

DOCULIVERY: Quick-Start Guide

Getting Started:

1. Website:
 - a. <https://my.doculivery.com/External/ccs/Login.aspx>
2. Enter your User ID
 - a. CCS plus Employee ID
3. Enter your Password
 - a. Your PASSWORD is: last 4-digits of your Social Security Number
4. Click the Log In button
5. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab 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

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

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

*Your User ID is CCS plus your **Employee ID**.*

User ID:

Your password is the last four digits of your SSN.

Password: [Reset my password](#)

For assistance, contact Windi Lawrence at 812-282-7753
or wlawrence@clarksvilleschools.org