

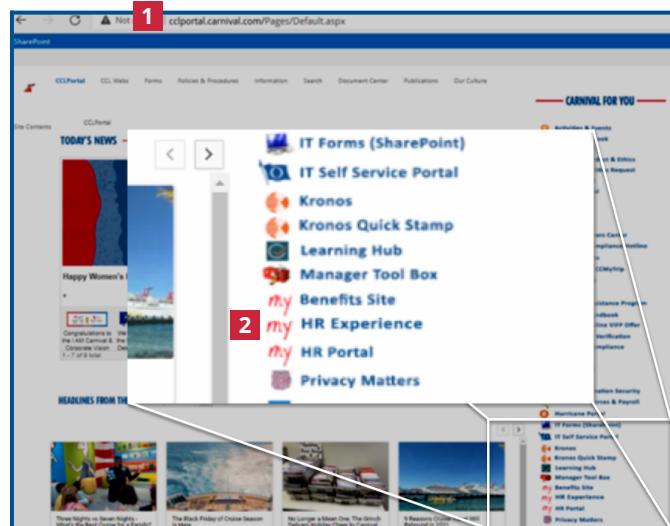


FunPay Online Pay Stub / W-2 Quick-Start Guide

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 acquiring your Payroll Numeric Employee ID ("Lawson ID" - 6 digits or less), and logging into the FunPay system to access your online pay stubs, W-2s, and set up notification options with just a few quick clicks!

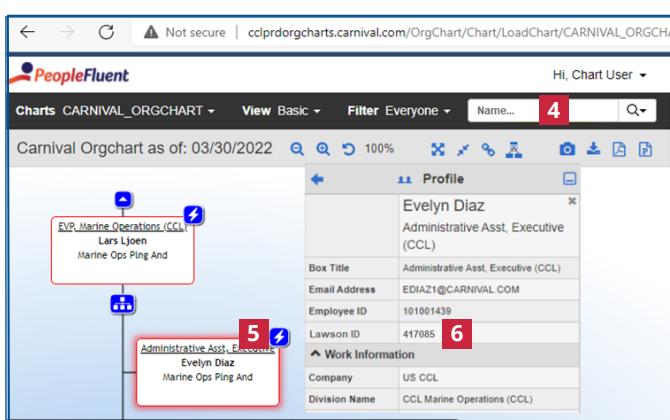
How to find your Payroll Numeric Employee ID ("Lawson ID" - 6 digits or less)

1. Open the Carnival Intranet Portal by accessing:
<http://cclportal.carnival.com/Pages/Default.aspx>
2. Navigate to the right hand side of the page, underneath Carnival For You, and then select my HR Experience.



Navigating the Organization Chart

3. On the my HR Experience page, select Org Chart from the top menu.
4. Find your name in the search box (top right corner) and then click on it.
5. Click the blue lightning icon shown next to your name.
6. The Lawson ID information will be displayed on the right-hand side.





Getting started with Online Pay Stubs

1. If you are an active employee, click on the FunPay icon on the right-hand side of the intranet's front page. All others should point their web browser to:

<https://my.doculivery.com/carnival>

2. Enter your initial User ID.

Not sure of your Payroll Numeric Employee ID ("Lawson ID" - 6 digits or less)? You can find it in the Carnival Org Chart (instructions on the first page of the User Guide)

Your initial USER ID is:

*Your Payroll Numeric Employee ID
("Lawson ID" - 6 digits or less) and the last four digits of
your social security number.*

3. Enter your initial Password.

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

Your initial PASSWORD is:

*The last six digits of your SSN and the first initial of your
first and last name in upper case.*

4. Click the Log In button.

5. Once you have logged in and changed your password, please make a note of your new password for future reference. (Changing your password is for first-time users only, and is not required when users return to the FunPay system.)

Viewing Pay Stubs

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.

6. 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.

Please log-in to the FunPay System.

Your User ID is your Payroll Numeric Employee ID ("Lawson ID" - 6 digits or less) and the last four digits of your social security number.

Not sure what is your Payroll Numeric Employee ID ("Lawson ID" - 6 digits or less)? You can find it in the Carnival Org Chart.

User ID: 2

Your initial password is the last six digits of your social security number and the first initial of your first and last name in upper case

Password: 3 [Forgotten Password?](#)

4

Welcome:

5 Pay Stubs W2 Earnings-Recap W-2 Messages Manage Your Account Help

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CLICK TO VIEW	PAY DATE
6	4/15/2022
	4/1/2022
	3/18/2022
	3/4/2022
	2/18/2022
	2/4/2022



Getting Started with Online W-2s

- Once logged in, you will see the main screen which is organized by tabs. Click on the W-2 tab.
- Click the opt in for electronic W-2s link on the right side of the screen.

Completing the One-time W-2 Opt-in Process

- Follow the on-screen instructions to complete the one-time opt-in process.

You will be required to do the following steps to complete the opt-in process:

- Verify that you can view your W-2 as a PDF.
- Agree to the terms of use.
- Enter your Social Security Number.
- Enter a valid email address and verify it. (*If you do not have a valid email address, you may obtain one for free by visiting: gmail.com or hotmail.com*)
- Choose your delivery method.
- After you have completed the five steps outlined above, click the Save Opt-In button to finish the Opt-in process.
- The next time that you log in to the Doculivery system, click on the W-2 tab to see a list of all available W-2s. To view a particular W-2, click the blue view icon next to it to see that W-2 in its entirety.

Setting Up Notification Options

- Click on either the Pay Stubs tab, the W-2 tab, or the Messages tab.
- On the right side of the screen, select the appropriate bar and follow the on-screen instructions to set up multiple email or text message notifications for the information represented in each of the tabs.

1 The W-2 tab is highlighted in red.

2 A callout box on the right side of the screen contains the text: "If you would like to receive pay stub notifications, please set up delivery options below. In addition, if you would like to receive notifications of important messages, then please set up message delivery options on the 'Messages' tab." Below this is a section titled "YOU HAVE NOT SET UP ANY USER NOTIFICATIONS" with two buttons: "Add Email Notification" and "Add Text Message Notification".

3 A callout box on the right side of the screen contains the text: "1. Verify that you can view your W-2 as a PDF. Click here to view a sample W-2." Below this is a link to "Get Adobe Reader".

4 A callout box on the right side of the screen contains the text: "2. Agree to the terms of use. Please read the Terms of Use, and check to see if you can view the online W-2 sample. If you agree to the Terms of Use, and can view the W-2 sample, then select the checkbox below." Below this is a checkbox labeled "I have read and agree to the terms of use." and a link to "Doculivery Online Tax Forms Terms of Use".

6 The W-2 tab is highlighted in red.

7 A callout box on the right side of the screen contains the text: "If you would like to receive pay stub notifications, please set up delivery options below. In addition, if you would like to receive notifications of important messages, then please set up message delivery options on the 'Messages' tab." Below this is a section titled "YOU HAVE NOT SET UP ANY USER NOTIFICATIONS" with two buttons: "Add Email Notification" and "Add Text Message Notification".