Getting Started

1. Point your internet browser to the following url:
   www.Doculivery.com/Sysms3000-epsd

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

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 8 to setup email or text message notifications.