

Welcome to Electronic T4 (eT4)

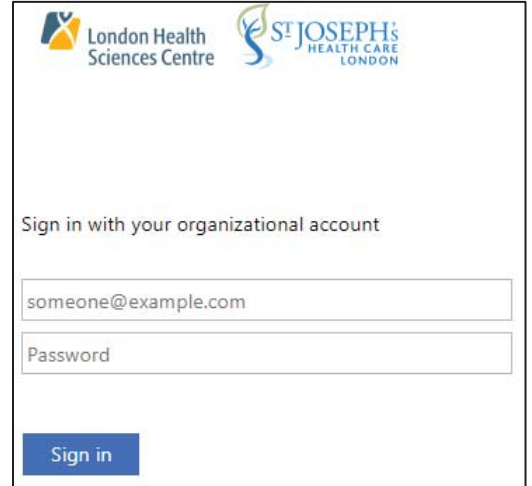
How to view and print your electronic Tax slips

- LHSC provides electronic tax slips, called eT4s, through [myHR](#).
- The information below outlines the **five easy steps** to sign in and view your eT4s!

Log-in to myHR

1. Access myHR using one of the following methods:

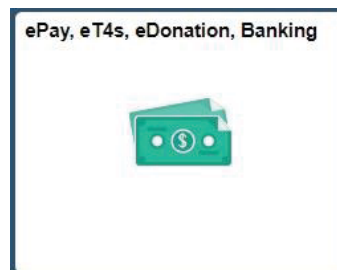
- On the LHSC Intranet page, select **Staff Central > eT4**
- On the People & Culture web page, select **My HR > Employee Services > Payroll > eT4 Slips > Click here to Launch eT4 Slips**
- Type <https://hr.lhsc.on.ca> into your web browser
- Select **Launch myHR (eCareers, ePay, eT4 etc)** on the **For Our Employee** page within the LHSC Public website



2. When the login screen appears, enter your organizational account (your email address) and Password, then select **Sign In**.

Access eT4 slips


3. From the **Employee Self Service** screen select **ePay, eT4s, eDonation, Banking**



4. Next, click **View eT4 Slips** from the menu on the left.



5. To view, print or save your T4 slip, select **View T4 Slip** for the required tax year.

Your T4 slip will appear in a PDF in a separate tab within your browser window. **Important** - when you're finished, **click the  on the tab**. Otherwise, it will remain active on the screen, even after you've logged out of the system.

Signing out after viewing your eT4 is critical for protecting the confidentiality of your information. Click **Sign out** at the top right of the screen and ensure you've closed all browser tabs and eT4 windows.