



TO VIEW PAY STUB:

1. Type in: www.doculivery.com/msc *at the very top of your screen.* Do not use http:// before the web address and do not use a search engine such as google or yahoo.
2. USER ID: (msc + your id#) *ex: msc1234 msc 4016*
3. PASSWORD: (your individual password)
4. LOG IN
5. CLICK ON: BLUE ARROW NEXT TO THE PAY STUB YOU WISH TO VIEW. 

TO PRINT:

1. CLICK ON: PRINT HTML STATEMENT (top left hand of screen)
2. PRINT (it will print on printer behind you)

TO VIEW OR PRINT W2:

1. CLICK ON W2 TAB
2. ENTER YOUR SOCIAL SECURITY NUMBER WITH NO DASHES
3. CLICK ON BLUE ARROW NEXT TO W2 YOU WISH TO VIEW 
4. TO PRINT: FOLLOW PRINT INSTRUCTIONS ABOVE.