

Electronic Paystub Quick-Start Guide

This guide provides you with the basic quick-start information needed to log in and access your electronic documents quickly and easily. The instructions below highlight the steps for logging into the Doculivity 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:

www.Doculivity.com/MyPay

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

Your **USER ID** is:

The last four digits of your SSN plus your four digit birth year plus the first four letters of your last name.

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 plus your four digit birth year.

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.

CLICK TO VIEW	PAY DATE	NET PAY	HOURS	GROSS PAY	DETAIL
	05/20/2016	\$1,274.57	80.0000	\$1,682.69	Check # 87654321
	05/06/2016	\$1,274.57	80.0000	\$1,682.69	Check # 87123456
	04/22/2016	\$1,274.57	80.0000	\$1,682.69	Check # 86654321