

## 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 Team Carnival Portal with a unique User ID and Password to access your online pay stubs, and set up notification options with just a few quick clicks!

### Getting Started

1. Direct your internet browser to the following url:  
<https://my.doculivery.com/carnivalship>
2. Enter your User ID. **1** Your User ID is: *Your Crew ID followed by your birth month and year in "MMYYYY" format. (Example: Crew ID "415278" born on June 4, 1980 would be 415278061980).*
3. Enter your initial Password. **2** You will be required to change your password upon initial log in. Your initial PASSWORD is: *Your Crew ID followed by your birth year in "YYYY" format. (Example: Crew ID "415278" born on June 4, 1980 would be 4152781980).*
4. Click the Log In button. **3**
5. Once you have logged in, select your answers to the security questions and change your password. Please make a note of your new password for future reference.  
TO PRESERVE YOUR PRIVACY AND KEEP YOUR INFORMATION SAFE AND SECURE, DO NOT SHARE YOUR PASSWORD AND THE ANSWERS TO YOUR SECURITY QUESTIONS WITH ANYONE.
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**
7. ALWAYS ENSURE YOU LOG OUT WHEN YOU ARE FINISHED.

### Setting Up Notification Options

1. Click on the Pay Stubs tab **4**, or the Messages tab. **6**
2. On the right side of the screen, select the appropriate bar **7** and follow the on-screen instructions to set up multiple email or text message notifications for the information represented in each of the tabs.

**PLEASE LOG-IN TO THE TEAM CARNIVAL PORTAL.**

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**

**3** Log In

Welcome:

**4** Pay Stubs **6** Messages Manage Your Account Help

CLICK TO VIEW	PAY DATE
<b>5</b> [view icon]	1/6/2012
[view icon]	12/23/2011
[view icon]	12/9/2011
[view icon]	12/2/2011
[view icon]	11/25/2011
[view icon]	11/10/2011
[view icon]	10/28/2011
[view icon]	10/14/2011
[view icon]	9/30/2011
[view icon]	9/16/2011
[view icon]	9/2/2011

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.

**YOU HAVE NOT SET UP ANY USER NOTIFICATIONS**

**7** Add Email Notification  
Add Text Message Notifications

For login assistance while onboard please visit the Pay Office during opening hours.

During vacation, please call +1 (305) 406-4649 or email [crewassistance@carnival.com](mailto:crewassistance@carnival.com)

## Quick-Start Tax Forms Guide

This guide provides you with the basic quick-start information needed to set up delivery and access your electronic documents in no time at all. The instructions below highlight the steps to register for online delivery of your Tax Forms with just a few quick clicks!

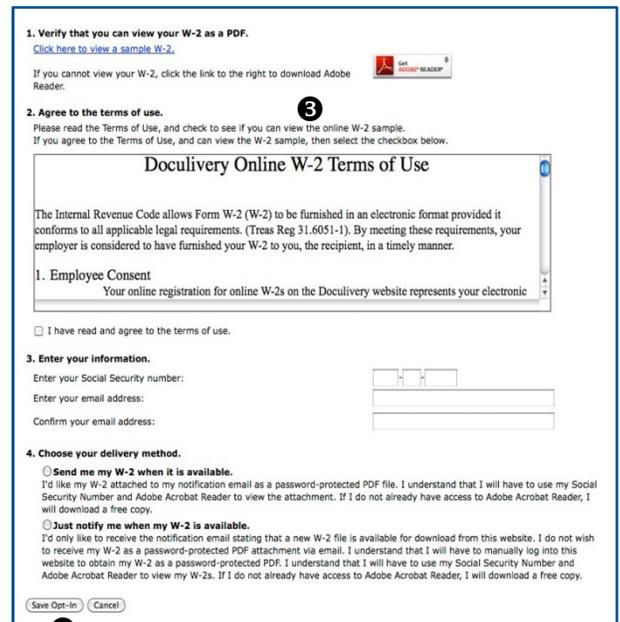
### Getting Started with Online W-2s

1. Direct your web browser to <https://my.doculivery.com/carnivalship> and enter your login and password to access the Team Carnival Portal
2. Once logged in, you will see the main screen which is organized by tabs. Click on the Tax Forms tab. ❶
3. Click on the link to opt in for electronic W-2s on the right side of the screen. ❷



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

1. Follow the on-screen instructions to complete the one-time opt-in process. ❸
2. You will be required to do the following steps to complete the opt-in process:
  - a. Verify that you can view your W-2 as a PDF.
  - b. Agree to the terms of use.
  - c. Enter your Social Security Number.
  - d. Enter a valid email address and verify it.
  - e. Choose your delivery method.
3. After you have completed the five steps outlined above, click the Save Opt-In button to finish the Opt-in process. ❹
4. The next time that you log in to the Doculivery system, click on the Tax Forms tab ❶ 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.



For login assistance while onboard please visit the Pay Office during opening hours. During vacation please call (305) 406-4649 or email [crewassistance@carnival.com](mailto:crewassistance@carnival.com)