



MCC Bookkeeper Self-Serve Log-On & Accessing Invoice Instructions

Bookkeepers may access the MCC Bookkeeper Self-Serve log-in page in three ways.

1. Go to the MCC internet homepage (<http://www.micatholic.org/>), Select Secure Login for Employees & Bookkeepers
2. Go directly to Bookkeeper Self-Serve log-in site:
<https://mcc.hroffice.com/Admin/mccmss/Security>, or
3. Upon receipt of monthly invoice email from MCC link to site using link embedded in email

Dear Bookkeepers and Business Managers,

Your May 2017 consolidated invoice is now available and may be retrieved by signing into your Bookkeeper Self-Serve account: <https://mcc.hroffice.com/Admin/>



Logging onto Bookkeeper Self-Serve (aka Admin Portal):

Username is first initial first name, first three (3) letters of last name, unit number
@mccsecuremail.org

Example: MSmi0001@mccsecuremail.org

Password: You are assigned a temporary password when you first receive access to Bookkeeper Self-Serve. You must immediately reset your password. Password must be re-set every 120 days.

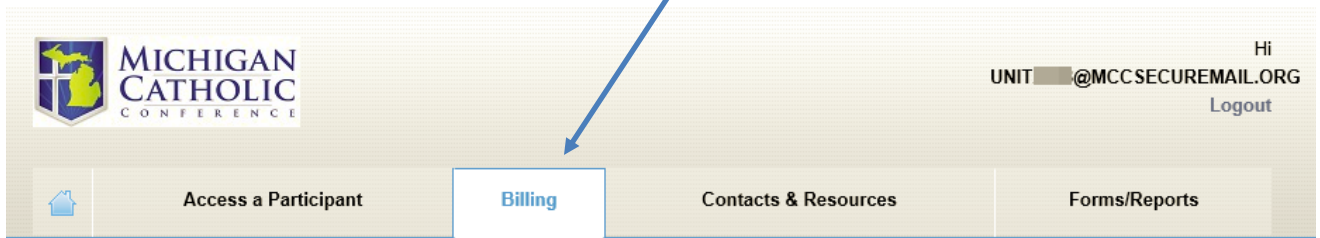
Password Requirements:

- 6 – 24 alphanumeric characters
- At least one uppercase letter
- At least one number

Forget Your Password ? – click on link (see separate instructions for more detail)

View Current and Post Invoices:

Select Billing tab by clicking on “Billing” at top of page



The screenshot shows the "Billing" page. At the top left, there is a "Choose Another Entity" button. To the right is a "Unit" dropdown menu. Below these are three tabs: "Home", "Invoicing", and "Payments". The "Invoicing" tab is active. The page is divided into two main sections. The left section is titled "Latest Activity" and contains a table with the following data:

Latest Activity		
Last Invoice	01/25/2016	\$51,178.00
Last Payment	01/11/2016	\$52,865.41
Last Credit	01/26/2016	\$0.00
Last Adjustment	01/19/2016	(\$1,367.97)

The right section is titled "Messages" and is currently empty. Below the "Latest Activity" table is a section titled "Currently Billed Participants" which shows "Number of Participants 71" and a "View List" link. At the bottom of the page, there is a footer with "Your Privacy | Legal | Site Requirements" on the left and "© Moreau Shepell Ltd., 2016" on the right. A blue arrow points from the "01/25/2016" date in the "Latest Activity" table to the text below.

Current Invoice can be found by clicking date next to “Last Invoice”

See Bookkeepers’ Toolkit located at www.micatholic.org for the following informational videos:

- Bookkeepers’ 101 Video-General Overview
- Flow of Information
- Invoice Interpretation & Audit Appreciation
- And more.