DOGULIUEDV Opick-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

- 14 Point your internet browser to the following url: www.Doculivery.com/Systems3000-hvrsd
- 2. Enter your User ID.

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

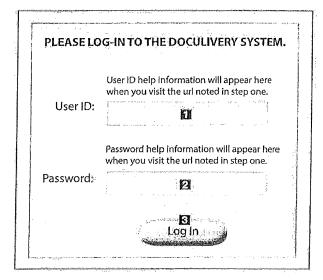
Your initial PASSWORD is: Your Employee ID.

- 4. Click the Log In button.
- 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 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 (Pay Stubs & Messages)

1. Click on the Pay Stubs tab ②, or Messages tab ②.

On the right side of the screen, select the appropriate bar ③ to setup email or text message notifications.



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