

My PAY MOBILE

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.

The screenshot shows the My PAY mobile app interface. At the top left is the My PAY logo. Below it is the 'Pay Stubs' section with a table listing payment records.

Pay Date	Net Pay	Hours	Gross Pay	Detail
01/28/2022	\$146.83	8.0300	\$160.90	Check # 48500002
01/21/2022	\$209.50	11.3200	\$229.60	Check # 48500000

Earnings					
Description	Hours	Hours YTD	Rate	Amount	Amount YTD
REGULAR	8.0000	20.00	180.00	1440.00	380.00
OVT 1.5X	0.0300	30.00	0.90	27.00	10.50
Totals:	8.0300	19.3500		160.90	380.50

Withholdings		
Description	Amount	Amount YTD
CA DISAB	1.77	4.30
SOC SEC	9.97	24.21
MEDICARE	2.33	5.66
Totals:	14.07	34.17

Summary		
Description	Amount	Amount YTD
Gross Pay	160.90	380.50
Withholdings	14.07	34.17
Deductions	0.00	0.00
Net Pay	146.83	356.33

Customer Details							
Customer	Pay Rate	RegularHours	OvertimeHours	DoubleHours	RegularEarnings	OvertimeEarnings	DoubleEarnings
AVH	20.00	8.0000			160.00	0.90	

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.

The screenshot shows the notification settings screen. On the left is a sidebar menu with 'Options', 'Pay Stubs', 'Notifications', 'Manage', 'Message', 'Contact', 'Help', and 'Log Out'. The 'Notifications' section is active, showing 'Email Notifications' and 'Text Notifications' options. The 'Email Notifications' section has a message 'No email notifications exist.' and an 'Add Email' button. The 'Text Notifications' section has a message 'No text notifications exist.' and an 'Add Phone Number' button.

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.

The screenshot shows the account management screen. On the left is a sidebar menu with 'Options', 'Pay Stubs', 'Notifications', 'Manage Your Account', 'Messages', 'Contact Us', 'Help', and 'Log Out'. The 'Manage Your Account' section is active, showing a 'Preferences' form. The form includes fields for Language (English), Login ID (19851978PH), First Name (KULTA), Last Name (FITTA), and Primary Email (FITTA@ANYWHERE.COM). There are buttons for 'Save Changes', 'Change Questions', and 'Change Password'.