



ANTELOPE VALLEY
HOSPITAL
A facility of Antelope Valley Healthcare District



Self-Service Center

Employee Self-Service Quick Reference Guide Disable Pop Up Blockers

Disable Pop-Up Blockers

- You may need to disable internet browser pop-up blockers in order to view your pay statement and online Quick Reference guides.
 - **If you are using Internet Explorer** and receive the 'Pop Up blocked' message, click on the 'Pop Up blocked' message, and then click on the 'Temporarily Allow Pop-ups' or the 'Always Allow Pop-ups from this site' option.
 - **If you are using Mozilla Firefox** and receive the 'Firefox prevented... a pop-up window' message, click on the 'Option' button and select the last option to see your pay slip.
 - **If you are using Apple Safari** and nothing occurs after you click on the pay check date link, within your browser window, click on Safari and make sure that the 'Block Pop-Up Windows' option is **not** selected (i.e., does not have a checkmark next to it). Remove the checkmark to view your pay slip.
 - **If you are using Google Chrome** and the blocked pop-up alert icon appears in the address bar, click on the icon to see the pop-ups that have been blocked for that page. To allow pop-ups, click the link for the pop-up you want to see. To always see pop-ups for the site, select "Always show pop-ups from [site]."





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Sign Out of Self-Service

- Remember to sign out of Self-Service when you are finished. Go to the top right corner of **Self-Service** and click on **Sign Out** 
 - **Important:** To prevent others from viewing confidential information when using a shared or a public computer, **close your internet browser window AFTER** you sign out of **Self-Service**. To close your internet browser window, click .

Who Do I Contact With Self-Service Questions?

Please provide detailed information when you contact one of the following email addresses with Self-Service questions. Also provide a primary and secondary means of contacting you.

- Contact payroll@avhospital.org with Payroll Self-Service questions.
- Contact hrselfservice@avhospital.org with HR Self-Service questions.
- Contact the IT Help Desk with computer-related questions for AVH-owned equipment and Self-Service User ID and password questions.