

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 with just a few quick clicks!

Getting Started

- 1. Point your internet browser to the following url: www.Doculivery.com/MyPay
 When the **Log In** screen appears, enter your User ID and Password
- 2. Enter your User ID:

Your initial User ID is the last four digits of your SSN, your four-digit birth year and the first four letters of your last name (i.e. SSN 123-45-6789, born 1978, last name Smith = 67891978smit

3. Enter your Password:

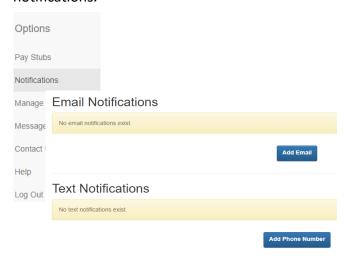
Your initial password is the last four digits of your SSN and your four digit birth year (i.e.SSN 123-45-6789, born 1978 = 67891978

- 4. Click the Log In button
- 5. Once you have logged in and changed your password, please make a note of it for future reference.
- 6. Once logged in, the pay stubs page will show your recorded payments. To see the entire pay stub for a particular date click on the row of the payment you wish to see.



Setting Up Notification Options

Under the Options menu on the left side of the screen select notifications to set up email or text message notifications.



Managing Your Account

Change your User ID, Password, Language Preference and establish Security Questions that allow you to reset your password should it be forgotten here.

Options	My Pay	
Pay Stubs	Preferences	
Notifications	Language:	Logn ID. 15851975FIFI
Manage Your Account	First Name:	Last Name:
Messages	Prienary Ernait FIFITA@ANYWHERE.COM	
Contact Us	Save Changes	
Help	Your security questions are set.	
Log Out	Charge Questions	
	Change	: Password