



# Online Pay Stubs 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:

<http://www.staffingaccess.com/crossfire>

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

Your USER ID is:

*Your Social Security Number with no dashes.*

3. Enter your initial Password. **2**

You will be required to change your password upon initial log in.

Your initial PASSWORD is:

*Your first name and the last four digits of your Social Security Number.*

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	PAY BEGIN DATE	PAY END DATE
	07/24/2006	07/10/2006	07/21/2006
	07/10/2006	06/26/2006	07/03/2006
	06/26/2006	06/12/2006	06/23/2006
	06/12/2006	05/29/2006	06/09/2006
	05/29/2006	05/15/2006	05/26/2006
	05/01/2006	04/17/2006	04/28/2006



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## Changing a Login ID

1. Once logged into your account, click on the Manage Your Account tab **1**.
2. Enter your new login ID in the User Name field **2**.
3. After you have entered you new login ID in the User Name field, click the save changes button **3** to finish.

The screenshot shows a web interface with three tabs: 'Pay Stubs', 'Messages', and 'Manage Your Account'. The 'Manage Your Account' tab is selected and marked with a '1'. Below the tabs is a 'USER INFORMATION' form with the following fields: 'User Name:' (containing a new ID, marked with a '2'), 'Change Password:' (with a 'Change Password' link), 'User First Name:', 'User Last Name:', and 'Primary Email Address:'. A 'Save Changes' button is located below the form, marked with a '3'. To the right of the form is a green-bordered box with a globe icon and the text 'Discover the power of paperless!' and a paragraph about National Payment's payroll and document distribution solutions.