

# BOOKKEEPER SELF-SERVE AND SECURE EMAIL LOGIN REFERENCE

## BOOKKEEPER SELF-SERVE (BSS)

Units have assigned bookkeepers and business managers who are granted secure access to the Bookkeeper Self-Serve area of MCC's benefits system.

- HOW TO OBTAIN BSS ACCESS:

For security purposes, written requests for BSS access must be signed by the unit's decision-maker and sent to the appropriate diocesan or non-diocesan representative for approval.

Archdiocese of Detroit:	Michael Felcyn Email: <a href="mailto:Felcyn.Michael@aod.org">Felcyn.Michael@aod.org</a>
Diocese of Grand Rapids:	Kevin Simon Email: <a href="mailto:kevinsimon@dioceseofgrandrapids.org">kevinsimon@dioceseofgrandrapids.org</a>
Diocese of Saginaw:	Debra Bierlein Email: <a href="mailto:dbierlein@dioceseofsaginaw.org">dbierlein@dioceseofsaginaw.org</a>
Diocese of Marquette:	Carol Parker Email: <a href="mailto:cparker@dioceseofmarquette.org">cparker@dioceseofmarquette.org</a>
Diocese of Lansing:	George Landolt Email: <a href="mailto:glandolt@dioceseoflansing.org">glandolt@dioceseoflansing.org</a>
Diocese of Gaylord:	Kim Smith Email: <a href="mailto:ksmith@dioceseofgaylord.org">ksmith@dioceseofgaylord.org</a>
Diocese of Kalamazoo:	Tammi Wachterhauser Email: <a href="mailto:twachterhauser@diokzoo.org">twachterhauser@diokzoo.org</a>
Non-Diocesan units:	Timothy Schab Email: <a href="mailto:tschab@micatholic.org">tschab@micatholic.org</a>

Once MCC receives verification of credentials, MCC will provide the bookkeeper with a secure email address and secure access to BSS.

- USER ID for BSS:

The first initial of your first name, the *first three letters* of your last name, your unit #, @mccsecuremail.org, with no spaces or periods.

Example: [HCat0789@mccsecuremail.org](mailto:HCat0789@mccsecuremail.org)

Forgot your BSS password? Click the "I forgot my password" link to reset your password. You will be prompted to enter your personal User ID. Once entered, your NEW password will be sent to your MCC SECURE EMAIL account through Office 365.

## MCC SECURE EMAIL

To ensure the safe transmittal of sensitive data, such as Social Security numbers, MCC provides each bookkeeper and business manager with his or her own secure email. It is to this secure email address that temporary passwords and user name reminders for BSS are sent.

- **WHEN TO USE MCC SECURE MAIL:**

When sending or receiving any confidential or sensitive information, such as Social Security numbers, personal health information (PHI), worksheets, passwords, etc.

- **OFFICE 365 LOGIN:**

If you do not use the Microsoft Outlook App, you will need to login through your internet browser.

Enter: <https://login.microsoftonline.com> to open the Office 365 login page.

- **YOUR USER ID FOR OFFICE 365 LOGIN:**

The first initial of your first name, your *entire* last name, your unit #, @mccsecuremail.org, with no spaces or periods.

Example: [HCatticomb0789@mccsecuremail.org](mailto:HCatticomb0789@mccsecuremail.org)

Forgot your MCC Secure Mail password? Click on the “Can’t access your account” link, then click on “Work or school account”. You will be prompted to fill in a box with letters and or numbers. Once you’ve done so, click on “Next”. *Please take note of the alternate email address listed on this screen; it is where your temporary password will be sent.* Then, click the “Email” link and an email will be sent containing your temporary passcode. Keep this screen open while you open another internet browser tab to access the alternate email as you will need to enter the temporary passcode in the new box provided. Once you have retrieved the temporary code, enter it into the new box, as directed. Once entered, you will be prompted to create a new password.