

My Online Pay Records Quick-Start Guide

Hosted by Doculivery

This guide provides you with the basic quick-start information needed to log in and access your electronic documents. The instructions below highlight the steps for logging into the Doculivery system to see **My Online Pay Records**.

Logging In

There are two ways to log into **My Online Pay Records**:

At work, through Connect

1. Click on the link for **My Online Pay Records**. You can find the link in three places:
 - On the **Home Page**
 - On the **Employee Resources** page
 - In the **Toolbox**
2. When prompted, enter your **Work User ID** and **current Network Password** in the Username and Password boxes.
3. Click **Sign In**.



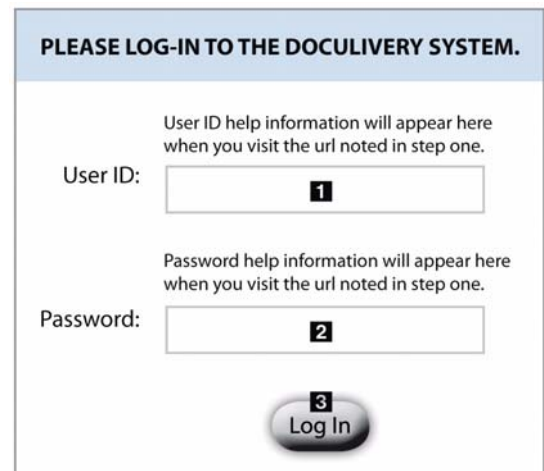
Sign In

Username:

Password:

Away from work, outside of Connect

1. If you do not have access to Connect when not at work, you can access **My Online Pay Records** through the direct URL from the vendor's host site: www.doculivery.com/adventist.
2. Enter the **User ID** (1) assigned for you to use outside of Connect. Your assigned User ID is your **Work User ID** plus your **hospital Employee #**.
Note: You can find your Employee # on your printed pay-stub, or on the time clock device when you clock into work.
3. Enter your **Password** (2). The default password for a first-time log in is your social security number.
Note: You will be required to change your password when you log in the first time.
4. Click **Log In** (3).



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.

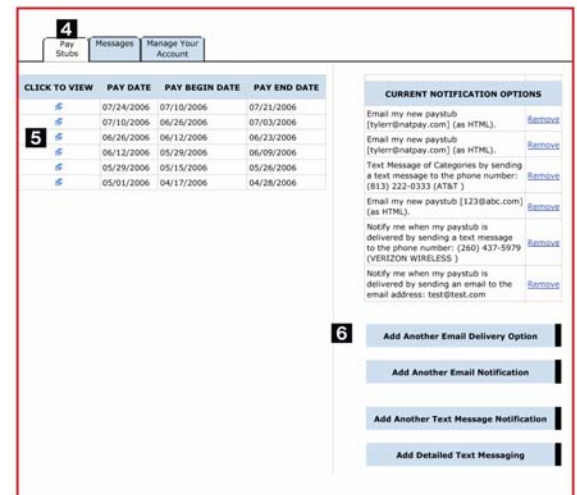
Password: **2**

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After Logging In

Once you have logged into **My Online Pay Records**, you will see the main screen, organized by tabs. Take note of the following sections of the **My Online Pay Records** page:

- The **Pay Stubs** tab (4) shows you a list of all pay dates for which you have a pay stub.
- The **Click to View** column (5) allows you to view an entire pay stub for a particular date. Simply click the icon to view the pay stub.
- To add or modify **email or text notifications**, choose the appropriate option (6) on the right-hand side of the **Pay Stubs** tab.



4 Pay Stubs Messages Manage Your Account

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
5	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

6 CURRENT NOTIFICATION OPTIONS

- Email my new paystub [tyler@natpay.com] (as HTML)
- Email my new paystub [tyler@natpay.com] (as HTML)
- Text Message of Categories by sending a text message to the phone number: (813) 222-0333 (AT&T)
- Email my new paystub [123@abc.com] (as HTML)
- Notify me when my paystub is delivered by sending a text message to the phone number: (260) 437-5979 (VERIZON WIRELESS)
- Notify me when my paystub is delivered by sending an email to the email address: test@test.com

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Support

If you have difficulties logging into **My Online Pay Records**:

- Through Connect - Contact the Support Center Help Desk
- Outside Connect - Contact your Payroll Department

If you have questions on your pay stub or the application:

- Contact your Payroll Department