

# 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/AnchorGlass

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

Your User ID is: Your Employee Number.

*For Hourly employees, type 6PLCLOCK, where PL is your 2 digit plant and CLOCK is your 5 digit clock number.*

*02: Jacksonville 12:Shakopee 14:Warner Robins 15:Henryetta  
41:Elmira 42:Lawrenceburg 56:Zanesville 61:Streator*

*For Salary employees, type in your employee number which begins with 877.*

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

Your initial PASSWORD is:

*The last 4 digits of your SSN.*

**You will be required to change your password upon initial login.**

4. Click the Log In button. **3**
5. Once you have logged in, follow the on-screen instructions to setup several security questions.
6. Once you have setup your security questions, 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 ClickToView column on the left side of the screen. **5**

Your User ID is your employee number that appears on your current paper pay stub on the left hand side below your employee name.

Anchor Glass Container Corporation  
STATEMENT OF EARNINGS AND DEDUCTIONS  
DETACH AND RETAIN FOR YOUR RECORDS

Employee: GLASS, AMBER  
Employee No. 6PLCLOCK

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is your Employee Number.

User ID:  **1**

Your initial password is the last four digits of your SSN.

Password:  [Forgotten Password?](#) **2**

**3**

For assistance with Log-In , click on User Guide.  
For additional assistance, contact your H/R Department.

[Click here for User Guide](#)

### 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.

**4** Hourly PayStubs Messages Manage Your Account Help

**5**

CLICK TO VIEW	CHECK DATE
	10/12/2017
	10/5/2017
	9/28/2017
	8/31/2017
	8/31/2017

**6**

IF YOU WOULD LIKE TO RECEIVE NOTIFICATIONS OF IMPORTANT MESSAGES, THEN PLEASE SET UP A MESSAGE DELIVERY OPTION ON THE 'MESSAGES' TAB.

YOU HAVE NOT SET UP ANY USER NOTIFICATIONS

Add Email Notification

Add Text Message Notification