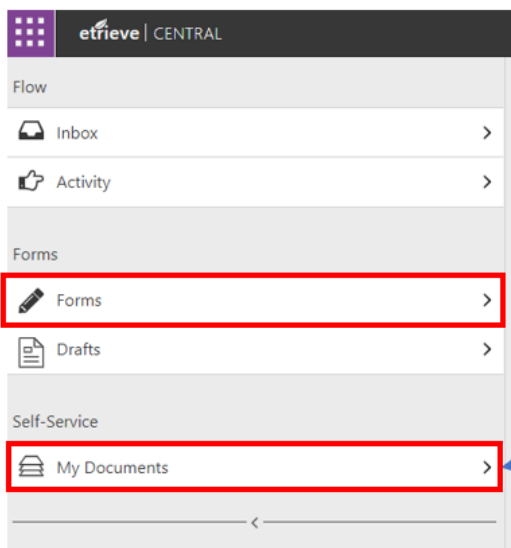
**Username:** enter your entire Henry County email address



**Password:** enter your password



Once logged in, the Etrieve Central home screen will appear (see below):



To access forms, such as, Change of Address and Separating Employee Registration\*, **Click Forms**

*\*The Separating Employee Registration form creates a personal email user account to allow former employees to maintain access to their historical personnel documents.*

To view your personnel documents, such as, contracts, correspondence, direct deposits, payroll stubs, and W-2 statements, **Click My Documents**

Please direct technology-related questions to [Incident IQ](#).