



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 one of the following url sites:

www.doculivery.com/communitycoffee

OR

www.communitycoffee.com/employees

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

Your initial User ID is:

The first four letters of your last name, plus the last four digits of your Social Security Number (SSN).

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

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

Your initial PASSWORD is:

Your full Social Security Number without any spaces or dashes.

4. Click the Log In button. **3**

5. Once you have logged in and changed your password, please make a note of your new password for future reference. There will also be a number of security questions that you will need to complete for password protection.

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**

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. For text messaging, please choose your cell phone provider.