

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 notification options with just a few quick clicks!

Getting Started

- 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.

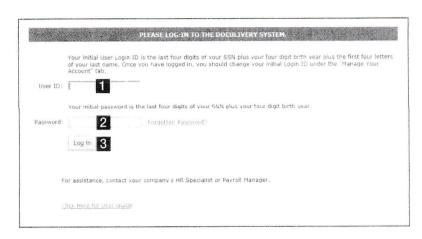
Your initial PASSWORD is:

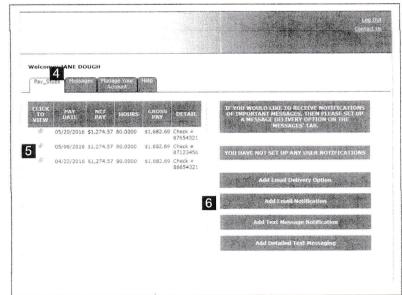
The last four digits of your SSN plus your four digit birth year.

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

Setting Up Notification Options

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



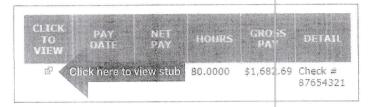




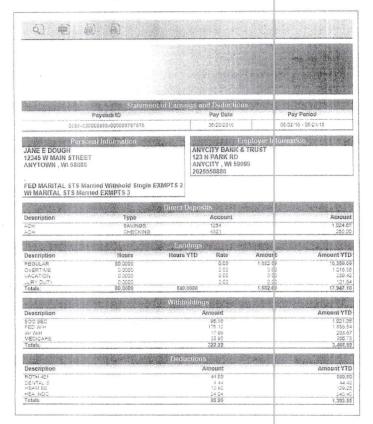
Electronic Paystub Advanced Setup Guide

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!

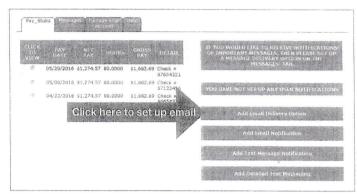
To view paystub detail, click on arrow next to check date you want to view.



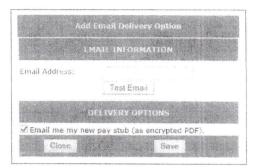
Below is an example of what your pay stub will look like:



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

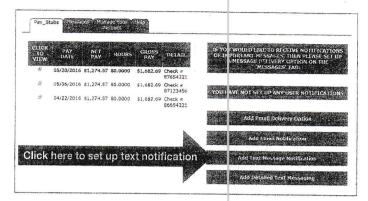


After clicking to add email delivery options, add your information below. Click **Save** when done.

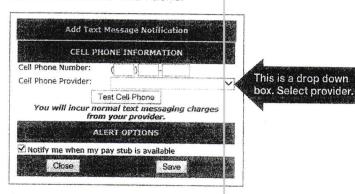




To add text message notification to receive a text when you have a stub available for viewing on the website:



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



- 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.