## 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. Please log in to:

www.Doculivery.com/Systems3000-CTEMC

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.

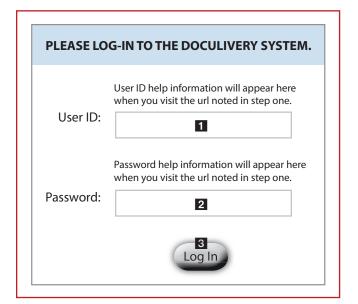
Your initial PASSWORD is:

The last four digits of your SSN.

- 4. Click the Log In button. 3
- 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.

## **Setting Up Notification Options**

Click on the Pay Stubs tab 4. On the right side of the screen, select the appropriate bar
 to setup email or text message notifications.



	4 Pay Stubs	Messag	ges	Manage Yo Account			
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					Add Another Text Message Notification  Add Detailed Text Messaging		

**Notes**