

DOCULIVERY

Quick-Start Guide

This guide provides you with the basic quick-start information needed to log in and access your electronic documents in no time at all. 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/Systems3000-hvrsd

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

Your USER ID is:

The first letter of your first name plus your last name plus your Employee ID.

3. Enter your initial Password. **2**

Your initial PASSWORD is:

Your Employee ID.

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

5. Once you have logged in, follow the on-screen instructions to setup your security questions.

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**

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

User ID help information will appear here when you visit the url noted in step one.

User ID: **1**

Password help information will appear here when you visit the url noted in step one.

Password: **2**

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Setting Up Notification Options (Pay Stubs & Messages)

1. Click on the Pay Stubs tab **4**, or Messages tab **7**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

4 Pay Stubs
7 Messages
Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE	CURRENT NOTIFICATION OPTIONS
5	07/24/2006	07/10/2006	07/21/2006	<input type="checkbox"/> Click my new paystub <input type="checkbox"/> [Tyler.Orn@my.com] (as HTML) <input type="checkbox"/>
	07/10/2006	06/26/2006	07/03/2006	<input type="checkbox"/> Send my new paystub <input type="checkbox"/> [Tyler.Orn@my.com] (as HTML) <input type="checkbox"/>
	06/26/2006	06/12/2006	06/23/2006	<input type="checkbox"/> Text Message if Categories by sending a text message to the phone number: (813) 221-0333 (ATTN: <input type="checkbox"/>)
	06/12/2006	05/27/2006	06/05/2006	<input type="checkbox"/> (Send my new paystub [127] to [200]) (as HTML) <input type="checkbox"/>
	05/27/2006	05/13/2006	05/26/2006	<input type="checkbox"/> Notify me when my paystub is delivered by sending a text message to the phone number: (260) 672-5319 (VERIZON WIRELESS) <input type="checkbox"/>
	05/13/2006	04/27/2006	05/10/2006	<input type="checkbox"/> Notify me when my paystub is delivered by sending an email to the email address: test@test.com <input type="checkbox"/>

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