

# 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:

www.doculivery.com/ccs

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

Your USER ID is:

"CCS" plus your Employee ID

3. Enter your Password. **2**

Your PASSWORD is:

The last four digits of your Social Security Number.

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

5. 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: **1**

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

Password: **2**

**3**  
Log In

**4**
Pay Stubs
Messages
Manage Your Account

CLICK TO VIEW	PAY DATE	PAY BEGIN DATE	PAY END DATE	CURRENT NOTIFICATION OPTIONS
<b>5</b>	07/24/2006	07/10/2006	07/21/2006	Email my new pay stub (Email@mynewpaystub.com) (see HTML) <input type="checkbox"/>
	07/10/2006	06/24/2006	07/03/2006	Email my new pay stub (Email@mynewpaystub.com) (see HTML) <input type="checkbox"/>
	06/24/2006	06/12/2006	06/23/2006	Email my new pay stub (Email@mynewpaystub.com) (see HTML) <input type="checkbox"/>
	06/12/2006	05/19/2006	06/06/2006	Text Message of Company Pay stub being a text message to the phone number (813) 212-0733 (AT&T) <input type="checkbox"/>
	05/19/2006	05/15/2006	05/26/2006	Email my new pay stub (Email@mynewpaystub.com) (see HTML) <input type="checkbox"/>
	05/15/2006	04/27/2006	04/28/2006	Notify me when my pay stub is delivered by sending a text message to the phone number (248) 437-1676 (VERIZON WIRELESS) <input type="checkbox"/>
				Notify me when my pay stub is delivered by sending an email to the email address: (see HTML) <input type="checkbox"/>

**6** Add Another Email Delivery Option

Add Another Email Notification

Add Another Text Message Notification

Add Data-End Text Messaging