My Pay

Electronic Paystub Quick-Start Guide

This guide provides you with the basic quick-start information needed to log in and access your electronic documents quickly and easily. The instructions below highlight the steps for logging into the Doculivery system with a unique User ID and Password to access your online pay stubs and setup notifcation options with just a few quick clicks!

Getting Started

1. Point your internet browser to the following url:

   www.Doculivery.com/MyPay

2. Enter your User ID. **1**

   Your USER ID is:

   The last four digits of your SSN plus your four digit birth year plus the first four letters of your last name.

3. Enter your initial Password. **2**
   You will be required to change your password upon initial log in.

   Your initial PASSWORD is:

   The last four digits of your SSN plus your four digit birth year.

4. Click the **Log In** button. **3**

5. Once you have logged in and changed your password, please make a note of your new password for future reference.

6. Once logged in, you will see the main screen which is organized by tabs. Click on the **Pay Stubs** tab **4** to see a list of all pay dates for which you have a pay stub. To see the entire pay stub for a particular date click on the view icon in the **Click To View** column on the left side of the screen. **5**

Setting Up Notifcation Options

1. Click on the **Pay Stubs** tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifcations.

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM

Your initial User Login ID is the last four digits of your SSN plus your four digit birth year plus the first four letters of your last name. Once you have logged in, you should change your initial Login ID under the "Manage Your Account" tab.

User ID: **1**

Your initial password is the last four digits of your SSN plus your four digit birth year.

Password: **2**   Forgotten Password?

Log In **3**

For assistance, contact your company's HR Specialist or Payroll Manager.

Click here for User Guide

Log Out
Contact Us

Welcome JANE DOUGH

4 Pay_Stubs | Messages | Manage Your Account | Help

CLICK TO VIEW	PAY DATE	NET PAY	HOURS	GROSS PAY	DETAIL
	05/20/2016	$1,274.57	80.0000	$1,682.69	Check = 87654321
5	05/06/2016	$1,274.57	80.0000	$1,682.69	Check = 87123456
	04/22/2016	$1,274.57	80.0000	$1,682.69	Check = 86654321

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE "MESSAGES" TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

6
Add Email Delivery Option
Add Email Notification
Add Text Message Notification
Add Detailed Text Messaging

MY PAY

Electronic Paystub Advanced Setup Guide

Below are more detailed instructions to navigate your new electronic paystub system, including viewing your current paystub, setting up notifications (text or email), changing your personal information, and more!

To view paystub detail, click on arrow next to check date you want to view.

CLICK TO VIEW	PAY DATE	NET PAY	HOURS	GROSS PAY	DETAIL
← Click here to view stub			80.0000	$1,682.69	Check # 87654321

Below is an example of what your pay stub will look like:

Statement of Earnings and Deductions

Paystub ID	Pay Date	Pay Period
0389-000000389-000009767878	05/20/2016	05/08/16 - 05/21/16

Personal Information
JANE E DOUGH
12345 W MAIN STREET
ANYTOWN , WI 58888

Employer Information
ANYCITY BANK & TRUST
123 N PARK RD
ANYCITY , WI 59999
2625558888

FED MARITAL STS Married Withhold Single EXMPTS 2
WI MARITAL STS Married EXMPTS 3

Direct Deposits

Description	Type	Account	Amount
ACH	SAVINGS	1234	1,024.57
ACH	CHECKING	4321	250.00

Earnings

Description	Hours	Hours YTD	Rate	Amount	Amount YTD
REGULAR	80.0000		0.00	1,682.69	16,369.09
OVERTIME	0.0000		0.00	0.00	1,216.35
VACATION	0.0000		0.00	0.00	239.42
JURY DUTY	0.0000		0.00	0.00	121.84
Totals	80.0000	840.0000		1,682.69	17,947.10

Withholdings

Description	Amount	Amount YTD
SOC SEC	95.96	1,021.05
FED W/H	176.12	1,886.54
WI W/H	17.99	203.67
MEDICARE	33.95	355.73
Totals	322.22	3,466.99

Deductions

Description	Amount	Amount YTD
ROTH 401	44.59	589.50
DENTAL S	4.44	44.40
HSAM EE	12.92	129.28
HSA INDC	24.04	540.40
Totals	85.90	1,303.55

To add email delivery option to receive a secure email of your stub:

Pay_Stubs | Messages | Message Your Account | Help

CLICK TO VIEW	PAY DATE	NET PAY	HOURS	GROSS PAY	DETAIL	IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE MESSAGES TAB
	05/20/2016	$1,274.57	80.0000	$1,682.69	Check # 87654321	
	05/06/2016	$1,274.57	80.0000	$1,682.69	Check # 87123456	YOU HAVE NOT SET UP ANY USER NOTIFICATIONS
	04/22/2016	$1,274.57	80.0000	$1,682.69	Check # 865541	

→ Click here to set up email

- Add Email Delivery Option
- Add Email Notification
- Add Text Message Notification
- Add Detailed Text Messaging

After clicking to add email delivery options, add your information below. Click **Save** when done.

Add Email Delivery Option

EMAIL INFORMATION

Email Address: _____
Test Email

DELIVERY OPTIONS

☑ Email me my new pay stub (as encrypted PDF).

Close | Save

To add text message notification to receive a text when you have a stub available for viewing on the website:

Click here to set up text notification

After clicking to add text notification, add your information below. Click **Save** when done.

This is a drop down box. Select provider.

- You can also add detailed text messaging notification where you can select up to 3 items from your paystub to be texted to you.

- If you decide you no longer want any of the notifications you have set up, whether email or text, you can remove them at any time.

- Each notification you have set up will show on the main screen after login under **Current Notification Options**.

- Your employer is also able to send messages to you via the site, and you are able to set up email and/or text notifications when you have a message.

- The **Manage Your Account** tab allows you to change your personal information and passwords. Just select what you'd like to change, and follow prompts. Click **Save** when done.

Need further assistance? Under the "Help" tab there is an easy-to-follow user guide.