

Doculivery Quick-Start Guide

This guide provides all of the quick-start information needed to get connected and start accessing your electronic pay stubs in no time at all. Follow the quick and easy steps outlined below to begin accessing your online documents quickly and easily.

Getting Started

1. Point your internet browser to:
www.doculivery.com/msc
2. Enter your initial login ID and Password. **1**

Your initial USER ID is: *MSC plus your employee ID number -located on top left hand corner of paystub.*
For example, if your employee ID number is 12345, then your USER ID is: MSC12345

Your initial PASSWORD is: the last four digits of your Social Security Number

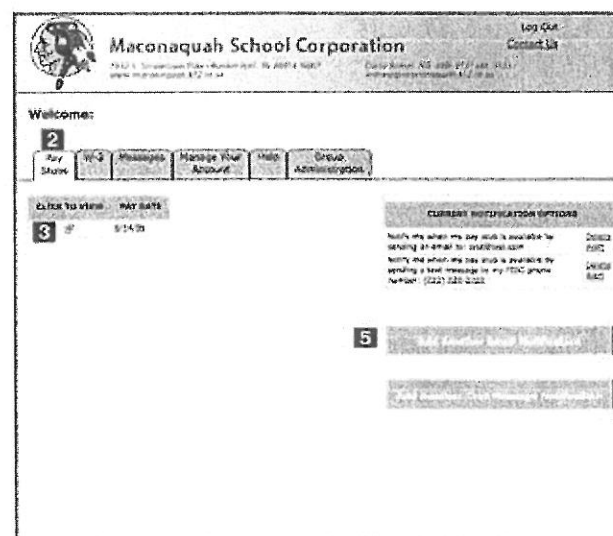
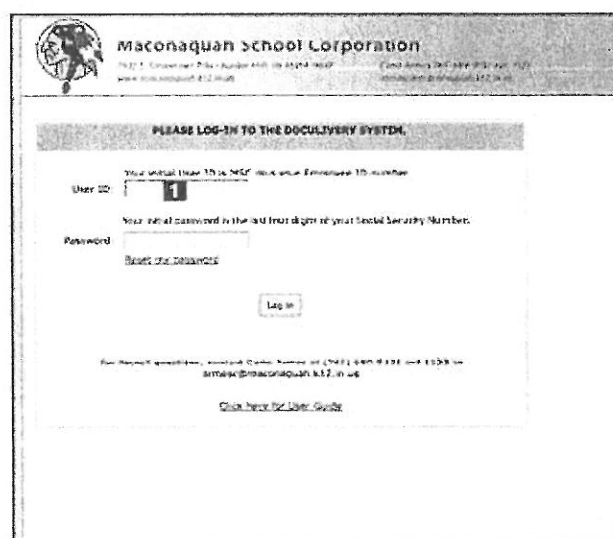
For example, if your Social Security Number is 666-77-8888, then your PASSWORD is: 8888

3. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab **2** 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. **3**

Setting Up Notification Options

1. Click on the Pay Stubs tab **2**. On the right side of the screen, select the appropriate bar **5** to setup email or text message notifications.

If you want email or text message notification that your paystub is available, please enter that information @ # 5.



Remember: This program will store your paystubs for 4 yrs. You do not have to print them every payroll. You will have the ability to print "as needed".