

# 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/External/Systems3000-Clayton/Login.aspx>

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

Your USER ID is:

Your last name plus the last four digits of your SSN.

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.

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.**

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

User ID:

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

Password:

**Log In**

**4** Pay Stubs Messages Manage Your Account

| CLICK TO VIEW | PAY DATE   | PAY BEGIN DATE | PAY END DATE |
|---------------|------------|----------------|--------------|
|               | 07/24/2006 | 07/10/2006     | 07/21/2006   |
|               | 07/10/2006 | 06/26/2006     | 07/03/2006   |
|               | 06/26/2006 | 06/12/2006     | 06/23/2006   |
|               | 06/12/2006 | 05/29/2006     | 06/09/2006   |
|               | 05/29/2006 | 05/15/2006     | 05/26/2006   |
|               | 05/01/2006 | 04/17/2006     | 04/28/2006   |

**5**

**CURRENT NOTIFICATION OPTIONS**

Email my new paystub [tylerr@natpay.com] (as HTML). [Remove](#)

Email my new paystub [tylerr@natpay.com] (as HTML). [Remove](#)

Text Message of Categories by sending a text message to the phone number: (813) 222-0333 (AT&T) [Remove](#)

Email my new paystub [123@abc.com] (as HTML). [Remove](#)

Notify me when my paystub is delivered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELESS) [Remove](#)

Notify me when my paystub is delivered by sending an email to the email address: test@test.com [Remove](#)

**6** Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Detailed Text Messaging