

## 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

1. Point your internet browser to the following url:

[www.Doculivery.com/MyPay](http://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 Notification 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 notifications.

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** [Forgot Password?](#)

**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
<b>5</b> <input type="button" value="View"/>	05/20/2016	\$1,274.57	80.0000	\$1,682.69	Check # 87654321
<input type="button" value="View"/>	05/06/2016	\$1,274.57	80.0000	\$1,682.69	Check # 87123456
<input type="button" value="View"/>	04/22/2016	\$1,274.57	80.0000	\$1,682.69	Check # 86654321

**6**

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