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: ___https://my.doculivery.com/Systems3000-jefftwp_____

2. Enter your User ID.
    Your USER ID is: _____
    (The first letter of your first name plus your last name plus your payroll ID number)

3. Enter your Password.
    Your PASSWORD is: _____
    (Your initial password is your payroll ID number)
    ✓ You may be prompted to change your password after logging in. Follow the on-screen instructions.

4. Click the Log In button.

5. Once you have logged in, follow the on-screen instructions to setup several security questions. These will be used to help you access your account in case you forget your password.

6. Once you have setup your security questions you will see the main page which lists all of your pay stubs. To view the pay stub simply click on the date you wish to view. From here you can save and print your pay stubs.

7. The hamburger menu at the top of the screen allows you to access other sections of Doculivery. Clicking on it will expand the menu which will allow you to access important information, manage your account, find contact information and more.