CIENA HEALTHCARE

EZ-STUB

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:
https://my.Doculivery.com/CienaLaurel

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

   Your USER ID is:
   your last name + your employee ID + the last 4 digits of your SSN.

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

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

   Your initial PASSWORD is:
   the last 4 digits of your SSN.

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 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.

We're All About You

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: [   ]

Password help information will appear here when you visit the url noted in step one.

Password: [   ]

[Log In]

| 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
	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

CURRENT NOTIFICATION OPTIONS

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

[Add Another Email Delivery Option]
[Add Another Email Notification]
[Add Another Text Message Notification]
[Add Detailed Text Messaging]

Scan & Enroll